

Municipality of Jasper
Committee of the Whole Meeting Agenda
March 26, 2024 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. To live-stream this meeting starting at 9:30 am, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>

1. Call to order Deputy Mayor Melnyk to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 March 26, 2024 Committee of the Whole agenda attachment

4. March 12, 2024 Committee of the Whole minutes – approved March 19th attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

7. New business

7.1 Start Dates for Patio Seating 2024 – Councillor Melnyk verbal

7.2 Capital Budget Carry Forward to 2024 attachment

7.3 Happy Little Trees attachment

7.4 Labour Market Study Alignment Review attachment

7.5 Position Request: Director of Urban Design & Standards attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

[9.1 Council appointments to boards and committees](#)

10. Upcoming events

Annual Jasper Pride & Ski Festival – April 12-21

Intergovernmental Meeting – 9:30am, April 16, Hosted by Parks Canada

11. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
 Tuesday, March 12, 2024 | 9:30am
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Kathleen Waxer, Wendy Hall, Helen Kelleher-Empey and Scott Wilson		
Absent	Councillor Rico Damota		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services John Greathead, Director of Operations & Utilities Lisa Riddell, Community Development Manager Jenna McGrath, Community Development Project Coordinator Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 18 observers		
Call to Order	Deputy Mayor Melnyk called the March 12, 2024 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Additions/ deletions to the agenda #119/24	MOTION by Councillor Kelleher-Empey that Committee add two pieces of correspondence to the agenda for the March 12, 2024 Committee of the Whole meeting: <ul style="list-style-type: none"> • 6.1 Correspondence – Ana Berenguer • 6.2 Correspondence – Darrell Savage, President Jasper Skatepark Committee 		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Approval of agenda #120/24	MOTION by Councillor Wilson that Committee approve the agenda for the March 12, 2024 Committee of the Whole meeting as amended.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from February27, 2024 minutes	none		

Delegations Deputy Mayor Melnyk invited any members of the public present in the gallery to use this opportunity to address Council regarding any items on the agenda. No one in the gallery responded.

Correspondence – Ana Berenguer Committee received correspondence from Jasper resident Ana Berenguer. The correspondence was emailed to Mayor & Council on March 1, 2024 and received a response from the Deputy Mayor. It was brought forward today to be formally included in the public record and has been attached to the minutes.

#121/24 MOTION by Councillor Kelleher-Empy that Committee receive the correspondence for information.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Committee received correspondence from Darrell Savage, President of the Jasper Skatepark Committee, regarding a project fundraising shortfall.

#122/24 MOTION by Councillor Hall that Committee recommend Council approve interim financing of up to \$150,000 for the Jasper Skatepark Committee; and

That Committee direct Administration to recommend appropriate financing methods.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Men’s Shed Location Options Committee received a report from Administration with Community Development Manager Lisa Riddell reviewing options explored for a location of The Men’s Shed.

#123/24 MOTION by Councillor Wilson that Committee direct Administration to develop a partnership to create a Men’s Shed in one bay of the 3-bay garage at the Activity Centre and return to a future Committee meeting with the proposed partnership agreement.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

2023 Community and Economic Development Report Committee received the annual Community & Economic Development Fund Report from Administration with Community Development Project Manager Jenna McGrath providing details on the application process, recipients, and the amounts awarded.

#124/24 MOTION by Councillor Kelleher-Empy that Committee recommend Council accept the 2023 Community & Economic Development Fund Report for information.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

2022-2023 Utility Receivable/Write-Off Request Committee received recommendations and alternatives from Administration regarding a request from the Jasper United Church concerning their utility bill. The original piece of correspondence was received at the February 13, 2024 Committee of the Whole meeting.

#125/24 MOTION by Councillor Kelleher-Empey that Committee direct Administration to set-up a utilities workshop to review the current model within the next three months; and that Committee tables this request to that workshop.

FOR	AGAINST	
5 Councillors	1 Councillor (Wilson)	CARRIED

Recess Deputy Mayor Melnyk called a recess from 10:36am to 10:46am.

Municipality of Jasper Library Board Insurance Committee received a request from the library board for the Municipality of Jasper to consider adding them to the municipal insurance policy as an Additional Named Insured (ANI). This would ensure that the organization has appropriate insurance coverage for its operations.

#126/24 MOTION by Councillor Hall that Committee recommend Council approve the Municipality of Jasper Library Board request to be an Additional Named Insured under the Municipality of Jasper insurance policy.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Potential Amendment to Rates and Fees Bylaw 2024 Committee received a report from Director of Protective & Legislative Services Christine Nadon providing information on a possible amendment to the Rates and Fees Bylaw 2024 which is scheduled for third reading at the March 19th Regular Council meeting. The report was prepared in response to correspondence received from a business owner and discussed at the March 5th Regular Council meeting.

#127/24 MOTION by Councillor Waxer that Committee receive this report for information.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Public Statements Policy Committee received a draft policy for their consideration from the Legislative Committee of Council which last met on March 5, 2024.

#128/24 MOTION by Councillor Hall that Committee recommend Council approve Policy F-112: Public Statements as presented; and

That Committee recommend Council rescind Policy F-011: Non-Standard Crosswalks; and

That Committee recommend Council rescind Policy F-012: Proclamation, Letter of Support and Flag Raising Policy

FOR 6 Councillors AGAINST 0 Councillor CARRIED

Establishment of New Public EV Charging Stations Administration presented recommendations and alternatives to Committee regarding Eventure northwest AB, a community-driven, collaborative program between municipalities seeking to build a level 3 (DC Fast Charger) EV charging network across west/central Alberta.

#129/24 MOTION by Mayor Ireland that Committee recommend Council approve participation in the Eventure charging network and;

That Committee recommend Council approve the establishment of four new electric vehicle (EV) charging stations in the off-street parking lot adjacent to the public washrooms on Connaught Drive through a licence of occupation for a term of up to 14 years.

FOR 6 Councillors AGAINST 0 Councillor CARRIED

Motion Action List Administration reviewed the Motion Action List.

#130/24 MOTION by Councillor Waxer that Committee approve the updated Motion Action List with the removal of the following items:

- Jasper Folk Music Festival 2023
- The Men's Shed
- Jasper United Church Utilities Request

And date changes for the following items:

- Transit Capital Projects

FOR 6 Councillors AGAINST 0 Councillors CARRIED

Councillor upcoming meetings Councillor Kelleher-Empy attended a meeting of the Trans Canada Yellowhead Highway Association last Friday. The annual general meeting is scheduled for May 31st in Edmonton.

Councillor Kelleher-Empy will be attending an Evergreens Board meeting in Hinton this Friday.

Councillor Wilson will be in Ottawa March 18th & 19th for the Canada Mortgage and Housing Corporation conference.

Mayor Ireland and Mr. Given will be meeting MP Gerald Soroka and The Association of Mountain Parks Protection and Enjoyment (AMPPE) board tomorrow with the focus of discussion being the Icefields Parkway.

Councillor Melnyk will be attending the Jasper Park Chamber of Commerce breakfast meeting tomorrow morning and a Jasper Yellowhead Historical Society meeting

tomorrow night. He will be in Edmonton Thursday and Friday for the 2024 Spring Municipal Leaders' Caucus to present the Request for Decision which was approved at the February 20, 2024 Regular Council meeting.

Councillor Hall will attend a Jasper Municipal Library Board meeting this evening.

Councillor Waxer will attend the Early Childhood/School Age Community Conversation on Wednesday.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #131/24 MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of March 12, 2024 be adjourned at 11:24am.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Capital Budget Carry Forward to 2024
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance and Administration
Reviewed by: Christine Nadon, Director of Protective and Legislative Services
Date: March 26, 2024



Recommendation:

That Committee recommend Council approve the carry forward capital list of incomplete 2023 projects to the 2024 capital budget as presented.

Alternatives:

- That Committee direct Administration to revise the capital carry forward list (by item(s) discussed) and return to a future committee meeting.

Background:

Council approved the 2024 Operating and Capital Budgets on December 19, 2023. During budget presentations, Administration informed Council that any incomplete 2023 projects would come back to Council as a separate Request for Decision at a later date.

Discussion:

The carry forward process is to ensure that all capital project that have begun in the prior year can continue, and that any projects that did not commence but are still required can be initiated in the current fiscal year.

To determine that the projects listed should carry forward Administration has:

- Given vendors time to submit 2023 invoicing and;
- Deleted some of the 2023 capital projects that no longer need to occur or that were complete in 2023.

The recommended carry forward budget has been adjusted to the remaining budget post-2023 expenses incurred to be in the amount of \$15,703,795.83.

61% of recommended carry forward items are Work in Progress (WIP), the other 39% have not commenced however 32% of this figure is \$5,000,000 for the contribution to the JCHC Community Housing - Parcel Development.

The 2023 approved capital budget was \$29,382,921.74 and \$12,957,729.60 was expensed.

Strategic Relevance:

Relationships:

- Communicate and engage with residents.

Organizational Excellence:

- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.

Inclusion Considerations:

- The Municipal Inclusion Assessment Tool has been applied to this recommendation.

Relevant Legislation:

[Policy B-109 Fiscal Control and Financial Reporting:](#)

- 5. CAPITAL BUDGET AUTHORITY
5.1 The Capital Budget approved by Council establishes the scope, funding and spending authority for each Capital Project listed in the Capital Budget document for the identified period.

Financial:

If approved, the amounts and projects will be added to the 2024 Capital Budget within the financial software. The recommendation can be carried out within the existing approved budget and no additional resources are needed.

Attachments:

- 2023 Capital Carry Forward to 2024



2023 Capital Carry Forward to 2024

	Budget	Recommended Carry Forward	Notes	Add'l Notes
Legend:			CF=Carry Forward to 2024	
Of Note			WIP=Work in Progress, CF to 2024	
			Complete (on Budget)	
			Complete (Under Budget)	
			Complete (Over Budget)	

Administration

6-12-01-23-201 PSAB Study	60,000.00	38,500.00	WIP=Work in Progress, CF to 2024	
6-12-01-23-202 Space Analysis	30,000.00	19,928.17	WIP=Work in Progress, CF to 2024	RFD Motion Dated June 20, 2024 #290/23 \$76,705 from MSIO

IT

6-12-03-23-201 IT Master Plan	30,000.00	10,734.25	WIP=Work in Progress, CF to 2024	
6-12-03-23-631 Server (CFS)	32,000.00	11,500.00	WIP=Work in Progress, CF to 2024	

Protective and Legislative

6-23-01-23-611 Structural Protection Unit (SPU) Driveway	80,000.00	26,825.55	WIP=Work in Progress, CF to 2024	
6-23-01-23-620 Training Room Kitchen Renovation	50,000.00	47,796.05	WIP=Work in Progress, CF to 2024	
6-23-01-23-621 Hose Tower repairs		32,336.00	WIP=Work in Progress, CF to 2024	RFD Dated June 20, 2023 Motion #288/23./CF for contingency
6-23-01-23-650 Command Fleet	150,000.00	32,174.52	WIP=Work in Progress, CF to 2024	
6-23-01-23-651 Engine 2 Replacement	350,000.00	350,000.00	WIP=Work in Progress, CF to 2024	

Operations-General Maintenance

6-31-01-23-630 Boom Lift	150,000.00	147,019.15	WIP=Work in Progress, CF to 2024	
6-31-01-23-632 Vibration Monitor	50,000.00	50,000.00	WIP=Work in Progress, CF to 2024	
6-31-31-23-631 Lock out Tag Panels	20,000.00	9,547.69	WIP=Work in Progress, CF to 2024	
6-31-01-21-631 Maintenance- Lock out tag our panel for buildings	2,071.53	2,071.53	CF=Carry Forward to 2024	
6-31-01-23-631 Power Monitoring Test Programmer	30,000.00	30,000.00	CF=Carry Forward to 2024	
6-31-31-23-621 Maintenance Office & Storage Expansion & Redesign	30,000.00	30,000.00	CF=Carry Forward to 2024	
6-31-31-23-622 Roof Access Improvements (Pending Assessment)	50,000.00	50,000.00	CF=Carry Forward to 2024	
6-31-31-23-630 Office HVAC Replacement	100,000.00	100,000.00	CF=Carry Forward to 2024	

Roads

6-32-02-23-201 Steetscape Study	80,000.00	80,000.00	CF=Carry Forward to 2024	
6-32-03-00-201 Wayfinding Signage	30,000.00	30,000.00	CF=Carry Forward to 2024	

Water

6-41-01-23-201 Treatment Process review and capital plan	150,000.00	118,364.23	WIP=Work in Progress, CF to 2024	
6-41-01-23-203 Utility Master and Infrastructure Renewal Plan	100,000.00	83,845.31	WIP=Work in Progress, CF to 2024	
6-41-01-23-640 Parcel CH Servicing	903,000.00	895,894.12	WIP=Work in Progress, CF to 2024	

Sewer

6-42-01-22-203 WWTP Annual Capital Requirement	2,538,500.00	821,659.47	WIP=Work in Progress, CF to 2024	
6-42-01-23-201 WWTP Annual Capital Requirement	1,121,500.00	619,248.50	WIP=Work in Progress, CF to 2024	
6-42-01-23-620 Bulk Water Sani Dump Control Building	525,000.00	259,102.51	WIP=Work in Progress, CF to 2024	
6-42-01-23-630 Lateral Downsize Repairs	120,000.00	69,436.36	WIP=Work in Progress, CF to 2024	
6-42-01-23-640 Parcel CH Servicing	903,000.00	864,511.63	WIP=Work in Progress, CF to 2024	

Solid Waste

6-43-01-21-202 Garbage- Operations Service Review	40,000.00	40,000.00	Not Recommended to CF	
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Housing

6-67-01-23-620 JCHC Community Housing - Parcel GC Site Dev & Cons	5,000,000.00	5,000,000.00	CF=Carry Forward to 2024	
6-67-14-21-620 Cottage Clinic Interior and Exterior Repairs	10,000.00	10,000.00	CF=Carry Forward to 2024	

Grounds

6-72-10-22-631 Memorial Bench Program	3,161.32	3,161.32	Not Recommended to CF	
6-72-10-22-640 Skatepark	927,500.00	920,522.00	WIP=Work in Progress, CF to 2024	
6-72-10-23-630 Irrigation upgrade	25,000.00	4,854.25	WIP=Work in Progress, CF to 2024	
6-72-10-23-631 Memorial Bench Program	15,000.00	15,000.00	WIP=Work in Progress, CF to 2024	
6-72-10-23-642 Sportfield Upgrade	100,000.00	57,630.00	WIP=Work in Progress, CF to 2024	
6-72-10-21-621 Log Cabin portion of renovations	200,000.00		CF as part of Renovation Project	As part of Activity Centre Renovation - included in budget below
6-72-10-23-640 Columbarium & Cemetery Improvements	180,000.00	180,000.00	Carry Forward	
6-72-10-23-641 Underpass Beautification/H&S	20,000.00	20,000.00	Carry Forward	

Library

6-74-01-21-621 Library- Basement Window Concrete Lintel Repairs	15,000.00	15,000.00	CF=Carry Forward to 2024	
6-74-01-21-622 Library- Site Drainage and Egress Improvements	20,000.00	20,000.00	CF=Carry Forward to 2024	

Activity Centre

6-72-06-21-620 Activity Centre - Renovations Design and Eng	99,618.64	49,045.27	WIP=Work in Progress, CF to 2024	
6-72-06-22-620 Activity Centre Portion of Renovation	2,847,007.00	2,165,001.87	WIP=Work in Progress, CF to 2024	Increased to include funds from Log Cabin and Arena Ice Plant
6-72-06-23-630 Kitchen Equipment Replacement	15,000.00	8,065.65	WIP=Work in Progress, CF to 2024	
6-72-06-23-640 Tennis Courts	85,000.00	85,000.00	CF=Carry Forward to 2024	

Arena

6-76-07-04-620 Design,permits,tender and contingency, ice plant	129,676.52		Complete, CF amount as part of Renovation Project	As part of Activity Centre Renovation - included in budget above
6-76-07-04-622 Arena - Ice Plant & Condenser Move & Rebuild	2,587,691.29		Complete, CF amount as part of Renovation Project	As part of Activity Centre Renovation - included in budget above
6-76-07-21-620 Arena portion of renovations	290,752.22	240,178.86	WIP=Work in Progress, CF to 2024	
6-76-07-22-620 Arena Portion of Renovation (Construction)	2,837,262.00	735,189.13	WIP=Work in Progress, CF to 2024	
6-76-07-23-630 Hot Water upgrade/replacement	90,000.00	90,000.00	CF=Carry Forward to 2024	

Fitness and Aquatic Centre

6-77-08-21-201 F&A- Structure review	148,561.00	148,561.00	WIP=Work in Progress, CF to 2024	
6-77-08-21-620 Aquatic portion of Renovations	129,948.47	104,661.80	WIP=Work in Progress, CF to 2024	
6-77-08-22-620 Aquatic Portion of Renovation Construction	1,495,416.00	456,199.64	WIP=Work in Progress, CF to 2024	
6-77-08-22-632 Domestic hot water tanks x2	48,000.00	48,000.00	WIP=Work in Progress, CF to 2024	
6-77-08-22-633 Boiler x2		129,230.00	WIP=Work in Progress, CF to 2024	Motion #620/23 - Budget moved up from 2024 for \$229,775
6-77-08-22-631 Valve Exercise program	18,000.00	18,000.00	CF=Carry Forward to 2024	
6-77-08-22-633 Sump pump replacement for backwashes	20,000.00	20,000.00	CF=Carry Forward to 2024	
6-77-08-22-634 Washers and Dryers x2 each	10,000.00	10,000.00	CF=Carry Forward to 2024	
6-77-08-23-630 Sand filters (Main and Spa)	250,000.00	250,000.00	CF=Carry Forward to 2024	
6-77-08-23-631 Mechanical room pumps	30,000.00	30,000.00	WIP=Work in Progress, CF to 2024	Ordered in 2023 and delivery/install in 2024

Total Capital Expense

29,382,921.74 15,703,795.83

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Happy Little Trees
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations and Utilities
Date: March 26, 2024



Recommendation:

- That Council accept this report for information.

Background:

On the third of October 2003, Daniel Frechette presented to Council regarding his Happy Little Trees initiative, describing the planting of new trees, providing a water tank to allow for volunteers to water the trees throughout the season, with the intent of beautifying the Snape's Hill area, and increasing community pride.

Council motion: #423/23:

- Be it resolved that Council receive the presentation for information;
- That Council refer the suggestion of entering into a joint agreement with Parks Canada and the Jasper Yellowhead Historical Society (JYHS) to a future Committee of the Whole meeting; and,
- That Council direct Administration to continue to work with the Happy Little Trees group to further the initiative of the Snape's Hill project.

Discussion:

Recently, Administration was in contact with the Happy Little Trees group, verifying that there have been no agreements with Parks Canada and JYHS made to date. Administration has been supporting this group by ensuring that the water tank is maintained and kept full of water during the summer and are ready to assist if there is further assistance requested. It has been noted that some signage about the significance of this area was prepared in 2012, and approved by Parks Canada but were never installed. Installation and supply of these signs is estimated to cost of \$1,400.

Relevant Legislation: None applicable

Strategic Relevance:

- Promote and enhance recreational and cultural opportunities and spaces.
- Communicate and engage with residents.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Financial:

As outlined above, the cost of installing signage on site is estimated at \$1,400.

Attachments: Snape's Hill signage developed in 2012



Snape's Hill

"Before there was a Jasper..."

You are standing on the site of a camp built for Grand Trunk Pacific Railway engineers and their families in 1910. The little suburb of log cabins and wall tents was located 1.5 km from the original town of Fitzhugh (renamed *Jasper* in 1913).

A hamlet on a hillside

The camp was remarkably self-sufficient with a dining hall, cook house and even a small tennis court that doubled as an ice rink during the winter! Life was good but not easy: the cabins were very basic and heated with wood, there was no indoor plumbing and water was delivered to the site in barrels loaded on a horse drawn carriage.

Who was Snape?

J.B. Snape was the park's first Chief Engineer and planned many of the park trails that you are hiking and riding today. He and his wife Alice lived in a log cabin at the top of the hill from 1921-1945. They were the last residents to leave this historic hamlet.

By the 1930s, most of the residents had moved to better housing in the growing town of Jasper. The site soon became a popular winter toboggan hill for local children. [ca. 1975]



Dans les années 1930, la plupart des résidents quittèrent le hameau pour de meilleurs logements dans le village en pleine expansion de Jasper. Peu de temps après, l'ancien camp devint une colline à toboggan qui faisait la joie des enfants en hiver. [v. 1975]

The George sisters lived on Snape's Hill from about 1910-13. Many early photos show the two girls playing outside against a backdrop of log cabins. Their father, Flave George was the engineer of the western mountain division of the Grand Trunk Pacific Railway. [ca.1914]

Les sœurs George vécurent à Snape's Hill de 1910 à 1913 approximativement. Un grand nombre de photos de l'époque montrent les deux fillettes en train de jouer à l'extérieur, devant un ensemble de cabanes en rondins. Leur père, Flave George, était l'ingénieur de la division des montagnes de l'Ouest au chemin de fer Grand Trunk Pacific. [v. 1914]

*All photos courtesy of Jasper-Yellowhead Museum & Archives
Photos reproduites avec l'autorisation du musée et centre d'archives Jasper-Yellowhead*



Hamlet on a hillside

Un hameau à flanc de colline



Snape's Hill

"Avant la création de Jasper ..."

Vous vous trouvez à l'emplacement d'un camp construit en 1910 pour les ingénieurs du chemin de fer Grand Trunk Pacific et leur famille. Ce petit hameau de cabanes en rondins et de tentes canadiennes se trouvait à 1,5 km du village de Fitzhugh (qui fut rebaptisé *Jasper* en 1913).

Un hameau à flanc de colline

Le camp était remarquablement autosuffisant : il comptait une salle à manger, une cuisine et même un petit court de tennis qui se transformait en patinoire en hiver! Les familles ne manquaient de rien, mais la vie était loin d'être facile : les cabanes rudimentaires étaient chauffées au bois et dépourvues de plomberie intérieure. L'eau était livrée au camp dans des barils entassés sur un chariot attelé.

Qui était Snape?

J. B. Snape était le premier ingénieur en chef du parc. Nous lui devons la conception de bon nombre des sentiers sur lesquels vous faites de la randonnée ou de l'équitation aujourd'hui. De 1921 à 1945, il vécut avec sa femme Alice dans une cabane en rondins au sommet de la colline. Ils furent les derniers résidents à quitter ce hameau historique.



Parcs Canada
Parcs Canada





Living on the edge



Here comes Spyderman! A low-impact Spyder hoe "walks" up winter hillsides to thin the forest, lifting whole trees without dragging them and avoiding damage to ground vegetation.

Voici Spyderman! Cette machine Spyder Hoe grimpe à flanc de colline en hiver pour éclaircir la forêt tout en réduisant au minimum les impacts de son passage. Elle peut soulever des arbres entiers sans les traîner et évite ainsi d'endommager la végétation au sol.



Lodgepole pine needs fire. Check out a pine cone and see how it is sealed tight. It takes fire's heat to melt the resin, pop the cone and free the seeds.

Le pin tordu latifolié a besoin du feu. Regardez de près un cône de pin – vous verrez qu'il est scellé hermétiquement. Seule la chaleur d'un feu réussit à faire fondre la résine, à ouvrir le cône et à en libérer les graines.

If you were standing here in the summer of 2006, we would have put you to work – FireSmart work!

In the 1930s, national parks began suppressing all wildfires. This ended a natural cycle of fire and regeneration that, for thousands of years, had renewed our forests every 20 years or so. Forests soon became overcrowded and unhealthy. This resulted in poorer habitat for Jasper's diverse mix of plants and animals. Conditions were just right to fuel intense wildfires that would threaten our community.

Today, thanks to a better understanding of ecology, fire is back in the picture. Prescribed fire is used in remote areas and a program called **FireSmart-ForestWise** used mechanical thinning to mimic fire's benefits closer to town.



Since 2000, hundreds of residents have participated in local FireSmart-ForestWise work bees. They've helped Parks Canada restore 1100 hectares of forest. Thank you, Jasper!

Depuis 2000, des centaines de résidents ont participé à des corvées locales dans le cadre du programme Prévenir... Un gage d'avenir. Ils ont aidé Parcs Canada à remettre en état 1 100 ha de forêt. Merci, Jasper!

pc.gc.ca/mountain-fire
pc.gc.ca/feu-montagne

Aux confins de la forêt

Si vous vous étiez trouvé dans ce secteur pendant l'été 2006, nous vous aurions mis au travail – pour exécuter le programme Prévenir... Un gage d'avenir!

Dans les années 1930, les parcs nationaux entreprirent de supprimer systématiquement les feux de forêt. Cette mesure mit fin à un cycle naturel de brûlage et de régénération qui, depuis des millénaires, renouvelait nos forêts à peu près tous les 20 ans. Par suite de l'adoption de cette politique, les forêts se densifièrent et leur état de santé de détériora, créant un habitat de piètre qualité pour les nombreuses espèces végétales et animales du parc. Ces conditions étaient idéales pour alimenter des incendies intenses qui menaceraient notre collectivité.

Forts d'une meilleure compréhension de l'écologie, nous cherchons aujourd'hui à redonner au feu la place qui lui revient. C'est dans cette optique que nous avons recours aux brûlages dirigés dans des secteurs reculés. De plus, nous avons exécuté un programme unique en son genre, **Prévenir... Un gage d'avenir**, qui, par des travaux d'éclaircie mécanique, imite les bienfaits du feu dans les forêts entourant la ville.



Ash left behind after a fire (or work bee) is nature's fertilizer. It releases and recycles important nutrients and kick starts new growth.

Les cendres créées par un feu (ou une corvée) sont l'engrais de Dame Nature. Elles libèrent et recyclent des nutriments importants et stimulent la croissance des nouvelles pousses.



Parks Canada's Alan Westhaver, champion of Jasper's FireSmart-ForestWise program. "Our work is over. Now it's time for folks to bring the program home to their own backyards."

Alan Westhaver, employé de Parcs Canada et champion du programme Prévenir... Un gage d'avenir dans le parc national Jasper : « Nous avons terminé notre travail. Le temps est maintenant venu pour les résidents d'appliquer le programme à leur propre arrière-cour. »



Parcs Canada

Parcs Canada



AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Labour Market Study Alignment Review
From: Bill Given, Chief Administrative Officer
Reviewed by: Jenna McGrath, Project Coordinator
Date: March 26, 2024



Recommendation:

That Committee receive the Labour Market Study Alignment Review report for information.

Alternatives:

- That Committee direct Administration to gather additional information on identified areas and return to a future committee.
- That Committee refer identified areas to a future Committee of the Whole or other venue for further discussion.

Background:

Coming out of the Economic Recovery task force, the municipality provided funding to support the development of a Labour Market Study, led by the Jasper Education and Employment Centre (JEEC). Through 2023, CAO Given participated on the project steering committee for the plan and on November 28th 2023, the JEEC consultant team presented the plan to committee of the whole. Committee directed administration to review the plan to identify opportunities for the Municipality of Jasper to participate in implementation and to return to a future Committee of the Whole meeting with recommendations

Council formally endorsed the plan on December 5th, 2023. The plan is posted on the Municipality's website on the Plans and Reports page.

Discussion:

The Jasper Labour Market Study was commissioned to understand the current and future dynamics of Jasper's labour market, with a particular focus on the challenges and opportunities within its tourism-based economy. This study is critical as Jasper, like many communities across Canada, navigates the complexities of labour market shortages, which have been exacerbated by the pandemic. Through an analysis of Jasper's economic outlook, the study forecasts that the community's GDP is expected to recover to pre-pandemic levels by 2025, despite a slower growth rate compared to previous years.

Of note the study provides insight to just how different Jasper's tourism-based economy is from the rest of the province.

The accommodation and food service industry is the largest employer [in Jasper], and it employs 25% of workers from the community, with several more imported to Jasper on a seasonal basis. By comparison, the industry is only responsible for approximately 6% of employment province-wide.

Of the 2,440 people employed in Jasper in 2021 approximately 63.1% were employed by industries in the tourism sector. This directly signals the tourism-based economy of Jasper, as provincially only 28.3% of people work in the tourism sector.

The study forecasts labour demand to increase by an average rate of 2.61% each year till 2026, which translates to a need for an additional 152 permanent workers in the community over two years.

The study goes on to highlight several key areas requiring attention to ensure Jasper's labour market thrives and supports the community's economic growth and sustainability. Key findings include:

- **Hiring and Training:** The need for targeted efforts in hiring and training to overcome current challenges and leverage opportunities within the labour market.
- **Sourcing External Labour:** Given Jasper's reliance on external labour, strategies to diversify and expand the labour supply are essential.
- **Improving Company Culture:** Enhancing company culture is crucial for both business success and the broader appeal of Jasper as a desirable place to work.
- **Addressing Seasonality:** While the seasonal nature of tourism is recognized, finding ways to diversify economic activities could mitigate related challenges.
- **Cost of Living and Housing:** High living costs and housing shortages are significant barriers that need to be addressed to attract and retain workers.

Administration has reviewed the strategic goals and initiatives contained in the plan. Attachment-A shows administration's assessment of the items most relevant to the municipality, the roles the municipality is likely to play and the activities either currently underway or planned. A number of items are directly related to ongoing work of the municipality, particularly those related to newcomers, food security and housing. For consistency, administration assessed the municipality's role using the same scale as in a previous report on the Tourism Jasper Destination Stewardship Plan: Activator, Facilitator, Collaborator or Advocate.

Activator -The organization leads the initiative and will make it happen; **Facilitator** - The organization works collaboratively with other groups and will coordinate efforts to complete the initiative; **Collaborator** - The organization works collaboratively with other groups but does not coordinate efforts to complete the initiative, or; **Advocate** - The organization expresses support for the action, but implementation is beyond the scope of the organization's work

Administration has reviewed the strategic goals and initiatives contained in the plan. Attachment-A shows administration's assessment of the 29 major recommendations in the study, the roles the municipality is likely to play and the activities either currently underway or planned.

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Leverage and create opportunities for greater inclusion.
- Recognize the fundamental importance of our tourism economy.
- 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.
- Contribute our voice to support community, industry, and partners in their advocacy efforts.

Inclusion Considerations:

A healthy labour market promotes greater job satisfaction and retention rates by ensuring all individuals feel respected and valued, regardless of their background. By improving hiring practices, supporting diverse labour sources, and creating inclusive company cultures, Jasper can become a more welcoming and supportive community for all workers. Ultimately, this contributes to economic growth and social cohesion, as diverse and inclusive workplaces better serve their communities and adapt more effectively to changing global markets.

Relevant Legislation:

- Various municipal Bylaws and Policies.

Financial:

Many of the activities planned or currently underway are included in the approved 2024 budget. The municipality's ability to take on new or additional activities may require additional resources.

Attachments:

- Attachment-A Jasper Labour Market Study, MOJ Alignment Review

Jasper Labour Market Study – Strategic Alignment

Item	MOJ Role	Detail
#1 Hiring Processes and Workforce Training		
<ul style="list-style-type: none"> Improve utilization of online job boards 	Advocate	
<ul style="list-style-type: none"> Coordinate with employers to develop an Employer-Labour Needs Alignment, a comprehensive 'Skills List' necessary for various jobs in the community 	Collaborator	The MOJ is an employer and should participate by providing information on the jobs within the municipality's workforce.
<ul style="list-style-type: none"> Develop partnerships with post-secondary institutions to connect new graduates with employers 	Advocate	
<ul style="list-style-type: none"> Identify the training needs for employees or potential employees 	Advocate	
<ul style="list-style-type: none"> Develop a skills & training resource webpage on the JEEC website 	Advocate	
<ul style="list-style-type: none"> Investigate a dual credit program in Jasper for local students 	Collaborator	Council could consider supporting any advocacy efforts that are initiated by others.
#2 Sourcing Workers from External Markets		
<ul style="list-style-type: none"> Place additional efforts into recruiting and retaining workers from international labour pools 	Advocate	
<ul style="list-style-type: none"> Enhance current recruitment strategies 	Collaborator	The MOJ is an employer and should participate by providing information about jobs with the muni. Additionally the MOJ may have information or materials that could be added to a collective marketing effort led by others.
<ul style="list-style-type: none"> Advocate to the Federal Government to improve programs and processes for utilizing foreign labour 	Collaborator	Council could consider supporting any advocacy efforts that are initiated by others.
#3 Company Culture & Jasper's Brand		
<ul style="list-style-type: none"> Enhance training and support for businesses to develop stronger cultures 	Advocate	
<ul style="list-style-type: none"> Create a program to increase information availability on Canadian Labour Laws and worker's rights among employees 	Collaborator	The MOJ does significant work with newcomers through a variety of channels. If this information was developed by others the MOJ would be a natural conduit out through its existing newcomer focused efforts.
<ul style="list-style-type: none"> Establish a health-check program to support mental health for local employees 	Facilitator	The study identifies the MOJ (Community Outreach Services) as the lead entity on this project. While the concept may be aligned with the current efforts of COS the specific focus would be new and would require the participation of a variety of other partners.
<ul style="list-style-type: none"> Introduce a local workplace inclusivity commitment, such as the Workplace Inclusivity Charter (WIC) 	Collaborator	The MOJ does significant work in the ED&I area, both in support of the community and as an employer.
<ul style="list-style-type: none"> Develop community branding and employer collaboration 	Advocate	
<ul style="list-style-type: none"> Develop a certification or Recognition Program for businesses that have a great company culture 	Advocate	
#4 Seasonality		
<ul style="list-style-type: none"> Increase focus on employee retention efforts and strategies 	Advocate	
<ul style="list-style-type: none"> Promote Jasper as a year-round destination 	Collaborator	
#5 Cost of Living		
<ul style="list-style-type: none"> Conduct a Wage and Benefits Study to determine the value of salaries and non-monetary benefits in Jasper 	Collaborator	The MOJ Participated in the 2023 living wage study and could participate in a wage and benefits study. Given the proprietary nature of some of this information it may be best to be led by industry partners.

Jasper Labour Market Study – Strategic Alignment

<ul style="list-style-type: none"> Extending the work of the Living Wage Analysis, undertake a Comparator Wage Analysis to compare wages in Jasper to other similar tourism-intensive communities to better understand the local wage landscape 	Collaborator	The MOJ Participated in the 2023 living wage study. Undertaking a comparator wage analysis would be a natural extension. Participation from local industry such as TJ the Chamber of major employers would be a key factor in moving forward. This item may be appropriate to forward to a future Jasper Partnership Initiative to assess interest.
<ul style="list-style-type: none"> Organize workshops or online courses on budget management 	Collaborator	
<ul style="list-style-type: none"> Form strategic partnerships between non-profit organizations, local grocers, the food bank, and other stakeholders to educate and advocate for more affordable food in Jasper 	Facilitator	The MOJ has facilitated the development of the Jasper Food Alliance consisting of the Muni, Food bank, Jasper Local Food Society, Food Recovery, Pursuit, Soup for You, and we are seeking other members now – specifically trying to recruit local grocers. Alliance’s Mission is to “... increase food security in Jasper through partnerships, programming, and research to create a resilient, regional food system”
<ul style="list-style-type: none"> Introduce a Food Security section in newcomer orientation programs to increase awareness of food bank essential items support programs. Provide a comprehensive list of free and low-cost programs available to members of the community 	Facilitator	The MOJ could bring this item forward through the Jasper Food Alliance and integrate in to the work of settlement services and the Local Immigration Partnership.
<ul style="list-style-type: none"> Create a strategic partnership for an ‘essential goods wholesale program’ that would allow residents to purchase select essential goods at wholesale cost 	Facilitator	The MOJ could bring this item forward through the Jasper Food Alliance.
<ul style="list-style-type: none"> Encourage community business leaders and large employers to collaborate and contribute to community-support initiatives like take-home meal kits and low-cost meals to assist with food security. 	Facilitator	The MOJ could bring this item forward through the Jasper Food Alliance.
#6 Housing		
<ul style="list-style-type: none"> Regularly update the Housing Needs and Demand Assessment for Jasper 	Activator	The MOJ last conducted a study in 2022. Admin would recommend that it should be revisited every 4 – 5 years, or approximately 2026/27.
<ul style="list-style-type: none"> Commission a local Housing Action Plan 	Activator	The MOJ has \$30,000 in the capital budget for a Housing Master Plan. This is recommended to be along with the item above.
<ul style="list-style-type: none"> Increasing supply of available units on the market, either by increasing utilization or building more supply 	Activator	The MOJ is actively working to increase supply through the development of the JMHC and the proposed 40 unit affordable housing build.
<ul style="list-style-type: none"> Centralize an inventory of staff accommodations for all interested businesses, developing a sharing system whereby vacant units are first available for businesses 	Facilitator / Collaborator	
<ul style="list-style-type: none"> Incentivize secondary suites 	Collaborator	While it has merit, this concept would require significant research and strategic discussion. Additionally there are no funds in the approved 2024 budget to support financial incentives and some incentives might be outside the jurisdiction of the municipality.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Position Request: Director of Urban Design & Standards
From: Bill Given, Chief Administrative Officer
Reviewed by: Martha Flemming, Human Resources Manager
Date: March 26, 2024



Recommendation:

That Committee recommend Council amend the 2024 budget to create a new full-time permanent Director of Urban Design and Standards position.

Alternatives:

- That Committee direct Administration to revise the proposal for the new position and return to a future Committee of the Whole meeting.
- That Committee receive the report for information and take no further action.

Background:

The 2011 Jasper Community Sustainability Plan states that:

“The Municipality and Parks Canada will review the Agreement for the Establishment of Local Government in the Town of Jasper. Where the parties are in agreement with respect to desired change, Parks Canada will recommend to the Minister that the Agreement be amended accordingly including, as required, legislative change to increase the role of the Municipality respecting land use planning and development.”

In June of 2021 Council provided formal input requesting that the following target be added to the draft of the Jasper National Park Management plan:

“Parks Canada and the Municipality of Jasper work toward transitioning land-use planning and development authorities in the townsite to the municipality no later than 2030.”

In July of 2022 Mayor Ireland wrote Parks Canada CEO Ron Hallman formally requesting that Land Use Planning and Development Approval Authority (LUP & DA) powers be delegated to the Municipality of Jasper. In the fall of 2022 an administrative working group was created to review the issue and recommend a path forward.

The 2024 approved capital budget includes \$75,000 toward collaborative effort with Parks Canada to develop a new community plan and \$150,000 toward a new Transportation Master Plan. The Community Plan project is expected to take approximately 12 to 18 months and the Transportation Master Plan would likely be the same.

Discussion:

In alignment with Jasper’s commitment to strategic urban development and collaborative work with Parks Canada, there is a pressing need to establish a dedicated role for spearheading the municipality’s involvement in the development of the new community plan and a number of other current and ongoing projects. This initiative aims to ensure Jasper’s interests and strategic goals are effectively represented and integrated throughout the Community Plan process. Moreover, this role will serve as a crucial resource for the municipality’s current

development-related tasks, enhancing efficiency and coherence in urban design and standards enforcement.

The Director of Urban Design and Standards position would report directly to the CAO and is proposed as a strategic move to address the current and future complexities and demands of urban design and standards within Jasper. This role is designed to:

- Lead Jasper's active participation in collaborative planning efforts with Parks Canada, ensuring that municipal interests and strategic objectives are well-represented.
- Provide expert guidance and oversight in the creation, implementation and application of urban design standards, contributing to the sustainability and aesthetic appeal of Jasper's urban environment.
- Coordinate and lead public engagement efforts on behalf of the municipality on projects such as the Community Plan, the Transportation Master Plan, the Connaught Drive affordable housing project, private in-fill developments and the future RCMP site development.
- Serve as a key resource for the municipality, offering expertise and support for existing development-related tasks and challenges.

The establishment of this position is anticipated to bring about significant benefits, including improved strategic collaboration with Parks Canada, enhanced urban design quality, and more efficient management of development projects, more consistent application of municipal design standards and higher quality public engagement on urban design standards and projects. The cost of creating this position is estimated at \$95,000 (covering salary, benefits, and office expenses) for 2024, and \$180,000 for 2025. It is proposed that the 2024 cost be funded through the financial stabilization reserve.

Strategic Relevance:

- Build our internal capacity to advance our housing priorities.
- Facilitate others in developing diverse housing options.
- Communicate and engage with residents.
- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.
- Increase opportunities for active transportation and transportation alternatives.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Pursue the acquisition of tools and authorities to enhance service delivery, equity and affordability.
- Take active and strategic steps to advance Jasper's interests, including the acquisition of land-use planning and development authority and attaining Resort Municipality Status.

Inclusion Considerations:

The creation of the Director of Urban Design and Standards position aligns with Jasper's commitment to inclusivity by ensuring urban planning and development processes consider diverse community needs and perspectives. This role will actively contribute to creating accessible, equitable, and diverse urban spaces that reflect and serve the community's varied demographics.

Relevant Legislation:

- [Jasper Community Sustainability Plan](#)
- Agreement for the Establishment of Local Government in the Town of Jasper

- Alberta Municipal Government Act
- [Public Engagement Policy \(#A-004\)](#)
- [Reserves Policy \(#B-112\)](#)

Financial:

The creation of this position represents a financial commitment of \$95,000 in 2024 and \$180,000 in 2025. The 2024 expenditure is proposed to be funded through the financial stabilization reserve, with subsequent funding to be determined within the annual budgeting process. Administration expects that future year costs can be significantly off-set through savings in other areas which can be detailed during the 2025 budget discussion.

Attachments:

- None

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Clean Energy Improvement Program	December 13, 2022	Director of Operations & Utilities and Director of Finance & Administration	That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: <ul style="list-style-type: none"> • A Clean Energy Improvement Program business case for Jasper • Draft Clean Energy Improvement Tax bylaw 	April 2024	
S-Block Parking 2023, Winter Seasonal Service	September 12, 2023	Director of Protective & Legislative	That Committee direct Administration to report back on the 2023-24 S-Block Parking Lot winter seasonal service to a Committee of the Whole meeting in the spring.	May 2024	
Snape's Hill Happy Little Trees	October 3, 2023	Director of Operations & Utilities	That Council refer the suggestion of entering into a joint agreement with Parks Canada and Jasper Yellowhead Historical Society to a future Committee of the Whole meeting.	March 2024	
Habitat for the Arts	November 22, 2023	Director of Community Development	That Committee direct Administration to discuss transitioning to a public board with Habitat for the Arts and return with a report in 2024.	April 2024	
Labour Market Study	November 28, 2023	CAO	That Committee direct Administration to review the study to identify opportunities for the Municipality of Jasper to participate in implementation and to return to a future Committee of the Whole meeting with recommendations.	March 2024	
Transit Capital Projects	December 19, 2023	CAO	That Council direct Administration to return to a future Council meeting for approval prior to	May 2024	

			awarding or procuring any transit capital projects.		
2024 Mill Rate	December 19, 2023	Director of Finance & Administration	That Council direct Administration to provide a report on the potential implications of splitting the 2024 net tax increase at ratios other than 5:1 and return to a future Committee of the Whole meeting prior to establishing the 2024 mill rate.	March 2024	Recommended to be deferred to April 2024
Global Covenant of Mayors for Climate & Energy	January 9, 2024	CAO	That Committee recommend Council postpone the consideration of joining the "Global Covenant of Mayors for Climate & Energy" until July 2024.	July 2024	
Transit Service Standards Policy	January 23, 2024	CAO	That Committee direct Administration to develop a Transit Service Standards Policy and return to a future Committee of the Whole meeting.	April 2024	
Crosswalks near School Zones	January 23, 2024	Director of Operations & Utilities and Director of Protective & Legislative Services	That Committee refer the matter of pedestrian safety at the crosswalks on Bonhomme Street adjacent to the sports fields and the Southview Co-ops to the Traffic Advisory Committee.	May 2024	
Parks Canada Maligne Canyon Transit Service Request	February 13, 2024	CAO	That Committee refer the transit service request from Parks Canada to Administration for a report at a future Committee of the Whole meeting.	April 2024	
Climate Change Adaptation Action Plan	February 27, 2024	CAO	That Committee direct Administration to return to a future Committee meeting with recommendations on developing a Climate Change Adaptation Action Plan.	June 2024	
The Men's Shed	March 12, 2024	Director of Community Development	That Committee direct Administration to develop a partnership to create a Men's Shed in one bay of the 3-bay garage at the Activity Centre and return to a future Committee meeting with the proposed partnership agreement.	June 2024	

Municipality of Jasper

Utilities Workshop & Jasper United Church Request	March 12, 2024	CAO and Director of Finance & Administration	That Committee direct Administration to set-up a utilities workshop to review the current model within the next three months; and that Committee tables this request to that workshop.	June 2024	
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorise, 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.	September 2024	