

MUNICIPALITY OF JASPER
SPECIAL COUNCIL MEETING AGENDA
August 13, 2024 | 9:30am
[Municipality of Jasper Strategic Priorities 2022-2026](#)



Notice: Due to the ongoing wildfire and evacuation order, 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 9:30 am, use this Zoom link:** <https://us02web.zoom.us/j/87657457538>

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Special meeting agenda, August 13, 2024

attachment

3 NEW BUSINESS

3.1 Update from Incident Management Team –

Director of Protective & Legislative Services Christine Nadon

verbal

3.2 2024 Council Meeting Schedule

attachment

3.3 Financial Relief Recommendations

to be delivered

3.4 Recovery Office Structure and Committee Terms of Reference

attachment

3.5 Global Covenant of Mayors for Climate & Energy

attachment

4 ADJOURNMENT

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

AGENDA ITEM 3.2

REQUEST FOR DECISION

Subject: 2024 Council Meeting Schedule
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Date: August 13, 2024



Recommendations:

- That Council cancel all Committee of the Whole meetings currently scheduled during the months of August, September, and October 2024 and hold Regular Council meetings at the same dates and times as the cancelled Committee of the Whole meetings would otherwise have been held.
- That Council change the start time of its Regular meetings from 1:30pm to 9:30am on the first and third Tuesdays of the month until the end of October 2024.

Alternatives:

- That Council make no changes to the approved meeting schedule.
- That Council make the following changes to the 2024 meeting schedule:

Background:

Council was on their regularly scheduled summer break when a wildfire and subsequent evacuation of the town took place on July 22, 2024. The first meeting scheduled after their summer break is a Committee of the Whole meeting at 9:30am on August 13, 2024.

During the 2024 Jasper Wildfire Complex Council received daily updates over Zoom from Administration. During the August 3rd update Council discussed the upcoming meeting schedule and the possibility of changing the August 13th Committee of the Whole meeting to a Regular meeting in order to allow for decisions to be made instead of debate and discussion.

Regular Council meetings are normally scheduled for the first and third Tuesday of every month at 1:30pm. Committee of the Whole meetings are the second and fourth Tuesday at 9:30am. If there is a fifth Tuesday, there is no regularly scheduled meeting.

Discussion:

If approved the updated meeting schedule will be posted on the Municipality's website. The community calendar would also be updated and all outgoing regular social media will reflect the changes.

Strategic Relevance:

- Communicate and engage with residents.
- Ensure residents receive quality service that provides strong value for dollar.
- Increase awareness and understanding of our unique conditions with other orders of government and funders.
- Focus on prevention, mitigation, and preparation for natural disasters.

Inclusion Considerations:

- The Municipal Inclusion Assessment Tool is not applicable to this recommendation.

Relevant Legislation:

- [Municipal Government Act s.194\(3\)](#)
- [Bylaw #190: Procedure Bylaw](#)

S.7.0 Special Meetings

7.1 Special meetings of Council shall be called as required in accordance with the Act.

S.18.0 Notice of Meetings

18.1 Notice of all meetings shall be given to Councillors and the public.

18.2 Notice of regular meetings of Council is deemed to be given by publication of the agenda together with supporting documentation on the municipal website by 4:00pm on the Friday before a regular meeting.

18.3 For all other meetings requiring notice, it shall be:

18.3.1 issued a minimum of 24 hours prior to the meeting date;

18.3.2 posted on the Municipality's website specifying the time, date, and location;

18.3.3 delivered, faxed or emailed to each Council member

18.4 If a matter is not specified in the notice of a special meeting, it may not be dealt with, unless all Council members are present and a motion is passed by a majority to deal with the matter.

S. 19.0 Cancellation of Meetings

19.1 A regular meeting may be cancelled:

19.1.1 by a majority of Council members at a previously held meeting; or

19.1.2 with the written consent of a majority of Council members, provided twenty-four (24) hours' notice is provided to Council members and the public; or

19.1.3 with the written consent of two-thirds (five) of the Council members if twenty-four (24) hours' notice is not provided to the public.

19.4 Committee meetings may be cancelled as per Section 19.1.1 and 19.1.2, however, at least twenty-four (24) hours' notice of cancellation must be provided to committee members and the public.

Financial:

There would be no financial implications as meetings are already scheduled for these days.

Attachment:

- Current 2024 Council Meeting Schedule



Municipality of Jasper 2024 Council Meeting Calendar

Regular meetings are scheduled for 1:30pm and Committee meetings for 9:30am at the Jasper Library & Cultural Centre, downstairs, 500 Robson Street, Jasper, AB.

Regular Meeting
Statutory Holiday
Committee of the Whole
Special Meeting Dates

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4		6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- June 6-9 Federation of Canadian Municipalities Conference, Calgary, AB
- July 23 Summer break
- August 6 Summer break
- Sept 25-27 Alberta Municipalities Tradeshow & Convention, Red Deer, AB
- Oct 22 TBC: Committee of the Whole at 9:30am followed by Organizational meeting
- Nov 12 TBC: External Groups Budget Presentations
- Nov 19-20 TBC: Budget presentations
- Dec 13 TBC: Community Christmas Party
- Dec 24, Jan 2 Holiday break

AGENDA ITEM 3.4

REQUEST FOR DECISION

Subject: Recovery Office Structure and Committee Terms of Reference
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: August 13, 2024



Recommendation:

That Council,

1. Direct Administration 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, and;
2. That Council approve the establishment of a Director of Recovery position, reporting to the CAO.

Alternatives:

No alternatives were analyzed for Council consideration.

Background:

Administration is in the process of developing a Recovery Strategy to guide the long-term recovery efforts needed to rebuild our community. Drawing on lessons learned from previous disasters such as the 2011 Lesser Slave Lake Wildfire and the 2016 Horse Creek Wildfire in Ft. McMurray, as well as recommendations provided by provincial and federal disaster recovery frameworks, administration has identified establishment of a Recovery Office with guidance from a multi-stakeholder Recovery Committee as the key first steps in the recovery process.

Discussion:

Effective recovery planning following a disaster requires robust administrative processes that ensure coordination, efficiency, and adaptability.

A Recovery Office, staffed with dedicated resources allows for focused and prioritized recovery efforts and assists with segregating recovery activities from regular municipal operations. Recruitment of contract employees or secondment of current employees with subsequent backfill of existing positions would be funded by government Disaster Relief Funds.

The intent of establishing a Recovery Committee is to enhance decision making processes related to the recovery and provide a conduit for local stakeholder input to the recovery effort. The Committee would be advisory to the CAO and Recovery Office and include a mix of Council and community members. The Terms of Reference would flush out further details on committee scope, term, membership, governance and reporting structure.

To effectively navigate the complex process of rebuilding while also continuing day to day municipal operations, it is essential to establish a dedicated Director of Recovery position within our municipal structure. This role will be critical in leading and coordinating all aspects of our recovery efforts. The Director of Recovery

will ensure that we not only rebuild what was lost but do so in a way that strengthens our community's resilience to future disasters. The position will require a leader who can work across all levels of government, engage with the community, and drive the planning and implementation of recovery projects that align with our long-term vision for Jasper.

The scale of the challenge ahead necessitates a role solely focused on recovery to ensure that every aspect, from housing to infrastructure and community services, is addressed efficiently and effectively. This approach is consistent with the approach taken by other Alberta municipalities who faced similar recovery projects including Slave Lake, Wood Buffalo and High River.

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.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Ensure residents receive quality service that provides strong value for dollar.
- Increase awareness and understanding of our unique conditions with other orders of government and funders.
- Focus on prevention, mitigation, and preparation for natural disasters.

Inclusion Considerations:

The Municipal Inclusion Assessment Tool is not applicable to this recommendation.

Relevant Legislation:

[Alberta Emergency Management Act, Disaster Recovery Regulation – Alberta Regulation 51/1994](#)

Financial:

Resources needed for recovery efforts are eligible for funding through the provincial Disaster Relief Program (DRP).

Attachment:

none

AGENDA ITEM 3.5

REQUEST FOR DECISION

Subject: Global Covenant of Mayors for Climate & Energy
From: Bill Given, Chief Administrative Officer
Prepared by: Mona El Dabee, Energy & Environment Manager
Reviewed by: Beth Sanders, Director of Urban Design and Standards
Date: August 13, 2024



Recommendation:

- That Council receive the report for information, recommend administration renew Partners for Climate Protection (PCP) membership, support Tourism Jasper with their initiative to obtain a GreenStep Sustainable Tourism Destination Certification and take no further action to join the Global Covenant of Mayors for Climate & Energy (GCoM) at this time.

Alternatives:

- That Council approve joining the Global Covenant of Mayors for Climate & Energy.
- That Council receive the report for information and take no further action.

Background:

On June 13, 2023, Committee of the Whole directed administration to:

“ Investigate the costs and benefits associated with Jasper applying/agreeing to become a member of the “Global Covenant of Mayors for Climate Action” and return with a report to a future Committee of the Whole meeting. ”

On August 8, 2023, following the report presentation by administration which detailed the purpose of the GCoM and the roles and responsibilities of members, Committee of the Whole received the report and directed administration to:

“ refer the matter of joining the Global Covenant of Mayors for Climate & Energy, to a committee meeting following the 2024 budget discussions. ”

GCoM is an international alliance of cities and local governments committed to addressing climate change. The initiative was launched in 2016, and it brings together over 13,478 cities worldwide, representing a significant global climate action network. The primary goal of GCoM is to promote and support voluntary action to combat climate change and move towards an inclusive, just, low-emissions, and resilient society, achieved by promoting local response to climate change and ambitious climate action plans. There are currently 63 Global Covenant of Mayors cities and communities in Canada, three of which are in Alberta: Calgary, Edmonton and Canmore.

Discussion:

Administration has researched the implications of joining GCoM, including enrollment, participation, potential benefits as well as time and energy required to maintain membership, an analysis is provided in Annex A. Participating and maintaining a GCoM membership does create a large number of expectations from the municipality. Attached in Annex B is the overall reporting framework timeline as indicated in Section 10 of the Global Covenant of Mayors Common Reporting Framework document. Although, enrolment in GCoM is free and as simple as signing a Letter of Commitment which includes a pledge to implement policies and undertake measures, the observation made at this time is that Jasper would be required to spend a large amount of time

and effort to maintain a GCoM membership and that there would be more value and tangible actions obtained through other memberships. Maintaining Jasper's current membership in Partners for Climate Protection (PCP) and dedicating more time and effort into that organization would allow Jasper to take stock of its current emissions using their user friendly online inventory tool (Milestone Framework). Additionally, supporting Jasper Tourism in obtaining a Greenstep Sustainable Tourism Destination Certification would benefit Jasper by recognizing Jasper's efforts in sustainability and gaining national and global visibility for being a sustainable tourism destination. More information on PCP and Tourism Jasper's Greenstep certification is provided in Annex A.

On June 25, 2024 administration had a virtual meeting with the Town of Canmore's Environmental and Sustainability department. They suggested Jasper hold off on joining GCoM until after gaining experience documenting and reporting on GHGs. Their advice was to create a greenhouse gas (GHG) inventory using PCP's Milestone Framework program, the program is equally used by GCoM Canada.

On July 10, 2024 administration had a virtual onboarding call with Tourism Jasper and GreenStep regarding their Sustainable Tourism Destination Certification that Tourism Jasper is aiming to attain in 2025. Jasper can play a supporting role in helping Tourism Jasper obtain the destination certification. In return Jasper will be able to utilize the marketing material and benefit from the enhanced credibility of being certified.

Administration believes that our efforts will be better spent on local and national programs such as PCP's Milestone Framework and Tourism Jasper's certification initiative. Administration's recommendation aligns with the Jasper Community Sustainability Plan's environmental integrity principle of fostering " sustainable living by reducing community resource dependency and demonstrating leadership in environmental stewardship ".

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.
- Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.
- Focus on prevention, mitigation, and preparation for natural disasters.
- Include an environmental lens into our decision making and operational plans.

Inclusion Considerations:

Administration's recommendation reflects Jasper's commitment to inclusivity and the importance of addressing climate change impacts for all residents and future generations. By engaging in climate action initiatives, Jasper demonstrates its dedication to promoting equitable and sustainable development.

Relevant Legislation:

- [Jasper Community Sustainability Plan](#)

Financial:

There are no direct costs associated with maintaining the PCP membership or with supporting Tourism Jasper work towards obtaining a destination certification. Although there are no direct financial costs associated with joining the GCoM, significant administration resources would need to be allocated to meet the commitments

that are expected of GCoM members.

Attachments:

- Annex A: RFD Analysis
- Annex B: Section 10 Overall Reporting Timelines - Global Covenant of Mayors Common Reporting Framework
Version 7.0 April 2023

RFD ANALYSIS - Global Covenant of Mayors for Climate & Energy

Date: August 8, 2024



Enrolment in GCoM

Enrolment in the Global Covenant of Mayors for Climate & Energy (GCoM) starts with the mayor of a city with a democratically elected government signing a Letter of Commitment which includes a pledge to implement policies and undertake measures to:

- (i) reduce / avoid greenhouse gas (GHG) emissions,
- (ii) prepare for the impacts of climate change,
- (iii) increase access to sustainable energy, and
- (iv) track progress toward these objectives.

Implications of joining GCoM

The City Journey is GCoM's step-by-step guide for success and is summarized as follows:

1. Make a commitment to reduce greenhouse gas emissions, enhance resilience to climate change, and track progress transparently ;
2. Assess impacts and risks by taking stock of the current emissions and impacts of climate change in the municipality ;
3. Set goals and targets at least as ambitious as the country's Nationally Determined Contributions ;
4. Develop actions and adaptation strategy by creating an action plan to address climate mitigation and adaptation ;
5. Implement mitigation and adaptation strategies based on climate mitigation and adaptation plans' priority actions, finances, and timeline ;
6. Monitor and report every two years ;
7. Validation through obtaining badges which are shared with the global community on GCoM's website ; and
8. Update climate actions and adaptation strategy plans with evidence-driven policy and action recommendations.

Potential benefits of joining GCoM

GCoM increases a local government's global visibility as being a leader responding to climate change with a commitment to an ambitious global climate solution. GCoM indicates on their website that they " help cities in achieving their ambition by supporting the collaboration and sharing of best practices among peers around the world, providing, technical and financial capacity-building and training activities, and generating the next generation of knowledge, data, tools needed for local policymakers to tackle sustainability and climate challenges ".

GCoM is further separated into regional covenants that provide support to cities that have made the ambitious commitment. The Global Covenant of Mayors for Climate and Energy in Canada is funded by the European Union and is a collaboration between:

- Federation of Canadian Municipalities ;

- ICLEI Canada;
- C40 Cities ;
- Carbon Disclosure Project (CDP) ; and
- Global Covenant of Mayors Secretariat.

One way GCoM Canada offers a streamlined support for Canadian members is through their Partners for Climate Protection (PCP) Milestone Framework program which guides members through a five-step framework to help take action on climate change by reducing emissions at the municipal level. Municipalities do not have to be a member of GCoM to be a member of PCP, more on their program is detailed in the sections below.

Meeting with Canmore

On June 25th, 2024 administration had a virtual meeting with the town of Canmore's Environmental and Sustainability department to learn about their first hand membership experience with GCoM of which they have been a member since 2015. They explained how they go about calculating their greenhouse gas (GHG) emissions using PCP's Milestone Tool. Canmore explained that reporting GHGs for their GCoM commitment is straight forward and simple for them to do in recent years given their experience using the PCP Milestone Tool. However, the development and implementation of mitigation and adaptation strategies for their GCoM commitment has been more complex and time consuming for them as meeting GCoM's qualitative requirements seems subjective to GCoM's discretion.

PCP Membership

PCP's program is from and funded by ICLEI—Local Governments for Sustainability (ICLEI Canada) and the Federation of Canadian Municipalities. The program consists of a five-step Milestone Framework that guides municipalities as they take action against climate change by reducing emissions and moving municipalities closer to achieving their climate goals.

According to PCP'S website, Jasper currently holds a PCP membership. Communications are ongoing to reinstate access to the platform and update contact information.

Membership to the PCP program is free and membership obligations are as follow:

- Pass a joining resolution through council ;
- Move through the Milestone Framework within 10 years of joining ;
- Report on progress at least once every two years ; and
- Actively participate in program activities and share experience with other network members.

The five steps of the Milestone Framework are:

1. Creating a greenhouse gas emissions inventory and forecast
2. Setting emissions reduction targets
3. Develop a local action plan
4. Implement the local action plan
5. Monitor & verification guidelines

PCP members have access to multiple resources to aid in their progress throughout the Milestone Framework. To create and manage a local GHG inventory and forecast, the user-friendly Milestone Tool is used. The online tool helps streamline, standardize and simplify the complex task. Working through these five milestones can

benefit Jasper by saving the municipality money, improving air quality, creating jobs, and improving residents' health.

Supporting Tourism Jasper

On July 10, 2024, administration had a virtual onboarding call with Tourism Jasper and GreenStep. On the agenda was an introduction to GreenStep and the project team, a brief background on sustainable tourism, the sustainable tourism destination assessment and the next steps to achieve certification.

GreenStep is a social enterprise located in Kelowna, BC. Through their Sustainable Tourism program GreenStep provides assessments, programs, and certifications to help tourism destinations and businesses measure and improve their sustainability performance.

The Municipality of Jasper can play a supporting role in helping Tourism Jasper obtain the Sustainable Tourism Destination Certification, particularly by answering environmental questions and gathering evidence to support the answers.

Jasper Community Sustainability Plan

Administration's recommendation to renew Jasper's PCP membership, support Tourism Jasper with their initiative to obtain a GreenStep Sustainable Tourism Destination Certification and take no further action at this time to join GCoM aligns with Jasper's environmental integrity principle of fostering " sustainable living by reducing community resource dependency and demonstrating leadership in environmental stewardship ". The following three sets of goals and actions are listed in the Jasper Community Sustainability Plan :

Goal: Be a leader in environment stewardship

Action: The Municipality and Parks Canada will collaborate with local partners on specific initiatives to promote environmental stewardship at a local level.

Goal: Protect Jasper's air quality and promote dark skies

Action: The Municipality of Jasper will complete the milestones of the Partners for Climate Protection (PCP) program sponsored by the Federation of Canadian Municipalities, including conducting a greenhouse gas inventory, developing and implementing a local action plan and monitoring results.

Goal: Practice and promote energy conservation and green energy practices

Action: The Municipality and Parks Canada will work with community partners to develop a coordinated community-wide sustainable services strategy to begin the community's transition to renewable energy sources, enhanced energy and water conservation practices, and solid waste reduction systems.

10 Overall Reporting Timelines

The reporting framework includes timelines for different elements of reporting. The following table shows the overall reporting time after joining GCoM.

Reporting elements	Commit to join GCoM (Year 0)	Years 1+2	Year 3	Year 4	Year 5	Year 6	Year 7
Baseline GHG emissions inventory	submit by year 2 at the latest						
Monitoring GHG emissions inventory						submit four years after GHG emission inventory and every subsequent four years thereafter at the latest	exception: submit five years after baseline inventory only if accompanying second progress report
Risk and vulnerability assessment	submit by year 2 at the latest						
Energy access and poverty assessment	submit by year 2 at the latest						
Targets and goals (mitigation, adaptation, and energy access & poverty)	submit by year 2 at the latest						
Climate action plan(s) (mitigation, adaptation, energy access & poverty, or integrated plan)	submit by year 3 at the latest						
Progress report					submit every two years after submitting the corresponding climate action plan		submit every two years after submitting the corresponding climate action plan