

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
April 1, 2025 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2022-2026](#)



Notice: Council members and staff are at the Jasper Library and Cultural Centre. 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 1:30 pm, use this Zoom link:**
<https://us02web.zoom.us/j/87657457538>

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, April 1, 2025 attachment

Recommendation: That Council approve the agenda for the regular meeting of April 1, 2025 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, March 18, 2025 attachment

Recommendation: That Council approve the minutes of the March 18, 2025 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, March 25, 2025 attachment

Recommendation: That Council approve the minutes of the March 25, 2025 Committee of the Whole meeting as presented.

4 DELEGATIONS

5 CORRESPONDENCE

6 NEW BUSINESS

6.1 Jasper Recovery Coordination Centre Progress Update verbal

Recommendation: That Council receive the report for information.

6.2 Director's Report – Urban Design & Standards attachment

Recommendation: That Council receive the report for information.

6.3 Jasper Municipal Library – Letter of Understanding attachment

Recommendation: That Council approve the Jasper Municipal Library Letter of Understanding as presented.

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6.4 Seniors' Centre in Jasper

Recommendation: That Council authorize the Mayor to write a letter requesting that the Government of Alberta include additional living units for seniors; as well as a seniors' centre space in the plans for the rebuild of Pine Grove Manor.

6.5 Pop-Up Business Village Patricia Street Location

Recommendation: That Council consider approving a change to the location of the Pop-Up Business Village from 607 Connaught Drive to the 406/412 Patricia Street parking lot.

6.6 2024 Equity, Diversity & Inclusion Update

Recommendation: That Council approve replacing the word Master with the word Action in the formal name of the plan.

6.7 Revisiting the [2025 Approved Budget](#)

Recommendation: That Council revisit the 2025 approved operating and capital budgets at the next Regular meeting.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

9 UPCOMING EVENTS

[Jasper Business Recovery Lunch & Learn](#) – 12:00-1:00pm, April 3, 10, 17, 24, & May 1, 631 Patricia St.

[Jasper Pride & Ski Festival](#) – April 4-13

[Jasper Park Chamber of Commerce General Meeting](#) – 6pm, April 16, Cassio's Restaurant

NETMA – 4:30-6:30pm, April 23, Jasper-Yellowhead Museum & Archives

National Day of Awareness for [Missing and Murdered Indigenous Women and Girls](#) and 2SLGBTQI+ people ([MMIWG2S](#)), also known as "[Red Dress Day](#)" – May 5

[Federation of Canadian Municipalities Annual Conference & Tradeshow](#) – May 29 - June 1, Ottawa

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of April 1, 2025 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, March 18, 2025 | 1:30pm
 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 both Zoom livestreaming and in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Helen Kelleher-Empey, Kathleen Waxer, Rico Damota, Scott Wilson, and Wendy Hall.		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Michael Fark, Director of Recovery Beth Sanders, Director of Urban Design & Standards Lisa Riddell, Acting Assistant Director of Community Services Leanne Pelletier, Housing Coordinator Emma Acorn, Legislative Services Coordinator Lynn Wannop & Madison Goy, Jasper Pride Festival Society Jacqui Sundquist, CBC Edmonton Peter Shokeir, The Fitzhugh 46 observers (including 28 Grade 6 students and teacher Heidi Konsgrud)		
Call to order	Mayor Ireland called the March 18, 2025 Regular Council meeting to order at 1:30pm and began with a Traditional Land Acknowledgement .		
Additions or deletions to agenda #127/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council add the following item to the March 18, 2025 Regular Council meeting agenda: <ul style="list-style-type: none"> • 10.3 In-camera – Human Resources Update • 10.4 In-camera – Council Human Resources Committee Update 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #128/25	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the agenda for the March 18, 2025 Regular Council meeting as amended: <ul style="list-style-type: none"> • Add 10.3 In-camera – Human Resources Update • Add 10.4 In-camera – Council Human Resources Committee Update 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #129/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the March 4, 2025 Regular Council meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole Meeting minutes #130/25	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the March 11, 2025 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Delegations	none		
	Councillor Kelleher-Empey joined the meeting at 1:47pm.		
Correspondence – Jasper Pride Festival Society and OUT Jasper – Non-	Council received Lynn Wannop and Madison Goy as representatives for the Jasper Pride Festival Society. They thanked Mayor and Council for the support the group has received in past years and brought a rainbow tie for the Mayor to replace the one he had lost in the fire in the summer of 2024.		

Standard Crosswalk Request #131/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the non-standard crosswalk request from the Jasper Pride Festival Society and OUT Jasper.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence – Jasper Pride Festival Society – Flag Raising Request #132/25	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the flag raising request from the Jasper Pride Festival Society.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence – Office of the Minister responsible for Prairie Economic Development Canada #133/25	Council received correspondence from the Honorable Terry Duguid, Minister of Sport and Minister responsible for Prairie Economic Development Canada regarding the approval of the funding proposal to support economic recovery and the Commerce Continuity Program in Jasper. MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the correspondence for information.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Director’s Report – Community Development #134/25	Council received a report from the Department of Community Development with Acting Assistant Director of Community Services Lisa Riddell reviewing news in outreach/recovery services; funding; programming; staffing; service trends and communications. The report is included in the agenda package. MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council receive the report for information.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#135/25	MOTION by Councillor Hall – BE IT RESOLVED that Council direct Administration to bring an update to a future meeting on a joint agreement with the Grande Yellowhead Public School Division.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Recovery Coordination Centre Progress Update #136/25	Council received a progress update from the Jasper Recovery Coordination Centre. Director of Recovery Michael Fark presented updates on the debris removal process; interim housing; development review and the approval process; the Recovery Pathfinders program; the Commerce Continuity Initiative; and more. MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the progress update for information.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Recess	Mayor Ireland called a recess from 3:10pm to 3:20pm.			
Interim Space for Non-Public Facing Businesses #137/25	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council read, for the third time, Bylaw #267, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to repeal a bylaw for the regulation and control of Municipal storage lots.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Housing Accelerator Fund and Housing Action Plan #138/25	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the Jasper Housing Action Plan dated March 11, 2025.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Residential Density & Parking Community Engagement Approach #139/25	MOTION by Councillor Wilson – BE IT RESOLVED that Council receive the attached Community Engagement Approach for identifying town values and reviewing residential density and parking policies in the Land Use Policy (April to July 2025), as information.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Housing Manager Position #140/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the establishment of a Housing Manager position to create, oversee and implement the Municipality of Jasper’s housing programs.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
2024 Property Tax Receivable/Write-Off Request #141/25	MOTION by Councillor Wilson – BE IT RESOLVED that Council direct Administration to write off Property Tax receivable for Roll 500000 (Provincial Building) for half of the amount levied in the amount of \$35,136.62.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none			
Councillor Reports	Councillor Melnyk attended a dinner Saturday night hosted by the Thermal Insulation Association of Alberta and a meeting of the Jasper-Yellowhead Historical Society meeting last week. Mayor Ireland attended a meeting of the West Yellowhead Regional Waste Management Authority last Thursday. He shared some statistics with Council which are attached to the meeting minutes.			
Upcoming events	Council received a list of upcoming events for information.			
Move In-camera #142/25	MOTION by Councillor Kelleher-Empey to move in-camera at 3:47pm to discuss agenda items: <ul style="list-style-type: none"> • 10.1 Mayor’s Recognition Awards FOIP s. 19, 29(1)(b) • 10.2 Land Matters FOIP s. 25, 27, 29 • 10.3 In-camera – Human Resources Update • 10.4 In-camera – Council Human Resources Committee Update 	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
	Mr. Given and Ms. Nadon also attended the in-camera session. Mayor Ireland recused himself for item 10.2 and left the meeting room for that portion of the in-camera.			
Move out of camera #143/25	MOTION by Councillor Hall to move out of camera at 4:50pm.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Adjournment
#144/25

MOTION by Councillor Damota – BE IT RESOLVED that, there being no further business, the Regular Council meeting of March 18, 2025 be adjourned at 4:50pm.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer

ATTACHMENT TO March 18, 2025 Regular Meeting minutes

From: [Richard Ireland](#)
To: [MayorAndCouncil2021](#)
Cc: [Emma Acorn](#); [Bill Given](#)
Subject: WYRWMA
Date: March 13, 2025 6:56:21 PM

I share the following statistics from the West Yellowhead Regional Waste Management Authority Board meeting this morning which may be of interest personally or to residents:

Jasper disaster waste updates include:

-total wastes received as of February 5th, 2025:

220.50 MT of appliances drained of CFC gasses but filled with food (landfilled)

25.4 MT appliances drained on site and emptied of food (536 units recycled)

193.04 MT food waste

26.62 MT mixed waste loads with mattresses

20222.67 MT disaster waste from Jasper

1040.90 MT contaminated soils (Municipality)

2892.93 MT contaminated soils (Parks)

MT = metric ton (1000 kilograms)

Emma, I'll include reference to those volumes in my oral report on Tuesday. If you can include them either in the agenda or in the minutes we will have a public record for those interested.

Richard Ireland
Mayor
Municipality of Jasper
RIreland@jasper-alberta.ca

The Municipality of Jasper respectfully acknowledges that the Municipality of Jasper is on Treaty 6 and 8 Territories as well as The Jasper House Métis District. This land is the Traditional Territory, meeting ground, gathering place, travelling route and home for the Dane-zaa, Aseniwuche Winewak As'in'i'wa'chi'Ni'yaw, Nehiyawak, Anishinaabe, Secwépmc, Stoney Nakoda, Mountain Métis and Métis.

Sent from my iPhone

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, March 25, 2025 | 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, Helen Kelleher-Empy, Wendy Hall, and Rico Damota
Absent	Councillor Scott Wilson
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Beth Sanders, Director of Urban Design & Standards Lisa Daniel, Acting Assistant Director of Community Development Lucas Sherwin, Town Planner Isla Tanaka, Town Planner Emily Dawson, Financial Planner Caylee LaBranche, Business Liaison Emma Acorn, Legislative Services Coordinator Angie Thom, Director of Library Services Paul Butler, Jasper Park Chamber of Commerce Mike Merilovich, Resident Lisa Darrah, Rockaboo Mountain Adventures Peter Shokeir, The Fitzhugh Jacqui Sundquist, CBC Edmonton Bob Covey, The Jasper Local 21 observers
Call to Order	Deputy Mayor Melnyk called the March 25, 2025 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .
Additions or deletions to agenda	Councillor Kelleher-Empy and Councillor Damota both made requests to add items to the agenda as follows: <ul style="list-style-type: none">• 7.7 Evergreens Foundation Update• 7.8 Revisiting the 2025 Approved Budget
Approval of agenda #145/25	MOTION by Councillor Hall that Committee approve the agenda for the March 25, 2025 Committee of the Whole meeting as amended: <ul style="list-style-type: none">• Add 7.7 Evergreens Foundation Update• Add 7.8 Revisiting the 2025 Approved Budget
	FOR 6 Councillors
	AGAINST 0 Councillors
	CARRIED

Business arising from March 11, 2025 minutes	none						
Delegations – Jasper Park Chamber of Commerce	Committee received a presentation from Jasper Park Chamber of Commerce Executive Director Paul Butler who shared concerns regarding the municipal budget and taxes.						
Delegations – Mike Merilovich	Jasper resident Mike Merilovich attended the meeting to share his concerns regarding item 7.4 on the agenda as he lives in close proximity to the parking lot area being discussed.						
Delegations – Lisa Darrah, Rockaboo Mountain Adventures	Lisa Darrah, Jasper resident and owner of Rockaboo Mountain Adventures, attended the meeting to address item 7.4 on the agenda which included questions as to the future of the climbing wall which was first installed in the Patricia Street parking lot with the intention of it being a seasonal installation.						
Recess	Deputy Mayor Melnyk called a recess from 10:58am to 11:11am.						
Correspondence	none						
Advocacy to CN Rail at Federation of Canadian Municipalities Conference #146/25	<p>Councillor Waxer requested Committee discuss potential advocacy to CN Rail at the upcoming Federation of Canadian Municipalities Conference which is set to take place in Ottawa at the end of May.</p> <p>MOTION by Councillor Waxer that Committee direct Administration to prepare a report regarding the status and implications of CN Rail’s decision to move operations from Jasper and bring it to a future meeting prior to mid-May.</p>						
	<table border="0"> <tr> <td>FOR</td> <td>AGAINST</td> <td></td> </tr> <tr> <td>6 Councillors</td> <td>0 Councillors</td> <td>CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Jasper Municipal Library Letter of Understanding #147/25	<p>Committee received a report from Administration regarding an update to the letter of understanding between the Municipality of Jasper and the Jasper Municipal Library Board. Acting Assistant Director of Community Development Lisa Daniel reviewed the changes to the letter of understanding as it is up for renewal and there were recent changes to the Alberta Libraries Act. Director of Library Services Angie Thom was also in attendance.</p> <p>MOTION by Councillor Hall that Committee recommend Council approve the Jasper Municipal Library Letter of Understanding as presented.</p>						
	<table border="0"> <tr> <td>FOR</td> <td>AGAINST</td> <td></td> </tr> <tr> <td>6 Councillors</td> <td>0 Councillors</td> <td>CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					

Jasper Seniors Society	Committee received a presentation from the Administration regarding facilities for Jasper's seniors following the loss of Pine Grove Manor in the 2024 wildfire. CAO Bill Given reviewed recommendations and alternatives for Committee's consideration.		
#148/25	MOTION by Mayor Ireland that Committee recommend Council authorize the Mayor to write a letter requesting that the Government of Alberta include additional living units for seniors and including a seniors' centre space in the plans for the rebuild of Pine Grove Manor.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Pop-Up Business Village Patricia Street Location	Administration presented recommendations to Committee on a Pop-Up Business Village location with Town Planner Lucas Sherwin sharing the background information. Mr. Sherwin was joined by Director of Urban Design & Standards Beth Sanders, Business Liaison Caylee LaBranche and Town Planner Isla Tanaka to help answer Committee questions.		
#149/25	MOTION by Mayor Ireland that Committee recommend Council consider approving a change to the location of the Pop-Up Business Village from 607 Connaught Drive to the 406/412 Patricia Street parking lot.		
	FOR 5 Councillors	AGAINST 1 Councillor (Melnyk)	CARRIED
Recess	Deputy Mayor Melnyk called a recess from 12:55pm to 2:00pm.		
Pop-Up Business Village Patricia Street Location continued	Committee continued discussing the pros and cons of a Pop-Up Business Village and the Rockaboo Mountain Adventures climbing wall location.		
#150/25	MOTION by Mayor Ireland that Committee direct Administration to return to Council with recommendations for an appropriate fee structure to enable the year-round operation of the Rockaboo climbing facility for a potential three year term, and prior to returning the Municipality of Jasper will require clarity on the summer usage of the space, potential space rental fees, input from Parks Canada as the development authority responsible for commercial development in Jasper, and resident and industry feedback into the impact of the attraction on the downtown landscape in the winter months.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Disaster Recovery Program Project List Update	Committee received a report from the Jasper Recovery Coordination Centre detailing projects which are covered under the Disaster Recovery Program. Financial Coordinator Emily Dawson reviewed the original project list and subsequent adjustments.		
#151/25	MOTION by Councillor Hall that Committee receive the report for information.		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Annual Equity, Diversity, and Inclusion Update #152/25	<p>Committee received the annual Equity, Diversity, and Inclusion Update from Administration.</p> <p>MOTION by Councillor Waxer that Committee receive the 2024 Annual Report on the implementation of the 2022-2026 Equity, Diversity and Inclusion Plan for information; and</p> <p>That Committee recommend Council approve replacing the word Master with the word Action in the formal name of the plan.</p>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Meeting Extension #153/25	<p>MOTION by Councillor Kelleher-Empy at 2:55pm that the March 25, 2025 Committee of the Whole meeting be extended past four hours.</p>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Evergreens Foundation Update #154/25	<p>Councillor Kelleher-Empy provided an update on the Evergreens Foundation budget as she attended a board meeting last week.</p> <p>MOTION by Councillor Kelleher-Empy that Committee receive the verbal report for information.</p>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Revisiting the 2025 Approved Budget #155/25	<p>Committee discussed potentially revisiting the 2025 approved operating and capital budgets. Mr. Given shared timeline considerations.</p> <p>MOTION by Councillor Damota that Committee recommend Council revisit the 2025 approved operating and capital budgets at the next Regular meeting.</p>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List #156/25	<p>Administration reviewed the Motion Action List.</p> <p>MOTION by Councillor Kelleher-Empy that Committee approve the updated Motion Action List with the removal of the following item:</p> <ul style="list-style-type: none"> • Jasper Seniors Society <p>And date changes for the following items:</p> <ul style="list-style-type: none"> • Parcel CH Access Road & Spruce Avenue Development Tender Award 		

- Wildfire Recovery Strategic Priorities

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor
upcoming
meetings

Councillor Kelleher-Empey will be attending the Alberta Seniors & Community Housing Association meeting next week in Edmonton.

Councillor Hall will be completing the Pathfinders Program this Friday.

Councillors Melnyk, Waxer and Hall attended a meeting of the Recovery Advisory Committee yesterday and the next one is scheduled for April 8th.

Upcoming Events

Council reviewed a list of upcoming events.

Adjournment
#157/25

MOTION by Councillor Hall that, there being no further business, the Committee of the Whole meeting of March 25, 2025 be adjourned at 3:30pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED



DIRECTOR'S REPORT

Beth Sanders RPP

Director of Urban Design and Standards

January 1 to March 31, 2025

Major Projects

- Town Planning
 - Confirmed engagement approach for values and residential density and parking
 - Contributed to Parks Canada's March update to the Land Use Policy (March 14, 2025: changes to R4 / Snape's Hill to accommodate rebuilding homes and replacement older manufactured homes)
- Development Coordination
 - Coordinated civic addressing for interim housing
 - Co-led Commerce Continuity Initiative (Prairies Can Grant application, Pop-up Business Village, Vet Clinic, Artists Studio)
 - Supported update administrative procedure for off-site levies
 - Continued work to update of Off-site Levies Bylaw
 - Issued a Request for Proposals for e-Permitting (closing April 7, 2025)
 - Continued work on municipal development review and approval processes
 - Continued work to coordinate utility work in Cabin Creek and Snape's Hill
- Housing
 - \$9.4M of Housing Accelerator Funding (HAF) from CMHC
 - Housing Action Plan approved by Council in March 2025
 - Submitted funding applications for affordable housing:
 - \$7.5M grant for the Alberta Affordable Housing Partnership Program (for second JMHC building on Connaught (Parcel HK))
 - \$11.7M for Affordable Housing Fund (CMHC) (\$9.1 of repayable loan, \$2.6 of forgivable loan)
- Energy and Environment
 - Advanced contractual documents for the Clean Energy Improvement Program

Staffing

- New Housing Manager – Leanne Pelletier
- Hiring: Housing Coordinator and Administrative Assistant (Development Coordination)

Service Trends

- Met with 38 development applicants to help them prepare applications
- Responded to 78 development inquiries
- Increase in requests to review applications to MPL place

Communications and Engagement

- Builders Guide released in March 2025
- Delivered the "Navigating Rebuild" module of the Pathfinders Program
- JMHC AGM is on April 15, 2025
- Engagement on values for Jasper's Town Plan and residential density and parking
 - Phase 1: Develop values (April 7 – 11)
 - Phase 2: Confirm values and explore density and parking (May 5 – 9)
 - Phase 3: Confirm density and parking (June 2 – 6)

This LETTER OF UNDERSTANDING made

This ___ day of _____, 2025

Between

The SPECIALIZED MUNICIPALITY OF JASPER

In the Province of Alberta

(hereinafter, the “Municipality”)

And

The MUNICIPALITY OF JASPER LIBRARY BOARD

(hereinafter the “Board”)

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1. OBJECTIVE

Through this Letter of Understanding, the Council of the Municipality of Jasper and the Board of the Jasper Municipal Library seek to clarify and formalize their relationship. This document supplements and interprets applicable legislation as it applies in the municipal context with the goal of providing maximum benefit to ratepayers and library members through the relationship between the Municipality of Jasper and the Municipality of Jasper Library Board. To this end, the Municipality and the Board share a spirit of co-operation and open communication while preserving their individual corporate identities.

2. DEFINITIONS

In this Letter of Understanding:

- 2.1. "Annual Operating Grant" means the funding provided by Council to the Board for the purposes of supplying library services and programs to the community;
- 2.2. "Municipality of Jasper Library Board" and "Board" means the Board of Trustees of the Jasper Municipal Library appointed by the Council of the Specialized Municipality of Jasper;
- 2.3. "Community" means the population potentially served by the Jasper Municipal Library and residing in the geographical region which includes but is not limited to the boundaries of the Specialized Municipality of Jasper;
- 2.4. "Council" means the Mayor and Councillors of the Specialized Municipality of Jasper;
- 2.5. "Director" means the Director of Library Services of the Jasper Municipal Library appointed by the Board;
- 2.6. "Libraries Act" means the Libraries Act (Revised Statutes of Alberta 2000, chapter L-11) current as of May 16, 2024, and the Libraries Regulation (Alberta Regulation 141/1998) with amendments up to and including Alberta Regulation 90/2024, current as of May 17, 2024.
- 2.7. "Library" means the Jasper Municipal Library;
- 2.8. "Library patron" means an individual or group who has applied for an annual membership to the Library for the purposes of borrowing items from the Library, or who enters the library physically or electronically to make use of Library resources;
- 2.9. "Library Reserve" means surplus income retained by the Board for some future use, or those monies annually budgeted by the Board for future use as determined by the Board;
- 2.10. "Municipal Administration" means the administration systems in place in the Specialized Municipality of Jasper to manage and deliver services to the citizens of Jasper; and

- 2.11. "Taxpayer" means an individual or business contributing property tax monies to the Specialized Municipality of Jasper

3. LEGISLATIVE FRAMEWORK

- 3.1. Municipality of Jasper Bylaw #034, the Jasper Library Board Bylaw, established the Board in 2003. Upon Board establishment, the Libraries Act, Part 1, Division 1, Section 3 , became effective: "On being established, the municipal library board is a corporation and shall be known as the "(Name of municipality) Library Board." This legislation establishes the Board as a corporation in its own right, as defined in provincial legislation and with all the accompanying rights and responsibilities;
- 3.2. Having been established under the aforementioned bylaw, the Board is bound by the Libraries Act;
- 3.3. Council shall appoint Board members pursuant to the Municipality of Jasper Procedure Bylaw #190, or its successors, and pursuant to the *Libraries Act*;
- 3.4. As a governing board, the Library Board has a mandate to manage, regulate and control Library operations in order to provide Library service to the community subject to terms and conditions imposed by enabling legislation and the provisions of the Libraries Act, Part 1, Division 3 Section 12.4:

"The municipal library board or an intermunicipal library board, subject to any enactment that limits its authority, has full management and control of the municipal library established by the board and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality or municipalities it serves and may cooperate with other boards and libraries in the provision of these services;"
- 3.5. The Board determines resources required to operate the Library and requests an Annual Operating Grant from Council in accordance with the Libraries Act. The Board shall provide such requests within the Municipality's budget timelines and schedules;
- 3.6. Council, through its enactment of Municipal Bylaw #190, or its successors, deems it appropriate to provide Library service in the community and therefore grants annual Library funding;
- 3.7. The Province of Alberta grants library funding depending upon the Board's adherence to the Libraries Act and in accordance with the Ministerial Grants Regulation;
- 3.8. In accordance with the Libraries Act, Council has the authority to disallow bylaws enacted by the Board.

4. NON-LEGISLATIVE FRAMEWORK

- 4.1. The Library is a community service;
- 4.2. Benefits to Taxpayers and the Library users are greatest when the Municipality and the Library work co-operatively to maximize the use of available resources;
- 4.3. Council and the Board intend to delivery Library services in the most effective manner possible within the constraints established by financial, physical and human resources;
- 4.4. Municipal Administration provides the following services to the Library and Board at no cost and with no impact to the Library's Annual Operating Grant:
 - Payroll services,
 - Building and grounds maintenance,
 - Advice and consultation on human resources matters and;
 - Consulting services.
- 4.5. The Municipality and the Library each have schedules and priorities, and every effort will be made by both organizations to accommodate these in order to provide the community with the highest level of services possible within the constraints established by financial, physical and human resources.
- 4.6. From time to time, there may be areas in which the interests of Council and the Board will diverge. The Municipality and the Board will approach such areas in a spirit of flexibility and cooperation.

5. COMMUNICATION

5.1. Political Link: Library Board and Municipal Council

5.1.1. Formal communications shall occur between the Mayor (or Deputy Mayor) and the Board Chair.

5.1.2. A special link exists in the person of the council member appointed to serve as a Board member, in that this individual, reports to Council on Library matters and to the Board on Council matters affecting the Library.

5.1.3. The Board reports formally to Council no less than two times per year, once for the purpose of presenting a service plan and budget for the following year, and once for the purpose of presenting a year-end report. The reviewed financial statement for the previous year may be part of the presentation of the year-end report or may be conveyed

to Council through the Municipality's Legislative Services Coordinator for placement on the Council agenda.

5.2. Administrative Link: Library Administration and Municipal Administration

5.2.1. The formal administration link between the Library and Municipal Administration shall be between the Library Director and the Municipality's Director of Community Development, or their delegates.

5.2.2. To facilitate communication, the Director (or designate) may be invited to attend meetings with Municipal personnel. Similarly, Municipal personnel may be invited to attend Library Board meetings and/or meetings with Library personnel.

5.2.3. Library issues requiring consideration at a regular meeting of Council shall be conveyed to the Municipality's Legislative Services Coordinator for placement on the Council agenda. The Library Board may also make representation directly to Council as a delegation by being placed on the Council agenda by the Municipality's Legislative Services Coordinator. Results of Council deliberations on Library matters shall be communicated to the required department director by the Legislative Services Coordinator, notwithstanding the aforementioned political link.

6. FINANCE

6.1. Library Operating Budget

6.1.1. To facilitate Council's budget deliberations and approvals, and notwithstanding the provisions of Part 1, Division 1, Section 5 of the Libraries Act, the Board and the Director shall draft the Library's annual budget proposal in accordance with the process and schedule established by Council. The Director of Community Development shall, on a timely basis, keep the Director apprised of developments in the budget process.

6.1.2. The Library budget shall include all costs and revenues associated with the Jasper Municipal Library's provision of library services and programs, including but not limited to Board operations, materials, equipment, furniture and salaries and benefits.

6.1.3. In accordance with the Libraries Act, the Board shall request from Council an Annual Operating Grant for the purpose of supplying library services and programs. The Board shall also consider and approve a minimum three-year business plan to accompany the grant request to Council.

6.1.4. Council may, at its discretion, choose to approve the Operating Grant on a multi-year basis.

6.2. Building Maintenance, Building Utilities and Grounds-Keeping

6.2.1. Exterior and interior building maintenance, utilities, grounds keeping, landscaping, building insurance and building recapitalization shall be funded directly by the Municipality. The Director shall be consulted during the development of this budget and, as part of the budget development process, shall be provided the opportunity to comment on proposed service levels.

6.3. Payroll and Accounting Services

6.3.1. The Municipality shall provide the Director with monthly and year end payroll and financial reports.

6.4. Tendering and Purchasing

6.4.1. Board policy shall govern the tendering and purchasing of goods and services for the Library. The Board shall make final decisions on purchasing and the awarding of contracts.

6.4.2. Invoices for goods and services purchased by the Municipality on behalf of the Library shall be authorized by the Director before payment.

6.5. Budget Surplus or Deficit

6.5.1. If, in a given year, a surplus accrues in the Library budget, that amount shall be deposited into the capital, operational reserve and/or project reserve accounts designated by the Board.

6.5.2. If, in a given year, a deficit occurs in the Library budget, the Board shall designate that amount to be transferred into the budget from the Library Reserve.

6.6. Library Reserve

6.6.1. The Board will maintain a Library Reserve to be allocated according to Board policies. The Board shall determine use of the Library Reserve.

6.7. Annual Financial Review

6.7.1. In accordance with legislation and Board policy, an annual financial review shall be conducted on the Library's accounts by a financial reviewer appointed by the Board and approved by Council with costs to be allocated to the Library budget.

7. PERSONNEL

7.1. Employment

7.1.1. All individuals employed to work in the Library are employees of the Board, and shall function under the Board's Policy Handbook.

7.1.2. The Board shall be responsible for employing (including hiring, supervision, evaluation, termination, etc.) the Director of Library Services.

7.1.3. As per Board policy, the Board delegates to the Director of Library Services the management of employment functions for all its employees below the level of Director.

7.2. Salaries, Wages and Benefits

7.2.1. The Board shall determine the salaries, wages and benefits paid to its employees.

7.2.2. The Board shall pay the deductible for its staff benefits directly. The Municipality, through payroll services, shall handle payroll deductions for the staff portion of the deductible as per an agreed upon process.

7.3. Personnel Records

7.3.1. The Municipality shall store the Library's payroll records. Retention and disposal of these documents shall be in accordance with the Municipality's record management policy.

8. FACILITIES

8.1. Library Facility

8.1.1. The Municipality shall provide the Board with a facility adequate for the provision of library services and programs in the community.

8.1.2. "Adequacy" of the facility includes, but is not limited to, facility type, location, access, size, safety standards, maintenance, amenities and other features. The facility shall be deemed "adequate" through agreement between the Board and Council, notwithstanding the provisions of Section 4.3 herein.

8.2. Maintenance

8.2.1. Maintenance of Library facilities includes, but is not limited to, heating, lighting, utilities, exterior and interior building upkeep, landscaping, grounds keeping, and other such activities. The library shall contact Operations for any noted maintenance required.

8.2.2. The Board shall be responsible for paying the Municipality for the library's portion of the janitorial costs for the Library and Cultural Centre.

8.2.3. Hanging, affixing or installing new items, such as library-specific shelving, to the library's section of the facility is the responsibility of the Library. Semi-permanent fixtures that support the function of the building (rather than the library), such as window blinds, are the responsibility of the Municipality.

8.2.3.1. The Library as leaseholder must request these installations through Operations giving the details, drawings, specification, the intent / purpose, the timeline, the qualifications and references of the installer as well as suitable insurance coverage for the work, etc.

8.2.3.2. The costs associated for such installation of library-specific items are the responsibility of the Library while costs for installation of building-support items are the responsibility of the Municipality.

8.2.3.3. The Library will solicit or seek installers The Municipality of Jasper can review and qualify / disqualify those the library proposes to use.

8.2.3.4. Operations will not supervise the work, but will inspect it at completion.

8.2.3.5. All damage and repairs for such installers or contractors will be the responsibility of the Library for library-specific items and they will be the responsibility of the Municipality for building-support items. Operations will not pursue a contractor or installer for resolution of such issues.

8.3. Insurance

8.3.1. The Jasper Library and Cultural Centre building, contents and liability insurance shall be provided by the Municipality through the Municipality's insurance policies.

8.3.2. The Library specific contents and liability insurance policy will be part of the Municipality's insurance policies and will be paid for by the Library Board.

8.3.3. Copies of insurance policies and certificates of insurance shall be provided as necessary to the Director of Library Services by the Finance and Administration Department.

8.4. Shared Space

8.4.1. With the consent of the Municipality, the Library may share space with other cultural organizations.

8.5. Health and Safety

8.5.1. All library staff shall participate in the Municipality's Health and Safety Program.

8.5.2. The Director of Library Services (or designate) shall participate in the Municipality's Health and Safety Committee and shall be responsible for the completion of Health and Safety inspections, Hazard Assessments, as well as any other required documentation for the Jasper Library and Cultural Centre. The Director shall also be responsible for organizing and completing required drills and related training.

8.5.3. The Board will be responsible for costs related to Library staff Health and Safety training unless otherwise provided for.

8.5.4. The Library shall maintain a sign in sheet for contractors coming into the Library and Cultural Centre during library hours. Library staff shall be responsible for giving the contractor(s) a Health and Safety talk including emergency exits and evacuation procedures.

8.5.4.1. If the contractor does not have keys, is not with Municipal staff with keys, and Library staff have been contacted to do so by Municipal staff, Library staff shall facilitate access to the required areas if possible. If not possible, Library staff will endeavour to contact Municipal staff for access.

8.5.5. All documentation to be forwarded to the Health and Safety Committee for review.

8.6. Library and Cultural Centre

8.6.1. During library hours, Library staff shall provide information services for the Library and Cultural Centre, including but not limited to, directional information, meeting rooms, events, and contact information for the various organizations in the Library and Cultural Centre.

8.6.2. The Library, when open, shall be the first point of contact for the alarm monitoring company who monitors the elevator and the fire panel.

8.6.2.1. The Director of Library Services shall be the first point of contact for the alarm monitoring company when the library is closed. If the Director is unavailable the

following people will be contact in this order by the alarm monitoring company until they reach someone: the Facilities Manager, Director of Community Development, Building and Asset Manager.

9. AMENDMENT

9.1. The provisions of this Letter of Understanding may be amended with the written consent of both parties.

10. TERM AND RENEWAL

10.1. This Letter of Understanding shall be effective on the __ day of _____, 2025 and shall remain in effect until expiring on the __ day of _____, 2030.

10.2. This Letter of Understanding may be renewed with the written consent of both parties.

11. ADMINISTRATION

11.1. The Director shall undertake communications relevant to the provisions of this agreement with respect to the Board and Library employees.

11.2. The CAO shall undertake communications relevant to the provisions of this agreement with respect to Council and Municipal employees.

The representatives of both parties, duly authorized in that regard, have signed this Letter of Understanding

Specialized Municipality Of Jasper)))))	_____	Mayor	_____	"seal"
		_____	CAO		

Municipality Of Jasper Library Board)))))	_____	Board Chair	_____	
		_____	Director of Library Services		