

Municipality of Jasper
Committee of the Whole Meeting Agenda
August 12, 2025 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and 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 Hall to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 August 12, 2025 Committee of the Whole agenda attachment

4. July 15, 2025 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

7. New business

7.1 Jasper Off-Site Levies Bylaw attachment

7.2 Rebuild Bylaw attachment

7.3 Post-Wildfire Infrastructure Damage Assessment attachment

7.4 Health and Safety Policy attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Last meeting of current Council – September 16

Nomination Day – September 22

Advance Vote – October 15

Municipal Election – October 20

11. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, July 15, 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 during Council meetings is through Zoom livestreaming and participation is through in person attendance.								
Present	Mayor Richard Ireland, Deputy Mayor Wendy Hall, Councillors Kathleen Waxer, Helen Kelleher-Empey, Ralph Melnyk, Rico Damota, and Scott Wilson								
Absent	none								
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Service Doug Olthaf, Housing & Social Recovery Manager Lisa Riddell, Community Development Manager Lisa Daniel, Executive Advisor Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local 11 observers								
Call to Order	Deputy Mayor Hall called the July 15, 2025 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .								
Additions/ Deletions to agenda #350/25	MOTION by Mayor Ireland that the following item be added to the July 15, 2025 Committee of the Whole meeting agenda: <ul style="list-style-type: none">11.1 In-Camera item – Advice from Officials <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>7 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
7 Councillors	0 Councillors	CARRIED							
Approval of agenda #351/25	MOTION by Councillor Melnyk that Committee approve the agenda for the July 15, 2025 Committee of the Whole meeting as amended: <ul style="list-style-type: none">Add 11.1 In-Camera – Advice from Officials <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>7 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
7 Councillors	0 Councillors	CARRIED							
Business arising from June 24, 2025 minutes	none								
Delegations	none								
Correspondence	none								

Jasper Recovery Framework & Year 1 Progress Report	Committee received the Jasper Recovery Framework & Year 1 Progress Report as a first draft for discussion. Housing & Social Recovery Manager Doug Olthaf reviewed the documents and the purpose of the framework in guiding future work planning.		
#352/25	MOTION by Mayor Ireland that Committee recommend Council receive the JRCC Year 1 Progress Report for information and;		
	That Committee recommend Council approve the Jasper Recovery Framework as it may be adjusted by Administration on the basis of matters discussed at Committee of the Whole on July 15, 2025.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Indigenous Relations Framework	Community Development Manager Lisa Riddell presented a draft Indigenous Relations Framework for Committee's consideration and reviewed the background for the report.		
#353/25	MOTION by Councillor Waxer that Committee recommend Council adopt the Indigenous Relations Framework for Jasper as it may be adjusted by Administration, and;		
	That Committee direct Administration to engage Indigenous Partners and Indigenous residents to develop a strategy based on the framework – and return to a future meeting.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Land Acknowledgement Policy	Committee received a request for decision regarding an update to the Land Acknowledgement Policy and associated procedures. Ms. Riddell reviewed the minor updates recommended.		
#354/25	MOTION by Councillor Wilson that Committee recommend Council adopt the updated Land Acknowledgement Policy – A-106.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Public Participation Policy	Committee received a draft Public Participation Policy for consideration. Ms. Riddell reviewed the scope of the policy and legislative requirements. Committee made a few minor wording suggestions.		
#355/25	MOTION by Councillor Melnyk that Committee recommend Council adopt the Public Participation Policy – A-104 as amended.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Joint Use Partnership Agreement	Executive Advisor to the CAO, Lisa Daniel, presented a draft Joint Use Partnership Agreement which has been approved by the Grande Yellowhead Public School Division, to Committee.		
#356/25	MOTION by Councillor Kelleher-Empey that Committee recommend Council approve the Joint Use Partnership Agreement as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Recess	Deputy Mayor Hall called a recess from 10:48am to 10:57am.		
Transit Service Update	CAO Bill Given reviewed a quarterly Transit Service update as required by Policy F-114 Transit Service Standards.		
#357/25	MOTION by Councillor Wilson that Committee receive the Transit Service Update (March 1 to June 30, 2025) for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Passenger Rail Master Plan	Committee received a request for decision from Administration regarding the Government of Alberta's 30-Year Network of the Passenger Rail Master Plan. Mr. Given reviewed the initiative and opportunities to advocate for Jasper's inclusion in future planning.		
#358/25	MOTION by Mayor Ireland that Committee recommend Council advocate for the inclusion of an Edmonton to Jasper regional service in the Government of Alberta's 30-Year Network of the Passenger Rail Master Plan.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
2025 Community Conversations Interim Report	Ms. Riddell reviewed a Community Conversations Interim Report which summarized information gathered between January and June 2025. Highlights included attendance numbers, information on partner organizations; topics discussed; and future program considerations.		
#359/25	MOTION by Councillor Waxer that Committee receive the Community Conversations Interim Report for January to June 2025 for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
2025 Community Social Assessment Results	Ms. Riddell reviewed a report which summarized the results of a survey completed by residents. The 2025 Social Assessment was conducted using a survey that was completed by 310 respondents (both adult and youth) between March 8, 2025 and April 23, 2025.		

The results highlight respondents' views on community strengths, challenges, and areas for improvement.

#360/25

MOTION by Councillor Melnyk that Committee receive the Community Social Assessment Report for information as amended.

FOR

7 Councillors

AGAINST

0 Councillors

CARRIED

Motion Action List

Administration reviewed the Motion Action List.

#361/25

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

- Recovery Advisory Committee Recommendations
- Grande Yellowhead Public School Division Joint Agreement
- Correspondence – Congestion at Fuel Stations

And date changes for the following items:

- Parcel CH Access Road & Spruce Avenue Development Tender Award

FOR

7 Councillors

AGAINST

0 Councillors

CARRIED

Councillor
upcoming
meetings

Councillor Melnyk will be at a sub-committee meeting this evening for the Mount Alberta Centennial and a Jasper-Yellowhead Historical Society monthly board meeting tomorrow.

Councillor Kelleher-Empey will be attending a committee meeting at the Alpine Summit Seniors Lodge this afternoon.

Councillor Waxer will be participating in a Healing Ceremony with Bighorn Chiniki Stoney Nation this afternoon at the Athabasca day use area.

Mayor Ireland will be speaking at noon on June 21st at a media scrum with Parks Canada CEO Ron Hallman.

Mayor Ireland has been invited to speak at the Stories of Resilience: Voices from Jasper Exhibition Opening on July 25th at the Jasper Art Gallery.

Mayor Ireland will be travelling to Canmore on July 31st to meet with MLA William Stevenson and the Mayor of Canmore. He is also hoping to meet with Minister of Municipal Affairs Dan Williams the same day.

Upcoming Events

Council reviewed a list of upcoming events.

Move In-camera
#362/25

MOTION by Councillor Kelleher-Empey to move in-camera at 11:59am to discuss agenda item:

- 11.1 In-Camera – Advice from Officials

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mr. Given and Ms. Nadon also attended the in-camera session.

Move out of camera #363/25	MOTION by Councillor Kelleher-Empey to move out of camera at 1:11pm.	
FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Adjournment #364/25	MOTION by Councillor Damota that, there being no further business, the Committee of the Whole meeting of July 15, 2025 be adjourned at 1:11pm.	
FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

AGENDA ITEM 7.1

REQUEST FOR DECISION



Subject: Jasper Off-Site Levies Bylaw 2025

From: Bill Given, Chief Administrative Officer

Prepared by: Marley Pollock, Town Planner

Reviewed by: Beth Sanders, Director of Urban Design & Standards
Vidal Michaud, A/Director of Operations & Utilities
Emily Dawson, A/Director of Finance

Date: August 12, 2025

Recommendation:

- That Committee recommend Council give first reading to the Jasper Off-Site Levies Bylaw 2025 as presented; and
- That Committee recommend Council set the date, time, and location of the public hearing for September 2, 2025, at 1:30pm in the Quorum Room; and
- That Committee direct Administration to prepare a policy outlining financial tools to incentivize affordable housing in Jasper, including consideration of off-site levies.

Alternatives:

- That Committee receive the report as information and take no further action.
- That Committee direct administration to revise the draft bylaw, and return to a future Committee of the Whole meeting, in the following ways:
 -
 -
- That Committee direct administration to amend the bylaw prior to first reading in the following ways:
 -
 -

Background:

An off-site levy is a charge imposed by a municipality and collected as a condition of development. The purpose is to allow municipalities to recover capital costs for new or expanded municipal infrastructure. The Municipality of Jasper's Off-site Levies Bylaw #187 was adopted in 2015. No Consumer Price Index (CPI) adjustments have been made since the bylaw's adoption, and the calculations do not reflect current construction costs. Further, in anticipation of the Municipality assuming planning and development authority under Alberta's Municipal Government Act, the current bylaw needs to be updated.

In anticipation of the redevelopment of 358 structures in the 2024 Jasper Wildfire Complex—with net new dwelling units or commercial floor area—the Municipality engaged ISL Engineering and Land Services Ltd. to

prepare two companion documents: the Jasper Utility Master Plan and the Jasper Off-Site Levy Update Draft Report (2025). These technical reports identify existing infrastructure capacity, outline where upgrades or expansions will be needed to support new development and provide a methodology for distributing the associated capital costs for *net new development* through off-site levies in a transparent and equitable manner. The proposed bylaw brings the Municipality's practice of collecting off-site levies into alignment with the Municipal Government Act (Alberta).

Discussion:

The proposed bylaw will modernize the Municipality of Jasper's framework for calculating, collecting, and administering levies by:

1. Providing clarity for users of the bylaw (administration, builders and contractors).
2. Providing predictability for the building industry.
3. Increasing transparency about how off-site levies are used and reported.
4. Ensuring that net new development pays for additional needed infrastructure.
5. Ensuring the cost calculations reflect current infrastructure needs and costs.
6. Aligning the Municipality's off-site levy practice with the requirements of the Municipal Government Act (Alberta).

Cost recovery for net new development

The current bylaw does not collect sufficient funds to cover the costs of infrastructure needed for net new development and is cumbersome to administer. An up-to-date off-site levies bylaw allows the Municipality to recover infrastructure costs for net new development and provides simpler calculations for users of the bylaw. If no off-site levies bylaw is in place, the wider tax base covers the cost of additional infrastructure for net new development.

Engagement feedback

The Municipality of Jasper, in collaboration with ISL Engineering, hosted two targeted workshops. One in-person (July 16, 2025) and one virtual (July 29, 2025) with local builders, contractors, and industry professionals to review and discuss the proposed 2025 Off-Site Levies Bylaw (summary attached).

A proposal that emerged during engagement was to provide a rebate or incentive program for on-site commercial staff accommodation. Administration reviewed this idea and recommends that any future incentives—such as reductions to levies, fees, or other municipal charges—be pursued through a separate, policy-based program, rather than a bylaw. This allows the bylaw to focus on the clear and consistent calculation of levies; a program will better enable the Municipality to be responsive to evolving community housing needs. A proposal for such a program will be presented to Committee in August 2025.

Feedback from engagement also emphasized the importance of fairness and clarity, principles this bylaw advances through evidence-based calculations and transparent administrative procedures.

Strategic Relevance:

- Invest in infrastructure to support housing.

- Ensure residents receive quality service that provides strong value for dollar.
- Invest in developing community focused housing units.
- Take active and strategic steps to advance Jasper's interests, including the acquisition of land-use planning and development authority and attaining Resort Municipality Status.

Inclusion Considerations:

The proposed bylaw supports inclusion by enabling infrastructure growth to accommodate the development of additional housing in Jasper, as identified in the Housing Action Plan. Further, off-site levies are a means to ensure equitable development infrastructure costs, where net new development covers the costs for net new development, rather than the general tax base.

The accompanying direction to develop financial tools to incentivize affordable housing will ensure that equity considerations are integrated into the development process. This layered approach helps reduce systemic barriers to housing access for equity-deserving populations.

Relevant Legislation:

- *Canada National Parks Act*
- *Agreement for the Establishment of Local Government in Jasper (2001)*
- *Jasper Community Sustainability Plan (2011)*
- *Alberta Municipal Government Act*
- *Municipality of Jasper Off-Site Levies Bylaw #187 (2015)*

Financial:

The off-site levy rates proposed in Schedule "A" are grounded in detailed cost estimates provided by ISL Engineering and are based on the actual and projected costs of infrastructure upgrades necessary to support net new residential and non-residential development. All levies collected will be held in dedicated reserve accounts and used exclusively for new capital projects related to water, sanitary sewage, and storm sewer drainage facilities.

The bylaw contributes to financial sustainability by updating the levy calculations and indexing levy rates annually based on Alberta's Consumer Price Index.

Attachments:

- Jasper Off-Site Levies Bylaw 2025
- Jasper Off-Site Levy Update Draft Report 2025
- Stakeholder Engagement Summary

MUNICIPALITY OF JASPER BYLAW # [REDACTED]

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER WITH RESPECT TO THE
DETERMINATION AND COLLECTION OF OFF-SITE LEVIES FOR THE DEVELOPMENT OR
REDEVELOPMENT OF RESIDENTIAL AND NON-RESIDENTIAL PROPERTIES WITHIN THE
TOWN OF JASPER**

WHEREAS in accordance with Section 5.4 of the Agreement for the Establishment of Local Government in the Town of Jasper, the Minister has agreed "... to require payment of all appropriate off-site levies by the developers to the Municipality of Jasper";

AND WHEREAS the Council of the Municipality of Jasper wishes to establish off-site levies

- (a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
- (b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage, and;
- (c) new or expanded storm sewer drainage facilities

AND WHEREAS the Municipality has engaged ISL Engineering and Land Services Ltd. to prepare the Jasper Utility Master Plan dated [REDACTED] and the Jasper Off-Site Levy Update dated July [REDACTED], 2025;

AND WHEREAS the Jasper Utility Master Plan details the water, sanitary sewage and storm sewage drainage facilities that are required to be constructed or upgraded as a result of subdivision or development or which are impacted by subdivision or development;

AND WHEREAS the Jasper Off-Site Levy Update considers the fair and equitable calculation and allocation of off-site levies for water, sanitary sewage and storm sewer drainage facilities;

AND WHEREAS based upon the information and principles set out in the Jasper Off-Site Levy Update and Jasper Utility Plan, the Council of the Municipality of Jasper wishes to adopt a bylaw to set out the object of off-site levies, set the amount of off-site levies, indicate how the off-site levies are determined and provide for the payment of off-site levies;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA, DULY ASSEMBLY, ENACTS AS FOLLOWS:

1. Citation

1.1. This bylaw may be cited as the "Jasper Off-site Levies Bylaw 2025".

2. Definitions

2.1. In this bylaw:

- (a) “Agreement for the Establishment of Local Government in the Town of Jasper” means the Agreement for the Establishment of Local Government in the Town of Jasper signed by the Minister of Canadian Heritage on June 13, 2001;
- (b) “CAO” means the individual duly appointed to that position for the Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual;
- (c) “consumer price index” means the consumer price index published annually by Statistics Canada to reflect rates of inflation;
- (d) “Council” means the Council of the Municipality of Jasper;
- (e) “development” means a building or an addition to or replacement of a building and includes redevelopment;
- (f) “dwelling unit” means two or more rooms connected as a separate unit in the same structure and constituting an independent unit for residential occupancy. Dwelling units include both primary and accessory units (secondary suites, garage suites and garden suites).
- (g) “gross floor area” means the total floor area of all floors of a building with a clear ceiling height of 1.8 metres or more, contained within the outside of the exterior and basement walls or glazing line of windows, but excluding enclosed or open parking and loading areas and floor areas devoted exclusively to mechanical or electrical equipment servicing the development;
- (h) “Jasper Community Sustainability Plan” means the Jasper Community Sustainability Plan approved by the Minister of Environment and Minister responsible for Parks Canada effective September 2011 pursuant to the *Canadian National Parks Act*, as amended or replaced from time to time;
- (i) “Minister” means the Minister responsible for the Parks Canada Agency in accordance with the *Canadian National Parks Act*;
- (j) “Municipality” and “Municipality of Jasper” means the Municipality of Jasper in Jasper National Park in the Province of Alberta;

- (k) “non-residential” means uses described in the Jasper Community Sustainability Plan, which are not residential;
- (l) “off-site levies” means the off-site levies established and authorized under Section 5.4 of the Agreement for the Establishment of Local Government in Jasper or Part 17 of the *Municipal Government Act* (Alberta), as the case may be, and described in this Bylaw.
- (m) “residential” means residential uses described in the Jasper Community Sustainability Plan including dwelling units in any form as described in the Jasper Land Use Policy or the Municipality’s Land Use Bylaw, as the case may be, and
- (n) “Town” and “Town of Jasper” means the Town of Jasper as defined in the Agreement for the Establishment of Local Government in Jasper.

2.2. The following schedules are attached to and form part of this bylaw:

Schedule “A”: Off-Site Levies

3. Purpose and Object of Bylaw

3.1. The purpose of this bylaw is to:

- (a) impose and provide for the payment of off-site levies in respect of the subdivision and development of lands in the Town of Jasper which will require or impact new or upgraded water, sanitary sewage and storm sewer drainage facilities;
- (b) set out the object of the off-site levies, and;
- (c) indicate how the amount of off-site levies was determined and will be calculated.

3.2. The object of the off-site levies set out in this bylaw is to pay for all, or any portion, of the capital costs for any or all of the following:

- (a) new or upgraded water, sanitary sewage and storm sewer drainage facilities required for or impacted by subdivision or development; and
- (b) land required for or in connection with the facilities described in subsection (a).

4. Imposition of Levy

4.1. The Municipality of Jasper requests the Minister to require payment to the Municipality of, and if applicable Council imposes, off-site levies for development within the Town of Jasper.

- 4.2. Off-site levies shall be determined, calculated and payable in accordance with the provisions of this bylaw.

5. Determination and Calculation of Off-Site Levies

- 5.1. The off-site levies set out in this Bylaw were determined in accordance with the information and calculations from the Jasper Utility Master Plan and Jasper Off-Site Levy Update, which are incorporated into this bylaw by reference.
- 5.2. Off-site levies will be calculated as follows:
- (a) Residential: On a per dwelling unit basis, based on the increase in the total number of dwelling units as a result of the development. For the purposes of this Bylaw, “dwelling unit” has the meaning set out in the Town of Jasper Land Use Policy or the Municipality’s Land Use Bylaw, as the case may be, and includes on-site staff accommodation units.
 - (b) Non-Residential: On a per square foot of gross floor area basis, based on the increase in the gross floor area as a result of the development as set out in Schedule “A” to this bylaw.
- 5.3. In the case of a development composed of a combination of residential and non-residential uses, off-site levies shall be calculated as the total sum of off-site levies for residential and non-residential uses for the development.
- 5.4. The determination of the increase in the total number of dwelling units or gross floor area as a result of a development shall be based on the plans and specifications found in the approved development permit for the development.
- 5.5. On March 1 of each year commencing March 1, 2026,
- (a) the amount of off-site levies described in Schedule “A” to this Bylaw shall be altered by a factor equal to the most recently published Statistics Canada annual “all goods and services” Consumer Price Index figure for the Province of Alberta, and ;
 - (b) the revised off-site levies will be published by the Municipality.

6. Payment of Off-site Levies

- 6.1. Off-site levies shall become payable by a leaseholder to the Municipality:
- (a) prior to the issuance of a building permit to the leaseholder for the development for which off-site levies apply, if the development permit is approved by Parks Canada, or;

- (b) at the time specified in the approved development permit or development agreement if the development permit is approved by the development authority for the Municipality

and will be in addition to any other levies, fees or charges imposed as a condition of development permit approval.

- 6.2. Off-site levies shall be returned to the leaseholder with respect to any amounts of gross floor area dwelling units for which off-site levies have been paid but which are certified by the relevant authority or determined by the Municipality as not constructed at the time of issuance of an occupancy permit for the development. No interest will be calculated or payable by the Municipality to the leaseholder.

- 6.3. Off-site levies shall be returned to the leaseholder with respect to:

- (a) any dwelling units for which off-site levies have been paid but with respect to which the building permit has expired as provided for and certified by the relevant authority or determined by the Municipality, and;
- (b) any amounts of gross floor area for which off-site levies have been paid but with respect to which the building permit has expired as provided for and certified by the relevant authority or determined by the Municipality.

No interest will be calculated or payable by the Municipality to the leaseholder.

- 6.4. Off-site levies shall be due and payable, calculated in accordance with Section 5.2 and Schedule “A” of this Bylaw with respect to any amounts of gross floor area constituting a greater amount of gross floor area than that for which off-site levies have been paid and which the relevant authority certifies or the Municipality determines as constructed at the time of issuance of an occupancy permit for the development, for non-residential development.
- 6.5. Any payment of off-site levies imposed by this bylaw that is not paid when due is a debt owing by the leaseholder to the Municipality and will be subject to interest in accordance with any policies adopted by the Municipality from time to time.
- 6.6. Parks Canada shall not be liable for unpaid off-site levies due and payable by any leaseholder.

7. Exemptions

- 7.1. Council may, from time to time and by resolution exempt from the collection of off-site levies:

- (a) development on lands owned in whole or in part by a public body or bodies, where such development will be used in whole or in part for public service purposes, or
- (b) the development of lands which, in the opinion of Council, will not require or impact new or upgraded water, sanitary sewage and storm sewage drainage facilities.

8. Off-site Levies Administration and Fund

- 8.1. All funds derived from the application of this bylaw shall be set up as reserve funds to pay all or part of the capital costs of all or any of the following:
 - (a) new, upgraded or expanded facilities for the storage, transmission, treatment or supplying of water;
 - (b) new, upgraded or expanded facilities for the treatment, movement or disposal of sanitary sewage, and;
 - (c) new, upgraded or expanded storm sewage drainage facilities.
- 8.2. Council delegates to the CAO the power and responsibility to administer and enforce this bylaw and establish, maintain and administer the off-site levies funds in accordance with this bylaw.
- 8.3. The CAO must, at least once per calendar year, provide Council with a report detailing all off-site levies imposed under this bylaw, collections and expenditures during the previous calendar year, unpaid off-site levy amounts owing as at the end of the previous calendar year.

9. Severability

- 9.1. Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

10. Repeal and Effective Date

10.1. This bylaw comes into force and effect on the date on which it receives third reading and is passed.

10.2. Bylaw #187, Jasper Off-site Levies Bylaw 2015, is repealed.

READ a first time this ____ day of _____ 2025

READ a second time this ____ day of _____ 2025

READ a third time and passed this ____ day of _____ 2025

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule “A”

Off-site Levies

	Levy Rate	
	Non-Residential	Residential
Water	\$2.12 / square foot	\$1,645.40 / dwelling unit
Wastewater	\$4.27 / square foot	\$3,305.64 / dwelling unit
TOTAL	\$6.39 / square foot	\$4,951.04 / dwelling unit



Jasper Off-Site Levy Update

Municipality of Jasper

DRAFT REPORT

July 2, 2025



ISL Engineering and Land Services Ltd. Is an award-winning full-service consulting firm dedicated to working with all levels of government and the private sector to deliver planning and design solutions for transportation, water, and land projects.

At ISL, your identity is part of our identity. Diversity, Equity, and Inclusion (DEI) speaks to our core values and provides space for our teams to bring their authentic selves to work. ISL believes DEI creates the best outcomes for our clients while sustaining a happy and thriving work environment that allows for career development opportunities for all staff. ISL is committed to a focused effort on continuous improvement and development of a respectful and safe workplace.



4015 7 Street SE, Calgary AB T2G 2Y9, T: 403.254.0544 F: 403.254.9186

July 2, 2025

Our Reference: 28873

Municipality of Jasper
3 Compound Road, Po Box 520

Attention: Vidal Michaud

Dear Vidal:

Reference: Jasper Off-Site Levy Update – Draft Report

Enclosed is the Draft Report for the Jasper Off-Site Levy Update. We trust that it meets your needs.

The purpose of the report is to provide the full costing details for water and wastewater infrastructure required to accommodate densification and growth within the townsite. The Municipality needs to consider what rates are appropriate to remain attractive to development, with these provided for the Municipality's reference in the development of their bylaw. It is noted that these rates presented are higher than the current off-site levy rates.

This analysis does not consider debenture-based financing, which, when factoring in the time value of money, would increase rates to incorporate debt carrying costs and levy collection timing. The Municipality may wish to consider debenture-based financing information in its consideration of these rates in the future.

We sincerely appreciate the opportunity to undertake this project on your behalf. Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Sincerely,

Geoffrey Schulmeister, P.Eng., SCPM
Director/General Manager, Water and Environment



Corporate Authorization

This document entitled "Jasper Off-Site Levy Update" has been prepared by ISL Engineering and Land Services Ltd. (ISL) for the use of Municipality of Jasper. The information and data provided herein represent ISL's professional judgment at the time of preparation. ISL denies any liability whatsoever to any other parties who may obtain this report and use it, or any of its contents, without prior written consent from ISL.

Stephen Voegtlin, E.I.T.
Engineering Support

Sarah Barbosa, P.Eng., ENV SP
Technical Reviewer

Geoffrey Schulmeister, P.Eng., SCPM
Senior Reviewer

Executive Summary

Off-Site Levy Review Background

The Municipality of Jasper (the Municipality) engaged ISL Engineering and Land Services Ltd. (ISL) to undertake an Off-Site Levy Update to ensure up-to-date rates are used and adequate capital is collected from land development to fund off-site infrastructure required to support growth. The Municipality previously updated its off-site levy rates in 2015.

An Off-Site Levy is needed based on the following:

- The previous Off-Site Levy Bylaw was completed in 2015 and needs to be brought up to date in accordance with the Municipal Government Act.
- The Municipality has recently completed a Utility Master Plan, outlining infrastructure upgrades required to support growth within the townsite.
- The recent wildfire has caused damage to the municipality, rebuilding this area is planned will lead to significant growth in the form of densification requiring additional infrastructure.

The recommendations of this Off-Site Levy Update are based on the following principles in accordance with the Municipal Government Act:

- The capital cost of infrastructure that benefits growth areas should be paid for by those areas.
- The capital cost of infrastructure should be financed through off-site levies.
- The capital cost of infrastructure with Municipality-wide benefit should be shared between growth areas and the existing population.
 - The portion being paid for by growth areas should be financed through off-site levies collected by the Municipality.
- The capital cost and implementation of on-site infrastructure should be paid for by the development and included in Standard Development Agreements.
- Off-site levies should reflect the full capital cost of new infrastructure.
 - Adjustments should be made to incorporate cost changes as they occur.
- Off-site levies and future adjustments to rates should be established through a transparent process.

Off-Site Levy Rate Summary

Off-site levy rates may be evaluated using either uniform or benefiting area rates; however, the Municipality has elected to maintain uniform rates for all types of infrastructure as outlined above. A summary of the levy rate per infrastructure improvement project is shown in **Table ES1** while the maximum potential off-site levy rates is provided in **Table ES2**. It should be noted that the maximum potential rates are presented; however, it is the decision of the Municipality's council and administration where to set rates. Off-site levy rates can be set anywhere up to the maximum supportable rate.

Table ES1 Off-Site Levy Rate per Infrastructure Project

Infrastructure Improvement Project	Levy Rate (\$/Flow%)	Levy Rate (\$/Unit)	Levy Rate (\$/sqft FFA)
Resiliency Watermain	\$16,600	\$344.18	\$0.44
Production Well Upgrades	\$11,708	\$242.76	\$0.31
WTP and Reservoir Upgrades	\$51,050	\$1,058.46	\$1.37
Stone Mountain Lift Station Upgrade	\$2,100	\$43.54	\$0.06
Cabin Creek Sanitary Upgrade	\$4,000	\$82.93	\$0.11
Highway 16 Trunk Sewer Upgrade	\$3,400	\$70.49	\$0.09
WWTP Upgrades	\$149,933	\$3,108.67	\$4.01

Table ES2 Off-Site Levy Rate Summary

Infrastructure Upgrade	Levy Rate	
	Non-Residential	Residential
	FFA sqft	Unit
Water	\$2.12	\$1,645.40
Wastewater	\$4.27	\$3,305.64
Total	\$6.39	\$4,951.04

Conclusions

The Municipality's off-site levies will be charged to any new or incremental development in the Municipality that will impact the need for upgrades in infrastructure, including the following:

- Water supply, distribution, and treatment
- Wastewater sewer collection and treatment

General assumptions applied in this off-site levy review are as follows:

- Infrastructure projects and associated costs are based on the Jasper UMP (ISL, 2025) with costs in 2024 dollars.
- Off-site levy rates are based on flow contribution percentage.
- Projects are considered to benefit future development only or are shared between future development and the existing population.
- Off-site levy rates can be broken down using uniform or flow percentage rate methodology.
 - All projects are considered to provide global benefit to the Municipality. Therefore, levy rates were calculated on a uniform basis.
- Potential grant funding of infrastructure were not included at this stage.
- No interest or carrying charges have been included at this stage.
- Details of potential endeavours to assist will be detailed by the Municipality in the formal off-site levy policy and/or future development agreements.

Additional assumptions pertaining to the infrastructure projects and the proportions of costs carried in the off-site levy rate calculations are summarized as follows:

- Water
 - The resiliency watermain is levied at 100%;
 - PVC piping is assumed for proposed watermain where the material is not specified;
 - All proposed watermain are estimated as PVC pressure pipe buried at 2.5 m deep (AEPA minimum);
 - An assumed hydrant spacing of 150 m where required;
 - Allowances for mobilization and general conditions have been included;
 - General conditions also cover temporary facilities, environmental protection, and records;
 - Costs are based on 2024 prices and rounded to the nearest \$10,000; and
 - The cost estimate is Class D with a 30% contingency and 15% engineering allowance.
- Wastewater
 - Stone Mountain Lift Station Upgrade, Cabin Creek Sanitary Upgrade, and the Highway 16 Trunk Sewer Upgrade are levied at 100% benefit as the upgrades are triggered by proposed development;
 - Sewers are estimated to be replaced by PVC at the same average depth as existing sewer being replaced;
 - Existing manhole spacing is maintained in refurbished sewers;
 - WWTP estimates are preliminary and to be refined;
 - Allowances for mobilization and general conditions have been included;
 - General conditions also cover temporary facilities, environmental protection, and records;
 - Costs are based on 2024 prices and rounded to the nearest \$10,000; and
 - The cost estimate is Class D with a 30% contingency and 15% engineering allowance.

Recommendations

Recommendations related to the Municipality's off-site levy update are as follows:

- The Municipality can consider implementing the maximum potential rates contained herein; however, the Municipality may choose to set lower rates to be competitive with other municipalities.
- The Municipality should consider the feedback and questions raised during the development community engagement session into its evaluation of off-site levy rates.
- The Municipality may wish to consider lower levy rates for non-residential development, given its typically positive implications on the municipal tax base.
- The Municipality should consider the suitability of the recommended rates for its purposes.
- The Municipality should determine which timing methodology to utilize in the Off-Site Levy Bylaw.
- The Municipality should review the off-site levy rates once a year to update the associated infrastructure project assumptions, costing, and timelines. This review is to support annual reporting requirements outlined in the MGA, which include details regarding levies collected and spent, and must be made publicly available (Brownlee LLP, 2019).
- The Municipality should complete a detailed review of the Off-Site Levy Bylaw every three to five years (Brownlee LLP, 2019).

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1.0 Introduction

The Municipality of Jasper (the Municipality) engaged ISL Engineering and Land Services Ltd. (ISL) to undertake an Off-Site Levy Update to ensure up-to-date rates are used and adequate capital is collected from land development to fund off-site infrastructure required to support growth. The Municipality previously updated its off-site levy rates in 2015.

Off-site levy policies include rates as well as potentially more important elements such as front ending responsibility and levy collection timing. These factors impact a municipality's ability to attract and maintain ongoing development. This is especially true for non-residential developments that may not require the same level of services as residential developments, making it easier for them to develop in rural areas.

A healthy non-residential base is critical for a municipality's financial sustainability as revenues from residential developments often cover 80% to 90% of their associated costs. In contrast, the revenue from non-residential developments may cover 140% to 160% of their associated costs.

1.1 Basis of Off-Site Levy Update

The previous Off-Site Levy Bylaw, last updated in 2015, now requires revision to align with the current provisions of the Municipal Government Act (MGA). In parallel, the Municipality recently finalized its Utility Master Plan (UMP) (ISL, 2025), which outlines critical water and wastewater infrastructure projects. These projects address both existing service needs and those driven by anticipated growth, forming the foundation for the Off-Site Levy update. Notably, growth-related projects are expected to accelerate, as many parcels are projected to densify due to the significant rebuilding efforts following the 2024 wildfires.

1.2 Guiding Principles

The recommendations of this Off-Site Levy Update are based on the following principles in accordance with the MGA, (Alberta Queen's Printer. 2023):

- The capital cost of infrastructure that benefits densification areas should be paid for by those areas.
- The capital cost of infrastructure should be financed through off-site levies.
- The capital cost of infrastructure with Municipality-wide benefit should be shared between densification areas and the existing population.
 - The portion being paid for by growth areas should be financed through off-site levies collected by the Municipality.
- The capital cost and implementation of on-site infrastructure should be paid for by the development and included in Standard Development Agreements.
- Off-site levies should reflect the full capital cost of new infrastructure.
 - Adjustments should be made to incorporate cost changes as they occur.
- Off-site levies and future adjustments to rates should be established through a transparent process.

2.0 Background Document Review

ISL performed a review of the recently completed UMP, the MGA, and the off-site levy bylaws of neighbouring municipalities. A summary of these reviews is discussed below.

2.1 Jasper Utility Master Plan (UMP)

In 2024, the Municipality retained ISL to develop a comprehensive Utility Master Plan (UMP) to assess the Jasper townsite's water supply, water treatment plant and reservoir, water distribution, wastewater collection, and stormwater systems to ensure that they can accommodate Jasper's existing and future demands over the next 25 years. (ISL, 2025). The UMP was built on top of water and sanitary model assessments developed in 2022. (ISL, 2022, and WSP, 2022). For all model reporting, and the UMP, a 25-year design horizon that envisioned a population of 10,662 was used for future system assessments.

The draft UMP was underway during the wildfire in the summer of 2024. After the 2024 wildfire, many buildings were partially or completely destroyed. As the damaged lots redevelop, smaller units, more accessory dwellings and more duplexes or 4-plexes are envisioned.

Based on this assumption, the Municipality has set a higher growth target that considers the potential densification to a population of 16,000 people. This scenario exceeded the 25-year growth horizon used to date in water and sanitary sewer model development. Furthermore, this scenario assumes that two-thirds of the growth occurs in areas with fire damaged structures and the remaining one third occurs through the rest of the townsite. The post wildfire growth scenario envisions no expansion of the Municipality boundaries or additional new areas being serviced, but rather infill development focused most significantly on fire damaged areas.

To assess the water distribution and wastewater collection system under this scenario, the following assumptions were made in the UMP:

- Two-thirds of the additional population was allocated to sewer catchments containing damaged buildings or water system nodes adjacent to damaged lots.
- The remaining one-third was distributed across the occupied sewer catchments.
- The original sanitary modelling carried out by WSP applied constant inflow and infiltration (I-I) rates of 0.28 and 0.5 L/s/ha. These rates were maintained, and results for the post wildfire densification scenario are presented for the more conservative wet weather flow scenario using the higher I-I rate of 0.5 L/s/ha.
- Damaged tourist accommodations outside of the of Jasper townsite, including Alpine Village Jasper and Tekarra Lodge were assumed to be repaired to existing condition of water demand and sanitary loading.
- Jasper Park Lodge (JPL) and Pine Bungalows, which pump directly to the WWTP, were assumed to remain as-is and not contribute more flows than the existing system scenario.

The UMP recommended six projects that were required to service the additional growth, in addition to projects required to correct existing system deficiencies, or projects required for the 25-year population horizon (ISL, 2025). Projects recommended in UMP are the basis for levied projects in this OSL background report.

2.2 Current Off-Site Levy and Rate Bylaws

The current Off-Site Levy Bylaw came into effect in 2015. The findings from this bylaw review are summarized as follows (Municipality of Jasper, 2015):

- Off-site levies are to be calculated based on residential units and institutional/commercial square footage within the Municipality. The following areas are to be considered undevelopable for the purpose of levy calculation:
 - Environmental Reserve
 - Municipal Reserve
 - Any land provided to the Municipality or Province for roads and public utilities.
- The off-site levy is deemed to have been imposed regardless of whether the imposition was made as a specific condition of the development permit or subdivision approval.
- Payment of the levies is due either at the time of development permit issuance, execution of a development agreement, or prior to subdivision endorsement, whichever occurs first.
- Levies are collected and put into separate funds for each facility type levies are being collected for (as per the bylaw) and shall be kept separate from the Municipality's General Account.

The levy rates are applied uniformly to all new development noted in the Off-Site Levies Bylaw (Municipality of Jasper, 2015). The improvements and respective levy rates are shown in **Table 2.1**.

Table 2.1 Existing Off-Site Levy Rates by Infrastructure Improvement Project

Zoning	\$/sqft	\$/m ²
Rate 1: "C" Commercial Zoning	\$2.57	\$27.68
Rate 2: "R" Residential Zoning	\$1.93	\$20.60
Rate 3: "S" Block Zoning	\$1.27	\$13.82

2.3 Municipal Government Act

The governing authority for the off-site levy bylaw is the MGA, which states in Section 648(2), that the off-site levy may be used to pay for all or part of the capital cost of any or all of the following:

- New or expanded facilities for the storage, transmission, treatment or supplying of water;
- New or expanded facilities for the treatment, movement or disposal of wastewater;
- New or expanded storm sewer drainage facilities;
- New or expanded roads required for or impacted by a subdivision or development; and
- Land required for or in connection with any facilities described above.

As of January 1, 2018, an addition to the MGA states in Section 648(2.1) that an off-site levy may also be used to pay for all or part of the capital cost, including the cost of any related appurtenances and land required for or in connection with any of the following purposes:

- New or expanded community recreation facilities;
- New or expanded fire hall facilities;
- New or expanded police station facilities; and
- New or expanded libraries.

2.4 Off-Site Levy Bylaws of Neighbouring Municipalities

The review of the off-site levy bylaws of neighbouring municipalities is intended to create a benchmark for the Municipality of Jasper and include the following municipalities:

- | | | |
|---------------|---------------------|------------------------|
| • Airdrie | • Edson | • Nanton |
| • Blackfalds | • Fort Saskatchewan | • Okotoks |
| • Calgary | • Grande Prairie | • Olds |
| • Camrose | • High River | • Peace River |
| • Chestermere | • Hinton | • Penhold |
| • Cochrane | • Innisfail | • Red Deer |
| • Cold Lake | • Lacombe | • Rocky Mountain House |
| • Crossfield | • Lethbridge | • Strathmore |
| • Didsbury | • Medicine Hat | • Sundre |
| • Drumheller | • Morinville | • Sylvan Lake |

Table 2.2 provides an overview of the current levy rates, including infrastructure categories, rate type, and developable area assumptions, which may be currently under review. These rates are the combined total for water and wastewater rates as well as stormwater, transportation, and facilities where applicable.

Table 2.2 Neighbouring Municipalities for Off-Site Levy Bylaw Comparison Summary

Municipality	Year ¹		Rate Type	Developable Area Considered	Infrastructure Inclusion					Off-Site Levy (\$/ha)		% Paying Each Rate		Levy Breakdown by Land Use (\$/ha)		
	Bylaw	Rate			Water	Wastewater	Stormwater	Transportation	Facilities	Minimum	Maximum	Minimum	Maximum	Residential	Commercial	Industrial
Airdrie	2022	2022	Benefiting Area	Net	✓	✓	✓	✓		\$361,393	\$370,170	-	-	-	-	-
Blackfalds	2015	2018	Benefiting Area	Gross	✓	✓	✓	✓		\$55,619	\$126,703	5.5%	1.6%	55,619 – 126,703	55,619 – 117,542	55,619 – 124,286
Calgary	2019	2023	Benefiting Area	Net	✓	✓	✓	✓	✓	\$519,668	\$571,554	-	-	-	-	-
Camrose	2017	2017	Benefiting Area	Gross	✓	✓	✓	✓		\$12,561	\$201,472	4.2%	1.2%	-	-	-
Chestermere	2023	2023	Benefiting Area	Net	✓	✓	✓	✓	✓	\$235,019	\$391,393	1.0%	1.6%	235,019 – 391,393	245,977 – 391,393	355,283 – 281,141
Cochrane	2021	2023	Benefiting Area	Net	✓	✓		✓	✓	\$281,711	\$336,554	8.8%	1.8%	-	-	-
Cold Lake	2010	2010	Uniform	Net	✓	✓		✓		\$76,243		-	-	-	-	-
Crossfield	2023	2023	Benefitting Area	Not Specified	✓	✓		✓		\$40,363		-	-	-	-	-
Didsbury	2019	2019	Uniform	Net	✓	✓				\$65,572		-	-	-	-	-
Drumheller	1998	1998	Uniform	Gross	✓	✓	✓			\$4,942		-	-	-	-	-
Edson	2016	2016	Benefiting Area	Net	✓	✓		✓		\$17,606	\$102,394	1.5%	12.7%	21,109 – 102,394	21,109 – 102,394	21,022 – 102,394
Fort Saskatchewan	2017	2017	Benefiting Area	Net	✓	✓	✓	✓		\$29,961	\$104,140	67.5%	27.0%	62,940 – 104,140	62,940 – 104,140	29,961 – 61,904
Grande Prairie	2021	2021	Uniform	Net				✓		\$60,000		-	-	-	-	-
High River	2020	2020-2023	Benefiting Area	Net	✓	✓		✓	✓	\$157,944	\$317,243	0.4%	32.9%	-	-	-
Hinton	2014	2014	Uniform	Net	✓	✓	✓	✓		\$49,204		-	-	-	-	-
Innisfail	2017	2017	Benefiting Area	Not Specified	✓	✓		✓		\$14,190	\$23,996	6.9%	93.1%	-	-	-
Lacombe	2023	2024	Benefiting Area	Net	✓	✓	✓	✓	✓	\$56,996	\$97,462	0.3%	8.2%	-	-	-
Lethbridge	2023	2024	Uniform	Net	✓	✓	✓	✓		\$299,000		-	-	-	-	-
Medicine Hat	2019	2019	Benefiting Area	Net	✓	✓	✓	✓		\$33,331	\$168,307	-	-	-	-	-
Morinville	2018	2018	Benefiting Area	Net	✓	✓	✓	✓		\$61,406	\$148,502	54.3%	14.7%	61,406 – 148,502	61,406 – 148,502	62,838 – 148,502
Nanton	2010	2012	Uniform	Not Specified	✓	✓				\$85,030		-	-	-	-	-
Okotoks	2023	2024	Uniform	Gross	✓	✓		✓	✓	\$272,793		-	-	-	-	-
Olds	2023	2023	Benefiting Area	Net	✓	✓	✓	✓		\$72,723		-	-	-	-	-
Peace River	2021	2021	Benefiting Area	Net	✓	✓		✓		\$35,032	\$54,758	0.0%	0.2%	35,362 – 54,758	35,362 – 54,758	35,362 – 54,758
Penhold	2021	2021	Benefiting Area	Net	✓	✓		✓	✓	\$75,711	\$126,043	-	-	-	-	-
Red Deer	2019	2019	Benefiting Area	Net	✓	✓	✓	✓		\$76,529	\$308,956	2.3%	9.7%	-	-	-
Rocky Mountain House	2018	2017	Benefiting Area	Net	✓	✓		✓		\$65,898	\$113,465	6.5%	3.8%	65,898 – 113,465	65,898 – 113,465	69,212 – 112,268
Strathmore	2024	2024	Benefiting Area	Net	✓	✓	✓	✓		\$139,337	\$174,900	1.8%	26.2%	-	-	-
Sundre	2015	2015	Benefiting Area	Net	✓	✓		✓		\$16,907	\$37,671	-	-	-	-	-
Sylvan Lake	2024	2024	Benefiting Area	Net	✓	✓	✓	✓		\$18,958	\$154,314	0.0%	2.1%	18,958 – 154,314	31,870 – 126,278	18,958 – 126,278

¹ Bylaw year refers to the year in which the most recent amendment to the bylaw was completed and/or came into effect. The rate year refers to the year that the rate applies to when various rates are identified and dependent on the year of application.

3.0 Growth Projections/Development Areas

After the 2024 wildfire, many buildings were partially or completely destroyed. As the damaged lots redevelop, it is envisioned that there will be more accessory dwellings and duplexes/4-plexes.

Based on this assumption the Municipality has set a higher growth target that considers the potential densification to a population of 16,180 people. This scenario taken from the Jasper UMP exceeds the 25-year growth horizon used to date in water and sanitary sewer model development. Furthermore, this scenario assumes that two-thirds of the growth occurs in areas with fire damaged structures and the remaining one third occurs through the rest of the townsite. This growth scenario envisions no expansion of the Municipality's boundaries or additional new areas being serviced, but rather infill development focused on fire damaged areas.

3.1 Growth Projections

The existing population of the Municipality is approximately 4,738, which was obtained from the 2021 Census data. Future population projections are based on a high-density scenario where an additional 4,768 units are developed averaging 2.4 people/unit resulting in an additional population of 11,442 for a grand total of 16,180 people.

3.2 Densification

A summary of the existing and future population is provided in **Table 3.1**.

Table 3.1 Densification Summary

Type	Population Scenarios					
	Low		Medium		High	
	Population	Units	Population	Units	Population	Units
Existing	4,738	895	4,738	895	4,738	895
Future	1,094	456	3,340	1,392	11,442	4,768
Total	5,832	1,351	8,078	2,278	16,180	5,663

Note: Assumes a current population based on 2021 Census and 2.4 persons/unit.

Note: The high growth value here falls in between the maximum and medium density scenarios in the densification spreadsheet provided by the Municipality.

Note: 895 units is the value of all residential units taken from the densification spreadsheet provided by the Municipality.

3.3 Densification Areas

This OSL is driven by densification in damaged areas (**Figure 3.1**), as a result flow percentage has been used to approximate land use OSL shares. To assess the breakdown of flow percentage between residential and commercial/institutional (**Table 3.2**), the following assumptions were made:

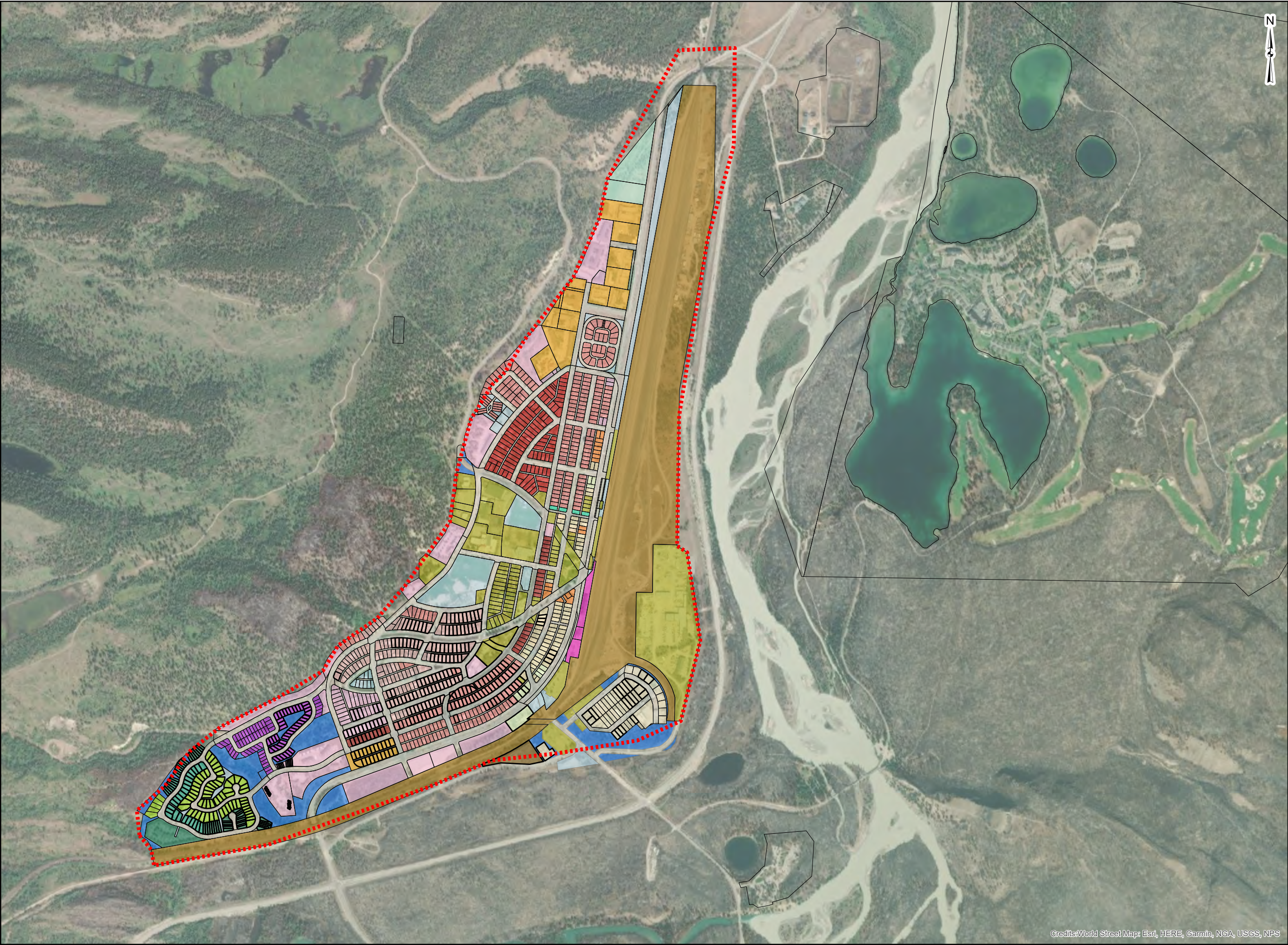
- The Storage & Services (S) zone has a maximum site coverage of around 60%, based on Jasper's land-use rules.
- The site coverage is assumed to be closer to 40%.
- Therefore, 4,000 m² of building floor space corresponds to 1 ha of land.

- The non-residential wastewater flow rate based on land area is assumed to be 40,000 L/d/ha based on Alberta Environment and Protected Areas (AEPA)'s guidelines (AEPA, 2012). It is assumed water use will be of a similar rate to wastewater.

Table 3.2 Flow Percentage Summary

Flow Percentage Summary				
Land Use	Flow	Area ha	Population	Flow L/s
Non-Residential	40,000 L/d/ha	1.00	-	1%
Residential	300 L/c/d	-	11,442.00	99%
Percentage				100%

Note: Assumes a land area of 1 ha for non-residential development, uses 40 m³/d/ha based on AEPA's guidelines.



Legend

- Townsite Boundary
- ▭ Cadastral
- ▭ Damaged Parcels within Townsite
- District Zone**
- ▭ C1 - Commercial
- ▭ C2 - Tourist Commercial
- ▭ C3 - Tourist Commercial Town Centre
- ▭ C4 - Automobile Service Station
- ▭ CCWa - Cabin Creek West One-Unit Dwelling
- ▭ CCWb - Cabin Creek West Two-Unit Dwelling
- ▭ CCWc - Cabin Creek West Multi-Unit Dwelling
- ▭ CR - Community Reserve
- ▭ HS - Hostel
- ▭ I - Institutional
- ▭ Lake Edith Residential
- ▭ NOS - Natural Open Space
- ▭ PS - Public Services
- ▭ R1 - One-Unit Dwelling
- ▭ R2 - Two-Unit Dwelling
- ▭ R2H - Old Town Jasper Historic
- ▭ R3a - Multi-Unit Small Lot Dwelling
- ▭ R3b - Multi Dwelling
- ▭ R4 - Compact Lot
- ▭ ROS - Recreational Open Space
- ▭ RY - Railyard
- ▭ Road
- ▭ S - Storage and Services (Block S)
- ▭ Unzoned Cemetery 1
- ▭ Unzoned Cemetery 2

0 175 350 700 Meters
1:14,000 NAD 1983 CSRS UTM Zone 11N

FIGURE 3.1
DISTRICT ZONES AND DAMAGED
WILDFIRE PARCELS
JASPER OFF-SITE LEVY



Credits: World Street Map: Esri, HERE, Garmin, NGA, USGS, NPS

■ 4.0 Off-Site Levy Assumptions

The Municipality's off-site levies will be charged to any new or incremental development in the Municipality that will impact the need for upgrades in infrastructure, including the following:

- Water supply and distribution
- Wastewater sewer collection and treatment
- Stormwater conveyance

It should be noted that facilities infrastructure has not been included in the calculation of off-site levy rates as part of this Off-Site Levy Review.

Additional assumptions pertaining to the infrastructure projects and the proportions of costs carried in the off-site levy rate calculations for each infrastructure type are outlined in the following sections. General assumptions are as follows:

- Infrastructure projects and associated costs are based on the Jasper UMP (ISL, 2025) which uses 2024 dollars.
- Off-site levy rates are based on projects triggered due to growth.
- Projects are considered to benefit future development only or are shared between future development and the existing population.
- Off-site levy rates can be broken down using uniform or benefiting area rate methodology.
 - All projects are considered to provide global benefit to the Municipality. Therefore, levy rates were calculated on a uniform basis.
- Potential grant funding of infrastructure is not included at this stage. If grant funding is received, an update to the rates would be done at that time.
- No interest or carrying charges have been included at this stage.
- Details of potential endeavours to assist will be detailed by the Municipality in the formal off-site levy policy and/or future development agreements.

4.1 Water Infrastructure Assumptions

Assumptions pertaining to water infrastructure projects as part of this Off-Site Levy Update are as follows:

- The resiliency watermain is levied at 100%;
- PVC piping is assumed for proposed watermains where the material is not specified;
- All proposed watermains are estimated as PVC pressure pipe buried at 2.5 m deep (AEPA minimum);
- An assumed hydrant spacing of 150 m where required;
- Allowances for mobilization and general conditions have been included;
- General conditions also cover temporary facilities, environmental protection, and records;
- Costs are based on 2024 prices and rounded to the nearest \$10,000; and
- The cost estimate is Class D with a 30% contingency and 15% engineering allowance.

4.2 Wastewater Infrastructure Assumptions

Assumptions pertaining to wastewater infrastructure projects as part of this Off-Site Levy Update are as follows:

- Stone Mountain Lift Station Upgrade, Cabin Creek Sanitary Upgrade, and the Highway 16 Trunk Sewer Upgrade are levied at 100% benefit as the upgrades are triggered by proposed development;
- Sewers are estimated to be replaced by PVC at the same average depth as existing sewer being replaced;
- Existing manhole spacing is maintained in refurbished sewers;
- WWTP estimates are preliminary and to be refined;
- Allowances for mobilization and general conditions have been included;
- General conditions also cover temporary facilities, environmental protection, and records;
- Costs are based on 2024 prices and rounded to the nearest \$10,000; and
- The cost estimate is Class D with a 30% contingency and 15% engineering allowance.




5.0 Costing Details

5.1 Water Infrastructure

5.1.1 Water Infrastructure Projects

To facilitate Jasper' anticipated growth, the following are recommended water projects to be included in the Off-Site Levy Bylaw. The locations of each levied upgrade are shown in **Figure 5.1** and summarized in **Table 5.1** below. Details for each project are provided in the project sheets in **Appendix A**.

Table 5.1 Water Infrastructure Project Summary

Project ID	Project Description	Levied	Growth Benefit	Levied Project Cost
WAT-6	Resiliency Watermain		100%	\$1,660,000
WTP-1	Production Well Upgrades		40%	\$1,170,840
WELL-1	WTP and Reservoir Upgrades		46%	\$5,105,034

5.1.2 Water Infrastructure Rates

Based on the water infrastructure upgrade projects and costs outlined above, the levy rates for the water infrastructure are summarized in **Table 5.2**.

Table 5.2 Water Infrastructure Levy Rate Summary





Project ID	Project Description	Levy Rate (\$/Flow%)	Levy Rate (\$/Unit)	Levy Rate (\$/sqft FFA)
WAT-6	Resiliency Watermain	\$16,600	\$344.18	\$0.44
WTP-1	Production Well Upgrades	\$11,708	\$242.76	\$0.31
WELL-1	WTP and Reservoir Upgrades	\$51,050	\$1,058.46	\$1.37

5.2 Wastewater Infrastructure

5.2.1 Wastewater Infrastructure Projects

To facilitate Jasper' anticipated growth, the following are recommended wastewater projects to be included in the Off-Site Levy Bylaw. The locations of each levied upgrade are shown in **Figure 5.2** and summarized in **Table 5.3** below. Details for each project are provided in the project sheets in **Appendix B**.

Table 5.3 Wastewater Infrastructure Project Summary

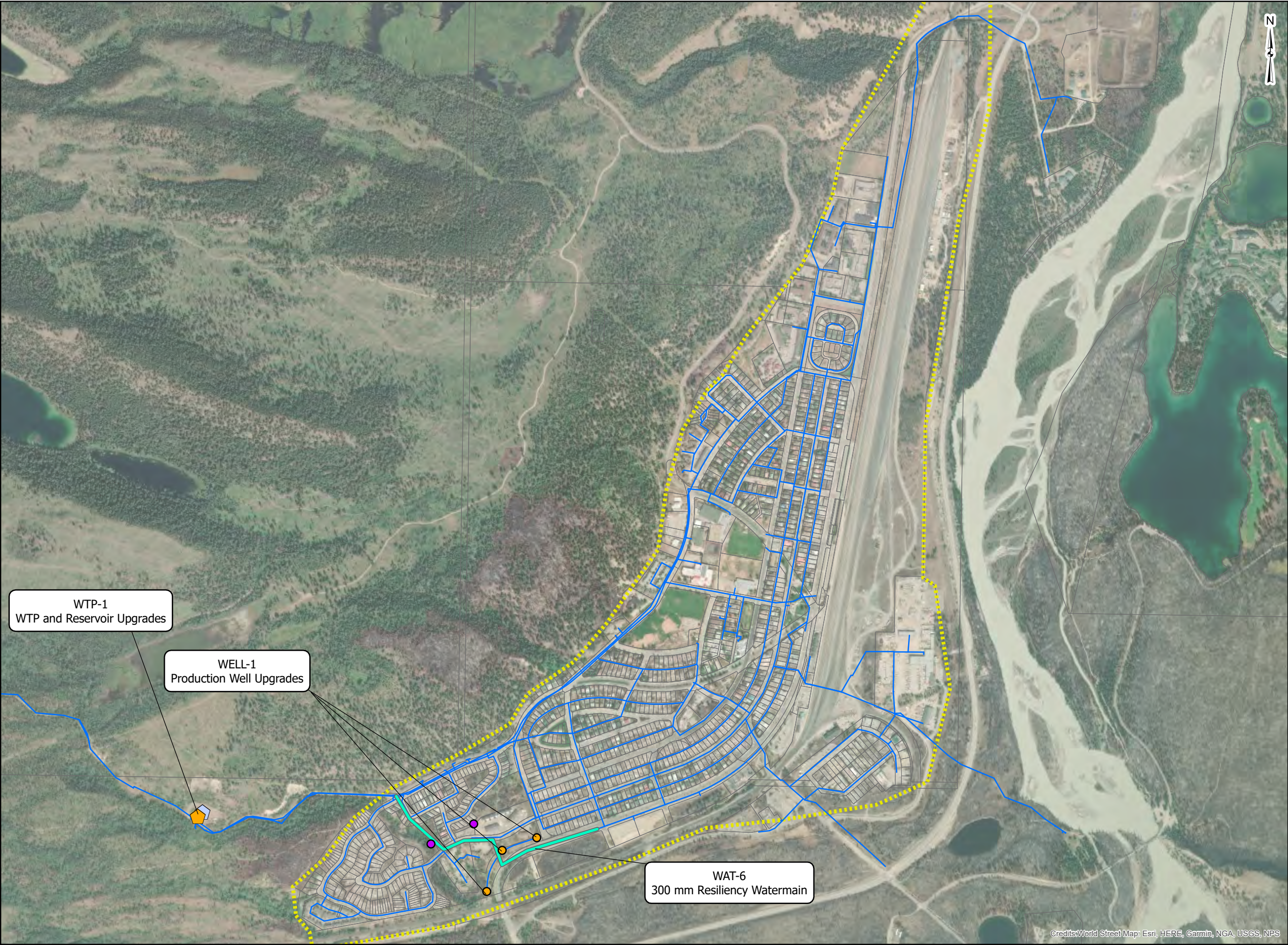
Project ID	Project Description	Levied	Growth Benefit	Levied Project Cost
SAN-3	Stone Mountain Lift Station Upgrade		100%	\$210,000
SAN-4	Cabin Creek Sanitary Upgrade		100%	\$400,000
SAN-5	Highway 16 Trunk Sewer Upgrade		100%	\$340,000
WWTP-1	WWTP Upgrades		72%	\$14,993,280

5.2.2 Wastewater Infrastructure Rates

Based on the wastewater infrastructure upgrade projects and costs outlined above, the levy rates for the wastewater infrastructure are summarized in **Table 5.4**.

Table 5.4 Wastewater Infrastructure Levy Rate Summary

Project ID	Project Description	Levy Rate (\$/Flow%)	Levy Rate (\$/Unit)	Levy Rate (\$/sqft FFA)
SAN-3	Stone Mountain Lift Station Upgrade	\$2,100	\$43.54	\$0.06
SAN-4	Cabin Creek Sanitary Upgrade	\$4,000	\$82.93	\$0.11
SAN-5	Highway 16 Trunk Sewer Upgrade	\$3,400	\$70.49	\$0.09
WWTP-1	WWTP Upgrades	\$149,933	\$3,108.67	\$4.01



Legend

- Townsite Boundary
- ▭ Cadastral
- ▭ Water Reservoir
- ▭ Water Treatment Plant
- Resiliency Watermain
- Water Main

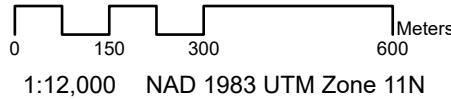


FIGURE 5.1
OSL PROJECTS
WATER UPGRADES
JASPER OFF-SITE LEVY





Legend

- Townsite Boundary
- Cadastral
- Wastewater Treatment Plant
- Lift Station
- Sewer Gravity Main
- Proposed Upgrade Diameter
 - 300 mm
 - 525 mm

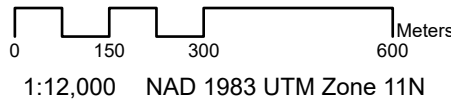


FIGURE 5.2
OSL PROJECTS
SANITARY UPGRADES
JASPER OFF-SITE LEVY



5.3 Summary of Levy Rates

Off-site levy rates may be evaluated using either uniform or benefiting area rates; however, the Municipality has elected to maintain uniform rates for all types of infrastructure as outlined above. A summary of the maximum potential off-site levy rates is provided in **Table 5.5** and full detail of the rates is outlined in **Appendix C**. It should be noted that the maximum potential rates are presented; however, it is the decision of the Municipality's council and administration where to set rates. Off-site levy rates can be set anywhere up to the maximum supportable rate.

Table 5.5 Off-Site Levy Rate Summary

Infrastructure Upgrade	Levy Rate	
	Non-Residential	Residential
	FFA sqft	Unit
Water	\$2.12	\$1,645.40
Wastewater	\$4.27	\$3,305.64
Total	\$6.39	\$4,951.04

5.3.1 Off-Site Levy Rate Comparison

Table 5.6 provides a comparison of the maximum proposed rates outlined above for the Municipality of Jasper with those of neighbouring municipalities.

Table 5.6 Comparison of Levy Rates per Hectare across Neighbouring Municipalities

Municipality	Levy/ha	Cost/Unit
Jasper	-	\$4,951
Hinton	\$49,204	\$2,563
Edson Low	\$17,606	\$917
Edson High	\$102,394	\$5,333
Rocky Mountain House Low	\$65,898	\$3,432
Rocky Mountain House High	\$113,465	\$5,910
Average		\$3,631

Note: Assumes 8 units per acre (19.2 units per hectare)

Note: Average excludes Jasper

6.0 Collection Timing

6.1 Current Off-Site Levy Bylaw

The current payment policy outlined in the Municipality's Off-Site Levy Bylaw is quoted as follows: *"The Off-Site Levy imposed pursuant to this Bylaw shall be paid upon the earlier of the following dates:*

- Levies shall become payable by the leaseholder to the Municipality prior to the superintendent issuing a building permit for the leasehold to which the levies apply, and shall be in addition to any other levies, fees or charges required by the superintendent as a condition of development.*
- Levies shall be returned to the leaseholder with respect to any amounts of gross floor area for which levies have been paid but which the superintendent certifies as not constructed at the time Parks Canada returns the leaseholder's performance bond. Interest will not be applied.*
- Levies shall be returned to the leaseholder with respect to any amounts of gross floor area for which levies have been paid but with respect to which the building permit has not been acted upon and has been allowed to expire as provided for and certified by the superintendent. Interest will not be applied.*
- Levies shall be due and payable, calculated pursuant to section 3.3 herein, with respect to any amounts of gross floor area constituting a greater amount of gross floor area than that for which levies have been paid and which the superintendent certifies as constructed at the time the leaseholder's performance bond is returned.*
- Parks Canada shall not be held liable for unpaid levies due and payable by any leaseholder."*

6.2 Off-Site Levy Bylaws of Neighbouring Municipalities

As part of the review of the off-site levy bylaws of neighbouring municipalities, the timing of the off-site levy collection was noted and is summarized in **Table 6.1**.

Table 6.1 Collection Timing Policies for Neighbouring Municipalities Summary

Municipality	Summary
City of Airdrie	Off-site levies are due prior to final subdivision registration or at development permit issuance.
Town of Blackfalds	Levies payable as a condition of subdivision/development approval.
City of Calgary	Staged payments for subdivisions (30/30/40 over 3 years) or full payment at Development Completion Permit.
City of Camrose	Levies collected through development agreements at subdivision/permit stage (with possible deferrals in agreements).
City of Chestermere	Levies payable at subdivision endorsement or as a condition of development permit.
City of Cold Lake	Levies payable at development agreement (subdivision/permit approval).
Town of Cochrane	Levies due at subdivision agreement or development permit stage.
Town of Crossfield	Levies collected at subdivision or permit approval time.
Town of Didsbury	Levies collected at development approval (subdivision or permit).
Town of Drumheller	Levies due at subdivision endorsement or prior to development permit issuance.
Town of Edson	Levies are due at subdivision or development permit stage, with a down-payment and installments.
City of Fort Saskatchewan	Levies due at development agreement signing, with up to 50% deferrable for one year.
City of Grande Prairie	50% at development agreement, 50% at building permit stage.
Town of High River	10/45/45 installment schedule over 2 years, or full payment at permit release.
Town of Hinton	Levies due at development approval stage via agreement.
Town of Innisfail	Levies due at development agreement (subdivision or development stage).
City of Lacombe	Levies due at subdivision endorsement or development permit issuance.
City of Lethbridge	Levies due via development agreement at subdivision stage or building permit.
City of Medicine Hat	Levies due at subdivision endorsement or building permit; possible deferred payment arrangements.
Town of Morinville	Levies payable at development approval stage.
Town of Nanton	Levies due before subdivision endorsement or development permit release (with possible deferral).
Town of Olds	Levies due at subdivision endorsement or development permit issuance.
Town of Okotoks	50/50 split for larger subdivisions, full payment at permit for developments.
Town of Peace River	Timing set in development agreement; no plan endorsement or permit/occupancy until paid.
Town of Penhold	Levies due at subdivision or permit; updated bylaw in 2021.
City of Red Deer	Levies due at subdivision or building permit; installments by agreement.
Town of Rocky Mountain House	Levies due at time of development agreement (subdivision stage).
Town of Strathmore	Levies due at plan endorsement or prior to development permit release.
Town of Sundre	Levies payable at development agreement signing (subdivision/permit stage).
Town of Sylvan Lake	Levies due at subdivision plan endorsement or development permit release.

As outlined in **Table 6.1**, the Municipality's current payment at building permit stage is comparable to many neighbouring municipalities. The off-site levy collection and timing policy may be outlined in either the Off-Site Levy Bylaw or in the Terms of the Agreement for the Development or Subdivision or subsequent agreements. This is ultimately the Municipality's decision.

7.0 Conclusions and Recommendations

7.1 Conclusions

The Municipality's off-site levies will be charged to any new or incremental development in the Municipality that will impact the need for upgrades in infrastructure, including the following:

- Water supply, distribution, and treatment
- Wastewater sewer collection and treatment

General assumptions applied in this off-site levy review are as follows:

- Infrastructure projects and associated costs are based on the Jasper UMP (ISL, 2025) with costs in 2024 dollars.
- Off-site levy rates are based on flow contribution percentage.
- Projects are considered to benefit future development only or are shared between future development and the existing population.
- Off-site levy rates can be broken down using uniform or flow percentage rate methodology.
 - All projects are considered to provide global benefit to the Municipality. Therefore, levy rates were calculated on a uniform basis.
- Potential grant funding of infrastructure were not included at this stage.
- No interest or carrying charges have been included at this stage.
- Details of potential endeavours to assist will be detailed by the Municipality in the formal off-site levy policy and/or future development agreements.

Additional assumptions pertaining to the infrastructure projects and the proportions of costs carried in the off-site levy rate calculations are summarized as follows:

- Water
 - The resiliency watermain is levied at 100%;
 - PVC piping is assumed for proposed watermains where the material is not specified;
 - All proposed watermains are estimated as PVC pressure pipe buried at 2.5 m deep (AEPA minimum);
 - An assumed hydrant spacing of 150 m where required;
 - Allowances for mobilization and general conditions have been included;
 - General conditions also cover temporary facilities, environmental protection, and records;
 - Costs are based on 2024 prices and rounded to the nearest \$10,000; and
 - The cost estimate is Class D with a 30% contingency and 15% engineering allowance.
- Wastewater
 - Stone Mountain Lift Station Upgrade, Cabin Creek Sanitary Upgrade, and the Highway 16 Trunk Sewer Upgrade are levied at 100% benefit as the upgrades are triggered by proposed development;
 - Sewers are estimated to be replaced by PVC at the same average depth as existing sewer being replaced;
 - Existing manhole spacing is maintained in refurbished sewers;

- WWTP estimates are preliminary and to be refined;
- Allowances for mobilization and general conditions have been included;
- General conditions also cover temporary facilities, environmental protection, and records;
- Costs are based on 2024 prices and rounded to the nearest \$10,000; and
- The cost estimate is Class D with a 30% contingency and 15% engineering allowance.

7.2 Recommendations

Recommendations related to the Municipality's off-site levy update are as follows:

- The Municipality can consider implementing the maximum potential rates contained herein; however, the Municipality may choose to set lower rates to be competitive with other municipalities.
- The Municipality should consider the feedback and questions raised during the development community engagement session into its evaluation of off-site levy rates.
- The Municipality may wish to consider lower levy rates for non-residential development, given its typically positive implications on the municipal tax base.
- The Municipality should consider the suitability of the recommended rates for its purposes.
- The Municipality should determine which timing methodology to utilize in the Off-Site Levy Bylaw.
- The Municipality should review the off-site levy rates once a year to update the associated infrastructure project assumptions, costing, and timelines. This review is to support annual reporting requirements outlined in the MGA, which include details regarding levies collected and spent, and must be made publicly available (Brownlee LLP, 2019).
- The Municipality should complete a detailed review of the Off-Site Levy Bylaw every three to five years (Brownlee LLP, 2019).

■ 8.0 References

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APPENDIX
Water Project Sheets

A

Project WAT-6: Resiliency Watermain

Project Timeline: 2025

Payment Type: Levy

Project Description

This project is a 300 mm watermain connecting reservoir to Connaught Drive as a resiliency watermain.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

Following the devastating 2024 wildfire, enhancing the water system’s resilience and capacity to deliver higher fire flow rates across the network was identified as a key priority. The proposed 825 m, 300 mm diameter watermain would serve as a critical southwest loop, connecting the Municipality’s 450 mm feedermain from the reservoir to the existing 250 mm watermain on Connaught Drive. This new connection would significantly improve fire flows throughout the townsite—particularly in areas where the most substantial decreases were observed under the post-wildfire redevelopment scenario. It would also support future densification and accommodate land uses with higher fire flow demands, such as multi-family residential, institutional, commercial, and industrial developments.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$1,660,000
Developer Built Contribution	\$0
Municipality Contribution	\$0
Leviable Project Cost	\$1,660,000
Remaining Leviable Project Cost	\$1,660,000

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.44	\$344.18

Project WELL-1: Production Well Upgrades

Project Timeline: **2025**

Payment Type: **Levy**

Project Description

This project involves increasing the production capacity through upgrades to the existing production wells.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

Given the recent wildfires, production is slated to increase to meet fire flow demands and future densification.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$2,927,100
Developer Built Contribution	\$0
Municipality Contribution	\$1,756,260
Leviable Project Cost	\$1,170,840
Remaining Leviable Project Cost	\$1,170,840

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.31	\$242.76

Project WTP-1: WTP and Reservoir Upgrades

Project Timeline: 2025

Payment Type: Levy

Project Description

This project addresses post-wildfire redevelopment demands through upgrades to the Water Treatment Plant (WTP) and reservoir.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

Given the recent wildfires and future densification, WTP upgrades and the reservoir size is slated to increase to meet demands.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$11,097,900
Developer Built Contribution	\$0
Municipality Contribution	\$5,992,866
Leviable Project Cost	\$5,105,034
Remaining Leviable Project Cost	\$5,105,034

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$1.37	\$1,058.46



APPENDIX Wastewater Project Sheets

B

Project SAN-3: Stone Mountain Lift Station Upgrade

Project Timeline: 2025

Payment Type: Levy

Project Description

This project involves retrofitting the Stone Mountain Lift Station with larger pumps.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

The Stone Mountain Lift Station requires a capacity upgrade to meet the new peak WWF demands due to growth.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$210,000
Developer Built Contribution	\$0
Municipality Contribution	\$0
Leviable Project Cost	\$210,000
Remaining Leviable Project Cost	\$210,000

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.06	\$43.54

Project SAN-4: Cabin Creek Sanitary Upgrade

Project Timeline: 2025

Payment Type: Levy

Project Description

This project involves increasing the sewer capacity to 300 mm at the Cabin Creek sanitary main following the wildfire.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

This project involves increasing the sewer capacity to 300 mm to accommodate higher flows resulting from post-wildfire redevelopment.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$400,000
Developer Built Contribution	\$0
Municipality Contribution	\$0
Leviable Project Cost	\$400,000
Remaining Leviable Project Cost	\$400,000

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.11	\$82.93

Project SAN-5: Highway 16 Trunk Sewer Upgrade

Project Timeline: **2025**

Payment Type: **Levy**

Project Description

Increase sewer capacity in shallow section of the Highway 16 trunk sewer within the Jasper National Park maintenance facility yard based on increase flows due to the post-wildfire redevelopment scenario. The proposed size is 525 mm.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

With increased lift station output, two sections of the Highway 16 trunk sewer are surcharged due to growth and a capacity upgrade is recommended.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$340,000
Developer Built Contribution	\$0
Municipality Contribution	\$0
Leviable Project Cost	\$340,000
Remaining Leviable Project Cost	\$340,000

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.09	\$70.49

Project WWTP-1: WWTP Upgrades

Project Timeline: **2025**

Payment Type: **Levy**

Project Description

This project includes comprehensive upgrades to the Wastewater Treatment Plant (WWTP), encompassing general requirements, site works and civil improvements - including access road construction and landscaping - structural upgrades such as tanks and concrete infrastructure, as well as enhancements to process mechanical systems, electrical components, and instrumentation and controls.

Reference Documents

- 2025 Wastewater Treatment Plant Study (ISL)

Assumptions and Rationale

These upgrades are required to satisfy the needs of the Municipality over the next 25 years of growth.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$340,000
Developer Built Contribution	\$0
Municipality Contribution	\$0
Leviable Project Cost	\$340,000
Remaining Leviable Project Cost	\$340,000

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$4.01	\$3,108.67



APPENDIX

Detailed Off-Site Levy Calculations

C



Table C1: Water Off-Site Levy Calculations

ID	Project	Cost Estimate Year	Proposed Construction Year	Quantity	Unit	Unit Cost	Capital Cost	Updated Capital Cost	Levy Project Type	Grant Funded	Remaining Capital Cost	Developer Built/Financed	Existing Town Contribution	Levies Collected	Total Levied
WAT-6	Resiliency Watermain	2025	2025	1	LS	\$ 1,660,000	\$ 1,660,000	\$ 1,660,000	New	\$ -	\$ 1,660,000	\$ -	\$ -	\$ -	\$ 1,660,000
WELL-1	Production Well Upgrades	2025	2025	1	LS	\$ 2,927,100	\$ 2,927,100	\$ 2,927,100	New	\$ -	\$ 2,927,100	\$ -	\$ 1,756,260	\$ -	\$ 1,170,840
WTP-1	WTP and Reservoir Upgrades	2025	2025	1	LS	\$ 11,097,900	\$ 11,097,900	\$ 11,097,900	New	\$ -	\$ 11,097,900	\$ -	\$ 5,992,866	\$ -	\$ 5,105,034
Total Water							\$ 15,685,000	\$ 15,685,000		\$ -	\$ 15,685,000	\$ -	\$ 7,749,126	\$ -	\$ 7,935,874



Table C2: Wastewater Off-Site Levy Calculations

ID	Project	Cost Estimate Year	Proposed Construction Year	Quantity	Unit	Unit Cost	Capital Cost	Updated Capital Cost	Levy Project Type	Grant Funded	Remaining Capital Cost	Developer Built/Financed	Existing Town Contribution	Levies Collected	Total Levied
SAN-3	Stone Mountain Lift Station Upgrade	2025	2025	1	LS	\$ 210,000	\$ 210,000	\$ 210,000	New	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ 210,000
SAN-4	Cabin Creek Sanitary Upgrade	2025	2025	1	LS	\$ 400,000	\$ 400,000	\$ 400,000	New	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
SAN-5	Highway 16 Trunk Sewer Upgrade	2025	2025	1	LS	\$ 340,000	\$ 340,000	\$ 340,000	New	\$ -	\$ 340,000	\$ -	\$ -	\$ -	\$ 340,000
WWTP-1	Wastewater Treatment Plant Upgrade	2025	2025	1	LS	\$ 20,824,000	\$ 20,824,000	\$ 20,824,000	New	\$ -	\$ 20,824,000	\$ -	\$ 5,830,720	\$ -	\$ 14,993,280
Total Wastewater							\$ 21,774,000	\$ 21,774,000		\$ -	\$ 21,774,000	\$ -	\$ 5,830,720	\$ -	\$ 15,943,280

Engagement Summary – Proposed Off-Site Levies Bylaw

July 2025

Purpose of Engagement

The Municipality of Jasper, in collaboration with ISL Engineering, hosted two targeted engagement sessions to review and discuss the proposed 2025 Off-Site Levies Bylaw. The objectives of these sessions were to:

- Provide a high-level overview of off-site levies and their role in funding municipal infrastructure
- Compare the existing Off-Site Levies Bylaw #187 (2015) with the proposed 2025 version
- Highlight key changes related to:
 - Structure & Definitions
 - Levy Rates
 - Administrative Processes
 - Exemptions & Rebates
 - Implementation Timeline
- Address participant questions
- Gather feedback to inform the bylaw refinement process

Engagement Format

Two sessions were held to accommodate participant availability and encourage broad industry participation:

- In-Person Session: Held locally, with ten industry professionals in attendance on July 16, 2025.
- Virtual Session: Attended by three industry professionals on July 29, 2025.

Participants were provided with contact information following the sessions and given the opportunity to review materials and submit feedback, questions, or comments at a later date.

Feedback

Theme	Industry Feedback	The 2025 Bylaw
<i>Clarity on When Off-Site Levies are Applicable</i>	Participants expressed a desire for clearer language in the bylaw outlining what types of development activity trigger the application of off-site levies.	The 2025 bylaw explicitly states that only net new residential units or increases to non-residential gross floor area trigger a levy. Like-for-like rebuilds are exempt, which is particularly relevant post-wildfire. This is not clearly defined in the 2015 bylaw.
<i>Transparency of Fund Usage</i>	There was a desire for greater transparency and communication from Municipal Administration about how collected levies are used to support infrastructure.	Both the 2015 and 2025 bylaws require off-site levies to be held in reserve funds and used for specific infrastructure categories. The key improvement in the 2025 bylaw is that it formally delegates authority to the CAO to administer and enforce the bylaw, including the management of levy funds, which was not explicitly stated in the 2015 version.
<i>Support for On-Site Staff Accommodation</i>	One participant advocated for the exploration of rebates, grants, or other mechanisms to support on-site commercial staff housing.	After consideration, Administration recommends exploring a program for financial tools to incentivize affordable housing, separate from an off-site levies bylaw.
<i>Clarity on Rate Calculations</i>	Participants noted that the methodology for calculating levy rates was not well understood in the existing bylaw and requested better clarity and support.	The 2025 bylaw references the <i>Off-Site Levy Report (2025)</i> and <i>Utility Master Plan</i> from ISL Engineering, which provide clear costing methodology. It also standardizes calculation: per unit for residential, per ft ² for non-residential.
<i>Support for Green Energy Initiatives</i>	Stakeholders expressed a desire for more modern support for green building. Rebates in Bylaw #187 were seen as outdated.	Administration recommends providing financial incentives through a program, rather than a bylaw. This will allow for greater flexibility to respond to evolving community needs and avoids the need to amend the bylaw as green building standards change. The new bylaw does not include rebates for green initiatives.

Jasper Off-Site Levies Bylaw (2025)

Presented to: Committee of the Whole

Date: August 12, 2025

Presenter: Marley Pollock, Town Planner

Purpose of Today's Presentation

- Overview of proposed Off-Site Levies Bylaw 2025
- Summary of key changes from Bylaw #187 (2015)
- Discussion of industry consultation and technical support

Why now?

- Outdated Rates
- Improved Methodology
- Fiscal Responsibility
- Equity and Transparency

What Are Off-Site Levies?

- Definition: A charge on developers to fund off-site infrastructure needed for new development.
- Covers:
 - Water & sanitary systems
 - Storm drainage
 - Roads
 - Land for these services (if needed).
- Purpose: Ensures "growth pays for growth" — not existing taxpayers.
- Requires: A municipal bylaw outlining levy rates and usage.

Key Changes in the 2025 Bylaw

- Calculation method:
 - Residential: based on *net new dwelling units*
 - Non-residential: based on *increase in gross floor area (ft²)*
- New rate structure (Schedule A):
 - \$4,951.04 per dwelling unit (residential)
 - \$6.39 per square foot (non-residential)
- CPI adjustment annually on March 1
- Green building rebates removed

How Levies Are Calculated

Step	Bylaw #187 (2015)	Proposed Bylaw (2025)
Residential	\$/ft ²	\$/unit (net new)
Non-Residential	\$/ft ²	\$/ft ²
Trigger	Development Permit	Development Permit

 **Both:** Calculation based on approved development permit drawings submitted to Parks Canada.

What Triggers a Levy?

Category	Levy Triggered When	Levy Not Triggered When
Residential	Net new dwelling units are added	Like-for-like rebuilds or redevelopments (no new units)
Non-residential	Gross Floor Area (GFA) increases	Like-for-like rebuilds or redevelopments (no GFA increase)

📌 Commercial development in Jasper is capped at 118,222 m² by legislation. As of January 2025, all available commercial floor area has been allocated.

When & How Are Levies Paid?

Topic	Bylaw #187 (2015)	Proposed Bylaw (2025)
Payment	Before building permit issuance	Before building permit issuance
Refunds	If permit expires or area not built	If permit expires or area not built
Adjustment	CPI annually (has not been adjusted since 2015)	CPI annually (starting 2026)

 Unpaid levies are owed to the Municipality.

Financial Rates - Schedule “A”

Historical Comparison

Zone / Type	Bylaw #187 (2015)	Bylaw #187 (2015) w/ CPI	Proposed Bylaw (2025)
Residential (R)	\$1.93 / ft ²	\$2.40/ft ²	\$4,951.04 / unit
Commercial (C)	\$2.57 / ft ²	\$3.20/ft ²	\$6.39 / ft ²
Storage / “S” Block	\$1.27 / ft ²	\$1.58/ft ²	\$6.39 / ft ²

💡 Key Shift:

2025 bylaw moves residential from **per ft²** to **per dwelling unit** and aligns rates with updated infrastructure cost estimates.

*** CPI has not been adjusted in Bylaw #187 since 2015.

Fund Use & Transparency

Topic	Bylaw #187 (2015)	Proposed Bylaw (2025)
Fund Type	Utility Capital Reserve	Utility Capital Reserve
Annual Reporting	Not required in text	Mandatory annual reporting by CAO

✓ 2025 Bylaw adds accountability through annual reports and fund tracking. Section 684.4 of the Alberta Municipal Government Act stipulates annual reporting requirements for Municipalities.

Engagement & Consultation

- 2 workshops held with builders, contractors, developers:
 - 1 in-person
 - 1 virtual
- Co-hosted by Administration and ISL Engineering
- Provided info, accepted comments, answered questions
- Feedback incorporated into final draft bylaw

Implementation Timeline



Timeline:

August 12, 2025 - Committee of the Whole

August 19, 2025 - First Reading

September 2, 2025 - Public Hearing & Second Reading

September 16, 2025 - Third Reading & Bylaw Adoption

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Rebuild Bylaw
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Lucas Sherwin, Town Planner
Neil Jones, Licensing and Enforcement Manager
Date: August 12, 2025



Recommendation:

- That Committee recommend Council give first and second reading to the Rebuild Bylaw at the next regular meeting.

Alternatives:

- That Committee direct Administration to make the following edits to the draft Rebuild Bylaw:
 - ...
 - ...

Background:

There are a number of bylaws that regulate the use of public property and establish expectations and requirements for private businesses operating in the municipality. These include:

- Traffic Safety Bylaw #244
- Business Licensing Bylaw #110
- Noise Bylaw #108
- Nuisance Bylaw #046
- Commercial Use of Public Space Bylaw #246

The 2024 wildfire destroyed 358 structures within the Jasper town site and reconstruction activities are expected to take several years.

Discussion:

Administration is proposing a series of changes to existing bylaws to enable efficient and effective use of municipal lands to support the rebuild of the community, reduce red tape, bridge gaps in current legislation, and ensure the Municipality's responsibility for public safety on public lands is maintained.

Based on internal discussions, engagement with builders, consultation with municipal lawyers and staff observations on the ground, Administration is proposing a Rebuild Bylaw, which would amend a number of existing bylaws. The proposed Rebuild Bylaw could be amended as needed and rescinded once rebuild activities have subsided within the community, which would effectively return any amended bylaws to their current state.

The details of the proposed changes are included in the table below and in the draft bylaw attached to this report. Administration is proposing the following edits to the municipal bylaw suite:

Bylaw to be amended	Topic or purpose	Section(s)	Amended clause(s)
Traffic Safety Bylaw #244	Rebuild Zone, add a definition	2	Rebuild Zone shall mean an area designated by the CAO where temporary road closures and other permit conditions may apply to facilitate rebuild activities following the 2024 wildfire.
Traffic Safety Bylaw #244	Rebuild Zone, add operative clause	3.6	The CAO is hereby delegated the authority to: establish a Rebuild Zone on a Highway within the Town to facilitate rebuild activities following the 2024 wildfire.
Traffic Safety Bylaw #244	Permit unattached trailers in front of destroyed or damaged properties	7.18 7.19 7.20	Notwithstanding sections 7.18 and 7.20 above, and subject to the provisions contained elsewhere in this Bylaw, an Owner or operator of a Trailer may park an unattached Trailer in the area of the roadway immediately in front of a destroyed or damaged property affected by the 2024 wildfire, commonly referred to as the parking lane, provided that the Trailer is used for the rebuild or repair of the destroyed or damaged property.
Traffic Safety Bylaw #244	Add over-dimensional (oversized) vehicles to the list of prohibited vehicles so they require a permit	9.1.5 (new)	any Vehicle deemed to be over-dimensional under the provisions of the <i>Traffic Safety Act</i> (Alberta), as amended.
Business Licensing Bylaw #110	Waive permitting requirement for sub-contractors (town wide, not limited to those working on destroyed or damaged properties)	3	Add new section 3.4: Notwithstanding section 3.2 above, a Person is not required to hold a Business Licence if: 3.4.1 such Person is a sub-contractor of a prime contractor who holds a valid Business Licence; and 3.4.2 such Person is listed as a sub-contractor of a prime contractor who holds a valid Business Licence, in a method prescribed by the CAO.
Noise Bylaw #108	Vary the construction work on Sundays and holidays provisions for destroyed or damaged properties	6	Add new section 6.5: Notwithstanding the provisions herein, a Person providing construction, renovation, landscaping or other similar services may carry on activities of any type in the Town which involve hammering, sawing or the use of machine tools or equipment capable of

			creating a sound which may be heard beyond the boundaries of the site on which the activity is being carried out on Sundays and Holidays between the hours of 10:00 am and 6:00 pm, provided that the property being worked on was destroyed or damaged during the 2024 wildfire.
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First, the Rebuild Bylaw would amend the ***Traffic Safety Bylaw*** to allow for the establishment of Rebuild Zones, where the CAO may authorize temporary road closures and more flexible permit requirements for builders operating in areas where most properties were destroyed. Defining criteria for establishing such zones would be the responsibility of the CAO, based on recommendations from municipal staff participating in the Construction Coordination Working Group of the Jasper Recovery Coordination Centre (JRCC). Restricting access to construction and local traffic only in defined zones would enable builders to perform their work efficiently while ensuring public safety is maintained. Although the CAO already has broad authorities under the current bylaw, Administration believes it is prudent to add such clauses to the ***Traffic Safety Bylaw*** to establish Council support for the initiative, confirm the CAO's authority to establish the zones, and support the communications, compliance and enforcement practices required to support the proposal.

Second, the Rebuild Bylaw would amend the ***Business Licensing Bylaw*** to exempt all sub-contractors working for a prime contractor who holds a valid business licence in the Municipality of Jasper from the requirement to get their own individual business licence. Prime contractors would be required to provide a list of their sub-contractors for administrative and compliance purposes, so the Municipality would maintain knowledge and awareness of the contractors operating in town. This initiative would reduce red tape considerably, and would benefit both the contractors and the municipal staff tasked with the implementation of the business licensing program.

Finally, the Rebuild Bylaw would amend the ***Noise Bylaw*** to allow construction noise on Sundays and holidays between the hours of 10:00 a.m. and 6:00 p.m. While the CAO already has authority to allow this practice by issuing permits under the provisions of the current bylaw, Administration believes the nature and length of time of this proposed change warrants a specific clause to be added to the ***Noise Bylaw***.

In closing, Administration recognizes that the rebuild will present many challenges and opportunities for the Municipality to adapt its processes as new information becomes available. The information in this report represents our current understanding of the changes required to reduce red tape while protecting our liability on public lands. There will no doubt be further changes and amendments required as the community progresses through the rebuild. Administration will bring any further matters requiring a Council decision forward as they arise.

Strategic Relevance:

- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses
- Ensure residents receive quality service that provides strong value for dollar
- Facilitate others in developing diverse housing options
- Ensure recovery planning and implementation is driven by local needs and empowers residents and businesses to meaningfully participate in rebuilding their community.

- Commit to an adaptive recovery approach based on regular public reporting and feedback.

Relevant Legislation:

- [Traffic Safety Act](#) (RSA 2000, cT-6)
- [Traffic Safety Bylaw \(#244\)](#)
- [Business Licensing Bylaw \(#110\)](#)
- [Noise Bylaw \(#108\)](#)

Financial:

The proposed changes would reduce the amount of staff time required to implement regular municipal programs in the extraordinary context of the community rebuild, namely for Bylaw Enforcement staff and Urban Design and Standards staff, who are now tasked with municipal permitting.

The proposed changes to the business licensing regime represent a potential loss in revenue. However, the increase in revenue from licensing all sub-contractors was not factored into the 2025 operating budget, and therefore would not affect the 2025 operating budget in a material way. Although not financial, the friction cost of a complex administrative process, both for builders and for staff, should not be understated.

Attachment:

Draft Rebuild Bylaw

**MUNICIPALITY OF JASPER
BYLAW #XXX**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AMEND EXISTING BYLAWS AFFECTING COMMUNITY REBUILD FOLLOWING THE 2024 WILDFIRE.

WHEREAS Section 16 of the *Traffic Safety Act* (Alberta), as amended, provides that a Council may pass bylaws regulating and controlling traffic within the Municipality;

AND WHEREAS the *Municipal Government Act* (RSA 2000, cM-26) provides that a Council may pass bylaws respecting the regulation and licensing of businesses operating within the Municipality;

AND WHEREAS the *Municipal Government Act* (RSA 2000, cM-26) provides that a Council may pass bylaws regulating noise within the Municipality;

NOW THEREFORE BE IT RESOLVED that the Council of the Specialized Municipality of Jasper, in the Province of Alberta, duly assembled, enacts:

1. CITATION

- 1.1. This Bylaw may be cited as the "Rebuild Bylaw 2025".

2. PURPOSE

- 2.1. This Bylaw amends Bylaw #244, the *Traffic Safety Bylaw*; Bylaw #110, the *Town of Jasper Business Licensing Bylaw 2008A*; and Bylaw #108, the *Town of Jasper Noise Bylaw 2008*.

3. AMENDMENTS

- 3.1. Section 2 of Bylaw #244, the *Traffic Safety Bylaw*, is hereby amended as follows:

3.1.1 Add a new section 2.1.33 "**Rebuild Zone** shall mean an area designated by the CAO where temporary road closures and other permit conditions may apply to facilitate rebuild activities following the 2024 wildfire;"

3.1.2 Current sections 2.1.33 to 2.1.42 are renumbered to 2.1.34 to 2.1.43.

- 3.2. Section 3.6 of Bylaw #244, the *Traffic Safety Bylaw*, is hereby amended as follows:

3.2.1 Add a new section 3.6.8 "establish a Rebuild Zone on a Highway within the Town to facilitate rebuild activities following the 2024 wildfire."

- 3.3. Section 7 of Bylaw #244, the *Traffic Safety Bylaw*, is hereby amended as follows:

3.3.1 Add a new section 7.21 "Notwithstanding sections 7.18 and 7.20 above, and subject to the provisions contained elsewhere in this Bylaw, an Owner or operator of a Trailer may park an unattached Trailer in the area of the Roadway immediately in front of a destroyed or damaged property affected by the 2024 wildfire, commonly referred to as the parking lane, provided that the Trailer is used for the rebuild or repair of the destroyed or damaged property."

3.3.2 Current sections 7.21 to 7.26 are renumbered to 7.22 to 7.27.

- 3.4. Section 9.1 of Bylaw #244, the *Traffic Safety Bylaw*, is hereby amended as follows:

3.4.1 Add a new section 9.1.5 "any Vehicle deemed to be over-dimensional under the provisions of the *Traffic Safety Act* (Alberta), as amended."

- 3.5. Section 3 of Bylaw #110, the *Town of Jasper Business Licensing Bylaw 2008A*, is hereby amended as follows:

3.5.1 Add new sections 3.4, 3.4.1 and 3.4.2 as follows:

"3.4 Notwithstanding section 3.2 above, a Person is not required to hold a Business Licence if:

3.4.1 such Person is a sub-contractor of a prime contractor who holds a valid Business Licence; and

3.4.2 such Person is listed as a sub-contractor of a prime contractor who holds a valid Business Licence, in a method prescribed by the CAO"

- 3.5.2 Current sections 3.4 to 3.6 are renumbered to 3.5 to 3.7.
- 3.6 Section 6 of Bylaw #108, the *Town of Jasper Noise Bylaw 2008*, is hereby amended as follows:
- 3.6.1 Add a new section 6.5 "Notwithstanding the provisions herein, a Person providing construction, renovation, landscaping or other similar services may carry on activities of any type in the Town which involve hammering, sawing or the use of machine tools or equipment capable of creating a sound which may be heard beyond the boundaries of the site on which the activity is being carried out on Sundays and Holidays between the hours of 10:00 am and 6:00 pm, provided that the property being worked on was destroyed or damaged during the 2024 wildfire."

4. **RATIFICATION**

- 4.1. Except as hereinbefore expressly provided, all provisions of Bylaw #244, the *Traffic Safety Bylaw*, are hereby ratified and confirmed and shall continue in full force and effect.
- 4.2. Except as hereinbefore expressly provided, all provisions of Bylaw #110, the *Town of Jasper Business Licensing Bylaw 2008A*, are hereby ratified and confirmed and shall continue in full force and effect.
- 4.3 Except as hereinbefore expressly provided, all provisions of Bylaw #108, the *Town of Jasper Noise Bylaw 2008*, are hereby ratified and confirmed and shall continue in full force and effect.

5. **SEVERABILITY**

- 5.1. If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

6. **COMING INTO EFFECT**

- 6.1. This Bylaw shall come into force and effect on the final day of passing thereof.

READ a first time this day of August, 2025

READ a second time this day of August, 2025

READ a third time and finally passed this day of September, 2025

Mayor

Chief Administrative Officer

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Post-Wildfire Infrastructure Damage Assessment
From: Bill Given, Chief Administrative Officer
Prepared by: Courtney Donaldson, Director of Operations & Utilities
Reviewed by: Michael Fark, Director of Recovery
Date: August 12, 2025



Recommendation:

That Committee recommend Council receive the report for information.

Alternatives:

- That Committee recommend Committee direct Administration to engage directly with affected leaseholders to explore alternative cost-sharing arrangements.
- That Committee receive the report for information and take no further action.

Background:

- In September 2024, Administration engaged WSP Engineering to complete an inventory of municipal infrastructure damage caused by the wildfire and associated emergency response activities.
- The resulting assessment identified approximately \$3.5M in damage. These damages were included in the Municipality's Disaster Recovery Program (DRP) application.
- Development Permits issued by Parks Canada for wildfire-related demolition and debris removal clearly state (Condition 8) that lessees are responsible for damage to adjacent public property.
- In July 2025, following the conclusion of most debris removal work, Administration re-engaged WSP to complete a follow-up survey to identify damage incurred during cleanup.
- The July 2025 report identified approximately \$900,000 in new damages to sidewalks, curbs, and gutters.
- Administration estimates that 135 leaseholders have adjacent municipal damage related to debris removal activities.
- On July 25, 2025, Administration issued letters to 14 leaseholders whose properties had the most significant infrastructure damage.
- Administration committed to notifying additional affected leaseholders beginning Monday, July 28.
- A public update was posted to the municipal website and shared via social media on July 27, 2025.

Discussion:

In the immediate aftermath of the 2024 wildfire, Administration undertook a comprehensive engineering assessment to determine the scope of damage to municipal infrastructure caused by both the fire and associated response activities. These damages, totalling approximately \$3.5M, were included in the Municipality's Disaster Recovery Program (DRP) application and comprised a range of asset categories, including roads and sidewalks.

Recognizing that demolition and debris removal activities might further impact public infrastructure, a follow-up assessment was conducted in July 2025. At this point, cleanup efforts were largely complete, including at several challenging properties in the Cabin Creek area. The WSP reassessment identified approximately \$900,000 in additional damages, specifically to sidewalks, curbs, and gutters.

Per Parks Canada Development Permit Condition 8, leaseholders are responsible for damage to adjacent municipal property. In many cases, however, such damage results from contractor activity. To assist leaseholders, the Municipality encouraged recovery through contractor reimbursement or insurance claims and issued letters outlining the process.

The decision to prioritize prompt notification to leaseholders, particularly those facing significant estimated damages—was intended to enable timely claims before insurance settlements closed. This timing, while strategically motivated, coincided with a sensitive community period, prompting public concern about the method and pace of communication.

To reduce burden on individual leaseholders and ensure fairness, Administration is also engaging directly with contractors and exploring consistent approaches to recovery. Any full-scale infrastructure repair will be delayed until post-rebuild to avoid new damage to newly repaired assets.

Strategic Relevance:

- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Focus on prevention, mitigation, and preparation for natural disasters.
- Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

The cost recovery process is designed to minimize financial impact on leaseholders by encouraging cost redirection to responsible contractors or insurance providers. Administration has acknowledged community concerns about communication and has committed to improved transparency and fairness.

Relevant Legislation:

- Parks Canada Development Permit Conditions (Condition 8 – Lessee responsibility for adjacent municipal property)

Financial:

- The September 2024 damages were estimated at \$3.5M and included in the DRP application.
- The July 2025 reassessment identified \$900,000 in new damage.
- This amount is subject to recovery from leaseholders and/or contractors; the recoverable amount may vary based on asset depreciation, infrastructure condition prior to fire, and replacement timeline.
- No funding is currently budgeted for repairs. Repairs will be sequenced with post-rebuild construction.
- No reserve draw or borrowing is being requested at this time.

Attachments:

- WSP Municipality of Jasper Fire Asset Doc (2024) & Fire Damage Estimate (September 26, 2024)
- WSP Post Clean-Up Damage Assessment (July 21, 2025)

MUNICIPALITY OF JASPER

FIRE DAMAGE TO ASSETS REPORT 2025



WSP Canada Inc.

131-135 27 Street

Edson, AB T7E-1N9

WSP.com

INTRODUCTION

WSP Canada Inc. (WSP) was retained by the Municipality of Jasper to provide a preliminary inventory of damage to municipal infrastructure assets caused by the 2024 wildfire. Approximately one third of the municipality was severely impacted in the area bounded by Miette Avenue, Cabin Creek Drive, and Sleepy Hollow Road. WSP made a visual inspection of roadways within this zone and recorded position and quantity of damage to asphalt and concrete caused both by the fire and by firefighting efforts. In addition, damage to street furniture such as signs and lighting was provided by the municipality.

It is expected that the damage list will grow over the next years as cleanup and reconstruction proceeds. Heavy loads and construction equipment will likely cause more damage to roads and sidewalks.

WSP has compiled a list of damaged infrastructure items in association with municipal employees. Estimated reconstruction costs are included. Please refer to the attached summary of items and estimated costs.

Item 1: Mobilization. Mobilization is typically 15% of the anticipated construction cost. It was calculated at **\$361,290.00** by summing the individual cost of each of the following items and adding 15%.

Items 2 and 3: Removal and replacement of damaged asphalt.



Fire Damage to Asphalt- tracked and burned areas

This map shows roughly where areas of damage to roadway surfaces caused both by the fire and by heavy equipment engaged in fighting the fire. The red areas show damage caused by burning vehicles and by turning movements of tracked machines. The blue areas represent the paths of the heavy tracked equipment as it moved from one fire zone to another. While none of this damage is of an immediate safety concern, it has weakened the road surface, either by burning out the asphalt causing ravelling, or by creating weak spots where water and ice can enter exposing the base to freeze/thaw damage. The life expectancy of the roads will be shortened if repairs are not undertaken. In the opinion of WSP the most cost-effective way of forestalling future road deterioration would be a 50mm mill and fill operation whereby the damaged surfaces would be removed to depth of 50mm and replaced with new asphalt.

The total cost to repair damaged asphalt is estimated to be **\$1,482,930.00**, broken down as follows:

Priority (burned and gouged): 13641.6m² @ \$45.00/m² = 613,872.00

Track Damage (varying severity): 19312.4m² @ \$45.00/m² = \$869,058.00





Pictured above: Typical damage to roadways including burned asphalt, gouged asphalt, and track damage from heavy equipment.

Items 4-10: Remove, Dispose, and Replace Damaged Concrete



Damage to sidewalk, curb, and gutter

This map roughly shows sections of sidewalk and curb and gutter damage (marked in red). The blue areas represent reinforced laneway crossings. The green areas represent damaged decorative brick inlay on Patricia Street. In some instances, the extreme heat burned off the top layer of concrete. In most cases the damage was caused by a tracked machine crossing the sidewalk during firefighting operations.

In most cases, the sidewalk damage constitutes a tripping hazard to pedestrian traffic. WSP recommends cutting back damaged concrete to the nearest joint, removing the damaged material and replacing with fresh concrete.

Item 4: Remove and Dispose Damaged Concrete: (1,000m² @ \$50.00/m² = \$50,000.00) Damaged concrete will likely have to be trucked out of the park resulting in a high unit cost for disposal).

Item 6: Supply and Install Sidewalk: (830m² @ \$350.00/m² = \$290,500.00)



Pictured above: Typical damage to sidewalk caused by heavy equipment



Pictured above: Sidewalk damage caused by intense heat of fire

Item 7: Industrial Lane Crossings: (150m @ \$600.00/m² = \$90,000.00) Laneway crossings and commercial entrances are reinforced to provide the extra strength needed to withstand traffic.



Pictured above: Damage to laneway crossing by tracked equipment



Pictured above: Commercial entrance damaged by tracked equipment

Item 8: Reinstall Decorative Brick Sidewalk: 60m2 @ \$500.00/m2 = \$30,000.00



Pictured above: Typical decorative sidewalk damage from firefighting efforts

Items 9 and 10: Supply and Install Curb and Gutter: 220m @ \$250.00/m= \$55,000.00.

Damage to curb and gutter was mainly caused by heavy equipment during firefighting operations. In some instances, the intense heat from the fire damaged the concrete.



Pictured above: Damaged curb and gutter on Cabin Creek Drive

Items 11 and 12: Tree Removal and Median Landscaping: 4000m² @ \$25.00/m² = \$100,000.00. Many of the burned trees had already been removed by the time of the survey so this value could rise after discussion with municipal employees.





Pictured above: Burned trees Miette Ave median, Median landscaping required Miette Ave

Item 13: Alley Restoration: 4200m² @ \$30.00/ =126,000.00. Several alleys were noted to be in poor condition owing to firefighting efforts and by exposing utilities by excavation. Many sections of alley can be restored by adding surface gravel and blading to original condition.



Pictured above: Typical damage to alley ways

Item 14: Lane Lines: 600m @ \$10.00/m = \$6000.00. Lane dividing lines will have to be re-established following paving.



Pictured above: Existing Lines Connaught Ave

Item 15: Crosswalks: 3 @ \$1,000.00 each = \$3000.00 Crosswalks will have to be repainted following paving.



Pictured above: Crosswalk on Connaught Ave

Item 16: Solid Waste Collection Bins: 3 @\$15,000.00 each = \$45,000.00. Item identified by Municipal employees.





Pictured above: Typical damage to waste collection bins

Item 17: Compost Bins: 2 @ \$6,000.00 each = \$12,000.00. Item identified by municipal employees.

Item 18: Compost Carts: 6 @ \$2,000.00 each = \$12,000.00. Item identified by municipal employees.

Item 19: Streetlights: 26 @ \$3,500.00 each = \$91,000.00. Count by municipal employees.

Items 20 and 21: Traffic and Street Signs: 4 @ \$150.00 each = \$600.00. Count by municipal employees.



Pictured above: Burned Street and stop sign.

Item 22: Two Post Signs: 2 @ \$2,000.00 each =\$4,000.00. Count by municipal employees.



Pictured above: damaged post signs

Item 23: Playground Structure: \$50,000.00. Item identified by municipal employees.

Item 24: 2m Wood Retaining Wall: 40m @ \$300.00/m = \$12,000.00. Item identified by Municipal employees.

Item 25: Tree Wells and planters: 3 @ \$2,000.00 each = \$6,000.00. Item identified by municipal employees.



Pictured above: Tree wells and planters destroyed by fire and firefighting efforts

Item 26: Cedar Fencing: 450m @ \$150.00/m = \$67,500.00. Item identified by municipal employees.



Pictured above: Fencing damaged by fire (typical)

CONCLUSION

The above list was compiled by WSP in association with the Municipality of Jasper in September 2024. The total of these items is estimated to be **\$2,905,390.00**. An additional contingency of 15% is included to allow for overlooked items and unforeseen circumstances. Engineering fees of 7% are added to bring the total up to **\$3,544,575.80**.



MOJ Interim Fire Damage Quantities
Estimate

September 26,2024

Unit Price – FIRE DAMAGE

Item	Item Description	Unit	Estimated Quantity	Unit Price	Estimated Cost
1	Mobilization/Demobilization - 15% Construction Cost	Lump Sum	1	\$361,290.00	\$361,290.00
2	Mill 50mm depth	m2	33,000	\$15.00	\$495,000.00
3	Asphalt 50mm depth	m2	33,000	\$30.00	\$990,000.00
4	Concrete remove and dispose	m2	1,000	\$50.00	\$50,000.00
6	Standard mono sidewalk (varying widths-1.8-2.2m)	m2	830	\$350.00	\$290,500.00
7	Industrial lane crossings full width	m2	150	\$600.00	\$90,000.00
8	Brick sidewalk	m2	60	\$500.00	\$30,000.00
9	Curb and gutter rolled 600mm	m	170	\$250.00	\$42,500.00
10	Curb and gutter standard	m	50	\$200.00	\$10,000.00
11	Median rehab (tree and stump removal)	m2	4,000	\$10.00	\$40,000.00
12	Median landscaping	m2	4,000	\$15.00	\$60,000.00
13	Alley Restoration	m2	4,200	\$30.00	\$126,000.00
14	Lane lines (Connaught)	m	600	\$10.00	\$6,000.00
15	Crosswalks	each	3	\$1,000.00	\$3,000.00
16	Solid Waste Collection Bins	each	3	\$15,000.00	\$45,000.00
17	Compost Bins	each	2	\$6,000.00	\$12,000.00
18	Compost Carts	each	6	\$2,000.00	\$12,000.00
19	Street Lights	each	26	\$3,500.00	\$91,000.00
20	Traffic Signs	each	2	\$150.00	\$300.00
21	Street Signs	each	2	\$150.00	\$300.00
22	Two Post Signs	each	2	\$2,000.00	\$4,000.00
23	Play Ground Structure	each	1	\$50,000.00	\$50,000.00
24	2m Wood Retaining Wall	m	40	\$300.00	\$12,000.00
25	Tree Wells and Planters	each	3	\$2,000.00	\$6,000.00
26	Cedar Fencing	m	450	\$150.00	\$67,500.00
SUBTOTAL					\$2,905,390.00

SUMMARY

Modified Contract	\$2,905,390.00
15% Contingency	\$435,808.50
7% Engineering Fees	\$203,377.30
TOTAL	\$3,544,575.80

Notes:

MUNICIPALITY OF JASPER

POST CLEANUP DAMAGE SURVEY



WSP Canada Inc.

131-135 27 Street

Edson, AB T7E-1N9

WSP.com

INTRODUCTION

WSP Canada Inc. (WSP) was retained by the Municipality of Jasper to provide a follow up inventory of damage to municipal infrastructure assets caused by cleanup crews following the 2024 wildfire. Approximately one third of the municipality was severely impacted in the area bounded by Miette Avenue, Cabin Creek Drive, and Sleepy Hollow Road. In September 2024, WSP made a visual inspection of roadways within this zone and recorded position and quantity of damage to asphalt and concrete caused both by the fire and by firefighting efforts. In July 2025 WSP resurveyed the afflicted areas, surveying damage not previously noted.

A considerable amount of concrete, both curb and gutter and sidewalk, was impacted by the cleanup. The majority of this was in the Cabin Creek area. Damage ranges from moderate to major and appears to have been mainly caused by heavy equipment operating too close to the back of curb or back of walk. Occasionally, the machine has crossed over the sidewalk or curb. Although the damage may appear minor, repair involves the removal and replacement of the entire structure between the nearest joints.

Very little additional damage to asphalt was observed.

WSP recorded a total of 414.6m of damaged curb and gutter and 1009.3m² of damaged sidewalk not previously surveyed. There is much more damage now than in the immediate aftermath of the fire. WSP concluded that the additional damage was caused during the cleanup operations.

A summary of estimated costs is attached.

The following pictures illustrate typical damage to concrete infrastructure:

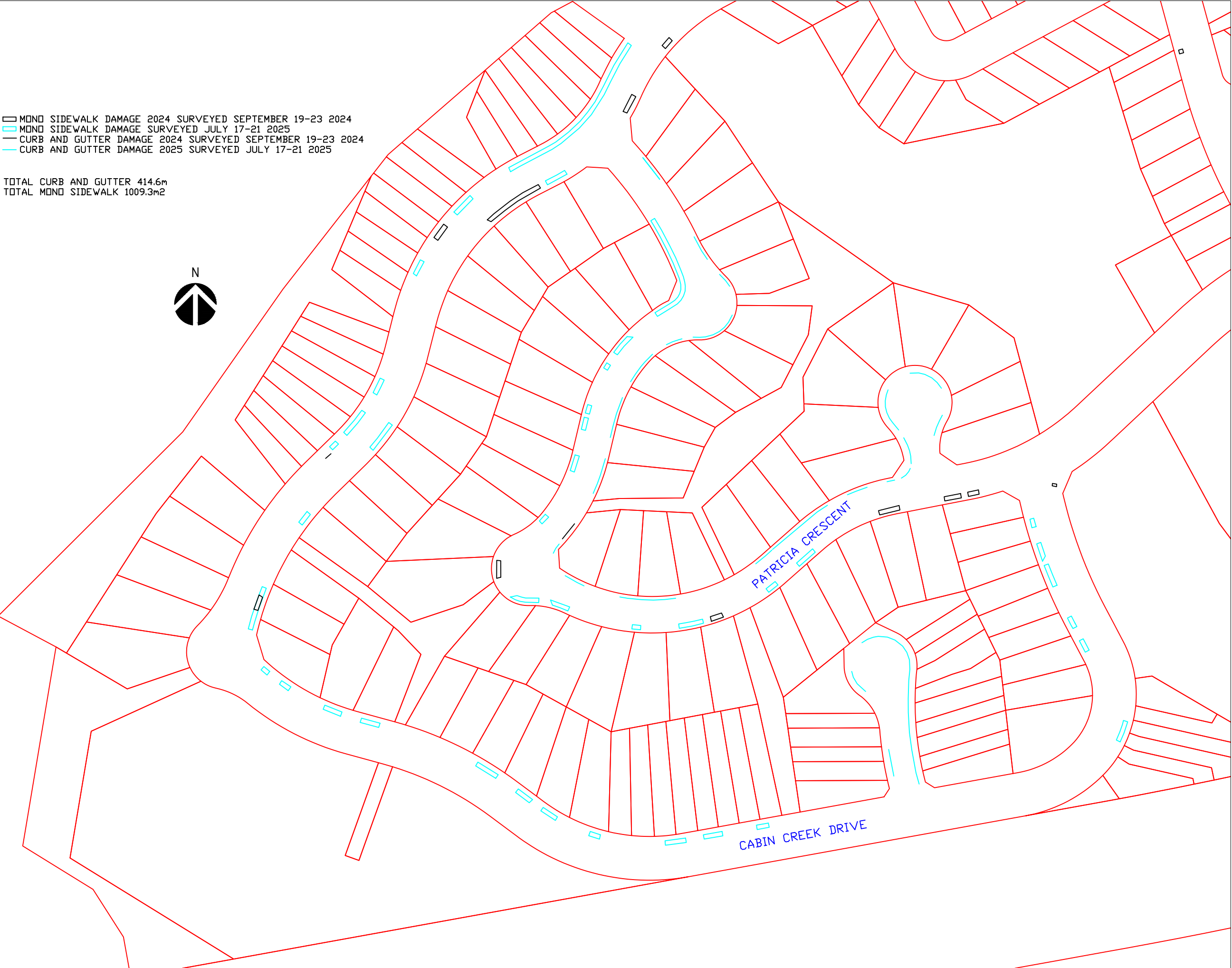






- MOND SIDEWALK DAMAGE 2024 SURVEYED SEPTEMBER 19-23 2024
- MOND SIDEWALK DAMAGE SURVEYED JULY 17-21 2025
- CURB AND GUTTER DAMAGE 2024 SURVEYED SEPTEMBER 19-23 2024
- CURB AND GUTTER DAMAGE 2025 SURVEYED JULY 17-21 2025

TOTAL CURB AND GUTTER 414.6m
TOTAL MOND SIDEWALK 1009.3m2

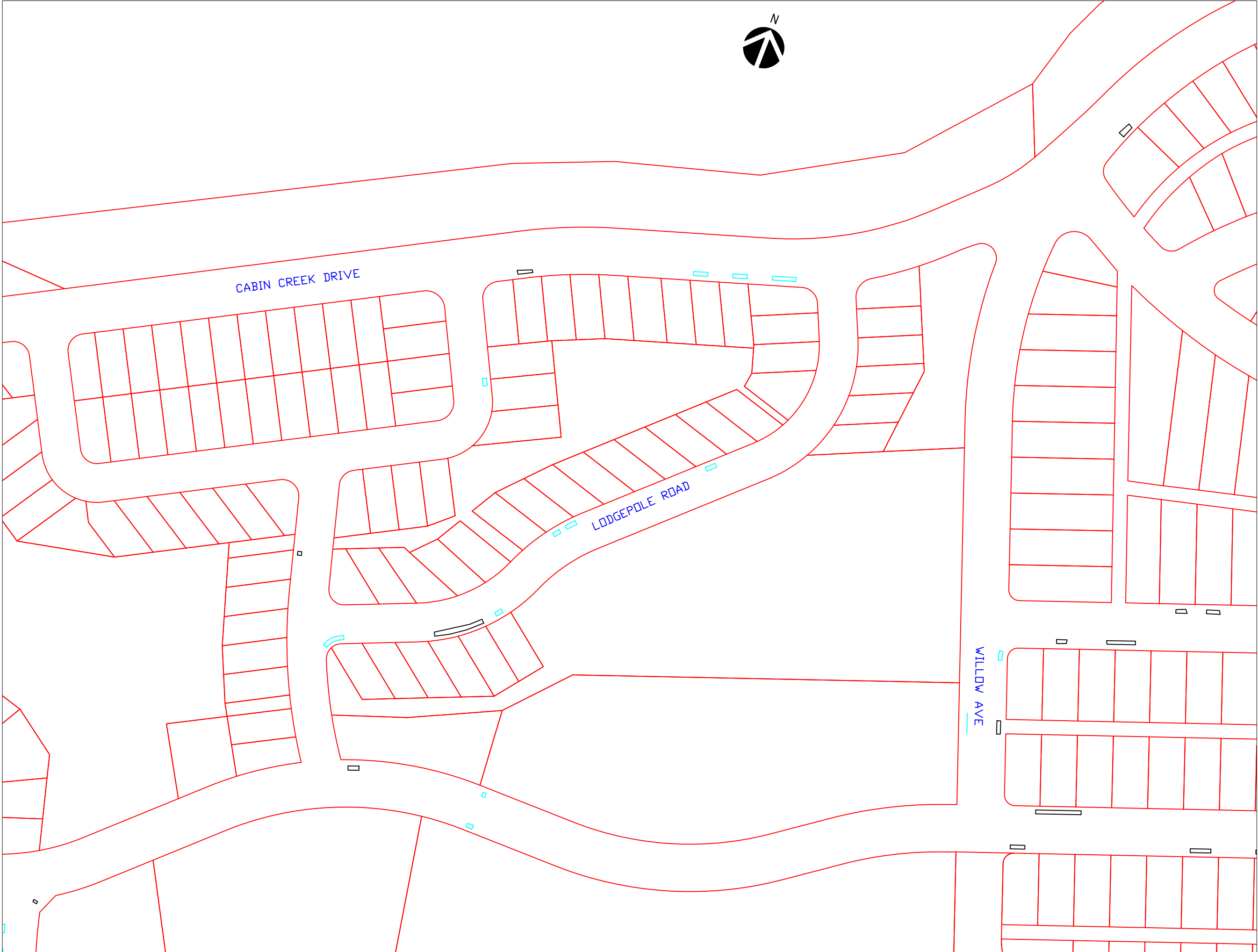


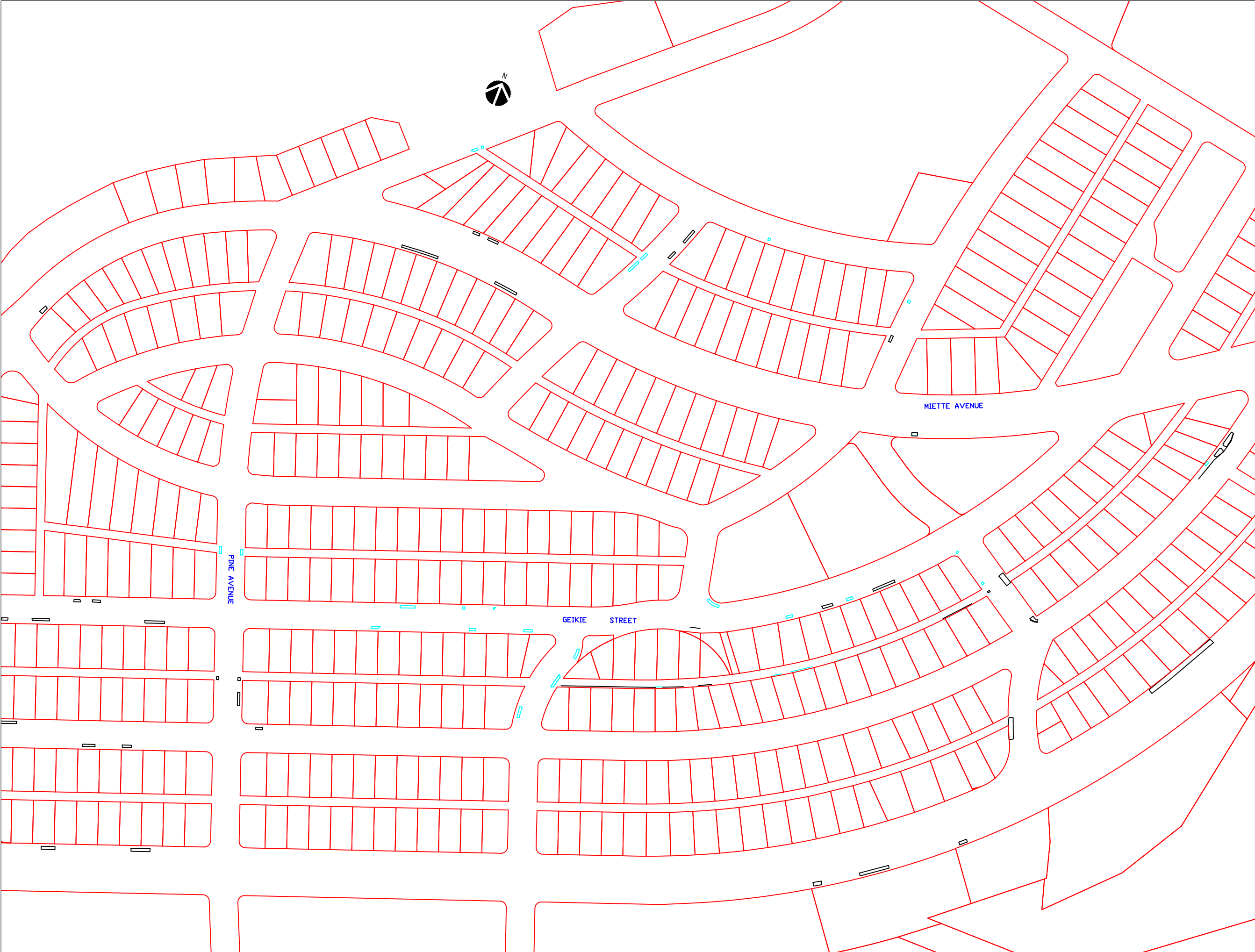


CABIN CREEK DRIVE

LODGEPOLE ROAD

WILLOW AVE







MOJ Estimate of Concrete Damaged During Cleanup
Estimate

Unit Price – CLEANUP DAMAGE

Item	Item Description	Unit	Estimated Quantity	Unit Price	Estimated Cost
1	Mobilization/Demobilization (15%)	Lump Sum	1	\$94,425.00	\$94,425.00
2	Mono sidewalk (remove, dispose, and replace)	m2	1,010	\$500.00	\$505,000.00
3	Curb and gutter rolled 600mm (remove, dispose, and replace)	m	415	\$300.00	\$124,500.00
SUBTOTAL					\$723,925.00

SUMMARY

Modified Contract	\$723,925.00
15% Contingency	\$108,588.75
Engineering Fees (10%)	\$72,392.50
TOTAL	\$904,906.25

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Health and Safety Policy
From: Bill Given, Chief Administrative Officer
Reviewed by: Health and Safety Committee and Senior Leadership Team
Date: August 12, 2025



Recommendation:

That Committee recommend Council approve Policy E-109 Health and Safety as presented.

Alternatives:

That Committee direct Administration to make the following edits to the draft policy:

Background:

On June 24, 2025, Committee passed a motion that Committee direct Administration to revise Policy E-109 and return to a future meeting.

Discussion:

The current Health and Safety policy has remained unchanged since its adoption. The current version is brief and focused on physical safety. It references occupational health and safety legislation in general terms, but doesn't address psychological safety, social well-being or clarify the roles and responsibilities. The proposed updates are part of the regular review process, to ensure alignment with current legislation, leading practices, and organizational needs.

The proposed Policy E-109: Health and Safety is developed to ensure compliance with the Alberta Occupational Health and Safety legislation and to maintain the Municipality of Jasper's good standing in the Certificate of Recognition (COR) program. The updated policy strengthens the Health and Safety Management System by integrating current legislative requirements and leading practices, while reflecting the Municipality's ongoing commitment to continuous improvement and safety excellence.

Key additions to the updated Policy include an explicit commitment to promoting physical, psychological and social well-being. The policy broadens its scope to encompass not only employees, but supervisors, workers, volunteers, general public, prime contractors and other worksite parties as required in the *Alberta Occupational Health and Safety Act*. It promotes the Internal Responsibility System and embeds the elements from the COR program within it. These enhancements support a more proactive safety culture and reflect evolving standards in occupational health and safety management. The enhancements also ensure the Municipality of Jasper meets its legal obligations under the *Alberta Occupational Health and Safety Act* and the requirements of the Certificate of Recognition (COR) in Safety.

Maintaining the existing 2012 version of the policy is not recommended. It does not meet legislative requirements or adequately reflect the expectations of the COR program. Continuing with the outdated version may create inconsistencies between stated policy and the legislation which may impact future audit outcomes.

Policy E-109 has been reviewed and endorsed by the Municipality's Health and Safety Committee and Senior Leadership Team.

In summary, adopting the revised Policy E-109 as presented enables the Municipality to meet legislative requirements, uphold COR standards and communicates its safety expectations to all stakeholders.

Strategic Relevance:

- Community Health - Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Community Health - Embrace our growing diversity.
- Community Health - Leverage and create opportunities for greater inclusion.
- Organizational Excellence - Empower our staff by investing in the training and tools they require.
- Relationships - Nurture our most important relationships which are those within our organization, all of whom share a commitment to best serve our community.

Inclusion Considerations:

- The revised policy incorporates commitments to psychological and social well-being supporting a safer and more inclusive work environment for all individuals engaged with the Municipality of Jasper.

Relevant Legislation:

- *Alberta Occupational Health and Safety Act, Regulation and Code*

Financial:

There are no direct financial implications to approving this policy. Costs associated with implementation, including training and materials, are expected to be accommodated within existing operational budgets.

Attachments:

- Draft Policy E-109 Health and Safety (2025)
- Current Policy E-009 Health and Safety (2012)

Policy Title: HEALTH AND SAFETY

Policy # E-109

Date adopted by Council: XXXX, 2025



1. POLICY

The Municipality of Jasper shall operate a comprehensive Health and Safety Management System in accordance with the Alberta *Occupational Health and Safety Act*, Regulation and Code (OHS). Through the Health and Safety Program, the Municipality actively works to minimize the risk of worksite injuries, illnesses and incidents to a minimum. The Municipality of Jasper promotes a safe, healthy and respectful environment by protecting the physical, psychological, and social well-being of workers and stakeholders who enter municipal property or worksites.

2. PURPOSE

The Municipality of Jasper places the health and safety of all managers, supervisors, workers, volunteers, general public, prime contractors and other worksite parties associated with the Municipality of Jasper as a top priority. The Municipality of Jasper believes that creating and maintaining a safe and healthy worksite is a shared responsibility.

3. SCOPE

Guided by the internal responsibility system, the Municipality requires all managers, supervisors, workers, volunteers, general public, prime contractors and other worksite parties to comply with the Alberta *Occupational Health & Safety Act*, Regulation and Code to protect their own safety and the safety of others at all times.

This policy does not take precedence over Alberta Occupational Health and Safety Regulations. All employees of the Municipality should be familiar with the Alberta *Occupational Health and Safety Act*, Regulations and Code as well as the Health and Safety Management Manual as outlined by the Municipality of Jasper.

4. STANDARDS

- 4.1 The Municipality of Jasper actively maintains a health and safety program that significantly reduces the risk of physical, psychological and social harm to Municipality of Jasper employees, contractors and the general public.
- 4.2 The Municipality of Jasper bases its health and safety management system on the internal responsibility system, holding employees at every level responsible and accountable for their own safety and the safety of their colleagues.
- 4.3 The Municipality of Jasper will provide mechanical, physical and organizational resources required to uphold and improve worksite health and safety standards as reasonably practicable.
- 4.4 The health and safety management system provides a comprehensive approach to reducing the potential risks and impact of work-related injuries and illnesses for all municipal employees and contractors who enter municipal property or worksites. The

policy also protects municipal property, the general public and the environment from potential hazards, negative impacts and damage.

4.5 The Municipality of Jasper ensures a healthy and safe work environment by following the standards set out in Alberta occupational health and safety legislation.

4.6 The Municipality upholds the integrity of the health and safety program by regularly auditing its effectiveness in accordance with the requirements of our certifying partner, Alberta Municipal Health and Safety Association (AMHSA).

4.7 This policy is to be reviewed regularly and updated as needed to reflect changes in legislation, operations, and leading practices.

5. RESPONSIBILITIES

Council

- Review and approve any revisions to this Policy
- Demonstrate ongoing support for the health and safety program

Chief Administrative Officer

- Ensure all staff employed by the Municipality of Jasper are in compliance with this Policy and approve related procedures
- Demonstrate ongoing support for the health and safety program
- Uphold and ensure that employees understand and uphold their roles and responsibilities under the applicable legislation

Directors & Managers

- Promote this policy
- Support and enforce OHS legislation and internal safety policies
- Ensure Supervisors, Workers, Prime Contractors and Other Worksite Parties as applicable, understand their role and responsibilities under the applicable legislation

Human Resources

- Ensure Health and Safety Systems and Policies meet legislative standards
- Serve as a resource to leadership, staff, and the Health & Safety Committee

6. DEFINITIONS:

“AMHSA” means Alberta Municipal Health and Safety Association.

“Employer” means a self-employed, or a designated to represent the employer.

“Hazard” means a situation, condition, or thing that may be dangerous to the safety or health of workers.

“Health and Safety Committee” means a group of worker and employer representatives working together to address health and safety concerns at the worksite.

“Health and Safety Program” means a coordinated set of policies, procedures, and practices designed to prevent injuries and illnesses, and to promote a culture of health and safety in the worksite. This includes elements such as hazard identification, training, inspections, emergency response, incident investigation, and continuous improvement.

“Health and Safety Management System” means a comprehensive, integrated, and often certifiable framework that embeds health and safety into all business processes through policies, procedures, and continuous improvement.

“Manager” means a person responsible for planning, organizing, directing, and controlling resources and staff to achieve organizational goals, and who has authority over workers, including responsibility for health and safety performance.

“OHS” means **Occupational Health and Safety** – a multidisciplinary field concerned with protecting the health, safety, and welfare of workers, regulated under the Alberta Occupational Health and Safety Act, Regulation, and Code.

“Other Worksite Parties” means anyone at or connected to the worksite who is not an employer or worker but has OHS responsibilities, including:

- Contractors and subcontractors
- Service providers
- Suppliers
- Owners
- Self-employed persons
- Visitors or external parties performing work-related activities

“Physical” means factors in the environment that can cause harm to a worker’s body, such as noise, vibration, temperature, radiation, or ergonomics.

“Prime Contractors” means the person in control of a worksite where two or more employers are involved in work. The prime contractor is responsible for coordinating health and safety activities and ensuring compliance with the Act, Regulation, and Code.

“Psychological” means affecting mental health and emotional well-being, including worksite stress, harassment, bullying, and workload. This aligns with the broader concept of psychological safety and psychosocial hazards in the worksite.

“Social well-being” means a state in which individuals have satisfying interpersonal relationships, feel connected to a community, and experience a sense of belonging and support. Social well-being supports mental health and contributes to a psychologically safe worksite.

“Worker” means a person engaged in an occupation, including:

- A person who performs or supplies services for compensation
- A person who is being trained by an employer
- A self-employed person
- A volunteer

“Worksite” means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

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.	August 2025	Recommended to be deferred to September 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.	September 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.	December 2025	
Jasper Artists Guild Lease	April 22, 2025	CAO	That Committee refer the correspondence from the Jasper Artists Guild to Administration for a report back at a future Committee of the Whole meeting.	November 2025	
2026 Budget	May 20, 2025	CAO and Director of Finance & Administration	That Council direct Administration to incorporate increased non-property tax revenue into the development of the 2026 budget.	November 2025	
Taxation Workshop	May 20, 2025	CAO and Director of Finance & Administration	That Council direct Administration to set up a workshop to look at the residential/business taxation split.	August 2025	
Health & Safety Policy E-109	June 24, 2025	CAO	That Committee direct Administration to revise Policy E-109 and return to a future Committee meeting.	August 2025	
Advertising Bylaw 2025	June 24, 2025	CAO and Director of	That Committee direct Administration to return to the August 5th Public Hearing with proposed	August 2025	Recommended to be removed

		Protective & Legislative Services	amendments based on an email distribution list to be subscribed by local residents or groups.		
Indigenous Relations Framework	July 15, 2025	Director of Community Development	That Committee direct Administration to engage Indigenous Partners and Indigenous residents to develop a strategy based on the framework – and return to a future meeting.	May 2026	