

Municipality of Jasper
Committee of the Whole Meeting Agenda
May 27, 2025 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

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

1. Call to order Deputy Mayor Wilson to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 May 27, 2025 Committee of the Whole agenda attachment

4. May 13, 2025 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

6.1 RCMP Quarterly Report attachment

6.2 Yellowhead Regional Library attachment

6.3 Jasper Seniors Society attachment

7. New business

7.1 Seniors' Week Proclamation attachment

7.2 Waiving of Water Utility Bill – Jasper United Church attachment

7.3 Construction Coordinator – Recovery attachment

7.4 Establishment of New Public EV Charging Stations Update attachment

7.5 Regional Recovery Transit Service RFP Award attachment

7.6 Council Meeting Schedule – July 2025 attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

[Recovery Alberta Presentation “Anxiety & Wildfires”](#) – 5pm, May 29, Jasper Library & Cultural Centre
[Federation of Canadian Municipalities Annual Conference & Tradeshow](#) – May 29 - June 1, Ottawa

Municipality of Jasper
Committee of the Whole Meeting Agenda
May 27, 2025 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

[57th Annual Jasper United Church Spring Plant Sale](#) – 10am-6pm, May 30 & 31, Jasper-Yellowhead
Museum & Archives

[Alberta Seniors' Week](#) – June 2-8

Seniors' Week Tea – 2:30-4pm, June 5, Jasper Activity Centre

[National Indigenous History Month](#) & [National Indigenous Peoples Day](#) – June 21

11. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, May 13, 2025 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Scott Wilson, Councillors Kathleen Waxer, Helen Kelleher-Empey, Wendy Hall, and Ralph Melnyk		
Absent	Councillor Rico Damota		
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Courtney Donaldson, Director of Operations & Utilities Christine Nadon, Director of Finance & Administration Michael Fark, Director of Recovery Mathew Conte, Fire Chief Neil Jones, Licensing & Enforcement Manager Emma Acorn, Legislative Services Coordinator Angie Thom & Joyce Melnyk, Jasper Municipal Library Peter Shokeir, The Fitzhugh Jacqui Sundquist, CBC Edmonton 18 observers		
Call to Order	Deputy Mayor Wilson called the May 13, 2025 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Additions/ Deletions	none		
Approval of agenda #212/25	MOTION by Mayor Ireland that Committee approve the agenda for the May 13, 2025 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from April 22, 2025 minutes	none		
Delegations – Jasper Municipal Library	Committee received a presentation from Director of Library Services Angie Thom and Chairperson for the Municipality of Jasper Library Board Joyce Melnyk. The presentation included information on staffing; operations; services; visitor and circulation numbers; programs and events; board accomplishments; as well as details for the 2024 financial review.		

#213/25	MOTION by Councillor Kelleher-Empey that Committee recommend Council accept the Financial Review for the Municipality of Jasper Library Board.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
Correspondence	none			
2025 Budget Review Implications	Committee received a report from Administration regarding the implications of budget reductions. Chief Administrative Officer Bill Given and Director of Finance & Administration Natasha Malenchak reviewed the background, timelines, and factors influencing the capital and operating budget which was passed by Council on December 17, 2024.			
#214/25	MOTION by Councillor Melnyk that Committee receive the report for information and direct Administration to bring forward the 2025 Tax Rate Bylaw reflecting the approved 2025 Budget.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
2025 Capital Expense Re-allocation Operations & Utilities	Committee received a report from Director of Operations & Utilities Courtney Donaldson requesting a reallocation of funds to address the condition of the street sweeper as well as the bathroom facilities at the compound.			
#215/25	MOTION by Councillor Waxer that Committee recommend Council approve the reallocation of capital funds within the 2025 Operations Department capital budget as presented.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
2025 Bulk Water Incentive Program	Committee received recommendations and alternatives for consideration regarding the 2025 Bulk Water Incentive Program. Ms. Donaldson addressed past practices; the current bylaw; and financial implications.			
#216/25	MOTION by Councillor Hall that Committee recommend Council approve the 2025 Bulk Water Rate Incentive Program as presented.			
	FOR 5 Councillors	AGAINST 1 Councillor (Mayor Ireland)		CARRIED
Recess	Deputy Mayor Wilson called a recess from 10:56am to 11:06am.			
Commercial Continuity Initiative Grant	Committee received a request for decision from Administration concerning the implementation of the Commercial Continuity Initiative Grant. The report included a proposed fee and rate structure to offset both the municipal contribution and lost			

Implementation	revenues from displaced parking and RV storage uses. Director of Recovery Michael Fark reviewed the initiatives involved in the grant and many financial considerations.		
#217/25	MOTION by Mayor Ireland that Committee recommend Council approve the expenditure of \$1,982,258 to implement the Commercial Continuity Initiative, to be funded by the federal Community Economic Development and Diversification (CEDD) grant and cost-recovery revenue.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
In-Town Contractor Camps, Interim Residences & Laydown Requests	Mr. Given delivered a verbal report on In-Town Contractor Camps, Interim Residences & Laydown Requests in response to a motion made at the January 28, 2025 Committee of the Whole meeting. There are no legislative changes needed to accommodate In-Town Contractor Camps, Interim Residences & Laydown Requests from Administration's perspective.		
#218/25	MOTION by Councillor Waxer that Committee receive the verbal report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Moving Traffic Enforcement	Committee received a report from Administration as a follow up to a motion made at the July 9, 2024 Committee of the Whole meeting. Director of Protective & Legislative Services Christine Nadon reviewed the current scope of work of Peace Officers in Jasper; occupational health and safety considerations; financial implications; a draft Traffic Safety Plan and process overview; and more. Neil Jones, Licensing & Enforcement Manager, was also in attendance to answer questions if needed.		
#219/25	MOTION by Mayor Ireland that Committee recommend Council approve a change in service level to allow Community Peace Officers to conduct moving traffic enforcement within municipal limits.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Fire Department Bylaw 2025	Committee received a draft Jasper Fire Department Bylaw 2025 for consideration. Ms. Nadon and Fire Chief Mathew Conte reviewed the proposed updates which included improved definitions; up-to-date information on current employment practices; changes to the offences and penalties schedule; and more.		
#220/25	MOTION by Councillor Hall that Committee direct Administration to amend the draft bylaw by adding gender neutral pronouns and a definition for the word "combustible"; and		
	That Committee recommend Council give first and second reading to the Jasper Fire Department Bylaw 2025.		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
2025 Municipal Election	Committee received a report from Administration intended to help prepare for the upcoming 2025 Municipal Election which is set to take place in October. The report requested direction from Council regarding special ballots, advance voting, institutional voting, and the rotation of ballots. Ms. Nadon reviewed the report and processes for the upcoming election this fall.		
#221/25	MOTION by Councillor Waxer that Committee recommend Council provide for Special Ballots for the 2025 municipal election pursuant to the Local Authorities Election Act. <ul style="list-style-type: none"> • Applications for Special Ballots may be made to the Returning Officer in writing; by telephone; in person; or by email. • Applications for Special Ballots must be submitted between September 1, 2025 and October 10, 2025. • The Special Ballot sealed outer envelope must be forwarded so that it reaches the Returning Officer not later than October 17, 2025. 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#222/25	MOTION by Councillor Melnyk that Committee recommend Council provide for holding an Advance Vote for the 2025 municipal election, pursuant to the Local Authorities Election Act.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#223/25	MOTION by Mayor Ireland that Committee recommend Council authorize the Returning Officer to designate the location of one or more institutional voting stations for the 2025 municipal election, pursuant to the Local Authorities Election Act.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#224/25	MOTION by Councillor Kelleher-Empey that Committee recommend Council give first and second reading to the Rotation of Ballots Bylaw 2025.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#225/25	MOTION by Councillor Waxer that Committee approve the updated Motion Action List with the removal of the following item: <ul style="list-style-type: none"> • 2025 Capital and Operating Budgets • In-Town Contractor Camps, Interim Residences & Laydown Requests 		

- Moving Traffic Enforcement
- Rockaboo Climbing Facility

And date changes for the following items:

- Jasper Skatepark Committee
- Parcel CH Access Road & Spruce Avenue Development Tender Award
- Transit Bus RFP
- Recovery Advisory Committee Recommendations
- Jasper Artists Guild Lease

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor
upcoming
meetings

Councillor Hall will be attending a Library Board meeting this evening.

Councillor Melnyk will be at the Jasper-Yellowhead Museum & Archives for a sub-committee meeting this evening as well as the Jasper Park Chamber of Commerce event tomorrow.

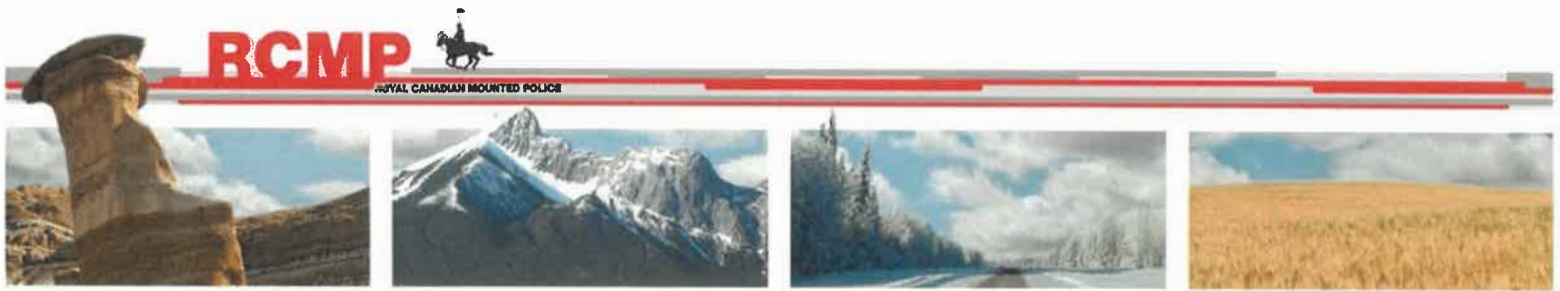
Upcoming Events

Council reviewed a list of upcoming events.

Adjournment
#226/25

MOTION by Councillor Waxer that, there being no further business, the Committee of the Whole meeting of May 13, 2025 be adjourned at 12:13pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED



AGENDA ITEM 6.1

May 13, 2025

Mayor and Council
Municipality of Jasper
Jasper, AB

To Mayor and Council,

Please find attached the quarterly Community Policing Report covering the period from January 1st to March 31th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Jasper RCMP Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.



Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada



Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sgt. Rick Bidaisee
Detachment Commander
Jasper RCMP Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Jasper

Detachment Commander

Sgt Rick Bidaisee

Report Date

Click or tap to enter a date.

Fiscal Year

2024-25

Quarter

Q4 (January - March)

Community Priorities

Priority #1: Traffic - Safety (motor vehicles, roads)**Updates and Comments:**

Traffic safety continues to be a unit priority for the Jasper RCMP. This objective will continue well into the 2025/26 fiscal year. The Jasper Detachment continues to receive calls for service as it pertains to speeding, unsafe passing and tailgating, to name a few illegal and dangerous driving practices. These calls for service include local highways, Municipality of Jasper streets and school zones. The Jasper RCMP membership are focused on traffic safety as part of our ongoing community safety mandate. Our traffic safety plan will include traffic enforcement, education, community awareness and engagement. Working with Edson Integrated Traffic Unit, specific operations tailored to address these community safety objectives will be implemented.

The community saw a significant reduction in the heavy equipment utilized in debris remediation and removal in Q4. Same resulted in a significant reduction in traffic concerns calls for service within the municipality. The community is now anticipating the next phase of the rebuild, which will most likely present new challenges as it pertains to traffic safety with regards to speeding, parking infractions, stop sign and school zone concerns. Conversely, the community stakeholders are forecasting a significant upsurge in tourism visitation in the coming months, which no doubt will lend to related traffic calls for service. We will continue to work with our community agencies to address unfolding traffic safety concerns, tailoring specific programs as needed.





Priority #2: Police / Community Relations - Police Visibility

Updates and Comments:

Community engagement continues to be a priority for the Jasper Detachment and the residents we serve. The true reflection of our community engagement programs surpasses the targeted objective for this fiscal year. So much so, that the Jasper Detachment will be looking at another unit objective for the 2025/26 fiscal quarterly reporting. Community engagement will continue as a priority, however, given the ease with which this mandate is managed, the Detachment does not foresee any reduction or changes within this portfolio. The community continues to engage the unit and membership, which lends to a policing service delivery that focuses on providing unique approaches and solutions. This approach results in community specific initiatives to address community outreach, mental health and various aspects of interagency support. The unit will continue to offer support and services to our partner agencies as they continue to navigate the Jasper rebuild, post the 2024 wildfire. The unit and the Detachment Commander are included and regularly invited to planning, coordinating and implementation sessions for initiatives such as interim housing, traffic safety concerns and Parks Canada initiatives.

Jasper RCMP works collaboratively with various branches of local emergency service delivery to successfully manage a unified command during unfolding emergent events., This team effort approach will continue as we plan for the upcoming wildfire season, in addition to the anticipated tourism visitation. We will be revisiting community and unit evacuation protocols to allow for activities developed from the recent Jasper Wildfire. Additionally, the unit will be focusing on mental health as a unit objective to address mental health education and supports within the community. The RCMP is also focused and centered around the theme **Unmasking Mental Health**. It's a reminder that we don't always have to put on a brave face. It's about opening up, checking in and reminding one another that it's okay to not be okay. When we speak honestly, we create stronger, more supportive teams and a healthier workplace for everyone.





Community Consultations

Consultation #1

Date	Meeting Type
March 18, 2025	Town Hall
Topics Discussed	
Regular Reporting/Information Sharing	
Notes/Comments:	
Coffee & Conversation with Jasper RCMP members at the Jasper Legion.	



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	7	0	2
Detachment Support	3	3	0	0

Notes:

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the nine established positions, seven officers are currently working with none on special leave. There are two hard vacancies at this time.

Detachment Support: Of the three established positions, three resources are currently working with none on special leave. There is no hard vacancy at this time.
























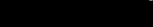




Jasper Provincial Detachment

Crime Statistics (Actual)

January to March: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	3	1	0	1	0%	N/A	-0.3
Other Sexual Offences		0	2	0	0	0	N/A	N/A	-0.2
Assault		8	24	19	11	4	-50%	-64%	-2.1
Kidnapping/Hostage/Abduction		1	0	0	0	0	-100%	N/A	-0.2
Extortion		1	0	0	1	0	-100%	-100%	-0.1
Criminal Harassment		3	5	2	2	2	-33%	0%	-0.5
Uttering Threats		4	5	5	1	0	-100%	-100%	-1.2
TOTAL PERSONS		18	39	27	15	7	-61%	-53%	-4.6
Break & Enter		2	1	1	0	2	0%	N/A	-0.1
Theft of Motor Vehicle		1	1	1	0	1	0%	N/A	-0.1
Theft Over \$5,000		0	1	0	0	0	N/A	N/A	-0.1
Theft Under \$5,000		8	8	11	18	9	13%	-50%	1.2
Possn Stn Goods		4	1	3	2	1	-75%	-50%	-0.5
Fraud		15	13	10	11	8	-47%	-27%	-1.6
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		5	10	5	8	4	-20%	-50%	-0.4
Mischief - Other		7	15	9	9	4	-43%	-56%	-1.2
TOTAL PROPERTY		42	50	40	48	29	-31%	-40%	-2.8
Offensive Weapons		0	2	2	1	2	N/A	100%	0.3
Disturbing the peace		7	5	8	3	0	-100%	-100%	-1.6
Fail to Comply & Breaches		4	12	14	4	4	0%	0%	-0.8
OTHER CRIMINAL CODE		4	6	4	2	1	-75%	-50%	-1.0
TOTAL OTHER CRIMINAL CODE		15	25	28	10	7	-53%	-30%	-3.1
TOTAL CRIMINAL CODE		75	114	95	73	43	-43%	-41%	-10.5



**Jasper Provincial Detachment
Crime Statistics (Actual)
January to March: 2021 - 2025**

All categories contain "Attempted" and/or "Completed"

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	4	1	2	0	-100%	-100%	-0.6
Drug Enforcement - Trafficking		0	2	7	4	0	N/A	-100%	0.2
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
Total Drugs		2	7	8	6	0	-100%	-100%	-0.5
Cannabis Enforcement		0	2	1	1	0	N/A	-100%	-0.1
Federal - General		0	1	5	0	0	N/A	N/A	-0.1
TOTAL FEDERAL		2	10	14	7	0	-100%	-100%	-0.7
Liquor Act		5	10	6	4	1	-80%	-75%	-1.4
Cannabis Act		1	6	4	4	0	-100%	-100%	-0.4
Mental Health Act		11	9	11	23	4	-64%	-83%	0.0
Other Provincial Stats		18	28	12	31	14	-22%	-55%	-0.5
Total Provincial Stats		35	53	33	62	19	-46%	-69%	-2.3
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		7	8	3	2	0	-100%	-100%	-2.0
Total Municipal		7	8	3	2	0	-100%	-100%	-2.0
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		5	4	4	2	5	0%	150%	-0.2
Property Damage MVC (Reportable)		32	36	28	14	12	-63%	-14%	-6.2
Property Damage MVC (Non Reportable)		6	9	12	14	13	117%	-7%	1.9
TOTAL MVC		43	50	44	30	30	-30%	0%	-4.6
Roadside Suspension - Alcohol (Prov)		2	10	5	13	7	250%	-46%	1.3
Roadside Suspension - Drugs (Prov)		0	0	1	0	0	N/A	N/A	0.0
Total Provincial Traffic		360	483	371	332	213	-41%	-36%	-44.5
Other Traffic		1	0	0	1	1	0%	0%	0.1
Criminal Code Traffic		5	12	17	2	2	-60%	0%	-1.6
Common Police Activities									
False Alarms		10	3	6	15	9	-10%	-40%	1.0
False/Abandoned 911 Call and 911 Act		5	6	3	4	4	-20%	0%	-0.4
Suspicious Person/Vehicle/Property		11	14	12	10	12	9%	20%	-0.2
Persons Reported Missing		7	2	0	3	2	-71%	-33%	-0.9
Search Warrants		0	1	0	0	2	N/A	N/A	0.3
Spousal Abuse - Survey Code (Reported)		10	21	10	3	2	-80%	-33%	-3.4
Form 10 (MHA) (Reported)		0	0	2	2	3	N/A	50%	0.8

Grow Gather Guide

2024 Annual
Report

Introduction

2024 was a year for Yellowhead Regional Library to **Grow, Gather** and **Guide**.

These three words form the theme of this year's annual report and reflect YRL's 2023-2025 Strategic Plan direction: **YRL is a Verb**. They capture how we support member libraries by growing resources and skills, gathering insights and collaboration, and guiding effective service and growth.

Behind the scenes, YRL staff enhanced day-to-day member library operations through advice, support, technology, and policy guidance. This helped local library staff build skills and deliver efficient, responsive service grounded in best practices and community needs.

Strategic direction from the YRL Board continued to shape our work. In 2024, the Board approved several new policies that strengthened governance and long-term sustainability. These actions reinforce our commitment to intellectual freedom, equity and access, advocating for professional and independent public library service across Alberta.

Together, these efforts reflect a deep commitment to strong public and school libraries and the communities they serve. As we look ahead, YRL remains a reliable, responsive partner, living the spirit of **Grow. Gather. Guide**. every step of the way.





Grow

In 2024, YRL supported member libraries in growing access to collections and resources and growing community impact, key priorities outlined in our 2023–2025 Strategic Plan. We invested in cataloguing improvements, delivered focused training, and supported programming that reflected local needs. These efforts helped libraries grow where it counts: in their services, staff, and relationships with the people they serve.

Growing Access to Collections and Resources

- ➔ Transitioned our larger member public libraries to OCLC WorldShare, improving cataloging speed and helping libraries circulate timely, community-relevant materials to patrons faster.
- ➔ Established team item sorting procedures at headquarters, improving delivery times between libraries and ensuring patrons received their holds quickly.
- ➔ Introduced new cataloging standards to support the growth of Library of Things collections, allowing member libraries to expand core collections and give patrons access to more creative, non-traditional items.
- ➔ Launched two new databases, ComicsPlus and The Athletic, helping public libraries meet community demand for diverse, accessible online resources.

Growing Community Impact

- ➔ Improved the delivery of monthly usage statistics, giving public libraries clearer insights into local needs and helping them adapt services to better support their communities.
- ➔ Launched seven new kits, enabling public and school libraries to deliver creative, cost-effective programs that reflect community interests and expand access to informal learning opportunities.

Gather

In 2024, YRL focused on gathering and sharing knowledge, relationships and support, and gathering tools to stay connected, priorities that align with our 2023–2025 Strategic Plan. We responded to thousands of staff inquiries, on-boarded new managers, and shared tools, resources and ideas to help libraries solve problems, stay connected and deliver high-quality service. These efforts helped libraries gather the knowledge, connections and tools they need to collaborate, adapt and deliver consistent, high-quality services to their communities.

Gathering and Sharing Knowledge, Relationships and Support

- ➔ Shared over **190 intranet resources**, including 17 new public library documents and a new 11-page school library hub, giving staff access to up-to-date tools that support efficient, community-focused service.
- ➔ Fulfilled **23 curriculum support requests** and **37 material selection projects** for school libraries, sourcing 169 borrowed items and hundreds of new acquisitions at reduced cost.
- ➔ Strengthened our commitment to diversity, equity and inclusion by welcoming an **Indigenous Initiatives Librarian** to help build respectful relationships with First Nations in our region, including Alexis Nakota Sioux Nation and Paul First Nation.
- ➔ On-boarded **eight new managers** across five public libraries, supported by updated orientation resources to promote confident leadership transitions.

Gathering Tools to Stay Connected

- ➔ Installed **60 new wireless access points** at member public libraries, to improve service continuity, internet reliability, and patron access to online resources.
- ➔ Improved meeting and training spaces at YRL headquarters with **new, comprehensive audiovisual equipment** to support virtual board meetings, staff development and planning, making it easier for library staff and trustees to connect, learn and collaborate.



Guide

In 2024, YRL supported member libraries in **guiding technology and systems improvements**, and **guiding library governance**, both of which are core priorities in our 2023–2025 Strategic Plan. YRL also worked on internal policies and procedures to **guide organizational strength and culture**. Through targeted consulting, infrastructure improvements and policy development, we helped libraries operate with greater stability, transparency and strategic focus.

Guiding Technology and Systems Improvements

- ➔ Implemented a **reboot-to-restore software solution** to protect public access computers and user privacy.
- ➔ Introduced **cybersecurity awareness training** to member public libraries, allowing library staff to mitigate cyber risks and protect patron data.

Guiding Library Governance

- ➔ Conducted **26 outreach visits and/or presentations to municipal councils and library boards, and school division boards** to strengthen partnerships and share information on YRL services.
- ➔ Participated in and distributed the **provincial 2023-24 System Salary Wages and Compensation Report** to provide public libraries with accurate data for decision-making.

Guiding Organizational Strength and Culture

- ➔ Introduced new human resources policies to support our commitment to a healthy work environment, including a **Disconnect from Work** policy and a **Reduced Scent** policy.
- ➔ Introduced new policies on **Information Technology, Use of Artificial Intelligence**, and **Video Camera Surveillance**, and a new bylaw on **Public Attendance and Presentation at Board Meetings** to support transparency, security, and alignment with governance best practices.
- ➔ Updated the **Collection Development Policy** to reinforce YRL's commitment to intellectual freedom and guide collection development support that helps libraries build relevant, balanced collections that serve diverse community needs.

A Year in Review

By the Numbers



Conclusion

As libraries continue to evolve, YRL remains committed to responsive, forward-thinking support that helps member libraries thrive. Grounded in our 2023–2025 Strategic Plan and guided by the belief that YRL is a Verb, we will continue to grow capacity, gather insight, and guide sustainable service. With this plan now in its final year, we've already begun shaping our next strategic direction—ensuring that our work continues to meet the needs of libraries and the communities they serve, now and into the future.

Yellowhead Regional Library

Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

Building Location

433 King Street, Spruce Grove, AB T7X 2C6

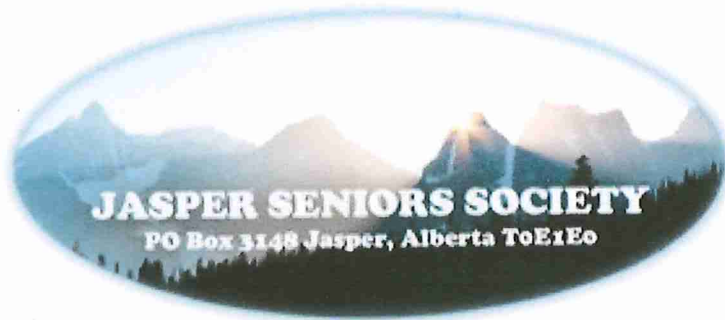
Phone

780-962-2003

Toll-free

1-877-962-2003

yrl.ab.ca

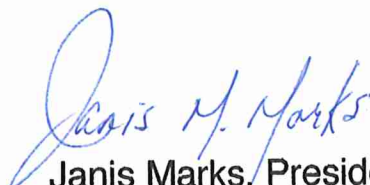


May 15th, 2025

Mayor and Town Council
Jasper, Alberta

In follow-up to our letter of March 10th, 2025, we wish to advise that it was moved at the May 12th, 2025, meeting that a letter be sent to Mayor and Council requesting that the Jasper Seniors Society be included in discussions regarding future plans for a seniors' centre in Jasper.

We thank you for your consideration of this request.


Janis Marks, President
Jasper Seniors Society

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Seniors' Week 2025
From: Bill Given, Chief Administrative Officer
Prepared by: Angella Franklin, Recreation Facilities Manager
Reviewed by: Lisa Daniel, Acting Director Community Development
Date: May 27, 2025



Recommendation:

- That Committee recommend Council proclaim June 2-8, 2025 as Seniors' Week in Jasper.

Alternatives:

- That Committee receive the report for information and take no further action.

Background:

Seniors' Week has been recognized since 1986 to celebrate and recognize the contributions seniors make to enhance the quality of life in Alberta.

Discussion:

Seniors' Week was inspired by the vision of the late Alice Modin. More than 30 years ago, Modin began a campaign to start a seniors' day in Strathcona County that helped pave the way for Seniors' Week.

Many communities throughout Alberta officially declare Seniors' Week each year and hold local events to show their support.

We have included a draft proclamation and ask that Mayor and Council proclaim this important week to recognize the many contributions of seniors in Jasper.

Jasper's seniors provide an invaluable foundation for our community. We recognize their countless contributions of supporting others, volunteering at events, contributing their time, and sharing stories about our history. Our seniors are engaged, active and resourceful and we are grateful to them and appreciate their efforts to build strong, caring communities.

Seniors will be celebrated with several events during the week, including a Seniors Tea & Treats event at the Activity Centre on Thursday, June 5th at 2:30pm. There will be information specific to seniors and Glenda the Great will be catering the tea and treats.

Strategic Relevance:

- Embrace our growing diversity.
- Communicate and engage with residents.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Inclusion Considerations:

Proclaiming Seniors' Week supports inclusion by recognizing and valuing the contributions of older adults to community life. It promotes intergenerational understanding and social cohesion, while also reinforcing Jasper's commitment to respecting diversity in age and ability.

Financial:

There are no costs associated with recognizing June 2-8, 2025 as Seniors' Week in Jasper.

Attachments:

DRAFT Proclamation



Proclamation

Seniors' Week June 2-8, 2025

WHEREAS, older adulthood should be universally celebrated and valued, celebrating seniors is an important way to promote positive images of aging, of those who helped to build our country and continue to contribute to its success; and

WHEREAS, seniors in our lives and communities are rich in experience and abilities, they are positive contributors with a magnitude of knowledge, insight and wisdom – our greatest resource; and

WHEREAS, acknowledging seniors' contributions ensures that Jasper is an age-friendly inclusive society regardless of generation; and

WHEREAS, the year marks the 39th anniversary of Seniors' Week in Alberta to honour the enormous contributions of seniors in the Municipality of Jasper, as well as across the province;

THEREFORE, in honour of the past, present, and future contributions of seniors in our community, I, Mayor Richard Ireland, on behalf of Council and the Municipality of Jasper, do hereby proclaim June 2-8, 2025 as Seniors' Week in Jasper, Alberta.

DATE: XXXX, 2025

SIGNATURE:

Richard Ireland
Mayor
Municipality of Jasper

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Waiving of Water Utility Bill – Jasper United Church
From: Bill Given, Chief Administrative Officer
Prepared by: Doug Olthof, Housing & Social Recovery Manager
Reviewed by: Michael Fark, Director of Recovery
Date: May 27, 2025



Recommendation:

That Committee recommend Council, in accordance with their general authority under the Municipal Government Act, approve a one-time waiver of \$5,586.88 in outstanding water utility fees for the United Church.

Alternatives:

- That Committee receive the report for information and take no further action.

Background:

At the June 25, 2024 Committee of the Whole meeting the following motion was passed:

Motion #297/24 - MOTION by Councillor Wilson that Committee direct Administration to maintain the amount of \$10,586.88 as a Utility receivable and develop a payment plan for the United Church.

In January 2025, Parks Canada mobilized funding to supply approximately 300 units of interim housing for Jasperites displaced by the 2024 Jasper Wildfire Complex. This included 113 wellsite-style trailers of single, duplex and triplex configurations, a 120-bed dorm complex, and 4 prefabricated homes. All of these housing units have been installed on four parcels of land in the Jasper townsite and outside of the townsite at Marmot Meadows.

In March 2025, the Government of Canada announced additional funding in support of Jasper's recovery which included funds for additional interim housing units. The additional housing units that are expected to be delivered to Jasper in 2025 include approximately 32 wellsite-style trailers units and 20 prefabricated homes. As all federally/municipally controlled appropriate vacant land was fully utilized for the first phase of interim housing, additional land is required to accommodate the additional units.

Discussion:

The Jasper Recovery Coordination Centre has been in contact with community partners to identify and arrange additional interim housing sites to accommodate the second phase of interim housing units within the townsite. The Jasper United Church has offered the use of their leasehold, which was directly impacted by the 2024 wildfire, resulting in the total loss of built structures on that property. In offering the property for use, Reverend Linda McLaren shared: "While the church discerns its own rebuilding plans, there is a strong desire to assist in the recovery of Jasper in whatever way they can. This offer aligns with the hope and vision of the church to

welcome and serve others, for at the heart of our faith is a community of people who care for one another.”

The JRCC asked if the Church requested any specific consideration for use of the lands. In response, the Church requested that the municipality give consideration to waiving an outstanding water utility bill of \$5,586.88. The Jasper United Church has made clear that the offer of use of land is not contingent upon the Municipality granting this request. Administration considers this ask to be fair and reasonable, representing a small fraction of the value of the use of land and associated community benefit, and a relatively low fiscal impact on municipal finances. Therefore, in recognition of the United Church’s contribution to wildfire recovery efforts by making land available for interim housing, Administration recommends the waiver of the outstanding utility fees.

Interim housing is the foundation of successful recovery. Jasper’s social, economic and physical recovery from the 2024 Jasper Wildfire Complex all rely on an adequate number of housing units being made available to house displaced residents, seasonal residents, and the reconstruction workforce. Increasing the aggregate supply of housing in the community is critical to achieving virtually all of the interconnected objectives that comprise a successful recovery. Facilitating successful collaborations with community partners like the Jasper United Church is vital to achieving recovery interim housing objectives within the context of Jasper’s limited land base.

At the same time, the 2024 Jasper Wildfire Complex has introduced numerous additional financial pressures on the Municipality of Jasper, while also significantly reducing the municipal tax base. Utility fees represent an important source of revenue that is essential to maintaining the infrastructure and services through which Municipality of Jasper fulfills its role as a provider of public utilities. The waiving of utility fees represents a loss of revenue for the municipal public utility program.

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Invest in infrastructure to support housing.
- Facilitate others in developing diverse housing options.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Inclusion Considerations:

Facilitating the expansion of in-town interim housing developments will allow for more and easier engagement in community on the part of Jasperites displaced by the 2024 Jasper Wildfire Complex.

Relevant Legislation:

- Municipal Government Act, R.S.A. 2000, Chapter M26, a Municipal Council has broad authority to govern including authority to pass bylaws respecting rates, fees and charges levied for goods and services provided by or on behalf of the Municipality.
- [Bylaw #266 Utility Fees Levy and Collection Bylaw 2025](#)
- [Bylaw #140 Rates and Fees Bylaw 2010](#)

Financial:

The implementation of this recommendation would result in the forfeiture of \$5,586.88 in outstanding utility charges owed by the Jasper United Church.

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Construction Coordinator – Recovery
From: Bill Given, Chief Administrative Officer
Prepared by: Courtney Donaldson, Director of Operations & Utilities
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Date: May 27, 2025



Recommendation:

That Committee recommend Council approve the establishment of a full-time, two-year term Construction Coordinator–Recovery position, subject to confirmation of DRP eligibility.

Alternatives:

- That Committee direct Administration to revise the scope of the position and return to a future Committee of the Whole meeting.
- That Committee receive the report for information and take no further action.

Background:

The Municipality of Jasper entered the recovery phase following the 2024 Jasper Wildfire Complex, which destroyed over 30% of local structures and necessitated a complete community evacuation.

To date, Council has approved a range of DRP-eligible recovery positions focused on housing, fire, social services, and general administration such as communications, IT and finance. However, no construction-specific or infrastructure-specific position has yet been established to manage reconstruction and third-party damage cost-recovery efforts.

The DRP (Disaster Recovery Program) provides conditional grants covering 90% of eligible disaster recovery costs, with typically 10% being funded from the municipality.

Discussion:

Administration recommends the establishment of a dedicated Construction Coordinator–Recovery position, which aligns with the Council's goals, to address a critical gap in the Municipality's recovery capacity. The position will provide dedicated oversight of municipal infrastructure reconstruction projects following the 2024 wildfire, ensuring our shared goal of a swift and effective recovery.

The proposed Construction Coordinator–Recovery position would address this gap and be responsible for overseeing the execution of municipal infrastructure reconstruction projects, as well as managing cost recovery from third-party contractor-damaged infrastructure during demolition and construction phases of recovery.

This position would provide direct oversight to limit and prevent the municipality from incurring costs that should be allocated to contractors directly for unintended and negligent damage to municipal infrastructure

during the demolition and construction phases of recovery. It would also include securing voluntary agreements from utility contractors to coordinate repair activities at a single occurrence and prevent costly rework.

Due to the unique nature of this position, as a significant portion of it is cost-recovery related, the 10% would be captured through specific cost-recovery activities rather than through the general tax base.

The position is expected to begin in mid-June 2025. It will be a two-year term role, reporting to the Director of Operations & Utilities, with close alignment with the Joint Recovery Coordination Centre (JRCC).

The role is essential to ensure the timely restoration of municipal infrastructure, and effective coordination with contractors and outside agencies. A job description outlining the responsibilities and requirements for the role has been developed and is appended to this report.

Contracting external project management services is a potential alternative but would likely be more expensive, less integrated with municipal processes, and would diminish the functionality for thorough cost-recovery initiatives. Existing Operations and Utilities staff cannot absorb these responsibilities without impacting the delivery of pre-fire essential services.

By filling this position as a term-limited, DRP-funded municipal role, the Municipality retains direct control while demonstrating financial prudence and mitigating financial risk. With 90% of the position's funding provided through the DRP and the remaining 10% recovered through position-related cost-recovery activities, this approach is both cost-effective and operationally efficient.

Strategic Relevance:

- Proactively plan for and invest in the recovery of our natural assets and built infrastructure
- Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

The Construction Coordinator – Recovery position supports inclusion by ensuring that all segments of the community benefit equitably from the cost-effective and timely restoration of essential infrastructure. By adhering to accessibility standards and engaging diverse contractors and community stakeholders, the position helps promote equitable rebuilding practices.

Relevant Legislation:

- [Disaster Recovery Regulation \(AR 51/94\)](#)

Financial:

The full cost impact of the Construction Coordinator–Recovery position, if approved, will be funded by third-party sources, which include 90% from DRP, with the remaining 10% recovered through direct cost recovery mechanisms enabled by the position. As such, there will be no net financial impact on the Municipality. This position will not proceed without DRP funding secured. The position range for this position is \$38.08-\$41.11 per hour for 40 hours per week.

Attachments:

- Construction Coordinator – Recovery Job Description



MUNICIPALITY OF JASPER JOB DESCRIPTION MANUAL

Title: Construction Coordinator – Recovery

Classification: CUPE 26	Supervisor: Director of Operations & Utilities
Department: Operations	Work Hours: 8 hours/day or 40 hours per week

SUMMARY DESCRIPTION

The Construction Coordinator – Recovery is responsible for managing and executing municipal infrastructure reconstruction and repair projects arising from the 2024 wildfire disaster. This position is integral to the implementation of recovery efforts that are eligible under the Alberta Disaster Recovery Program (DRP), including the restoration of municipal roads, utilities, and public infrastructure to pre-disaster condition. This role will ensure compliance with DRP guidelines, municipal regulations and applicable provincial and federal standards and oversee construction-related recovery efforts, ensuring that damaged municipal assets—such as infrastructure, roads, utilities, and public spaces—are restored efficiently, safely, and in accordance with applicable codes and recovery strategies. The coordinator will work closely with internal departments, Parks Canada, contractors, consultants, and community stakeholders to ensure timely completion of recovery projects while staying within budget and maintaining quality standards.

PRIMARY DUTIES

Construction Project Coordination and Management

- Manage the execution of DRP-eligible construction projects, ensuring alignment with approved recovery scope, budgets, and timelines.
- Lead multiple infrastructure recovery projects through all project phases, with a focus on eligible scope of work and adherence to DRP reporting and audit standards.
- Collaborate with engineers, contractors, and inspectors to complete construction projects in compliance with codes, safety regulations, and DRP requirements.
- Conduct site inspections to confirm work progress and address deficiencies or scope deviations in real-time.

Site & Resource Coordination

- Coordinate construction activities across multiple municipal sites, ensuring clear documentation of resource deployment for eligible DRP cost tracking.
- Ensure effective use of materials, equipment, and labour, minimizing cost overruns and non-eligible expenditures.
- Track and validate invoices and expenses against approved DRP categories

Stakeholder and Contractor Communication

- Serve as the municipal liaison with construction contractors and recovery partners, including participation in JRCC working groups.
- Engage with Parks Canada and relevant agencies for permits and inspection coordination.
- Respond to public inquiries regarding construction impacts, DRP timelines, and safety measures.

Risk Management & Quality Assurance

- Identify risks to recovery project delivery and implement mitigation strategies that support funding compliance and schedule.
- Ensure adherence to building codes, OH&S legislation, and DRP funding criteria.
- Support inspection and back-charge processes with proper documentation to ensure eligibility for reimbursement.

Reporting & Documentation

- Identify risks to recovery project delivery and implement mitigation strategies that support funding compliance and schedule.
- Ensure adherence to building codes, OH&S legislation, and DRP funding criteria.
- Support inspection and back-charge processes with proper documentation to ensure eligibility for reimbursement.

COMPETENCIES AND BEHAVIOURS

- Strong knowledge of construction practices, contractor management, utilities coordination, and health and safety leadership practices.
- Excellent leadership and site management skills with experience engaging multi-disciplinary teams.
- Proficiency in reading blueprints, technical specs, and interpreting engineering designs.
- Skilled in cost allocation and construction management tools.
- Ability to communicate effectively with contractors, staff, and residents.
- Ability to write clear documentation and maintain audit-ready records.

- Proficient in Microsoft office suite and other common software programs.

DESIRED KNOWLEDGE, EDUCATION, AND EXPERIENCE

Education & Experience

- Bachelor's degree in construction management, civil engineering, project management, or a related field Such as a diploma in construction engineering technology
- Minimum 3–5 years of experience overseeing and/or working in municipal, residential and/or commercial construction projects, preferably in a disaster recovery or municipal setting.
- Familiarity with public sector procurement, contractor oversight, and DRP or similar disaster funding mechanisms.
- Any GIS experience is considered an asset

Certifications (Preferred but Not Required)

- Project Management Professional (PMP) designation.
- P.Eng., CET, or P.L.Eng.
- Incident Command System (ICS) or Emergency Management Certification.

Approved: _____



Chief Administrative Officer
Municipality of Jasper

Date: _____

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Establishment of New Public EV Charging Stations Update
From: Bill Given, Chief Administrative Officer
Prepared by: Mona El Dabee, Energy & Environment Manager
Reviewed by: Beth Sanders, Director of Urban Design & Standards
Date: May 27, 2025



Recommendation:

- That Committee recommend Council approve the establishment of two new electric vehicle (EV) charging stations in the off-street parking lot across from the Activity Center on Bonhomme Street through an agreement with SureCharge Corp. for a term of up to 15 years.

Alternatives:

- That Committee recommend that Council approve the establishment of two new electric vehicle (EV) charging stations through an agreement with SureCharge Corp. for a term of up to 15 years, at a different location.
- That Committee receive the report as information and take no further action.

Background:

On March 12, 2024, Council approved participation in the EVenture charging network and the establishment of four new electric vehicle (EV) charging stations in the off-street parking lot adjacent to the public washrooms on Connaught Drive for a term of up to 14 years in partnership with ATCO.

Jasper currently boasts a total of eleven EV charging stations, including eight Tesla "Level-3" chargers and three "Level-2" charging stations, all situated on the east end of town.

Discussion:

Through 2022 the EVenture collective sought a development partner and for a period the project was stalled until the group selected ATCO. The project is in execution status but awaits Natural Resources Canada funding, which has been delayed several times. ATCO has recently pulled out of the project, however despite this change and the funding delays CEA found a developer who would like to keep the project momentum going by proceeding with the installation of EV charging stations at all twelve EVenture sites this summer.

Recognizing the growing demand for electric vehicle infrastructure and aiming to balance the availability of charging options across town, SureCharge Corp. is proposing the installation of two "Level-3" charging stations in the off-street parking lot across from the Activity Center on Bonhomme Street.

This project is a significant step towards enhancing Jasper's EV infrastructure, promoting sustainable transportation, and accommodating the increasing number of electric vehicles on the road. Considering the current Connaught Drive pop-up village and all the rebuilding and contractor activity around the initial ATCO proposed off-street parking lot adjacent to the public washrooms on Connaught Drive, Administration proposes

the establishment of the two new electric vehicle (EV) charging stations at the off-street parking lot across from the Activity Center on Bonhomme Street. This site has strategic importance, is accessible, and has the potential to serve residents and visitors alike. It is a strong location from a usability and visibility standpoint.

This recommendation offers a forward-looking approach to accommodate the growing trend of electric vehicle use, promoting environmental sustainability, and enhancing the town's infrastructure. This initiative is expected to enhance the town's appeal to environmentally conscious visitors and residents without imposing additional financial burdens on municipal resources. Administration seeks Council's approval to proceed with this initiative in partnership with SureCharge Corp.

The following is a list of specifications provided by SureCharge Corp.:

- Number of chargers: 2 x Wallbox Supernova DC Fast Chargers
- Power capacity: 180kW per unit
- Ports: Up to 4 simultaneous EVs can charge at once
- Parking stalls required: 4
- Estimated area needed: Approx. 500 sq ft for equipment and stalls
- Utility: New, dedicated power service to be installed
- Cost to municipality: \$0
- Rent: Annual rent for each and every year during the term shall be equal to 2% of SureCharge's Revenue from the Area for such year.
- Optional revenue share: % of gross revenue (or can be waived if preferred)
- Term: 10 years, with a 5-year renewal option
- Insurance: \$2M liability, with the Municipality named as an additional insured
- Maintenance: SureCharge Corp. handles maintenance except snow removal and general lot upkeep

Strategic Relevance:

- Include an environmental lens in our decision-making and operational plans.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Inclusion Considerations:

Distribution of charging stations across various geographic locations, including urban, rural, and underserved neighborhoods supports equitable and inclusive access, as well as, supports the importance of adapting. Accessibility for individuals with disabilities must be a priority, with stations designed for easy use by everyone.

Relevant Legislation:

- [Jasper Community Sustainability Plan](#)
- Agreement for the Establishment of Local Government in the Town of Jasper

Financial:

The proposal presents minimal financial risk to the municipality, as SureCharge Corp. will bear the costs associated with the capital investment and ongoing operation of the EV charging stations.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Regional Recovery Transit Service RFP Award
From: Bill Given, Chief Administrative Officer
Reviewed by: Michael Fark, Director of Recovery
Jasper Transit Manager
Date: May 27, 2025



Recommendation:

That Committee recommend Council award the turnkey operation of the Jasper Regional Recovery Transit Service to SunDog Tours.

Alternatives:

- That Committee recommend Council postpone the start of Regional Recovery Transit Service and seek additional information from the potential vendors.
- That Committee receive the report for information and take no further action on establishing a Regional Recovery Transit service.

Background:

The 2011 Jasper Community Sustainability Plan and the 2018 Transportation Master Plan include recommendations to explore the opportunity of future internal and regional transit connections for the town.

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

In Spring 2025, the Alberta Ministry of Municipal Affairs granted the Municipality with \$2 Million in operating funding for interim regional transit services between the Town of Hinton and Jasper, to support a regional approach to interim housing. The term of the grant ends June 30, 2029.

In March and April 2025, there were 17.5% more fixed-route Jasper Transit boardings than in March and April of 2024. School Bus boardings in March and April of 2025 remain lower than in 2024 by 13.4% and this is likely due to the significant reduction in dwelling units within the school bus catchment. Particularly in the context of community recovery, the increase in fixed route boardings over 2024 continues to be a success.

Discussion:

The Regional Recovery Transit Service procurement process met all expectations of the approved Council policy.

The RFP requested respondents to supply proposals meeting a service level of five round trips per day between Hinton and Jasper and seven round trips per day between Jasper and Marmot Meadows. This service level is estimated by Administration to be approximately 5,000 annual transit service hours, and this was the basis for proponents to provide service delivery budgets. For comparison, the existing Jasper Transit system delivers approximately 3,710 annual transit service hours.

Scoring Components & Evaluation

Proposals were evaluated in the categories shown below and the information provided by through the RFP process resulted in the following scoring:

Evaluation categories		Proponent	Final Score
Related Project Experience	25%	SunDog Tours	85
Service Proposal	15%		
Fleet	30%	PWTransit Canada	84
Budget	30%		

SunDog Tours Submission Details

SunDog Tours is a long-standing transportation provider based in Jasper, with experience providing both private and public transportation services. SunDog Tours has successfully operated a daily scheduled regional transportation service connecting Jasper – Hinton – Edson – Edmonton since 2006. Other service delivery experience relevant to this assignment includes Rocky Mountaineer contracted transfers, sub-contracting to Pacific Western Transportation to operate local Jasper Transit services from November 2023 to March 2024, and the Jasper SkyTram – Jasper Park Lodge Shuttle.

The proposed Regional Recovery Service operation would consist of one (1) Supervising Contact and one (1) to three (3) drivers per day. SunDog Tours has a roster of 45 local Transit Operators, of which two local experienced operators were named and dedicated to the Regional Recovery service.

The SunDog Tours proposal satisfies all fleet and other requirements specified through the RFP, including wheelchair accessibility, bicycle accommodation and consistent size and colouring as the existing Jasper Transit fleet. Their proposal includes value added considerations such as the offer for flexibility about where the service is dispatched from (Jasper or Hinton) and to flex service levels depending on the rider demand.

The proposal from SunDog Tours is detailed and demonstrates solid policy and practice. Administration is confident that SunDog Tours can meet the service expectations of the Municipality for Regional Recovery Transit Service.

Strategic Relevance:

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

Inclusion Considerations:

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

Relevant Legislation:

- [Alberta Traffic Safety Act and Commercial Vehicle Regulations](#)
- [Policy F-114 Transit Service Standards](#)
- [Policy B-120 Procurement Policy](#)

Financial:

Based on 5,000 service hours per year the annual cost of **operating** Regional Recovery service proposed by SunDog Tours is as follows:

Year 1 - \$560,000 Year 2 - \$552,500 *Year 3 - \$555,000 *Year 4 - \$560,000

**To establish a baseline for comparison, Years 3 and 4 were considered optional in the proposal evaluation and were not part of the evaluated pricing.*

Fuel costs for the operation of Regional Recovery service will be additional and covered by the Municipality. Fuel is estimated to cost \$65,000 to \$100,000 annually for the operation of Regional Recovery service, per the current service concept.

Other eligible expenses under the Provincial funding contract include the following activities which are estimated to cost up to \$75,000 per year, in total.

- Service Implementation and Ongoing Planning (\$30,000 Annually)
 - Developing a communication plan
 - Establishing an integrated fare structure
 - Integration and exchange of transit-related data between services
 - Planning and prioritizing regional transit services based on need
- Ongoing project administration (\$30,000 Annually)
- Public and municipal consultation, such as on-board surveys (\$15,000 Annually)

Work on a fare structure for the Regional Recovery service is underway. Principals include ensuring that the service is available for free for displaced residents of Jasper and ensuring that other community members and visitors are charged an appropriate fare to reinvest in the provision of service.

With the annual cost of service proposed by SunDog Tours, the estimated costs of eligible expenses outlined above, and fare revenue, the \$2 Million Provincial grant is expected to cover Regional Recovery service, at this service level, for approximately three years.

AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: Council Meeting Schedule – July 2025
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: May 27, 2025



Recommendation:

- That Committee recommend Council amend the Council meeting schedule to hold a regular meeting on July 8, 2025 at 1:30pm and a Committee of the Whole meeting on July 15, 2025 at 9:30am.

Alternatives:

- That Committee receive the report for information and take no further action.
- That Committee direct Administration to make the following changes Council meeting calendar:
 - ...
 - ...

Background:

The [current Council meeting calendar](#) was approved at the October 22, 2024 Organizational Meeting.

Discussion:

The last meeting in June is a Committee of the Whole meeting scheduled for June 24. Canada Day falls on the first Tuesday of July 2025, which would normally be a Regular Council meeting day. Council's summer break is scheduled to take place the last two weeks of July, which leaves only two meeting dates in July. The current calendar shows a Committee of the Whole meeting on July 8, followed by a Regular meeting on July 15, which would result in two Committee of the Whole meetings in a row, at the end of June and beginning of July.

Administration is proposing that the current schedule be amended to hold a Regular Council meeting on July 8 and a Committee of the Whole meeting on July 15, which would maintain the typical flow of meetings from Committee of the Whole to Regular meeting, and yield better outcomes for discussions and decisions to take place in July.

Under regular circumstances, to change the calendar established at organizational meeting, Council must pass a motion at a regular meeting. Notice of the change must be issued a minimum of 24 hours prior to the meeting date, which is usually accomplished through the publication of notices on the municipal website.

Strategic Relevance

- Organizational Excellence

Inclusion Considerations:

- Advance notice of a change in the Council schedule is desirable to allow members of the public, councillors and Administration to remain informed of Council's proceedings and plan accordingly.

Communications:

The Council meeting calendar would be amended on the website in the Community Calendar, on the calendar attachment on the Mayor & Council information page, and on the agendas & minutes page.

Relevant Legislation:

- [Bylaw #190 Procedure Bylaw - Office Consolidation](#)

Financial:

There are no financial implications for this adjustment.

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	
Climate Change Adaptation Plan	August 27, 2024	CAO and Director of Urban Design & Standards	That Council direct Administration to proceed with developing a five-year Climate Change Adaptation Action Plan with internal resources and present the plan at a future Committee of the Whole Meeting in spring 2025.	June 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.	July 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	
Utility Rate Model	January 21, 2025	CAO and Director of Finance & Administration	That Council direct Administration to host a workshop to review the utility rate model with interested stakeholders.	June 2025	
Wildfire Recovery Strategic Priorities	February 11, 2025	Director of Recovery	That Committee direct Administration to seek feedback on the draft Recovery Strategic Priorities from the Recovery Advisory Committee and return to a future Committee of the Whole meeting.	May 2025	Recommended to be deferred to June 2025

Recovery Advisory Committee Recommendations	March 11, 2025	Director of Recovery	That Committee direct Administration gather input on the triparty Jasper Recovery Plan from the Recovery Advisory Committee and return to a future meeting.	July 2025	
Grande Yellowhead Public School Division Joint Agreement	March 18, 2025	Director of Community Development	That Council direct Administration to bring an update to a future meeting on a joint agreement with the Grande Yellowhead Public School Division.	June 2025	
Advocacy at FCM	March 25, 2025	CAO	That Committee direct Administration to prepare a report regarding the status and implications of CN Rail's decision to move operations from Jasper and bring it to a future meeting prior to mid-May.	May 2025	Recommended to be removed
Fire Bylaw & Communications	April 8, 2025	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with a report regarding the Fire Bylaw and communications for the upcoming season.	May 2025	Recommended to be removed
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	