

Municipality of Jasper
Committee of the Whole Meeting Agenda
January 28, 2025 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

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

1. Call to order Deputy Mayor Waxer to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 January 28, 2025 Committee of the Whole agenda attachment

4. January 14, 2025 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

6.1 The Governor General of Canada attachment

7. New business

7.1 Director Report – Urban Design & Standards attachment

7.2 In-Town Contractor Camps, Interim Residences & Laydown Requests attachment

7.3 Temporary Pop-Up Business Village for Displaced Businesses attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

[2025 Tourism Advocacy Summit](#) – February 9-11, JW Marriot Edmonton ICE District

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

11. In Camera

11.1 Land Matter, Third Party Confidence FOIP s.16(1)(b)

11.2 Intergovernmental Relations FOIP s.21(1)(a)

12. Adjournment

All regular and committee meetings of Council are video-recorded and archived on YouTube.

Municipality of Jasper
Committee of the Whole Meeting Minutes
 Tuesday, January 14, 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 Kathleen Waxer, Councillors Helen Kelleher-Empsey, Wendy Hall, Ralph Melnyk, Rico Damota and Scott Wilson		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Bernd Manz, Interim Director of Operations & Utilities Emma Acorn, Legislative Services Coordinator Ryan Verge & Lois-Ryan-Ottley, Recovery Alberta Peter Shokeir, The Fitzhugh Jacqui Sundquist, CBC Edmonton Bob Covey, The Jasper Local 11 observers		
Call to Order	Deputy Mayor Waxer called the January 14, 2025 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Approval of agenda #14/25	MOTION by Councillor Damota that Committee approve the agenda for the January 14, 2025 Committee of the Whole meeting as amended: <ul style="list-style-type: none"> • Add 7.7 Verbal Update on Jasper Business Recovery Program • Add 11.2 In-camera - Third party confidence • Add 11.3 In-camera - Intergovernmental matter 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from December 10, 2024 minutes	none		
Delegations – Recovery Alberta	Committee received a presentation from Ryan Verge and Lois-Ryan-Ottley of Recovery Alberta regarding the work of the organization following the 2024 Jasper Wildfire Complex. Mr. Verge brought two information handouts which are attached to the meeting minutes.		
#15/25	MOTION by Councillor Hall that Committee receive the presentation from Recovery Alberta for information.		
	FOR	AGAINST	

	7 Councillors	0 Councillors	CARRIED
Correspondence	none		
Rewrite of B-109 Fiscal Controls and Financial Reporting Policy #16/25	<p>Committee received a draft rewrite of B-109 Fiscal Controls and Financial Reporting Policy. CAO Bill Given reviewed the changes proposed since the October 1, 2024 meeting and discussed potential edits.</p> <p>MOTION by Mayor Ireland that Committee recommend Council approve the rewrite of Policy B-109 – Fiscal Controls and Financial Reporting with amendments as discussed at the January 14, 2025 Committee of the Whole meeting to articles 4.1 and 5.4.</p>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Traffic Bylaw Safety Considerations: Wildfire Impacted Sidewalks #17/25	<p>Committee received a report from Interim Director of Operations & Utilities Bernd Manz regarding alternate service level approaches to address snow and ice removal on sidewalks in front of properties affected by the 2024 Jasper Wildfire Complex.</p> <p>MOTION by Councillor Melnyk that Committee receive the report for information.</p>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Development of Recovery Strategic Priorities #18/25	<p>Mr. Given reviewed a request for decision regarding Council’s Strategic Priorities following the 2024 Jasper Wildfire Complex and subsequent recovery and rebuild.</p> <p>MOTION by Councillor Wilson that Committee recommend Council approve the addition of a new focus area, Wildfire Recovery, to the 2022-2026 Strategic Priorities; and</p> <p>That Committee direct Administration to develop draft Wildfire Recovery Strategic Priorities, leveraging existing guidance documents and previous public engagement processes, and return to a future Committee of the Whole meeting.</p>		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Waxer called a recess from 10:49am to 11:00am.		
Property Tax Penalty Receivable Write-Off Request #19/25	<p>Committee received a request for decision from administration regarding potential write-offs which need to be addressed before the upcoming annual audit. Director of Finance & Administration Natasha Malenchak reviewed details and answered Committee questions.</p> <p>MOTION by Councillor Melnyk that Committee recommend Council approve the write off of Property Tax receivable Penalty for Roll 006841 (Café within Parks Canada Admin Building) for penalties incurred in 2022, 2023 and 2024 in the amount of \$2,866.40.</p>		
	FOR	AGAINST	

	7 Councillors	0 Councillors	CARRIED
Property Tax Receivable Write- Off Request – Provincial Building #20/25	Committee discussed another property tax receivable write-off request for the Provincial Building which has been a reoccurring issue in the past few years. Mr. Given and Ms. Malenchak reviewed options with Committee.		
	MOTION by Councillor Wilson that Committee recommend Council approve the write-off of Property Tax receivable for Roll 500000 (Provincial Building) for half of the amount levied in the amount of \$35,136.62.		
	FOR 3 Councillors (Wilson, Damota, Kelleher-Empey)	AGAINST 4 Councillors	DEFEATED
#21/25	MOTION by Mayor Ireland that Committee recommend Council direct Administration to keep the amount set as a Property Tax receivable in the amount of \$35,136.62 and return the matter to a future Committee of the Whole meeting in early March 2025.		
	FOR 6 Councillors	AGAINST 1 Councillor (Wilson)	CARRIED
2024 Property Tax Penalty Posting	Ms. Malenchak and Mr. Given presented Committee with recommendations and alternatives for approaching tax penalties considering the challenges being experienced by residents and business owners affected by the 2024 Jasper Wildfire Complex.		
#22/25	MOTION by Mayor Ireland that Committee recommend Council direct Administration to adjust the property tax penalty to 15% (from 18%) for one year only, being the 2024 tax year.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#23/25	MOTION by Mayor Ireland that Committee recommend Council direct Administration; in respect to tax payers who are in arrears for the 2024 tax year and who enroll in the preauthorization plan by Feb 15, 2025, to impose no penalties on such arrears so long as arrears and 2024 taxes are fully paid by December 31, 2025.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#24/25	MOTION by Mayor Ireland that Committee recommend Council direct Administration to adjust the property tax penalty posting date to March 1st (from January 1st) for one year only, being the posting of penalties for the 2024 year.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Recess	Deputy Mayor Waxer called a recess from 12:20pm to 1:15pm.		
Verbal Update on Jasper Business Recovery Program	Councillor Melnyk gave a verbal update on the Jasper Business Recovery Program being administrated by Community Futures West Yellowhead (CFWY) with funds provided by partner PrairiesCan. Businesses are encouraged to go to CFWY's website as applications for the program are open until February 28, 2025.		
#25/25	MOTION by Councillor Kelleher-Empy that Committee receive the verbal report for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#26/25	MOTION by Councillor Wilson that Committee approve the updated Motion Action List with the removal of the following item: <ul style="list-style-type: none"> • B-109 Fiscal Controls and Financial Reporting Policy • Traffic Safety Bylaw Considerations • 2025 Budget • Wildfire Recovery Community & Economic Development Policy <p style="margin-left: 40px;">And date changes for the following items:</p> <ul style="list-style-type: none"> • Parcel CH Access Road & Spruce Avenue Development Tender Award • Council Remuneration Review 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	<p>Mayor Ireland will be speaking at Jasper Art Guild's Buzzfest this coming Friday at 6pm.</p> <p>Councillor Melnyk will be attending a Jasper Yellowhead Historical Society Board meeting tomorrow.</p> <p>Councillors Melnyk and Damota will be attending a Community Futures West Yellowhead meeting next week.</p> <p>Councillors Melnyk, Waxer and Hall attended a meeting of the Recovery Advisory Committee yesterday.</p> <p>Both Councillor Waxer and Councillor Hall attended Community Conversations this past week.</p> <p>Councillor Hall will be attending a Municipality of Jasper Library Board meeting this evening.</p>		
Upcoming Events	Council reviewed a list of upcoming events.		

Move In-camera
#27/25

MOTION by Councillor Kelleher-Empy to move in-camera at 1:33pm to discuss agenda items:

- 11.1 Tax Arrears Update FOIP s.16(2), 17(1)
- 11.2 Third party confidence FOIP s.16(1)(b)
- 11.3 Intergovernmental matter FOIP s.21(1)(a)

FOR

AGAINST

7 Councillors

0 Councillors

CARRIED

Mr. Given and Ms. Malenchak also attended the in-camera session.
Councillor Melnyk left the meeting at 3:00pm.

Move out of
camera
#28/25

MOTION by Councillor Hall to move out of camera at 3:23pm.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Adjournment
#29/25

MOTION by Councillor Kelleher-Empy that, there being no further business, the Committee of the Whole meeting of January 14, 2025 be adjourned at 3:23pm.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Mental Health & Addiction

Support and resources for you

Get the help you need, when you need it

<p>Jasper Mental Health & Addiction Clinic</p> <p>Phone: 780-852-6616 Jasper-Seton Healthcare Centre 518 Robson Street</p> <p>Access Addiction and Mental Health line - Call for information and appointments with local counsellors and therapists</p>	<ul style="list-style-type: none"> • Regular Clinic hours Monday to Friday 8 a.m. – 4:30 p.m. • Walk-in hours for Mental Health and Addiction: Monday to Friday 10 a.m. – 2 p.m. • 1-888-594-0211 Monday to Friday 8 a.m. to 4:30 p.m.
<p>Addiction Helpline</p>	<p>1-866-332-2322 toll-free available 24/7</p>
<p>Mental Health Helpline</p>	<p>1-877-303-2642 toll-free available 24/7</p>
<p>Health information</p>	<p>811 Health Link toll-free available 24/7</p>
<p>Suicide Crisis Helpline</p>	<p>988 (call or text) available 24/7</p>
<p>Brite Line (2SLGBTQIA+) Support</p>	<p>1-844-702-7483</p>
<p>Kids Help Phone</p>	<p>1-800-668-6868 or Text CONNECT to 686868</p>
<p>Community Supports</p>	<p>211</p>
<p>First Nations and Inuit Hope for Wellness</p>	<p>1-855-242-3310 Online chat: hopeforwellness.ca/</p>
<p>AHS Indigenous Support Line</p>	<p>1-844-944-4744 from noon to 8 p.m., Monday to Friday Indigenous Support Line Alberta Health Services www.albertahealthservices.ca/info/Page18213.aspx</p>
<p>Helpful online resources</p>	<p>Help in Tough Times (www.ahs.ca/helpintoughtimes) www.albertahealthservices.ca/amh/page17012.aspx Text HOPEAB to 393939 to subscribe www.ahs.ca/text4hope</p>

Tips and Online supports

<p>Digital Apps (free on any device)</p>	<p>Sinasprite (Anxiety, PTSD, Stress) Superbetter: Mental Health (Regulation Games 4yrs+) Hope by CAMH (Suicide Prevention Support & Resources) Calm Urge (Coping skills to resist urges to self-harm) Smiling Mind (Meditation 4yrs+)</p>
<p>Calming Activities</p>	<p>5 senses: In your current surroundings find 5 things you can see, 4 you can touch, 3 you can hear, 2 you can smell and 1 you can taste. Calm breathing: Breath in for 5 seconds, hold for 5 seconds, breath out for 10 seconds, hold for 5 seconds. Repeat 5 times or until calmer.</p>

If you are in crisis, please visit the Emergency Department or call 911


North Zone Mental Health and Addictions Programs and Services Overview

Recovery Alberta and community partners provide a wide variety of addiction and mental health services to residents throughout the North Zone.

It's important to know:

- One in five Canadians will experience an addiction or mental health issue each year. If you are struggling, remember you are not alone, there are supports in place to help you cope.
- You can access addiction and mental health services by connecting with your local RA community Addiction and Mental Health office, as well as through your family physician or through your Primary Care Network (PCN).
- You can also call Health Link at 811 to have an Information and Referral Specialist help find the service that's right for you. This service is available 24/7 to help.

» Recovery Alberta Mental Health and Addiction Services in Northern Alberta

- Qualified addiction counsellors and mental health therapists provide a range of services including assessments, individual and group counselling, education, and support for individuals and families concerned about use of substances and/or gambling problems and mental health.
 - One medical detox centre in Grande Prairie – Northern Addictions Centre (20 beds) to support individuals withdrawing from alcohol and other drugs in a safe, controlled setting.
 - Two residential treatment centres – Northern Addictions Centre in Grande Prairie (40 beds), Fort McMurray Recovery Centre (16 Beds) support recovery from substance and/or gambling addiction.
 - The Addiction Day Treatment Program in Fort McMurray is offered virtually to adult residents of the North Zone who are struggling with substance abuse or gambling and who could benefit from an intensive treatment program designed to support their recovery.
 - Four Opioid Dependency Clinics – Grande Prairie, Fort McMurray, High Prairie, Bonnyville provide both in person & virtual supports to those in the surrounding areas for recovering from opioid dependency.
 - The Narcotic Transition Services Program (NTS) in Grande Prairie treats individuals with severe opioid addiction who have not been able to successfully initiate or stabilize on conventional opioid agonist medications. The services provides high-potency opioid medications combined with comprehensive psychosocial supports and focuses on stabilizing and transitioning patients under expert medical supervision to conventional opioid agonist medications. The NTS Clinic is co-located with the Opioid Dependency Program in the Northern Addictions Centre.
 - One Protection of Children Abusing Drugs (PChAD) program with two involuntary detox and stabilization beds for youth in a secure facility near Grande Prairie. Two voluntary youth detox and stabilization beds are also available.
 - AHS collaborates with community partners to ensure continued co-ordination of supports for children, youth, families and other groups and individuals who work with youth.
 - Multidisciplinary Intensive Treatment Services (MITS) Teams located in Grande Prairie & Fort McMurray provide comprehensive in-reach and outreach services for children and youth with severe and persistent mental illness and substance use disorders. The team provides treatment, navigation, and transition care in acute, community-based, and virtual settings. Services include intensive individual and family therapy, in-home skill development, parent support, skill development, and case management.
 - Five Mental Health Travelling Teams that enhance access to services for clients who identify as Indigenous by providing culturally safe/appropriate care within rural and Indigenous communities within the North Zone. The teams are physically located in High Level, Fort McMurray, High Prairie, Cold Lake and Lac La Biche and support surrounding communities.
 - Specialized teams in various communities support people across our North Zone that enhance access to supportive services while reducing barriers to care within the community. Specialized teams include Police and Crisis Team, Crisis Response Team, Diversion Team, Assertive Outreach Team.
 - Three Acute Inpatient Psychiatry units – Grande Prairie Regional Hospital has a 22-bed Inpatient Psychiatry Unit which includes pods for Adult (14 beds), Geriatric (4 beds), and Youth aged 14 – 17yrs (4 beds). Northern Lights Regional Hospital in Fort McMurray (10 beds), St. Therese Healthcare Centre in St. Paul (14 Beds).
 - Outpatient psychiatry services are available in several communities throughout the North Zone for both adult and children and youth.
 - North Zone Child and Youth Virtual Psychiatry Team supports children, youth, and families by offering short term support including navigation, triage, assessment, and referral to and within AMH services, and access to one time psychiatry services with program psychiatrists.
 - Access Addiction and Mental Health is a virtual intake telephone help line providing non-urgent advice, information and assessments for addiction and mental health concerns, available Monday – Friday at 1- 888-594-0211.
- 

North Zone Mental Health and Addiction Services

Contact Us

Call **811** to have an Information & Referral Specialist help find the service that's right for you.
We're available 24/7 to help.

Need someone to talk to? 24/7

Addiction Helpline: Call **1-866-332-2322**. Translation services are available.

Mental Health Helpline: Call **1-877-303-2642**. Translation services are available.

Access Addiction and Mental Health Helpline: Call **1-888-594-0211**

Athabasca MHA

Additions: 780-675-5841
Mental Health: 780-675-5404

Barrhead MHA

Additions: 780-674-8239
Mental Health: 780-674-8243

Beaverlodge Mental Health

780-538-5160 (Addiction and Mental Health Grande Prairie)

Bonnyville MHA

Additions: 780-826-8054
Mental Health: 780-826-2404

Cold Lake MHA

Additions: 780-594-7556
Mental Health: 780-639-4922

Edson MHA

Addition: 780-725-6132
Mental Health: 780-725-6110

Fairview Mental Health

780-835-6149

Fort McMurray Acute Inpatient Psychiatry

Crisis Services: 780-791-6091

Fort McMurray Recovery Centre & ODP Clinic

780-793-8300

Fort McMurray Community MHA

780-793-8360

Fort Vermilion MHA

780-841-3229

Fox Creek Mental Health

780-622-5106

Grande Cache MHA

780-827-4998

Grande Prairie Mountain Plains Youth Residential Treatment Program

780-538-5160

Grande Prairie Acute Inpatient Psychiatry

825-412-4280

Grande Prairie Adult MHA Outpatient

Addition: 780-538-6330
Mental Health: 780-830-2830

Grande Prairie Child and Youth MHA

780-538-5160

Grande Prairie Complex Needs, ICAT, Diversion/CTO

Access: 780-833-4323
ICAT 587-259-5513

High Level MHA

780-841-3229

High Prairie MHA

780-523-6490

Hinton MHA

Addition: 780-865-8263
Mental Health: 780-865-8247

Jasper MHA

780-852-6616

La Crete MHA

780 841 3229

Lac La Biche MHA

Addition: 780-623-5227
Mental Health: 780-623-5230

Mayerthorpe Mental Health

780-786-2279

Onoway Mental Health

780-967-9117

Peace River MHA

780-624-6151

Rainbow Lake Addition

780-841-3229

Slave Lake MHA

Addition: 780-849-7127
Mental Health: 780-805-3502

Spirit River Mental Health

780-538-5160 (Addiction and Mental Health Grande Prairie)

St. Paul MHA

Addition: 780-645-6346
Mental Health: 780-645-1850

Swan Hills MHA

780-333-4241 (All requests are called through Barrhead MH)

Valleyview Mental Health

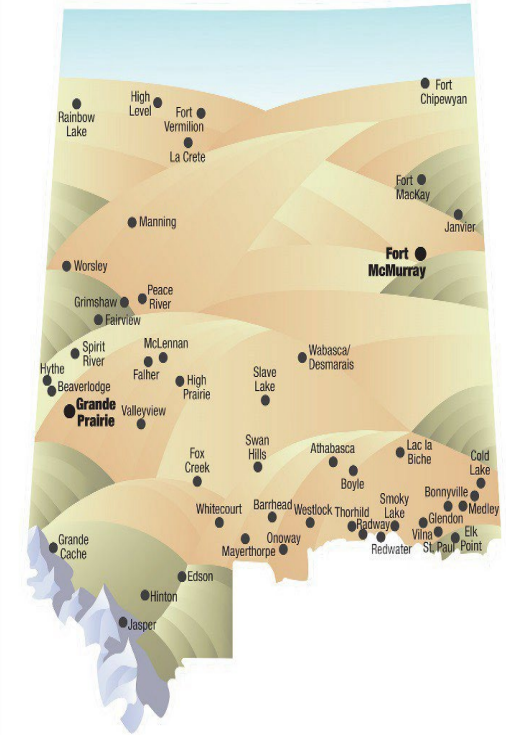
780-524-5096
780-524-3338

Westlock MHA

780-349-5246

Whitecourt MHA

Addition: 780-778-7123
Mental Health: 780-706-3281



»» Additional Services

Recovery Alberta Mental Health and Addiction works with approximately 33 contracted partners who provide both addiction and mental health supports in North Zone communities.

www.recoveryalberta.ca



RECEIVED

JAN 16 2025

THE GOVERNOR GENERAL • LA GOUVERNEURE GÉNÉRALE

December 17, 2024

His Worship Richard Ireland
Mayor of Jasper
Municipality of Jasper
303 Pyramid Lake Road, Box 520
Jasper AB T0E 1E0

Dear Mayor Ireland,

I wish to thank you for your warm welcome and hospitality during my recent visit to Jasper. My husband, Whit, and I were glad to have had the opportunity to visit your lovely municipality and to meet so many of its incredible inhabitants.

Our story time at the Jasper Municipal Library was a heart-warming experience, and the joy of the children who attended was contagious. We also enjoyed our time spent with the older adults at Alpine Summit Seniors Lodge, with whom we shared tea and personal stories, and who made us feel closer to the community. The individuals we met at the Royal Canadian Legion were an extraordinary example of the solidarity and resilience present in your community. It is easy to see how Jasperites have inspired admiration and hope throughout the entire country.

Please extend a special thank you to Amanda Stevens and Emma Acorn, who were generous with their time despite the hardships they were facing in their personal lives. Although tragedy is what brought us to Jasper, we left with feelings of hope and love. I wish you and the citizens of Jasper the very best.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mary Simon'.

Mary Simon

AGENDA ITEM 7.1



DIRECTOR'S REPORT

Beth Sanders RPP, Director of Urban Design and Standards

August 1, 2024 to December 31, 2024

Major Projects

- Town Planning
 - o Established of Urban Design and Standards Department (August 2024)
 - o Updated of Parks Canada's Land Use Policy and Architectural Motif (October 2024)
 - o Created Rebuilding Guide (October 2024)
 - o Coordinate development approvals for Food Bank (Jan 2025)
 - o Create Builders Guide (February 2025)
 - o Initiate Pop-Up Business Village (May 2025)
 - o Begin Jasper's Town Plan (Community Sustainability Plan)
 - o Finalize municipal development review and approval process (summer 2025)
- Housing
 - o Submitted development permit to Parks (40-unit affordable housing building, break ground spring 2025)
 - o Submitted grant applications for affordable housing (i.e., CMHC's Housing Accelerator Fund and Affordable Housing Fund)
 - o Organize Jasper Municipal Housing Corporation AGM and year-end financial statements
- Energy and Environment
 - o Launch Clean Energy Improvement Program (summer 2025)
 - o Create draft Climate Adaptation Plan (June 2025)

Staffing

- New department is taking shape:
 - o Director: **Beth Sanders RPP** (August 1, 2024)
 - o Town Planners (4): **Lucas Sherwin RPP** (Sept 2024); **Christian Lee RPP** (Sept 2024 - Jan 4, 2025), **Isla Tanaka** (Nov 2024) **Marley Pollock** (Nov 2024), **Micheal Borland RPP** (Jan 2025)
 - o Housing Coordinator: **Leanne Pelletier**
 - o Energy and Environment Manager: **Mona El Dabee** (April 2024)
 - o GIS Specialist: **Brooke Hehr** (50/50 with Parks Canada)
- Next recruitment: Development Administrator (March/April 2025)

Service Trends

- Responded to fifty development inquiries in December and January.
- Increase in requests to review applications to MPL Place

Communications & Engagement

- Creation of the [Rebuilding Guide](#) with our Parks Canada colleagues
- Urban Design and Standards staff participated in the Jasper Recovery Coordination Centre's:
 - o Virtual information sessions (December 11, 2024, and January 23, 2025)
 - o In-person open houses (December 14, 2024, and January 25, 2025)
- Drop-in sessions for development inquiries (virtual or in-person) can be [booked via Parks Canada](#)
- Coming engagement:
 - o Changes to Land Use Policy to facilitate additional dwelling units and affordable dwelling units

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: In-Town Contractor Camps, Interim Residences & Laydown Requests
From: Bill Given, Chief Administrative Officer
Prepared by: Logan Ireland, Recovery Project Manager
Reviewed by: Michael Fark, Director of Recovery
Date: January 28, 2025



Recommendation:

That Committee recommend Council support the approach to In-Town Contractor Camps, Interim Residences, and Laydown Requests as proposed and;

That Committee direct Administration to return with legislative changes as required to implement the changes.

Alternatives:

- That Committee direct Administration to revise the proposal and return with modifications.
- That Committee receive the report for information and take no further action.

Background:

Under the **Traffic Safety Bylaw (#244)**, municipal council is granted the authority to regulate and control traffic within the town in accordance with the Traffic Safety Act (Alberta). Council can regulate all aspects of roadway use by vehicles and pedestrians to ensure safe, orderly, and efficient circulation, provided such measures align with the Traffic Safety Act and Municipal Government Act.

The existing **Camping Bylaw (#23)** prohibits camping or using public lands for sleeping accommodations, including the use of RVs or trailers.

Discussion:

The Municipality of Jasper has received requests from both contractors and residents seeking temporary spaces within the townsite to support wildfire recovery efforts.

- **Contractors:** Requests include the use of both public and private lands for temporary laydown areas and rebuild contractor work camps.
- **Residents:** Requests involve placing trailers, modular homes, or other temporary residences on their private properties during the rebuilding process.

Parks Canada has expressed general support for the initiative, with additional considerations outlined below to ensure alignment with their regulations and planning priorities.

To address these needs, the JRCC has developed a thorough framework to evaluate and approve applications. This framework ensures decisions are equitable, safe, and environmentally sustainable while balancing community impacts and recovery objectives. To facilitate recovery-related uses the administrative framework includes the following considerations:

- **Timeframes:** Waivers granted for a fixed period (e.g., 6 months, 1 year, renewable).
- **Specific Uses:** Waivers apply only to recovery-related uses, such as contractor laydowns or temporary

residences for displaced residents.

- **Compliance Requirements:** Applicants must meet safety, environmental, and operational conditions outlined in the JRCC framework.

Conditions for Approval:

Permits for recovery-related uses on public or private lands should adhere to the following conditions:

- **Occupants:**
 - Contractors, homeowners, staff, or a combination may occupy the temporary housing.
 - Leaseholders may rent their vacant lots to third parties for temporary use.
- **Types of Structures:**
 - RVs, ATCO trailers, and similar temporary structures would be considered.
- **Locations:**
 - Allowable areas include privately leased land and public lands like parking lots or closed streets.

Administration has developed a comprehensive application guide and evaluation framework based on the above considerations.

Benefits and Challenges:

The initiative accelerates recovery timelines by minimizing transportation delays for contractors and enabling residents to use their properties effectively, while also reducing project costs and alleviating housing pressures. It promotes equitable recovery by supporting both contractors and residents. However, challenges include managing public interest and potential pushback related to traffic, neighborhood integration, and public land use compliance, as well as establishing a clear, enforceable process for approving and monitoring permitted uses.

Administration recommends that council affirm its support for Municipality of Jasper proceeding with allowing in-town contractor camps, residences, and laydown areas, subject to compliance with established conditions and mitigation strategies. Should Council be supportive of the proposed approach Administration will return with any required legislative changes at a future meeting.

Strategic Relevance:

- Facilitate others in developing diverse housing options.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Inclusion Considerations:

Allowing in-town contractor camps, residences, and laydown areas supports equitable recovery by fostering a faster, more cost-effective recovery process for the entire community.

Relevant Legislation:

- [Traffic Safety Act \(Alberta\)](#)
- [Traffic Safety Bylaw \(#244\)](#)
- [Camping Bylaw \(#23\)](#)

Financial:

The implementation of this recommendation does not require additional municipal funding. The costs are the responsibility of the applicants under the established guidelines.

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Temporary Pop-Up Business Village for Displaced Businesses
From: Bill Given, Chief Administrative Officer
Prepared by: Lucas Sherwin, UDS & Logan Ireland, Recovery PM
Reviewed by: Michael Fark, Director of Recovery
Date: January 28, 2025



Recommendation:

That Committee recommend Council approve the Pop-Up Business Village initiative on Connaught Drive public washrooms parking lot as presented.

Alternatives:

- That Committee direct Administration to explore alternative locations or configurations for the Pop-Up Business Village and return to a future meeting.
- That Committee receive the report for information and take no further action.

Background:

The 2024 wildfire displaced several customer-facing businesses, including retail shops, food services, and adventure tour operators. To support their recovery, the Municipality has initiated the Pop-Up Business Village concept, providing temporary spaces for these businesses to resume operations in a centralized and visible location.

As of January 8, 2025, expressions of interest have been received from:

- **Vicious Cycle** (retail and rental)
- **Maligne Adventures Raft Tours** (sales center)
- **Jasper Motorcycles** (retail and staging)
- **Andaaz Indian Cuisine** (food truck; requires special permission under the business licensing bylaw)

The Jasper Vet Clinic has also expressed an interest in utilizing this space for a similar purpose, although their operation would be year-round. The proposed site for the village is in the first row of 21 parking stalls north of the washrooms in the Connaught Drive public washrooms parking lot. This location:

- Maintains existing RV parking (set to end by April 25, 2025)
- Does not impact accessible parking stalls
- Provides high visibility and accessibility for residents and visitors

Discussion:

The Pop-Up Business Village offers a significant opportunity to support displaced businesses while contributing to Jasper's economic recovery. However, it requires the temporary reallocation of public parking spaces, which poses several considerations:

1. Revenue Impact:

The 21 parking stalls in the "White Rock" lot typically generate revenue of **\$59,600 to \$147,290 annually**, based on historical utilization rates. By charging a **per stall rental fee of \$1,850 per season**, the Municipality could recover **26% to 65%** of this revenue.

2. Parking System Impact:

- The reallocation of 21 stalls represents **1.8% of the 1,275 parking stalls** within 400 meters of the central business district (CBD).
- Recovery-related construction closures have already reduced available parking by 100 stalls, and additional intermittent closures are expected on Geikie and Patricia Street South.
- The 2018 Transportation Master Plan (TMP) proposed a redesign of the Connaught South lot to convert 15 RV stalls to passenger vehicle stalls, potentially offsetting parking demand. However, this is not recommended unless the RV lot on Hazel Avenue is reopened in 2025.

3. Potential Partnerships and Grant Funding:

- The JRCC is collaborating with **Prairies Can** on a grant application to support this project. Potential funding could offset lost parking revenue, assist with site servicing, and enhance the village's contribution to Jasper's recovery.
- The grant application is being developed in collaboration with JRCC staff, led by Caylee LaBranche.

Strategic Relevance:

- Recognize the fundamental importance of our tourism economy.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Inclusion Considerations:

The Pop-Up Business Village prioritizes displaced businesses that lost physical locations due to the wildfire. This initiative ensures equitable access to temporary commercial space, fostering economic recovery and community vibrancy. Special considerations have been made to maintain accessible parking and minimize disruption to other stakeholders.

Relevant Legislation:

- Letter of Forbearance
- Commercial Use of Public Space Bylaw (#246)

Financial:

The proposed Pop-Up Business Village will temporarily occupy 21 parking stalls in the "White Rock" lot, which typically generate between **\$59,600 and \$147,290 annually** in parking revenue. To offset this loss, the Municipality plans to charge a **seasonal rental fee of \$1,850 per stall** to participating businesses, recovering **26% to 65%** of the revenue.

Administration is seeking additional financial support which could, Offset lost parking revenue while keeping rental fees affordable for businesses, Fund site servicing and infrastructure improvements. Support programming and placemaking efforts to enhance the village's recovery impact.

Attachments:

- Pop Up Village Expression of Interest: [Link to RFEOI](#)
- JRCC Letter of Forbearance



Office of the Superintendent
Jasper Field Unit
P.O. Box 10
Jasper, Alberta
T0E 1E0

December 9, 2024

Mr. Bill Given
Chief Administrative Officer
Municipality of Jasper
bgiven@town.jasper.ab.ca

**Subject: Forbearance of Wildfire Displaced Businesses and Community Organizations' Use
Licence of Occupation Public Parking Lots U201**

Dear Mr. Given:

Parks Canada recognizes that many businesses and community organizations have been affected by the loss of their locations and that the Municipality of Jasper is open to working with these groups to provide space on municipal public parking lots for temporary use during rebuilding.

Notwithstanding the alienation clause Article 13.00, of the Licence of Occupation dated November 1, 2006 for public parking, Parks Canada recognizes that the Municipality of Jasper desires to enter into agreements with displaced businesses and community organizations to provide a location for continuation of services. Therefore, in accordance with Article 22.02 of the Licence of Occupation, consider this letter to be a maximum five (5) year conditional forbearance for the commercial and institutional use of public parking lots.

The conditions of the forbearance are as follows:

1. It will be the responsibility of the Licensee to contact Parks Canada in writing if there are any unforeseen alterations to the situation as described above.
2. Agreements for commercial use shall only be made available to businesses that lost lease or sub-lease space as a result of the 2024 Wildfire Complex.
3. All development proposals must be submitted for approval in accordance with Article 10.00 Submission of Plans and Specifications of the Licence of Occupation.

Consistent with Article 22.02 of the Licence of Occupation this limited abstaining from the enforcement of His Majesty's contractual rights does not "constitute a waiver of any subsequent breach of that covenant" for which Parks Canada reserves the further right to not recognize this forbearance past the stated expiry date.

If you have any questions or would like to discuss, please contact Erin Saunders, Realty and Municipal Services Manager, at (780) 820-0521.

Yours truly,

Alan Fehr
Field Unit Superintendent

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorize, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	May 2025	
Moving Traffic Enforcement	July 9, 2024	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with additional information on moving traffic enforcement, including the proposed scope of work and an outline of anticipated equipment requirements.	February 2025	
Climate Change Adaptation Plan	August 27, 2024	CAO	That Council direct Administration to proceed with developing a five-year Climate Change Adaptation Action Plan with internal resources and present the plan at a future Committee of the Whole Meeting in spring 2025.	April 2025	
Parcel CH Access Road & Spruce Avenue Development Tender Award	September 17, 2024	CAO	That Council direct Administration to initiate a Local Improvement Bylaw process to recover the servicing costs the Parcel CH Access Road from benefitting adjacent parcels.	March 2025	
Jasper Seniors Society	October 22, 2024	CAO & Director of Community Development	<p>That Council direct Administration to enter into 4-year lease agreement with the Jasper Seniors Society for the use of the current space.</p> <p>That Council direct Administration to work with the Jasper Seniors Society and other interested parties to develop a plan for seniors' centre that will meet future demand.</p>	February 2025	<p>Recommend first part for removal</p> <p>Second part defer until March</p>

Council Remuneration Review	October 22, 2024	CAO and Director of Protective & Legislative Services	That Council direct Administration to maintain the current remuneration model, incorporate the indicator of mountain towns, and return to a future Committee meeting.	February 2025	
Transit Bus RFP	November 19, 2024	CAO	That Council direct Administration to reissue an RFP in spring of 2025 for the procurement of electric buses and/or any other viable zero emission options.	April 2025	
Strategic Priorities – Wildfire Recovery	January 14, 2025	CAO	That Committee direct Administration to develop draft Wildfire Recovery Strategic Priorities, leveraging existing guidance documents and previous public engagement processes, and return to a future Committee of the Whole meeting.	March 2025	
Property Tax Receivable Write-off Request – Provincial Building	January 14, 2025	CAO and Director of Finance & Administration	That Committee recommend Council direct Administration to keep the amount set as a Property Tax receivable in the amount of \$35,136.62 and return the matter to a future Committee of the Whole meeting in early March 2025.	March 2025	
Utility Rate Model	January 21, 2025	CAO and Director of Finance & Administration	That Council direct Administration to host a workshop to review the utility rate model with interested stakeholders.	June 2025	