

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
September 10, 2024 | 9:30 am
[Municipality of Jasper Strategic Priorities 2022-2026](#)



Notice: Due to the ongoing wildfire recovery, this meeting will be conducted electronically. Members of the public can view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. **To live-stream this meeting starting at 9:30am, use this Zoom link: <https://us02web.zoom.us/j/87657457538>**

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, September 10, 2024 attachment

Recommendation: That Council approve the agenda for the regular meeting of September 10, 2024 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, September 3, 2024 attachment

Recommendation: That Council approve the minutes of the September 3, 2024 Regular Council meeting as presented.

4 CORRESPONDENCE

5 NEW BUSINESS

5.1 Joint Recovery Coordination Centre Update verbal

Recommendation: That Council receive the update for information.

5.2 Rebuilding Information Update verbal

Recommendation: That Council receive the update for information.

5.3 Temporary Relaxation of RV Parking Regulations verbal

Recommendation: That Council extend the temporary relaxation of RV parking until October 31st.

5.4 Connaught Affordable Housing Development Status Update attachment

Recommendation: That Council accept the Connaught Affordable Housing Development Status update for information.

5.5 Recovery Advisory Committee Terms of Reference attachment

Recommendation: That Council approve the Terms of Reference for the Jasper Recovery Advisory Committee as presented.

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
September 10, 2024 | 9:30 am
[Municipality of Jasper Strategic Priorities 2022-2026](#)

5.6 Clean Energy Improvement Program Tax Bylaw 3rd Reading attachment

Recommendation: That Council give third reading to bylaw #263 the Clean Energy Improvement Program Tax Bylaw as presented.

6 NOTICES OF MOTION

6.1 Mayor Ireland - "That Council direct Administration to bring forward recommendations regarding the advisability of amending sections 13.6 and 13.7 and any other related provisions of Traffic Safety Bylaw #244 not later than mid-October 2024."

7 MOTION ACTION LIST attachment

8 COUNCILLOR REPORTS

[8.1 Council's appointments to boards and committees](#)

9 UPCOMING EVENTS

AB Munis 2024 Conference & Tradeshow – September 25-27, Westerner Park, Red Deer
Annual Organizational Meeting, October 22

10 IN CAMERA

10.1 Strategic Priorities FOIP s. 24(1)(g)

10.2 Intergovernmental Relations FOIP s. 21

11 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of September 10, 2024 be adjourned at _____.

Please note: All regular and committee meetings of Council are video recorded and archived on YouTube.

Municipality of Jasper
Regular Council Meeting Minutes
Tuesday, September 3, 2024 | 9:30 am

Virtual viewing and participation	Due to the ongoing recovery following the Jasper Wildfire Complex this meeting was conducted virtually and available for public livestreaming through Zoom. All meeting attendees participated or observed by electronic means.			
Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Helen Kelleher-Empy, Kathleen Waxer, Ralph Melnyk, Scott Wilson, and Wendy Hall.			
Absent	none			
Also present	Bill Given, Chief Administrative Officer Michael Fark, Director of Recovery Beth Sanders, Director of Urban Design & Standards Mona El Dabee, Energy & Environment Manager Emma Acorn, Legislative Services Coordinator Dr. Kristin Pon & Shane Hussey, Alberta Health Services Sean Hynes & Andrea Samaratunga, ATCO Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local Jacqui Sundquist, CBC Edmonton 35 observers			
Call to order	Mayor Ireland called the September 3, 2024 Regular Council meeting to order at 9:30am.			
Additions or deletions to agenda #366/24	Mayor Ireland, Councillor Melnyk, and Councillor Damota each had requests for additions to the agenda. MOTION by Councillor Waxer that the following items be added to the agenda: <ul style="list-style-type: none">• 5.3 Temporary Relaxation of RV Parking Regulations• 5.4 Jasper Municipal Housing Corporation Update• 5.5 Joint Recovery Coordination Centre Update• 9.2 In-Camera Item – Council Human Resources Matter• 9.3 In-Camera Item – Strategic Priorities <table style="width: 100%;"><tr><td style="text-align: left;">FOR 7 Councillors</td><td style="text-align: left;">AGAINST 0 Councillors</td><td style="text-align: right;">CARRIED</td></tr></table>	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
FOR 7 Councillors	AGAINST 0 Councillors	CARRIED		
Approval of agenda #367/24	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council approve the agenda for the September 3, 2024 Regular Council meeting as amended with added items: <ul style="list-style-type: none">• 5.3 Temporary Relaxation of RV Parking Regulations• 5.4 Jasper Municipal Housing Corporation Update• 5.5 Joint Recovery Coordination Centre Update• 9.2 In-Camera Item – Council Human Resources Matter• 9.3 In-Camera Item – Strategic Priorities <table style="width: 100%;"><tr><td style="text-align: left;">FOR 7 Councillors</td><td style="text-align: left;">AGAINST 0 Councillors</td><td style="text-align: right;">CARRIED</td></tr></table>	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
FOR 7 Councillors	AGAINST 0 Councillors	CARRIED		
Approval of Regular minutes #368/24	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the minutes of the August 27, 2024 Regular Council meeting as presented. <table style="width: 100%;"><tr><td style="text-align: left;">FOR 7 Councillors</td><td style="text-align: left;">AGAINST 0 Councillors</td><td style="text-align: right;">CARRIED</td></tr></table>	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
FOR 7 Councillors	AGAINST 0 Councillors	CARRIED		
Correspondence	Council received correspondence from Colin & Lenie Nilsen; the Mayor of Bow Island; and Mount Allison University all expressing concern for Jasper following the beginning of the wildfire. Council also acknowledged a piece of correspondence received from Shelley Koebel with Gabrielle Investments Ltd yesterday, sent in regards to agenda item 5.2. The correspondence is attached to the minutes.			

#369/24	MOTION by Councillor Hall – BE IT RESOLVED that Council receive the correspondence for information.						
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FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Alberta Health Services	Alberta Health Services representatives Dr. Kristin Pon, Medical Officer of Health and Shane Hussey, Director of Environmental Public Health, spoke to concerns surrounding air quality and health; monitoring outdoor air; individual actions for residents; and resources available to the public. The presentation slides were a late addition and are attached to the meeting minutes to be included in the public record.						
#370/24	MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the presentation for information.						
	<table border="0"> <tr> <td data-bbox="454 792 617 833">FOR</td> <td data-bbox="747 792 860 833">AGAINST</td> <td data-bbox="1315 833 1442 873"></td> </tr> <tr> <td data-bbox="454 833 617 873">7 Councillors</td> <td data-bbox="747 833 860 873">0 Councillors</td> <td data-bbox="1315 833 1442 873">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Recovery Effort Positions	Council received a report from Administration with position requests to aid in the Municipality’s recovery following the Jasper Wildfire Complex. Director of Recovery Michael Fark detailed how the positions are intended to provide the Municipality with the critical capacity required to ensure a timely social, economic and housing recovery. Council made slight adjustments to the wording of the recommendation to include the length of term and adding “small business” to the description of one position.						
#371/24	<p>MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the establishment of the following two-year term positions to support the social, economic and housing recovery efforts:</p> <ul style="list-style-type: none"> • One (1) full-time Recovery Operations Project Manager position • One (1) full-time Finance Recovery Coordinator position • One (1) full-time combined Recovery Liaison, Small Business and Information Coordinator position • One (1) full-time Housing/Social Recovery Manager position • One (1) full-time Social Recovery Coordinator position • One (1) full-time Administrative Coordinator position • One (1) full-time Information Technology Coordinator position • One (1) full-time Human Resource Coordinator position 						
	<table border="0"> <tr> <td data-bbox="454 1666 617 1706">FOR</td> <td data-bbox="747 1666 860 1706">AGAINST</td> <td data-bbox="1315 1706 1442 1747"></td> </tr> <tr> <td data-bbox="454 1706 617 1747">7 Councillors</td> <td data-bbox="747 1706 860 1747">0 Councillors</td> <td data-bbox="1315 1706 1442 1747">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Temporary Relaxation of RV Parking Regulations	Council requested information on the effects of the recent temporary relaxation of RV parking regulations within the Municipality. Administration will bring forward an update to the next Regular Council meeting on the subject.						
Jasper Municipal Housing Corporation Update	Council requested information on the status of the Jasper Municipal Housing Corporation and its current projects. Administration will bring forward an update to the next Regular Council meeting on the subject.						
Joint Recovery Coordination Centre Update	Council requested information on how they would receive updates on the Joint Recovery Coordination Centre. Administration did acknowledge work is underway to develop draft Governance and organizational structures for a Recovery Office and a Terms of Reference for a Recovery Committee.						
Notices of Motion	<p>Mayor Ireland indicated he will be bringing the following motion forward to the September 10, 2024 Regular Council meeting:</p> <p>“That Council direct Administration to bring forward recommendations regarding</p>						

the advisability of amending sections 13.6 and 13.7 and any other related provisions of Traffic Safety Bylaw #244 not later than mid-October 2024.”

Councillor Reports Councillor Kelleher-Empey attended a site visit last Thursday to the new Indigenous Lodge at Victor Lake. It is slated to be open next year. On Friday she attended an Evergreens Foundation meeting in Hinton and visited the Seniors.

Upcoming events Council received a list of upcoming events for information.

Move In-camera #372/24 MOTION by Councillor Hall to move in-camera at 11:38am to discuss agenda item:

- 9.1 Third party business interests – FOIP, S. 16
- 9.2 Council Human Resources Matter
- 9.3 Strategic Priorities

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mr. Given, Ms. Acorn, Ms. Sanders, Sean Hynes, and Andrea Samaratunga also attended the in-camera session. Item 9.2 was removed and item 9.3 was referred to the next Regular Council meeting due to time constraints.

Move out of camera #373/24 MOTION by Councillor Wilson to move out of camera at 1:03pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Recess Mayor Ireland called a recess from 1:03pm to 1:30pm

Meeting Extension #374/24 MOTION by Councillor Melnyk that Council extend the September 3, 2024 Regular meeting beyond four hours.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Public Hearing – Clean Energy Improvement Program Tax Bylaw

The Mayor called the Public Hearing to order at 1:30pm.

Beth Sanders, Director of Urban Design & Standards and Mona El Dabee, Energy & Environment Manager presented on behalf of Administration.

Mayor Ireland confirmed with Administration that no written submissions were received from the public, nor did any residents register to speak or reach out for more information.

Council was given another opportunity to ask questions of Administration. Administration did recommend two amendments to the definitions section of the bylaw.

Motions arising #375/24 MOTION by Councillor Wilson – BE IT RESOLVED that Council amend Bylaw #263 Clean Energy Improvement Tax Bylaw before giving second reading as follows:

- That section 2.1.13 be replaced with, “‘Owner’ shall include a leaseholder or a manager and any person having authority of an Eligible Property;”
- That a definition of leaseholder be added: “‘Leaseholder’ shall mean a grantee or a Person or other legal entity holding a valid lease or license of occupation with the federal Crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railway, and shall mean Jasper National Park of Canada in respect of lots or land parcels held by the Crown;”

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

#376/24

MOTION by Councillor Melnyk – BE IT RESOLVED that Council give second reading to the Clean Energy Program Tax Bylaw as amended:

- That section 2.1.13 be replaced with, “‘Owner’ shall include a leaseholder or a manager and any person having authority of an Eligible Property;”
- That a definition of leaseholder be added: “‘Leaseholder’ shall mean a grantee or a Person or other legal entity holding a valid lease or license of occupation with the federal Crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railway, and shall mean Jasper National Park of Canada in respect of lots or land parcels held by the Crown;”

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

#377/24

MOTION by Councillor Damota – BE IT RESOLVED that the public hearing portion of the meeting be adjourned at 2:02pm.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Adjournment
#378/24

MOTION by Councillor Hall – BE IT RESOLVED that, there being no further business, the Regular Council meeting of September 3, 2024 be adjourned at 2:03pm.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer



Gabrielle Investments Ltd.

SnowDome Coffee Bar, Andromeda Coffee & Coin Clean Laundry

September 2, 2024

Agenda Item 5.2 Recovery Effort Positions - Small Business Recovery after Jasper Wildfire Complex

Dear Mayor Ireland and Town Council Members,

In the aftermath of the Jasper Wildfire Complex, the destruction of over 30% of the community's structures has had a profound impact, particularly on the small businesses that are the lifeblood of our town's economy and tourism industry. On Patricia Street alone, 19 primarily independent businesses have been destroyed. This does not include the many businesses in Stan Wright Industrial Park or on Connaught Drive. This is a shocking loss that leaves a significant void in the fabric of Jasper's unique and cherished small business culture. To ensure a comprehensive recovery that addresses the economic heart of Jasper, it is essential to include a dedicated position focused on small business recovery within the proposed recovery team.

Considerations:

- 1. Vital Role of Small Businesses in Jasper's Economy:** Jasper's small businesses are more than just economic entities; they represent the town's identity and are a critical draw for the millions of tourists who visit each year. These businesses offer unique, locally-driven experiences that cannot be replicated by larger chains, and their loss would have a lasting impact on Jasper's appeal as a tourist destination.
- 2. Challenges Faced by Small Businesses:** Unlike larger corporations, small businesses often lack the resources to independently navigate the complexities of recovery after a disaster. They face hurdles such as securing funding, managing insurance claims, rebuilding physical spaces, and retaining customer bases. Many owners have also lost their homes. A position dedicated to assisting these businesses would provide essential support, helping them to recover more swiftly and effectively.

3. **Preserving Jasper's Independent Spirit:** The independent nature of Jasper's businesses is a core part of its charm and appeal. Maintaining this culture is crucial not only for the community's identity but also for the overall recovery of the town's economy. Without targeted assistance, there is a risk that the recovery process may lead to a homogenization of the business landscape, undermining what makes Jasper unique.
4. **Tourism and Economic Recovery:** The recovery of small businesses is directly linked to the broader economic and tourism recovery. Visitors come to Jasper not only for its natural beauty but also for the distinctive shopping and dining experiences plus the unique services offered by local entrepreneurs. A thriving small business sector is essential to re-attracting tourists and ensuring that they have the experiences they seek, which will, in turn, accelerate the overall economic recovery.

In light of the above, I strongly ask Mayor Ireland and Council to seriously address small business recovery with the addition of a full-time Small Business Recovery Specialist to the proposed recovery team. This role would work directly with local entrepreneurs and building owners to provide the guidance, resources, and support needed to rebuild and revitalize Jasper's small business community. We cannot forget that small business owners are residents too. The inclusion of this position aligns with the council's strategic goals of taking active and strategic steps to advance Jasper's interests and ensuring an equitable and holistic recovery for all segments of the community.

By investing in the recovery of our small businesses, we not only preserve the unique character of Jasper but also ensure that our town remains a vibrant and attractive destination for years to come.

Yours sincerely,



Shelley Koebel
Owner
Mobile: 780 852 8581

Cc: Bill Given - Municipality of Jasper
Tyler Riopel - Tourism Jasper
Patti Pavlov - Jasper Chamber of Commerce
Nancy Robbins - Community Futures West Yellowhead
MLA Martin Long - Province of Alberta

September 3, 2024

ATTACHMENT TO
SEPTEMBER 3, 2024
Regular meeting minutes

Air Quality and Health

Dr. Kristin Pon
Medical Officer of Health

Outline

1. Air Quality and Health
 2. Monitoring Outdoor Air
 3. Individual Actions
-

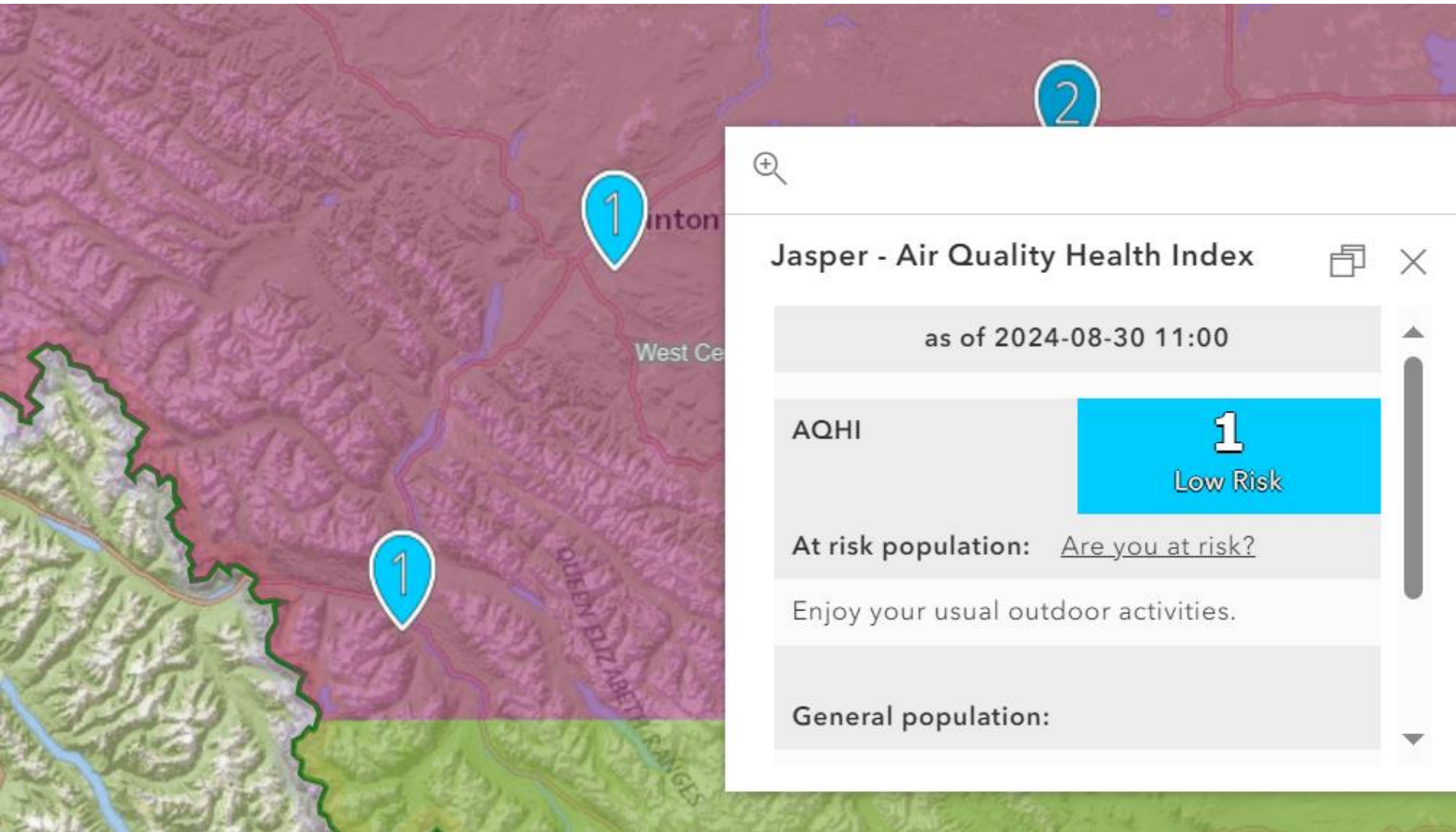


Air Quality Health Index (AQHI)



Health Risk	Air Quality Health Index	Health Messages	
		At Risk Population	General Population
Low Risk	1 – 3	Enjoy your usual outdoor activities.	Ideal air quality for outdoor activities.
Moderate Risk	4 – 6	Consider reducing or rescheduling strenuous activities outdoors if you are experiencing symptoms.	No need to modify your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High Risk	7 – 10	Reduce or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High Risk	10 +	Avoid strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	Reduce or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.

AQHI - MAQHI - Map (alberta.ca)ap (alberta.ca)



Individual Actions

Outdoor Air	Indoor Air
Reduce exposure	Cleaning
Reconsider outdoor activities	Improve air flow
Consider respirator or mask	Filtration
Note: recommendations may vary depending on individual risk factors	

Resources

- ahs.ca/wildfire :
 - [Jasper 2024: Reopening Buildings Homes, and Business After Wildfire](#)
 - [Jasper 2024: Indoor Air Testing After a Wildfire](#)
 - [Hiring an environmental consultant](#)
 - [Hiring a fire restoration contractor](#)



Resources

- [Health Information for Air Quality Events \(AHS\)](#)
 - [Wildfire smoke and your health \(MyHealth.Alberta\)](#)
 - [Alberta Air Quality Notification Protocol What you need to know \(Government of Alberta\)](#)
 - [Breathing Smoke or Fumes \(MyHealth.Alberta\)](#)
 - [Wildfire Smoke and Your Mental Health \(AHS\)](#)
 - [Smoke Forecast](#)
 - <https://myhealth.alberta.ca/Alberta/AlbertaDocuments/asbestos-information.pdf>
 - <https://www.alberta.ca/alberta-asbestos-abatement-manual>
-

QUESTIONS

AGENDA ITEM 5.4

REPORT FOR INFORMATION

Subject: Connaught Affordable Housing Development Status Update
From: Bill Given, CAO
Prepared by: Leanne Pelletier, Municipal Housing Coordinator
Reviewed by: Beth Sanders, Director of Urban Design and Standards
Date: Sept 10, 2024



Recommendation:

- That Council accept the Connaught Affordable Housing Development Status update for information.

Background:

The Connaught Affordable Housing Development will feature a 40-unit apartment building, comprised of 20 one-bedroom units and 20 two-bedroom units, located on Connaught Drive on Parcel HJ. Planning and investment for this project commenced in 2018, including servicing the lot in anticipation of development.

In 2023, the municipality applied to the Affordable Housing Partnership Program (AHPP) and was announced as a successful recipient of a \$6.5M dollar grant to advance the project. Additional funding is being secured through federal sources in the form of low-interest loans and grants to support energy efficiency, affordability and accessibility.

Work on the project is being led by the Jasper Community Housing Corporation and municipal administration.

While the recent Jasper Wildfire Complex has resulted in minor delays, the fire has not impacted the ability of the working group to proceed with the project.

Discussion:

The Connaught Development is designed to meet affordability standards at both provincial and federal levels, with all rents set below Median Market Rates. The project prioritizes accessibility and energy efficiency, representing inclusive and sustainable community living.

Key project milestones achieved to date include:

- Establishing project Guiding Principles;
- Incorporation of the Jasper Municipal Housing Corporation (JMHC);
- Site servicing for utilities;
- Development and distribution of Request for Qualifications (RFQ) for the Design-Build;
- Evaluation of RFQ submissions;
- Environmental assessments of the site;
- Conducting a survey of Parcel GC, leading to a subdivision plan;
- Collaborating with Parks Canada for the release of Parcel HJ, including the development of a Draft Lease;
- Appraisal of Parcel HJ to determine the release fee;
- Detailed site test fit;

- Development and distribution of Request for Proposals (RFP) for the Design-Build;
- Evaluation of RFP submissions and awarding of Design-Build contract;
- Development of Design Phase methodology;
- Development and distribution of RFP for Project Management of the project;
- Evaluation of RFP submissions and selection of PM Team; and
- Contract review and amendment.

With the Design-Build and Project Management Team selected, the project's design phase is set to commence, with construction anticipated to begin in early spring 2025. The project schedule has a target completion date of August 31, 2026. Administration is discussion with the contractor to assess potential timeline or price impacts as a result of the wildfire.

Given the recent impact of the Jasper Wildfire Complex on local housing, stakeholders are committed to the project and recognize the importance of this project in addressing community needs.

Strategic Relevance:

- Improve and expand the supply of housing in Jasper, focused on greatest need, affordability and health and safety.
- Establish sustained, permanent housing in Jasper.
- Take proactive steps to reduce the risk of people becoming vulnerable with our post-fire housing challenges.

Inclusion Considerations:

On completion, the Connaught Affordable Housing Build will provide forty affordable housing units to the community.

Relevant Legislation:

- [Canada National Parks Act](#)
- [Alberta Municipal Government Act](#)
- [Jasper Community Sustainability Plan](#)
- Land Use Policies (Parks Canada)

Financial:

The project is proceeding within the approved budget. Administration is discussion with the contractor to assess potential timeline or price impacts as a result of the wildfire.

AGENDA ITEM 5.5

REQUEST FOR DECISION

Subject: Recovery Advisory Committee Terms of Reference
From: Bill Given, Chief Administrative Officer
Reviewed by: Andy Esarte, Acting Director of Recovery
Date: September 10, 2024



Recommendations:

- That Council approve the Terms of Reference for the Jasper Recovery Advisory Committee as presented.

Alternatives:

- That Council direct administration to revise the Jasper Recovery Advisory Committee Terms of Reference and return to a future committee meeting.
- That Council approve the Terms of Reference with amendments.

Background:

The Jasper Wildfire Complex event saw Jasper successfully evacuate approximately 25,000 residents on July 22, 2024.

On July 24, 2024 the fire entered the town. Fortunately, due to the courageous and professional efforts of fire crews, all critical infrastructure in the community was saved as were approximately 70% of the town's total structures. Unfortunately, the 30% of structures that were destroyed were largely residential in nature with an estimated 820 housing units lost.

The evacuation order for the community extended until August 16th when residents were allowed to return. The significant loss of property and resulting impact on lives and livelihoods will require a multi-year, focused effort on community recovery.

On August 13th, Council directed administration to draft a Terms of Reference for a Recovery Committee and return to a future Council meeting.

Discussion:

The 2024 Wildfire Complex in Jasper significantly impacted the community's infrastructure, environment, and economy, leading to the establishment of the Joint Recovery Coordination Centre (JRCC). The purpose of the Recovery Advisory Committee is to provide community-based input and advice to the JRCC on various recovery areas. It is important to note that the Committee will be advisory in nature and the body's role would be to:

- To advise the Directors of Recovery on strategies to address the physical and mental health needs of the community during recovery.
- To provide community perspective on the reconstruction of residential and commercial properties and utilities.
- To offer feedback on the environmental restoration and management efforts within Jasper.
- Suggest improvements to community amenities that have been affected by the disaster.
- To support economic recovery by advising on strategies to support local businesses and stabilize the economy.

The Committee is proposed to consist of seven members, including 2 members of Council, 2 representatives from Parks Canada, 1 Tourism Jasper, and 2 members of the general public, appointed by Council. Although the terms of reference suggest the Committee will meet as needed at least four times per year, it is expected to meet more frequently in the early phases of recovery.

The formation of the Jasper Recovery Advisory Committee is a critical step in ensuring that the voices of the community are included in the recovery process. The Committee's advisory role to the JRCC and Council provides a mechanism for incorporating community perspectives into ongoing wildfire recovery and rebuilding efforts. Establishment of the committee will also allow Council to continue to focus on its governance of the municipality which cannot be delegated to any other group.

In summary, approving the Terms of Reference as presented allows the recovery process to move forward in a structured and community-informed manner, ensuring that Jasper's recovery efforts are comprehensive and collaborative.

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Recognize the fundamental importance of our tourism economy.
- Communicate and engage with residents.
- Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Inclusion Considerations:

The formation of the Committee ensures broad representation from key sectors, including local government, tourism, and the general public. This inclusivity ensures that diverse perspectives, including those of residents and business owners, are reflected in recovery planning

Relevant Legislation:

NA

Financial:

There are minimal financial impacts associated with the formation and operation of the Committee, as its meetings will be supported administratively by the JRCC. The Recovery Advisory Committee will not have authority to authorize spending.

Attachments:

- Recovery Advisory Committee Terms of Reference (Draft)
- JRCC Illustrative Relationship Diagram

Recovery Advisory Committee Terms of Reference

The purpose of the Committee is to provide community based perspective, advice and guidance to the Joint Recovery Coordination Centre as Jasper recovers and rebuilds from the 2024 Wildfire Complex.

1. Purpose & Responsibilities of the Committee

- 1.1 To advise the Directors of Recovery on strategies to address the physical and mental health needs of the community during recovery.
- 1.2 To provide community perspective on the reconstruction of residential and commercial properties and utilities.
- 1.3 To offer feedback on the environmental restoration and management efforts within Jasper.
- 1.4 Suggest improvements to community amenities that have been affected by the disaster.
- 1.5 To support economic recovery by advising on strategies to support local businesses and stabilize the economy.

2. Membership

- 2.1 The Committee shall have a total membership of 7 consisting of:
 - 2 Members of Municipal Council,
 - 2 Representatives of the Jasper Field Unit
 - 1 Representative of Tourism Jasper
 - 2 Representatives the general public

3. Quorum and Voting

- 3.1 The quorum for the Committee shall be the majority of the Members appointed.
- 3.2 All Committee Members will vote on all motions.
- 3.3 A majority of votes present are required to approve a motion.
- 3.4 A tie vote results in the defeat of the motion.
- 3.5 Motions passed are of an advisory nature, are not binding on the JRCC and cannot fetter the discretion of Council.

4. Meetings & Minutes

- 4.1 The committee will meet at least 4 times per year.
- 4.2 Meetings shall not exceed 1.5 hours in length unless the members present unanimously consent to an extension.
- 4.3 Notice of all meetings shall be given to all committee members by circulation of the agenda together with supporting documentation at least 2 business days prior to the meeting.

5. Administrative Support

- 5.1 The committee shall be supported by the Directors of Recovery and the Joint Recovery Coordination Centre (JRCC).

6. Reporting Relationship

- 6.1 The committee shall act in an advisory capacity to the JRCC, through the Directors of Recovery and Council.
- 6.2 The committee will provide recommendations to the JRCC through the Directors of Recovery for consideration and may provide advice to Council for broader policy considerations.
- 6.3 Minutes of the committee shall be forwarded to Council for information.

7. Terms of Reference

- 7.1 The Committee’s Terms of Reference may only be approved and amended by Council at a regular meeting.

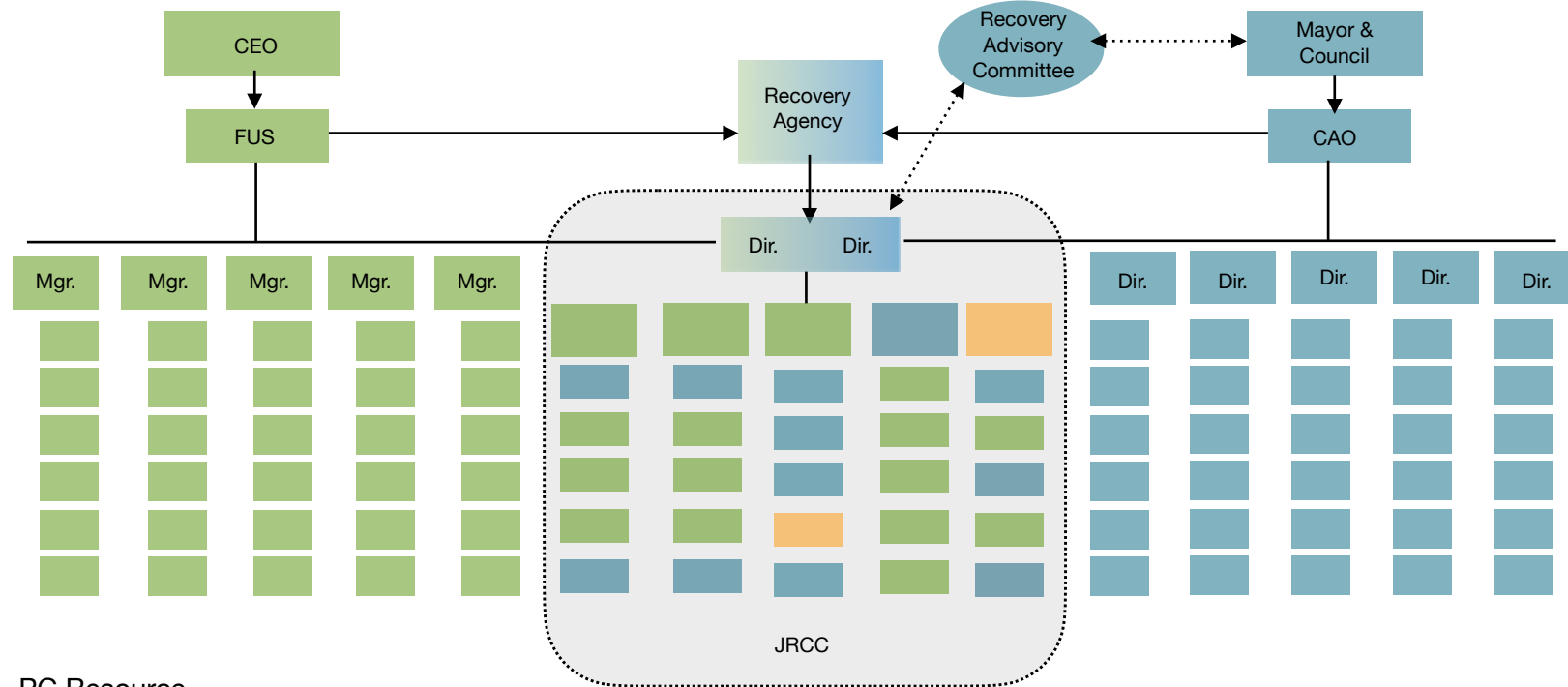
Dated at Jasper, Alberta this ___ day of _____, 2024.

Mayor

DRAFT

Joint Recovery Coordination Centre

Illustrative Relationship Diagram*



- PC Resource
- MOJ Resource
- Other Resource (GOA, Contractor)

* **Note:** This diagram is intended to illustrate the relationships between the Municipality of Jasper, the Jasper National Park Field Unit and the Joint Recovery Coordination Centre in a simplified way.

There are many other important parties and relationships that are not represented here.



**Certification of Municipality of Jasper
Bylaw #263
Clean Energy Improvement Program**

I, Alan Fehr, Field Unit Superintendent of Jasper National Park of Canada, pursuant to Article 4.4 of the Agreement for the Establishment of Local Government in the Town of Jasper ("Local Government Agreement") have reviewed the Municipality of Jasper Bylaw #263, which received its first reading on the 16th day of July 2024 and its second reading on the 3rd day of September 2024 by the Council of the Municipality hereby certify with respect to Bylaw #263 that:

- 1) there are no impacts on the environment, or that any environmental impacts can be appropriately mitigated; and
- 2) there is no encroachment on Canada's authority in the areas of land use planning and development.

Dated at the Town of Jasper, in the Province of Alberta, this 6th day of September 2024.

Alan Fehr
Field Unit Superintendent of
Jasper National Park of Canada

**MUNICIPALITY OF JASPER
BYLAW #263**

BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE CLEAN ENERGY IMPROVEMENT PROGRAM.

WHEREAS: a Clean Energy Improvement Program is a financing program that facilitates the construction and installation of Eligible Clean Energy Improvements to Eligible Properties;

AND WHEREAS: pursuant to section 390.3 of the Act, Council wishes to pass a Clean Energy Improvement Tax Bylaw to establish a Clean Energy Improvement Program;

AND WHEREAS: a Clean Energy Improvement Program Tax Bylaw authorizes a municipality to make a borrowing for the purpose of financing Clean Energy Improvements to Eligible Properties and authorizes Council to impose a Clean Energy Improvement Tax to raise revenue to pay the amount required to recover the costs of that Clean Energy Improvement;

AND WHEREAS: the Minister of Environment and Parks has designated Alberta Municipal Services Corporation ("AMSC") as the Program Administrator for the Clean Energy Improvement Program;

AND WHEREAS: the Program Administrator has developed a property assessed clean energy style program to support municipalities' efforts to establish Clean Energy Improvement Programs;

NOW THEREFORE, the Council of the Municipality of Jasper in the Province of Alberta, duly assembled, hereby enacts as follows:

1. CITATION

- 1.1 This Bylaw shall be known as the "Clean Energy Improvement Program Tax Bylaw".

2. DEFINITIONS

- 2.1 In this Bylaw:
 - 2.1.1 "**Act**" means the *Municipal Government Act*, R.S.A. 2000, Chapter M26, as amended.
 - 2.1.2 "**Administration Fee**" means an administration fee as defined in section 1(a) of the Regulation.

- 2.1.3 **"Agreement"** or **"Clean Energy Improvement Agreement"** means in accordance with section 390.4 of the Act, a Clean Energy Improvement agreement executed between the Municipality and the Owner of an Eligible Property whereby the Owner agrees to pay an amount required to cover the costs of financing each Eligible Clean Energy Improvement approved by the Program Administrator.
- 2.1.4 **"Bylaw"** means this Clean Energy Improvement Program Tax Bylaw.
- 2.1.5 **"Chief Administrative Officer"** or **"CAO"** means the Chief Administrative Officer of the Municipality, as appointed by Council and pursuant to the Act, including the CAO's designate.
- 2.1.6 **"Clean Energy Improvement"** or **"Improvement"** means a clean energy improvement as defined in Section 390.1 of the Act.
- 2.1.7 **"Clean Energy Improvement Program"** or **"CEIP"** or **"Program"** means a Clean Energy Improvement Program as described in Part 10, Division 6.1 of the Act and in the Regulation.
- 2.1.8 **"Clean Energy Improvement Tax"** means a tax levied against an Eligible Property pursuant to an Agreement in accordance with Part 10, Division 6.1 of the Act.
- 2.1.9 **"Council"** means the Municipality's duly elected municipal Council.
- 2.1.10 **"Eligible Clean Energy Improvement"** means an improvement that the Program Administrator qualifies as such, in accordance with section 3(1) of the Regulation.
- 2.1.11 **"Eligible Property"** means a residential property, situated within the Municipality, that qualifies as eligible under section 390.2 of the Act, on which an Owner is applying to affix a Clean Energy Improvement.
- 2.1.12 **"Leaseholder"** shall mean a grantee or a Person or other legal entity holding a valid lease or license of occupation with the federal Crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railway, and shall mean Jasper National Park of Canada in respect of lots or land parcels held by the Crown;"
- 2.1.13 **"Municipality"** and **"Municipality of Jasper"** shall mean the Municipality of Jasper located in Jasper National Park in the Province of Alberta.
- 2.1.14 **"Owner"** shall include a leaseholder or a manager and any person having authority of an Eligible Property
- 2.1.15 **"Program Administrator"** means the Alberta Municipal Services Corporation ("AMSC"), operating as Alberta Municipalities, or the provincially designated Program Administrator as defined in the Regulation.

2.1.16 **"Regulation"** means the *Clean Energy Improvements Regulation* A.R. 212/2018 and amendments thereto.

3. PROGRAM ADMINISTRATION

- 3.1 The Municipality shall enter into an agreement, pursuant to section 6 of the Regulation, to have the Program Administrator act as the program administrator of the Program for the Municipality.
- 3.2 The CAO shall have the authority to approve and enter into the agreement with the Program Administrator on behalf of the Municipality.
- 3.3 When exercising duties under the Program, the Program Administrator shall not act as an agent of the Municipality.

4. LIMITATIONS

- 4.1 The Municipality shall not enter into a Clean Energy Improvement Agreement when:
 - 4.1.1 Tax arrears have been owing on the property;
 - 4.1.2 the Owner is in bankruptcy or in receivership;
 - 4.1.3 the property is going through foreclosure;
 - 4.1.4 it is prohibited from doing so pursuant to sections 10(1)(c) and 10(2) of the Regulation;
 - 4.1.5 there appears to be limited equity in the Property;
 - 4.1.6 the property has unresolved development compliance or safety code issues;
 - 4.1.7 the costs under proposed Clean Energy Improvement Agreement shall cause the Municipality to exceed the amount of borrowing authorized under this Bylaw;
 - 4.1.8 the Owner does not intend to permanently affix the Clean Energy Improvement to the Property;
 - 4.1.9 the Program Administrator has not approved the Owner's application for a Clean Energy Improvement; or
 - 4.1.10 the Owner, or the property, does not otherwise meet the eligibility requirements of the Act, the Regulation or this Bylaw.

5. APPLICATION

- 5.1 Pursuant to the Program, an Owner of an Eligible Property may apply to the Program Administrator to finance an Eligible Clean Energy Improvement. The Program Administrator may charge an Administration Fee in relation to any such application, pursuant to Section 8 of the Regulation.
- 5.2 An Owner may submit one (1) Program application per year, per Eligible Property.
- 5.3 A Property's tax-exempt status shall have no effect on eligibility to participate in the Program, or on the Owner's liability to pay the Clean Energy Improvement Tax pursuant to an Agreement.
- 5.4 The Municipality may enter into an Agreement with an Owner on a discretionary basis but subject at all times to the requirements, conditions and limitations set out in sections 10(1) of the Regulation including, but not limited to, the Program Administrator's approval of the application referenced in Section 3.
- 5.5 Pursuant to section 10(1)(b) of the Regulation, the Municipality shall not enter into a Clean Energy Improvement Agreement when the value of the capital costs of undertaking all Eligible Clean Energy Improvements to the Property are:
 - 5.5.1 less than \$3000; or
 - 5.5.2 greater than \$50,000 for properties classified as residential.
- 5.6 Pursuant to section 390.4 of the Act and sections 10(4), (5), (6) and (7) of the Regulation, a Clean Energy Improvement Agreement shall be signed by all Eligible Property Owners.
- 5.7 Where the Municipality has entered into an Agreement with an Owner, and at any time following the signing of that Agreement, but in no case later than the next annual tax notice following payment being authorized by the Municipality to a Contractor for the Improvement, a Clean Energy Improvement Tax will be imposed in respect of an Eligible Clean Energy Improvement made to an Eligible Property, in order to raise revenue to pay the amount required to recover the cost of the Eligible Clean Energy Improvement, pursuant to that Agreement.
- 5.8 A Clean Energy Improvement Tax shall be paid in accordance with the Clean Energy Improvement Agreement and be inclusive of:
 - 5.8.1 the capital cost of undertaking the Clean Energy Improvement;
 - 5.8.2 the Administration Fee;
 - 5.8.3 the cost of financing the Clean Energy Improvement; and
 - 5.8.4 any other expenses incidental to the undertaking of the Clean Energy Improvement and the raising of revenue to pay for it.

- 5.9 For the purposes of imposing a Clean Energy Improvement Tax, the period over which the cost of each Eligible Clean Energy Improvement will be spread may vary, but in no case will such period exceed the probable lifetime of the applicable Improvement as determined by the Program Administrator, to a maximum of 25 years. In the case of multiple upgrades to a single Eligible Property, financing terms will be calculated for each upgrade separately and will be added to the property tax bill as a single line item.
- 5.10 The Clean Energy Improvement Tax shall be shown as a separate line item on the Eligible Property's tax roll and on any tax notices.
- 5.11 Over the course of the Program, and in the form of a line of credit or other loan instrument, the Municipality may borrow funds totalling up to an annual amount of \$200,000 from a financial institution in order to finance Eligible Clean Energy Improvements meeting the eligibility requirements of the Act, Regulation and this Bylaw.
- 5.12 The annual borrowed amount will have a maximum rate of interest of ten percent (10%), a maximum term of twenty-five (25) years, and repayment terms including principal and interest, plus other fees or charges applicable to the borrowing.
- 5.13 The principal and interest owing under the borrowing will be paid using the proceeds from the Clean Energy Improvement Taxes and other payments that may be made by the Owners with respect to the terms of their individual Agreements.
- 5.14 The funds borrowed under this Bylaw shall be applied only for the purposes specific in this Bylaw and for no other purpose.
- 5.15 If an Owner wishes to make early, full repayment of an amount financed by a Clean Energy Improvement Tax, the amount owing will be calculated at the time of the request, based on the principal and interest remaining and the terms of the Clean Energy Improvement Agreement.
- 5.16 Any Eligible Clean Energy Improvement that has been approved under the Program must be completed within the time limit as set out under the Agreement.

6. SEVERANCE

- 6.1 If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the remainder.

7. COMING INTO EFFECT

- 7.1 Pursuant to section 390.3 of the Act, Council must, before giving second reading to a proposed Clean Energy Improvement Tax Bylaw, hold a public hearing with respect to the proposed Bylaw in accordance with section 230 after giving notice of it in accordance with section 606.
- 7.2 This Bylaw shall come into force and effect on the final day of passing thereof.
- 7.3 If any provision herein is adjudged to be repugnant to any federal regulation or legislation, this Bylaw shall continue in full force and effect but any such repugnant provision shall be of no force or effect until such time as the repugnancy is removed by repeal or amendment of the federal legislation or regulation.

READ a first time this 16th day of July, 2024

READ a second time this 3rd day of September, 2024

READ a third time and finally passed this XX day of XXXX, 2024

Mayor

Chief Administrative Officer

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Transit Capital Projects	December 19, 2023	CAO	That Council direct Administration to return to a future Council meeting for approval prior to awarding or procuring any transit capital projects.	September 2024	
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorize, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	October 2024	
Clean Energy Improvement Program	July 9, 2024	CAO and Energy & Environment Manager	That Council, establish 1:30pm, September 3, 2024 at Council Chambers as the date time and location for a public hearing on the proposed Clean Energy Improvement Program Tax Bylaw.	September 2024	Recommended for removal
Moving Traffic Enforcement	July 9, 2024	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with additional information on moving traffic enforcement, including the proposed scope of work and an outline of anticipated equipment requirements.	October 2024	
Financial Relief Recommendations	August 13, 2024	CAO and Director of Finance & Administration	That Council direct Administration to return with a report outlining the options and cost associated with refunding property taxes for the period following July 22, 2024 on damaged or destroyed properties. That Council direct Administration to return with a report recommending options or	September 2024	

			strategies to mitigate the municipality’s loss of utility and property tax revenue.		
Recovery Office Structure and Committee Terms of Reference	August 13, 2024	CAO	That Council direct Administration to develop draft Governance and organizational structures for a Recovery Office and a Terms of Reference for a Recovery Committee and return to a future Council meeting.	September 2024	
Council Remuneration Review	August 20, 2024	CAO	That Council direct Administration to conduct a review of council remuneration and present recommendations at a future meeting.	September 2024	
Climate Change Adaptation Plan	August 27, 2024	CAO	That Council direct Administration to proceed with developing a five-year Climate Change Adaptation Action Plan with internal resources and present the plan at a future Committee of the Whole Meeting in spring 2025.	April 2025	