

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
October 1, 2024 | 9:30 am  
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, October 1, 2024 attachment

*Recommendation: That Council approve the agenda for the regular meeting of October 1, 2024 as presented.*

**3 APPROVAL OF MINUTES**

3.1 Regular meeting minutes, September 24, 2024 attachment

*Recommendation: That Council approve the minutes of the September 24, 2024 Regular Council meeting as presented.*

**4 DELEGATIONS**

**5 CORRESPONDENCE**

**6 NEW BUSINESS**

6.1 Transit Service Update attachment

*Recommendation: That Council receive the Transit Service Update (April to September 25, 2024) for information.*

6.2 Disaster Recovery Program Submission & Joint Recovery Coordination Centre Operating Budget attachment

*Recommendation: That Council authorize the Director of Recovery to make expenditures within the approved amounts under the Disaster Recovery Program (DRP) application; and*

*That Council direct Administration bring forward updates to Policy B-109 to provide differential spending authority for the Director of Recovery.*

6.3 Director's Report – Community Development attachment

*Recommendation: That Council receive the report for information.*

**7 NOTICES OF MOTION**

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
October 1, 2024 | 1:30 pm  
Jasper Library & Cultural Centre – Quorum Room  
[Municipality of Jasper Strategic Priorities 2022-2026](#)

**8 COUNCILLOR REPORTS**

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

**9 UPCOMING EVENTS**

Annual Organizational Meeting – October 22

**10 ADJOURNMENT**

*Recommendation: That, there being no further business, the regular meeting of October 1, 2024 be adjourned at \_\_\_\_\_.*

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

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, September 24, 2024 | 9:30 am

|  |  |                          |         |
|--|--|--------------------------|---------|
| Virtual viewing and participation              | Due to the ongoing recovery following the Jasper Wildfire Complex this meeting was conducted virtually and available for public livestreaming through Zoom. All meeting attendees participated or observed by electronic means.  |                          |         |
| Present  | Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Helen Kelleher-Empy, Kathleen Waxer, Scott Wilson, and Wendy Hall.  |                          |         |
| Absent   | Councillor Ralph Melnyk  |                          |         |
| Also present                                   | Bill Given, Chief Administrative Officer<br>Christopher Read, Director of Community Development<br>Beth Sanders, Director of Urban Design & Standards<br>Michael Fark, Director of Recovery<br>Emma Acorn, Legislative Services Coordinator<br>Bob Covey, The Jasper Local<br>Peter Shokeir, The Fitzhugh<br>Jacqui Sundquist, CBC Edmonton<br>18 observers  |                          |         |
| Call to order                                  | Mayor Ireland called the September 24, 2024 Regular Council meeting to order at 9:31am.  |                          |         |
| Additions or deletions to agenda #403/24       | MOTION by Councillor Hall – BE IT RESOLVED that the following items be added to the September 24, 2024 Regular Council meeting agenda: <ul style="list-style-type: none"> <li>• 5.3 Debris Removal Update</li> <li>• 9.2 In-camera item – Land Matter FOIP s.21, 24</li> </ul>   |                          |         |
|  | FOR<br>6 Councillors   | AGAINST<br>0 Councillors | CARRIED |
| Approval of agenda #404/24                     | MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the agenda for the September 24, 2024 Regular Council meeting as amended.   |                          |         |
|  | FOR<br>6 Councillors   | AGAINST<br>0 Councillors | CARRIED |
| Approval of Regular minutes #405/24            | MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council approve the minutes of the September 17, 2024 Regular Council meeting as presented.   |                          |         |
|  | FOR<br>6 Councillors   | AGAINST<br>0 Councillors | CARRIED |
| Correspondence                                 | none   |                          |         |
| Amendment to Recovery Effort Positions #406/24 | MOTION by Councillor Wilson – BE IT RESOLVED that Council amend motion #371/24 to read as follows:<br><br>That Council approve the establishment of the following two-year term positions to support the social, economic and housing recovery efforts: <ul style="list-style-type: none"> <li>• One (1) full-time Recovery Operations Project Manager position</li> <li>• One (1) full-time Finance Recovery Coordinator position</li> <li>• One (1) full-time Recovery Liaison &amp; Information Coordinator position</li> <li>• One (1) full-time Housing/Social Recovery Manager position</li> <li>• One (1) full-time Social Recovery Coordinator position</li> <li>• One (1) full-time Administrative Coordinator position</li> <li>• One (1) full-time Information Technology Coordinator position</li> <li>• One (1) full-time Human Resource Coordinator position</li> <li>• One (1) full time Small Business Recovery Coordinator</li> </ul> |                          |         |
|  | FOR<br>6 Councillors   | AGAINST<br>0 Councillors | CARRIED |

Additional Recovery Positions Council received a request for additional recovery positions from Administration. Director of Recovery Michael Fark and Director of Community Development each reviewed the rationale for their respective department requests.

#407/24 MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the establishment of the following additional positions to support the social and economic recovery efforts:

- Two (2) full-time Recovery Outreach Worker positions (2-year term); and
- One (1) full time Recovery Project Manager position (1-year term)

|               |               |         |
|---------------|---------------|---------|
| FOR           | AGAINST       |         |
| 6 Councillors | 0 Councillors | CARRIED |

Debris Removal Update Council requested a verbal update from Administration regarding the progress being made on debris removal. Mr. Fark explained the need for a debris removal management plan within Jasper National Park and the considerations for the volume and nature of the debris. Administration is working on getting more information from the Insurance Bureau of Canada and ways to have this communicated to the public as efficiently as possible.

Motion Action List Administration reviewed the Motion Action List.

#408/24 MOTION by Councillor Kelleher-Empy that Council approve the updated Motion Action List with the removal of the following items:

- Financial Aid Recommendations
- Council Remuneration Review

And a target date of December 2024 for item:

- Parcel CH Access Road & Spruce Avenue Development Tender Award

|               |               |         |
|---------------|---------------|---------|
| FOR           | AGAINST       |         |
| 6 Councillors | 0 Councillors | CARRIED |

Notices of Motion none

Councillor Reports Councillor Kelleher-Empy shared that residents of Alpine Summit Seniors Home are returning this week.

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

Move In-camera #409/24 MOTION by Councillor Hall to move in-camera at 10:36am to discuss added item:

- 9.2 Land Matter FOIP s. 21, 24

|               |               |         |
|---------------|---------------|---------|
| FOR           | AGAINST       |         |
| 6 Councillors | 0 Councillors | CARRIED |

Move out of camera #410/24 Mr. Given, Mr. Fark, and Ms. Acorn also attended the in-camera session. MOTION by Councillor Damota to move out of camera at 11:06am.

|               |               |         |
|---------------|---------------|---------|
| FOR           | AGAINST       |         |
| 6 Councillors | 0 Councillors | CARRIED |

Adjournment #411/24 MOTION by Councillor Waxer – BE IT RESOLVED that, there being no further business, the Regular Council meeting of September 24, 2024 be adjourned at 11:06am.

|               |               |         |
|---------------|---------------|---------|
| FOR           | AGAINST       |         |
| 6 Councillors | 0 Councillors | CARRIED |

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Mayor

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Chief Administrative Officer

## AGENDA ITEM 6.1

### REQUEST FOR DECISION

**Subject:** Transit Service Update  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Jasper Transit Administration  
**Date:** October 1, 2024



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#### Recommendation:

That Council receive the Transit Service Update (April to September 25, 2024) for information.

#### Alternatives:

- That Council direct Administration to return with further information.

#### Background:

In early 2023 Council received the [Transportation Strategy & Action Plan](#) (the Transit Strategy) and; directed administration to begin the next steps to establish a fixed-route bus service beginning September 5, 2023.

#### Discussion:

The attached Transit Service Update report provides an overview of the transit system's operation from April 1 to September 25, 2024, including a review of ridership since the launch of service on September 5, 2023. Items of note include:

- The system provided service to 41,850 riders from the launch of service in September 2023 to July 22, 2024. This is ahead of the forecasted riders from the 2023 Transportation Strategy & Action plan which estimated 34,000 rides from Q4 2023 to Q3 2024. The comparison is even more favourable considering no transit service was provided in August 2024.
- Transit service was re-launched on September 17, 2024 in step with the first day of school and in collaboration with stakeholders. Ridership data for the first 9 days of service show a slow start and a steady increase. The School Special service and Lodge Loops are most utilized. Administration will monitor Recovery ridership, anticipating the opportunity to adjust service when interim housing solutions come online.
- In-service and reachable bus stop signs have been updated with a QR Code to refer riders to the Municipal Website and HotSpot app for current service information and ticket options.
- June 2024 showed a strong start to the summer season, with total monthly ridership exceeding that of September 2023, the previous highest ridership month, when transit fares were free.
- Administration continues to monitor schedule adherence. It declined from 92% in April to 83% in July. The data show that the primary schedule issue is in the Campgrounds Loop, which typically operates from May

15 to October 15. Administration will reassess the scheduling of this route in Summer 2025 for better on-time performance.

**Strategic Relevance:**

- Recognize the fundamental importance of our tourism economy.
- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Communicate and engage with residents.
- Increase opportunities for active transportation and transportation alternatives.
- Empower our staff by investing in the training and tools they require.

**Inclusion Considerations:**

The provision of transit within the community supports equitable access to transportation, and supports mobility for residents who may not own a private automobile. This mobility enables more individual autonomy and increase access to work and social events.

**Relevant Legislation:**

- Alberta Traffic Safety Act and Commercial Vehicle Regulations

**Financial:**

Pass sales for the period were -\$14,393.31, Partner contributions and cash sales have not been calculated due to reduced admin capacity at the time of preparing this report. The Jasper Park Lodge Corporate Bulk Purchase will add just over \$60K in annual revenue. Administration has requested \$8000 for lost transit revenue to the municipal financial stabilization request submitted to the Government of Alberta.

**Attachments:**

Appendix 1 - Transit Service Update (April 1 to September 25, 2024)



# TRANSIT OPERATIONAL UPDATE

## Interim Transit Manager

April 1, 2024 TO September 25, 2024

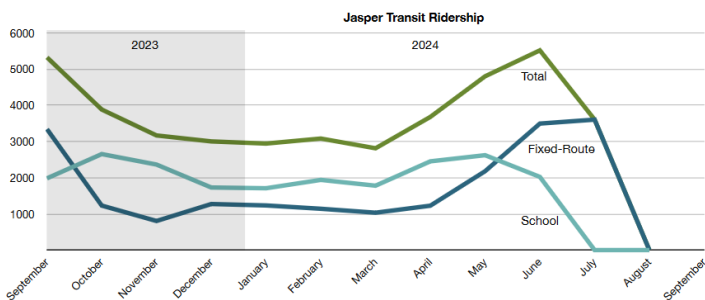
### Major Projects

- Transit and School Special services were re-launched on September 17 to align with schools reopening.
- Minor schedule adjustments will be implemented to react to evolving conditions and any required major adjustments for the winter season in November.
- 2 new fully accessible buses with bicycle racks and are in operation with work underway to install live tracking devices.
- Google Transit (Google Maps directions) is available with the Recovery Schedule.
- Request for funding for Jasper – Hinton transit service and enhanced local transit service was provided to Province to support interim housing needs.
- An RFP for procurement of EV busses was out for bidders from July 11 to August 13. 1 submission was received, and a separate update will be provided to Council next week.
- Transit Facility construction work is underway with the facility expected to be completed in late spring 2025.
- On June 17th Jasper Park Lodge entered in to a 2-Year agreement under the Corporate Bulk Purchase Program. Annual revenue under the agreement will be just over \$60K.
- Administration has added an amount for lost transit revenue to the municipal financial stabilization request submitted to the GOA.

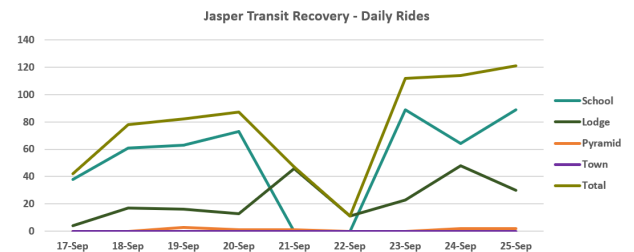
### Service Statistics (April 1 to July 22)

- Total Hours of Service: 1,327.27
- On-Time Performance: April: 92% May: 87% June: 86% July: 83%
- Total Days of Service: 113
- Total Riders: 17,616
- Total Riders by Type: Student – 7,102 , General – 10,514
- Total Riders by Month: April – 3682, May – 4805 , June – 5522 , July – 3607, August – 0
- Total Revenue: Passes - \$14,393.31, Partner contributions and cash sales have not been calculated.

### Transit Riders (Monthly): September 5, 2023 – July 22, 2024



### Transit Riders (Daily): September 17 – 25, 2024



### Communications & Engagement

- Communication is focused on service re-launch and any required schedule updates as we move through recovery.
- In-service bus stop signs have been updated with a QR Code sticker to refer to the Website and HotSpot for more information on schedule and ticket options.

## AGENDA ITEM 6.2

### REQUEST FOR DECISION

**Subject:** Disaster Recovery Program Submission &  
Joint Recovery Coordination Centre Operating Budget

**From:** Bill Given, Chief Administrative Officer

**Reviewed by:** Michael Fark, Director of Recovery

**Date:** October 1, 2024



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#### Recommendations:

That Council authorize the Director of Recovery to make expenditures within the approved amounts under the Disaster Recovery Program (DRP) application and;

That Council direct Administration bring forward updates to Policy B-109 to provide differential spending authority for the Director of Recovery.

#### Alternatives:

- That Council direct Administration to develop a standard municipal budget for the JRCC according to Policy B-109 for approval.

#### Background:

As a result of the Jasper Wildfire Complex Jasper was evacuated from July 22 until August 16. Following the Fire preliminary evaluation revealed the loss of approximately 30% of the structures in the municipality, including over 800 housing units and a potential loss in property tax assessment of approximately \$283,000,000.

The Municipality of Jasper is pursuing financial assistance through the Alberta Disaster Recovery Program (DRP). The DRP provides financial aid for uninsurable losses from catastrophic events and administration made a preliminary submission on August 9, 2024.

The State of Local Emergency authorized by the EAC lapsed on September 15, 2024. On September 20, 2024, the Emergency Advisory Committee authorized an updated submission (Attachment 1) to the Alberta Disaster Recovery Program. In addition, the EAC passed a motion to recommend that Council authorize the Director of Recovery to make expenditures within the approved amounts under the Disaster Recovery Program (DRP) application.

#### Discussion:

At the end of the state of emergency, the authority to make expenditures under the Director of Emergency Management also concluded. As per the [Emergency Management Bylaw](#), the Emergency Advisory Committee holds the authority to approve the DRP submission. Attachment 2 outlines both the interim DRP application (Aug 9<sup>th</sup>) as well as the most current updated outline (Sept 20<sup>th</sup>) that administration submitted following approval from the EAC.

Administration recommends that Council grant expenditure authority to the Director of Recovery within the limits of the DRP-approved amounts. This will enable timely and flexible responses to emerging recovery needs



without the delays associated with seeking Council approval for every expenditure.

Activities covered under the proposed submission include Emergency Operations (including Evacuation costs), Uninsurable Infrastructure Damage and Recovery Operations (including Council approved term positions). Activities under discussion that are *not* expected to be a part of the DRP program include, Municipal Revenue Stabilization and costs associated with Temporary Housing.

An alternative approach would be to adhere strictly to [Policy B-109](#) as it currently exists. This would require the preparation of a dedicated budget for Council's review, a process that demands considerable time and resources. Due to the absence of the Director of Finance and Administration, and given the number of unknown variables related to the scope and cost of recovery efforts, administration does not currently have the capacity to develop this budget. Moreover, the unpredictable nature of recovery operations makes it difficult to provide more detailed financial projections at this time.

For these reasons, relying solely on Policy B-109 is not recommended. Granting the Director of Recovery the flexibility to make expenditures within the DRP-approved amounts will ensure that essential recovery work can continue without interruption as more information becomes available.

Administration recommends that council provide direction to update Policy B-109 (Internal Fiscal Controls and Financial Reporting Policy) to better reflect the financial requirements of emergency recovery efforts. The current policy, while effective under normal circumstances, creates administrative burdens during post-emergency recovery phases.

In conclusion, granting expenditure authority to the Director of Recovery within the DRP envelope amounts is essential to ensure the swift and efficient continuation of recovery efforts. Strict adherence to Policy B-109 would introduce unnecessary delays and administrative burdens at a time when flexibility is crucial.

#### **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.
- Empower our staff by investing in the training and tools they require.
- Pursue alternative revenue sources and equitable distribution of costs.

#### **Inclusion Considerations:**

The DRP submission supports inclusive recovery efforts by ensuring that all affected areas of the community receive appropriate attention, fostering resilience across various population groups and ensuring equitable access to restored services.

#### **Relevant Legislation:**

- [Emergency Management Bylaw \(#247\)](#)
- [Disaster Recovery Regulation under the Alberta Emergency Management Act](#)
- [B-109 Fiscal Controls and Financial Reporting Policy](#)

**Financial:**

The DRP application outlines total estimated expenditures of \$73,141,000. The DRP Program includes an expectation of a 10% municipal contribution. Administration will be recommending that this contribution should be a subject of advocacy to the provincial and federal governments.

**Attachments:**

- 1) DRP Project List Submission
- 2) DRP Submission Summary Sheet

### Attachment 1 – DRP Project List Submission

| Project Name                        | Brief Damage Description   | Estimate               |
|-------------------------------------|--|------------------------|
| Evacuation costs                    | Reception center costs   | \$22,797,000.00        |
| Emergency operations and Mutual Aid | Structural Protection in Town, Alberta Wildfire  | \$10,200,000.00        |
| Waste Management                    | Uninsurable waste management costs, fencing, sifting   | \$4,094,000.00         |
| Uninsurable infrastructure damage   | Repair and replacement to pre-disaster functional condition; restoring property damaged as part of necessary actions | \$23,550,000.00        |
| Recovery                            | JRCC, rebuild development planning, contract fire fighters   | \$12,500,000.00        |
|                                     |  | <b>\$73,141,000.00</b> |
| Completed by: Michael Fark          |  |                        |
| Position: Director of Recovery MoJ  |  |                        |
| Date: Sept 20, 2024                 |  |                        |

## Attachment 2 – DRP Submission Summary Sheet

|  | August 9th Submission | September 20th Update |
|--|-----------------------|-----------------------|
| <b>Emergency Operations Costs</b>        |                       |                       |
| Pre-Emptive Emergency Operations         | \$0                   | \$0                   |
| Direct Emergency Operations              | \$2,700,000           | \$2,700,000           |
| Mutual Aid Agreements                    | \$7,500,000           | \$7,500,000           |
| Evacuation Costs                         | \$22,797,000          | \$22,797,000          |
| Other                                    | \$4,094,000           | \$4,094,000           |
|  | <b>\$37,091,000</b>   | <b>\$37,091,000</b>   |
| <b>Uninsurable Infrastructure Damage</b> |                       |                       |
| Transportation Routes                    | \$0                   | \$2,000,000           |
| Bridges                                  | \$0                   | \$0                   |
| Water Systems                            | \$0                   | \$750,000             |
| Critical Health Facilities               | \$0                   | \$0                   |
| Buildings                                | \$0                   | \$20,000,000          |
| Other                                    | \$0                   | \$800,000             |
|  | \$0                   | <b>\$23,550,000</b>   |
| Mitigation Projects                      | \$0                   | \$0                   |
|  | \$0                   | \$0                   |
| <b>Recovery Costs</b>                    |                       |                       |
| Recovery Administration & Operations     | \$10,500,000          | \$10,500,000          |
| Other                                    | \$0                   | \$2,000,000           |
|  | <b>\$10,500,000</b>   | <b>\$12,500,000</b>   |
| <b>Submission Total</b>                  | <b>\$ 47,591,000</b>  | <b>\$ 73,141,000</b>  |



## AGENDA ITEM 6.3

# COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Christopher Read, Director

1 October 2024

As we increase services in the return to core functions within Community Development, facilities and services have returned as cleaning and staffing have allowed. Here is a summary of our current status:

### Wildflowers Childcare and Out Of School Care

- ❖ Daycare and OOSC reopened on September 9 at reduced capacity and are ramping back up as staff return.
- ❖ Wildflowers and OOSC hosted a welcome back event for families on September 6 in the backyard. About 50 families attended. We had mental health, 211 and a counselor available on site for families as well.
- ❖ Wildflowers and OOSC offered free 1-1 sessions with the counselor for families on September 5 & 6
- ❖ Currently 95 people on waitlist - 51 of those are either pregnant or planning to be pregnant, the remaining 44 are looking for spaces sometime in the next year, about 5-10 of those want care in the next few months.

### Activity Centre, Parks, and Arena/Curling

- ❖ Activity Centre will open this Tuesday - no access to the Multi Purpose Hall but all other services available.
  - 10 am to 10 pm Monday to Friday, 9 am to 10 pm Saturday and Sunday.
- ❖ We have a new offering: Disc Golf in Centennial Park! Disc sets can be borrowed through the front desk.
- ❖ Downtown washrooms and Log Cabin washrooms are now open dawn to dusk 7 days a week.
- ❖ Arena and Curling are still several weeks away from re-opening, more information as soon as we have it.
- ❖ TGP is sponsoring a Community Dinner October 16 in the Curling Rink! Seniors/Families start at 5pm!

### Fitness and Aquatic Centre

- ❖ Fitness Centre opened last Monday, we have had over 320 members and 110 Drop-Ins!
  - 6:30 am to 1 pm & 4 pm to 9:30 pm Monday to Friday, 9 am to 9:30 pm Saturday and Sunday
- ❖ Aquatic Centre is still several weeks away from re-opening, more information as soon as we have it.

### Outreach, Settlement, and Mini-CD

- ❖ COS/Settlement opened to the public 10 am to 3 pm Monday to Friday,
  - including Red Cross and Service Canada on site Tuesday/Wednesday/Thursday.
- ❖ We are still seeing a very elevated number of clients coming in,
  - 224 week one, 228 week two, with 88 and 73 new clients each week respectively.
- ❖ Housing is no longer the main issue, with inquiries directly related to funding supports rising to the top.
- ❖ 100% of clients coming in received supports, one-on-one intake and in a majority of cases, funding.
- ❖ The Recovery Outreach Worker positions are posted, closing October 3<sup>rd</sup>.
- ❖ Community Conversations begin again on Wednesdays starting first week of October, ONLINE ZOOM ONLY:
  - Adults - Oct 2, Nov 6, Dec 4 from 2-3 PM on zoom
  - Seniors - Oct 2, Nov 6, Dec 4 from 3:30-4:30 PM on zoom
  - Children and Youth - Oct 9, Nov 13, Dec 11 from 12-1:30 PM on zoom
- ❖ Mini-CD is working with various funders to support the increased community needs right now and working hard supporting outreach very well indeed.

### Major Projects

- ❖ Activity Centre Renovations ongoing. Plaza Concrete slab is complete, more progress and more schedule clarity to come in the next few weeks as Carlson returns to full staffing.
- ❖ Commemoration Park project nearly complete, soon we will have a new toddler playground, a gazebo, two pergolas, more seating spaces and tables, flagpoles, and 40 new planter boxes available to the community!
- ❖ The Skate Park project is on hold until the spring, which will help ensure we get the best long-term build.