

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
June 9, 2026 | 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 Kongsrud to chair meeting

**2. Additions to agenda**

**3. Approval of agenda**

3.1 June 9, 2026 Committee of the Whole agenda attachment

**4. May 26, 2026 Committee of the Whole meeting minutes** attachment

4.1 Business arising from minutes

**5. Delegations**

5.1 Jasper Park Chamber of Commerce & Ben Brunnen, Verum Consulting - Jasper Economic Impact & Opportunity Assessment – [Full Report online here](#) attachment

**6. Correspondence**

**7. New business**

7.1 Welcoming Week 2026 attachment

7.2 Planning & Development Advisory Committee Membership attachment

7.3 External Funding Trends & Community Outreach Services Capacity attachment

7.4 Regional Assessment Review Board Appointments attachment

7.5 Information Technology Acceptable Use Policy attachment

**8. Motion Action List** attachment

**9. Councillor upcoming meetings**

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

**10. Upcoming events**

[Jasper Park Chamber of Commerce AGM](#) – 8am-10am, June 11, Golf Club House, JPL  
Community Summer Celebration – 11am-6pm, June 14, Commemoration Park National  
Indigenous Peoples Day – June 21, Commemoration Park  
Diploma Ceremony for École Desrochers Graduates – 1:30pm, June 22, École  
Desrochers

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

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**

June 9, 2026 | 9:30 am

Jasper Library & Cultural Centre – Quorum Room

Jasper Junior/Senior High School Graduation – 1pm, June 25, Jasper Jr/Sr High School gymnasium

No Council Meeting (fifth Tuesday in month) – June 30

Canada Day Pancake Breakfast & Flag Raising – July 1, Commemoration Park

**11. Adjournment**

**AGENDA ITEM 4.1**

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, May 26, 2026 | 9:30am  
Jasper Library & Cultural Centre, Quorum Room

Virtual viewing and participation Council attendance is in Council chambers at the Jasper Library & Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing during Council meetings is through both Zoom livestreaming and in-person attendance. Public participation is facilitated through in-person attendance.

Present Mayor Richard Ireland, Alternate Deputy Mayor Danny Frechette, Councillors Ralph Melnyk, Wendy Hall, Laurie Rodger, and Kathleen Waxer

Absent Deputy Mayor Kable Kongsrud

Also present Bill Given, Chief Administrative Officer  
Christine Nadon, Director of Protective & Legislative Services  
Natasha Malenchak, Director of Finance & Administration  
Courtney Donaldson, Director of Operations & Utilities  
Beth Sanders, Director of Design & Urban Standards  
Erin Toop, Transit Manager  
Emma Acorn, Legislative Services Coordinator  
Bob Covey, The Jasper Local  
9 observers

Call to Order Deputy Mayor Danny Frechette called the May 26, 2026 Committee of the Whole meeting to order at 9:30am.

Additions/deletions to the agenda none

Approval of agenda #225/26 MOTION by Councillor Waxer that Committee approve the agenda for the May 26, 2026 Committee of the Whole meeting as presented.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Business arising from minutes none

Delegations none

Correspondence – RCMP Quarterly Report #226/26 Director of Protective & Legislative Services Christine Nadon was present to bring any Committee questions back to RCMP Sergeant Rick Bidaisee.

MOTION by Mayor Ireland that Committee receive the report for information.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Transit Service Quarterly Report	Director of Operations & Utilities Courtney Donaldson and Transit Manager Erin Toop presented a Transit Service Quarterly Report to Committee for consideration.		
#227/26	MOTION by Councillor Waxer that Committee receive the Transit Service Quarterly Update – Q1 2026 for information.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Transit Service & Fleet Procurement Update	Committee received a request for decision from Administration regarding the Transit Service and fleet procurement. Ms. Donaldson reviewed the contents, requirements, scoring; and timelines for the RFP which was issued in March. CAO Bill Given also assisted in answering Committee questions.		
#228/26	MOTION by Councillor Hall that Committee recommend Council award RFP MOJ-2026-JT01 “Transit Fleet Procurement” to Dynamic Specialty Vehicle Limited.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
#229/26	MOTION by Councillor Rodger that Committee recommend Council direct Administration to engage the proponent in negotiations for the final vehicle quantity and configuration within the approved project budget.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Frechette called a recess from 10:47am to 11:00am.		
Visitor Paid Parking Revenue Policy	CAO Bill Given reviewed the updates to the draft Visitor Paid Parking Revenue Policy which was first presented at the May 12, 2026 Committee of the Whole meeting.		
#230/26	MOTION by Mayor Ireland that Committee amend the Visitor Paid Parking Revenue Policy as follows:		
	<ul style="list-style-type: none"> <li>• Change the wording in the second sentence of Section 3.1 to read, “Revenue generated through the program shall be used first to fund the administration, operations, and enforcement required to deliver the Visitor Paid Parking program”;</li> <li>• That section 3.2 be amended to change the section referencing 3.2 to 3.1; and</li> <li>• That the third bullet point of Section 3.2 be amended to read “wildfire, climate change, and economic resiliency initiatives”.</li> </ul>		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED

#231/26	MOTION by Councillor Hall that Committee recommend Council approve the Visitor Paid Parking Revenue Policy as amended.	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Borrowing Bylaws	Committee received four draft bylaws for consideration. Director of Finance & Administration Natasha Malenchak reviewed the purpose of the bylaws; timelines for consideration; and answered Committee questions.			
#232/26	MOTION by Mayor Ireland that Committee recommend Council give first reading to: <ul style="list-style-type: none"> <li>• Bylaw #281 – Jasper Recreation Complex Renovation Phase 3 Borrowing Bylaw 2026;</li> <li>• Bylaw #282 – Wastewater Treatment Facilities Borrowing Bylaw 2026;</li> <li>• Bylaw #283 – Arnica Avenue Servicing Borrowing Bylaw 2026; and</li> <li>• Bylaw #284 – Wildfire Utilities Infrastructure Repairs Borrowing Bylaw 2026.</li> </ul>	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Motion Action List	Administration reviewed the Motion Action List.			
#233/26	MOTION by Councillor Waxer that Committee approve the updated Motion Action List with the removal of the following items: <ul style="list-style-type: none"> <li>• Visitor Paid Parking Revenue Policy</li> </ul> And date changes for the following items: <ul style="list-style-type: none"> <li>• Tax Policy – Principles &amp; Engagement Approach</li> </ul>	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	<p>Councillor Hall; along with the rest of Council, will be participating in a planning session with the Department of Urban Standards &amp; Design this Thursday morning. She is also planning on being at the Legislative Committee meeting scheduled for June 2nd.</p> <p>Councillor Hall thanked Mayor Ireland and Councillor Melnyk for their support yesterday as she spoke about her personal experience with climate change at the Prairies Chapter of the Climate Caucus Zoom meeting.</p> <p>Councillor Rodger asked if there would be an alternate available to attend a meeting of the Jasper Food Alliance on June 1st. Councillor Waxer is able to attend.</p> <p>Councillor Melnyk will be attending a meeting of the Jasper Partnership Initiative on Wednesday afternoon; and is also looking forward to the upcoming Federation of Canadian Municipalities conference in Edmonton with the rest of Council June 4th-7th.</p>			

Councillor Frechette will be participating in a Zoom call for the Trans Canada Yellowhead Highway Association this Friday.

Mayor Ireland plans to attend the annual general meeting of the Jasper Community Team Society this upcoming Thursday evening.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #234/26 MOTION by Councillor Melnyk that, there being no further business, the Committee of the Whole meeting of May 26, 2026 be adjourned at 11:41am.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

# Jasper Economic Impact and Opportunity Assessment:

## Supporting Jasper's Economic Recovery and Long-Term Prosperity

Presentation to Jasper Municipal Committee of the Whole

June 9, 2026

[www.verumconsulting.ca](http://www.verumconsulting.ca)

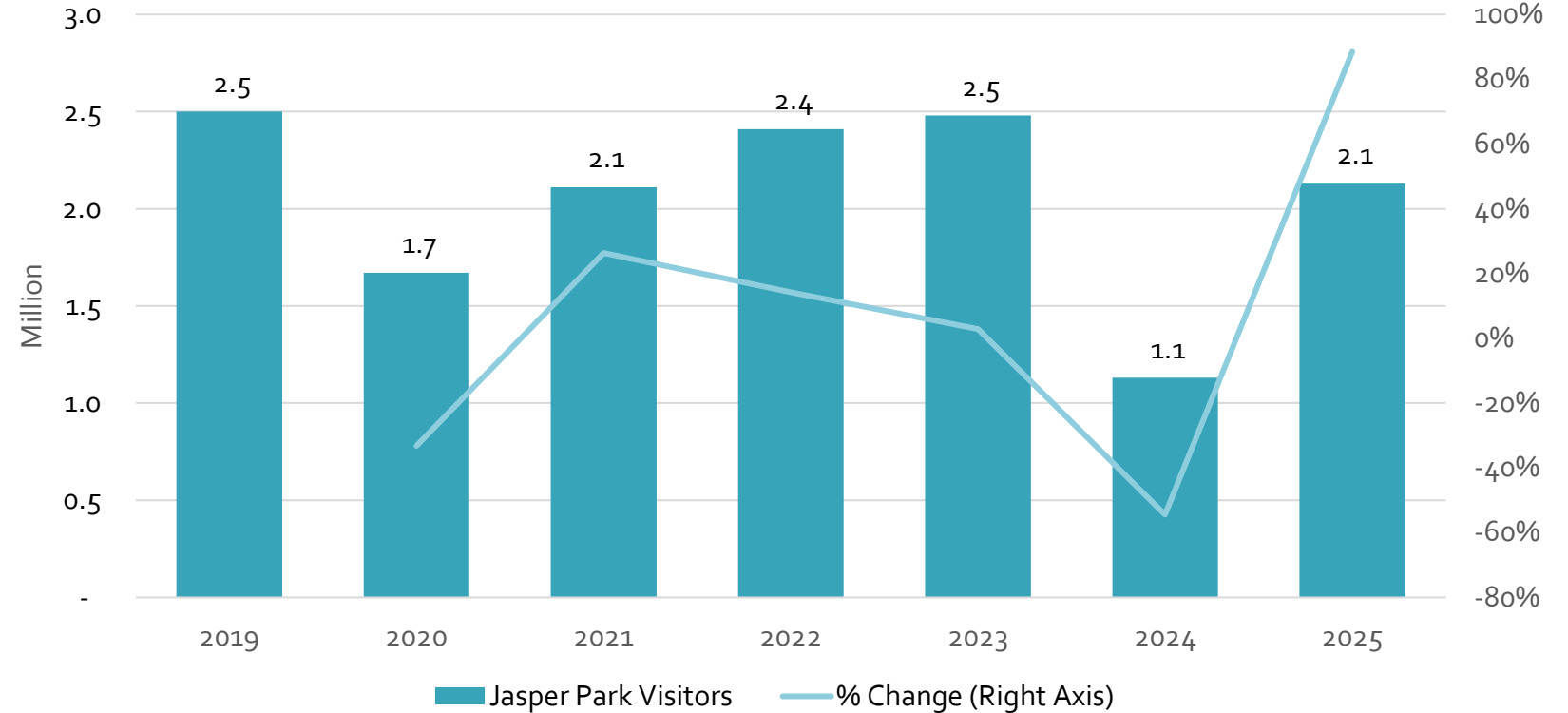
# Project Overview

In 2025 the Jasper Park Chamber of Commerce, Tourism Jasper, Community Futures West Yellowhead and the Jasper Employment and Education Centre commissioned this research with the following objectives:

- Assess Jasper's pre-fire visitor economy and quantify the economic impacts of the fire on Jasper's business community.
- Explore the economic potential of a more resilient Jasper business community.
- Identify strategic actions that align with the *Jasper Destination Stewardship Plan*

# Economic Impacts of the Wildfire

## Jasper Park Visitors



In 2023 visitor counts were comparable to pre-pandemic levels at 2.5 million.

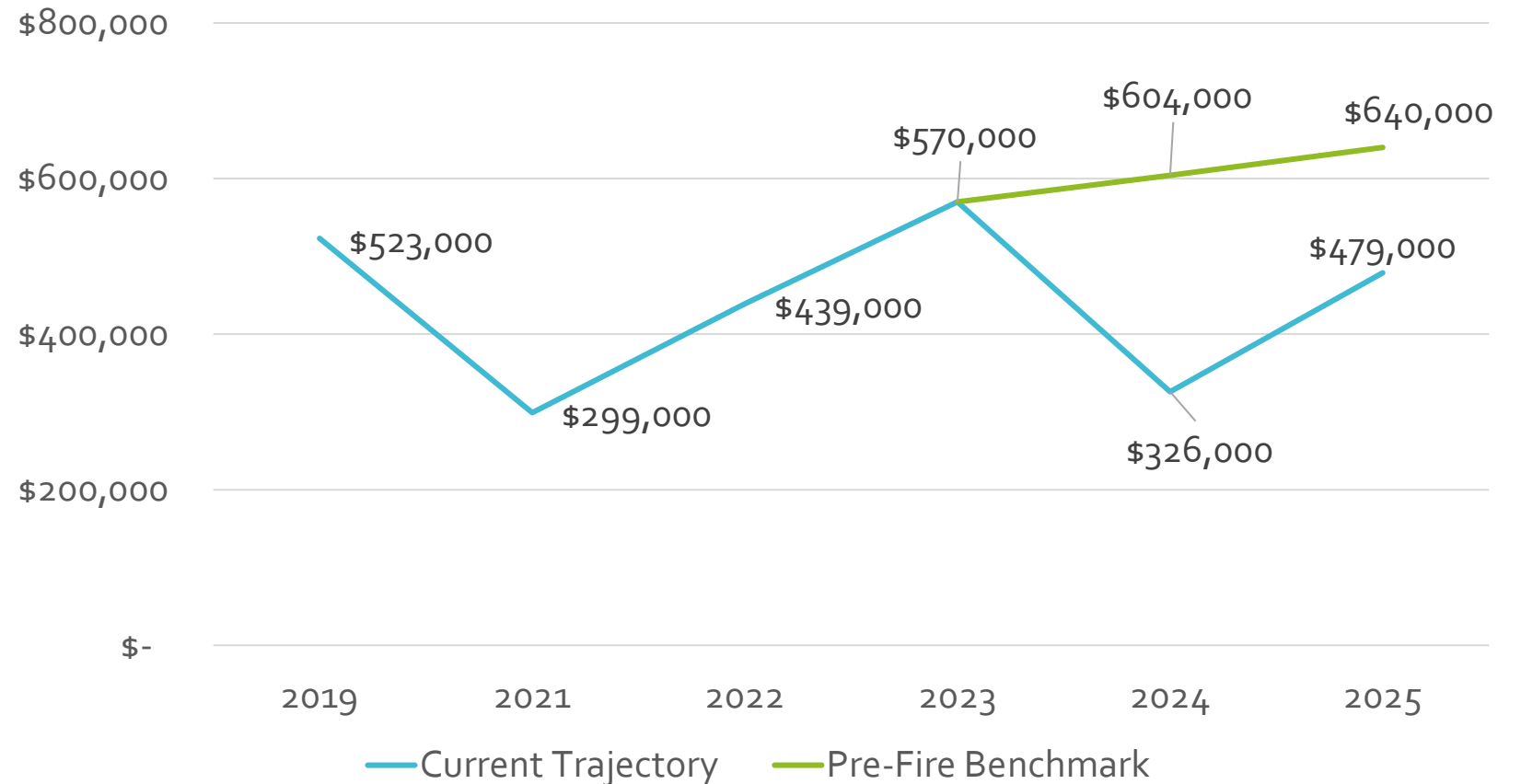
In 2024 visitor counts dropped by 54% to 1.1 million – less than the 1.7 million in 2020.

While visitor numbers recovered in 2025 to 2.1 million, they are 14% below pre-fire levels.

Loss of amenities, properties, accommodation units and services has diminished activity.

# Economic Impacts of the Wildfire

## Jasper Visitor Expenditure Pathways (ooo's)



- The Jasper tourism economy was on track to generate \$604 million in visitor spending in 2024, and \$640 million in 2025.
- Instead, 2024 spending is estimated at \$326 million and 2025 spending at \$479 million.

# Business Survey

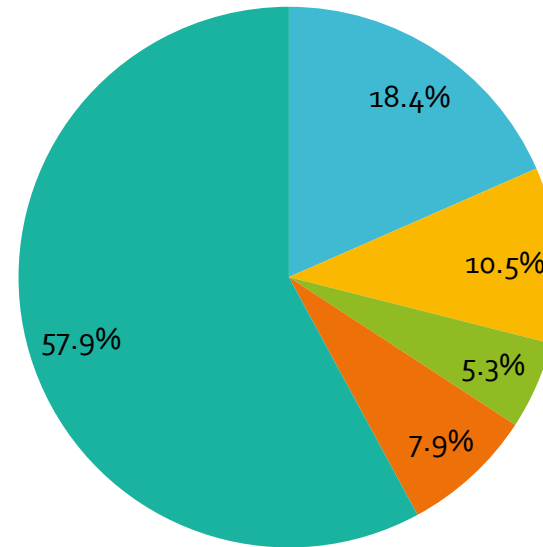
Conducted Dec 2025-Feb 2026

Using business license database of 548 businesses operating in the municipality

Received 73 responses, for a 13% response rate

Generally representative of the business mix in the community

How long do you think it will take for your business to return to pre-fire levels of profitability?

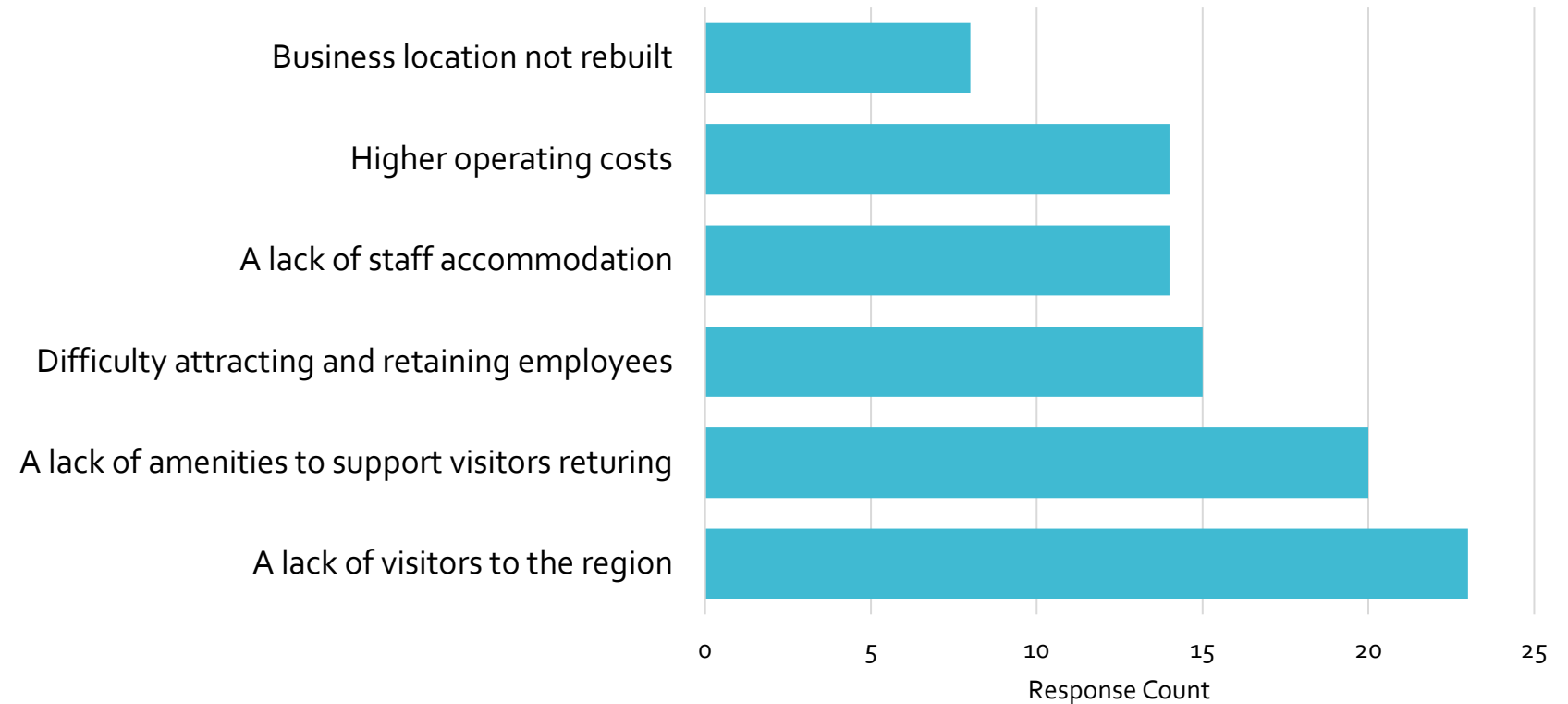


- 0 to 6 months
- 7 to 12 months
- 13 to 18 months
- 19 to 24 months
- Greater than 24 months

- 58% of respondents indicated greater than 24 months to fully recover from the time of the survey. This would be more than ~3.5 years since the fire.
- 8% indicated they would recover between 19-24 months of the survey date
- 5% indicated between 13-18 months of the survey date.

# Business Survey

What are the remaining challenges preventing your business from fully recovering?

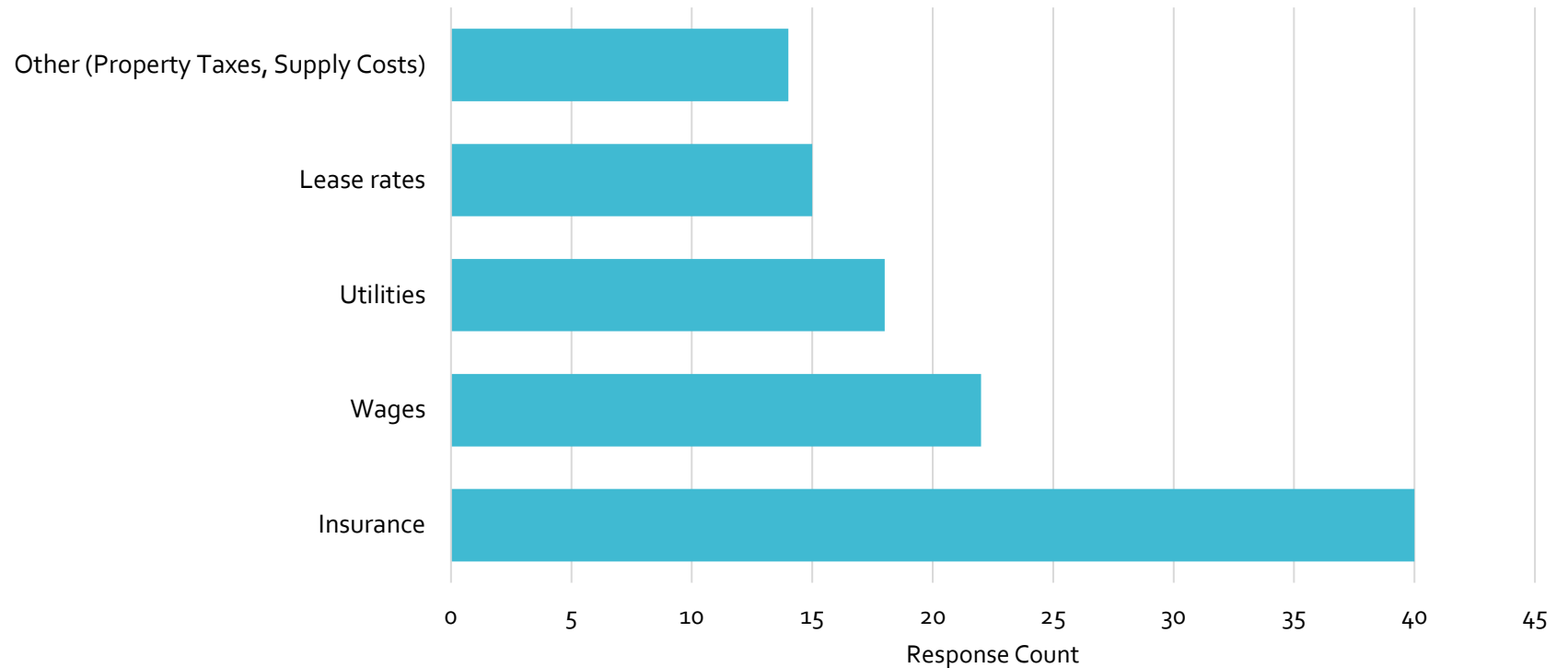


The top challenges to recovery were a lack of visitors to the region and a lack of amenities to support visitors returning.

- The retail and restaurant sectors were the most likely to indicate a lack of visitors,
- Higher operating costs are a top factor for the accommodation sector,
- A lack of staff accommodation was an issue for restaurants, retail and accommodation sectors.

# Business Survey

Please specify whether you anticipate higher operating expenses since the fire



Businesses are anticipating higher insurance premiums, wages, utilities, lease rates and other costs such as property taxes and supply costs.

- All are concerned about higher insurance costs, but notably private home accommodations.
- They are also the most concerned about higher utility rates and higher interest rates.
- The restaurant, retail and full-service accommodation sectors are concerned with higher wages
- The retail sector is concerned with higher lease rates.

# Business Survey

## What measures or support would help accelerate the return to previous revenue levels?



Marketing to attract visitors was a top recovery priority, followed by financial support, staff accommodation and infrastructure repair

- Retail and accommodation are most in need of financial support to offset higher costs.
- Retail, restaurants and accommodation are most likely to need support for staff housing.

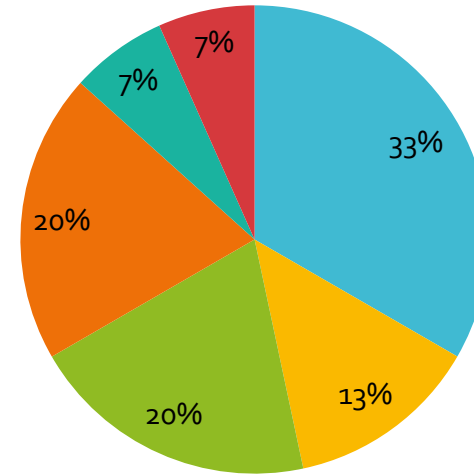
# Property Owner Survey

Targeted towards property owners who incurred fire damage

Completed by 30 respondents, representing 73% of the total of 41 commercial properties damaged or destroyed by the fire.

Represent a mix of property types including accommodation, restaurants, retail, industrial, and mixed properties

If you lost your property in the fire and plan to rebuild, when do you anticipate that the build will be complete?



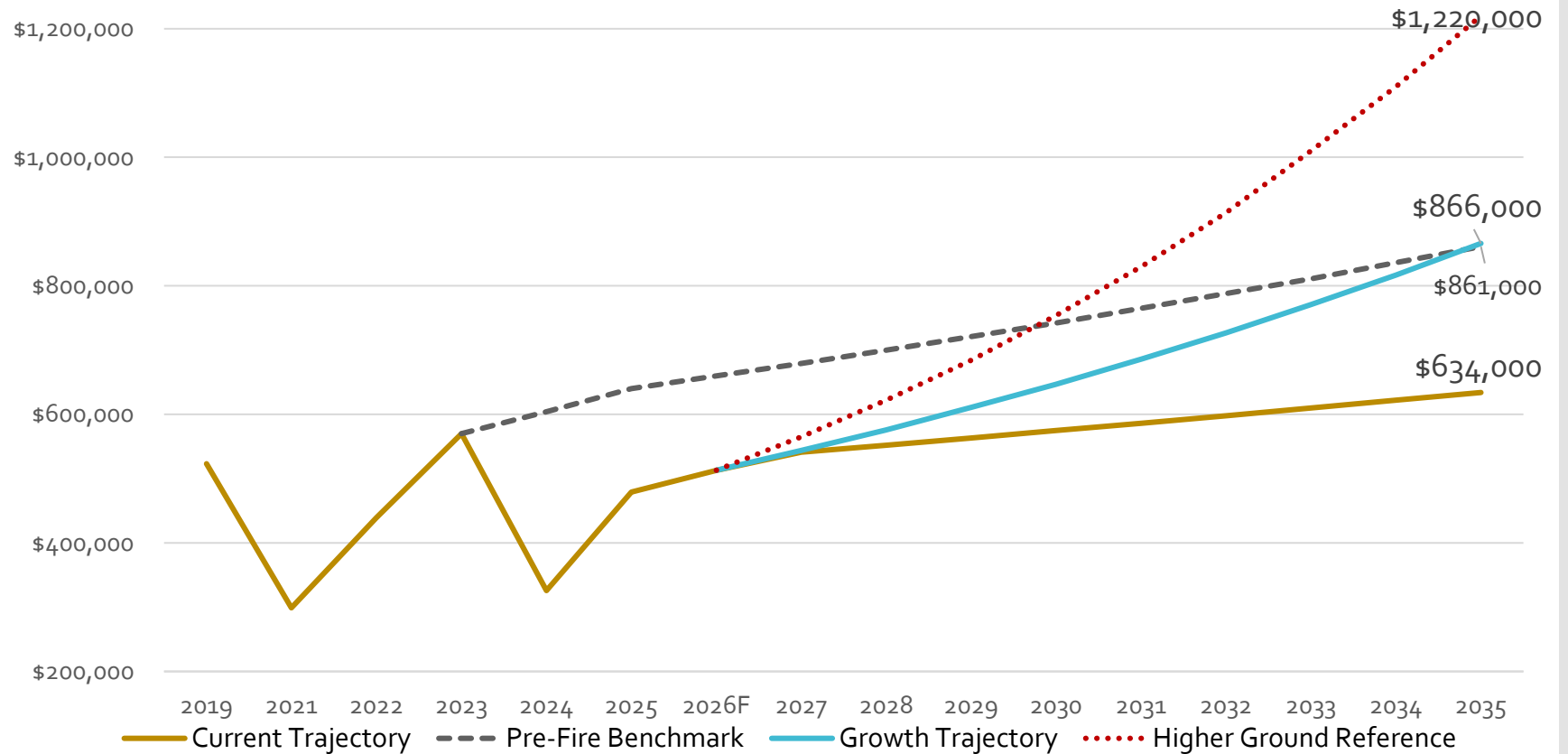
■ 0-6 months ■ 7-12 months ■ 12-18 months ■ 18-24 months ■ more than 24 months ■ Other (still raising funds)

Only 70% plan to rebuild the property

- 46% expect the build will be complete within the next 12 months.
- 14% indicate 24 months or are unsure.
- 40% indicate the build will be complete within 12-24 months.

# Long Term Economic Potential

## Jasper Visitor Expenditure Recovery Trajectories and Benchmarks (\$000)



To achieve an economic growth pathway above the pre-fire benchmark, the partners would ideally work with community stakeholders to implement the strategic actions in this report.

For comparison is the provincial *Higher Ground Tourism Strategy*. However, this is not considered feasible.

# Post-Disaster Economic Recovery Action Strategies

Verum Consulting interviewed between 35-40 business and other stakeholders in Jasper.

Interviewees included:

- Businesses (e.g. hospitality, recreation, restaurants, transportation, retail, construction, skiing)
- Project partners
- Municipal council, administration, Jasper Recovery Coordination Centre, the Jasper Recovery Advisory Committee and staff at Parks Canada.

The content from the interviews were distilled into strategic actions and framed within the themes of the Jasper Destination Stewardship Plan – namely:

- Place, People, Planet, Prosperity and Policy.

# Place

According to the Jasper Destination Stewardship Plan:

“Place encompasses the entire destination, and is defined as everything visitors and residents connect with, including the natural and built environments...The stewardship of place is one of the top strategies because such a high percentage of residents’ livelihoods depend on its quality.”

Priorities identified include developing and enhancing shoulder and winter season experiences, improving access to Jasper, and facilitating enhanced mobility within Jasper and the National Park.

## Place:

# Develop and Enhance Shoulder and Winter Season Experiences

Jasper's visitor economy would be more resilient and generate significantly greater returns if visitor activity were more evenly distributed across the year.

Targeted amenity opportunities include:

- Nordic ski offerings.
- New amenities to support snowshoeing, decathlon, skating, and fat biking.
- New attractions and spaces to host events, performances and festivals.
- Attracting tournaments, competitions, youth activity & adventure camps.
- Winterizing existing business properties to expand their all-season capability.
- Expanding access to underutilized attractions via an all-season hut system and revisiting winter Sky Tram constraints.

### **Strategic Action:**

Lead and implement an amenity development strategy, which would evaluate, rank and prioritize amenity development opportunities based on their potential to draw visitors/ extend visitor stays, and ability to access private and public sector financing.

Place:

## Improve Access to Jasper

Jasper has accessibility limitations.

- An enhanced tourism charter service could assist in improving visitor travel experiences from Edmonton and Calgary airports to Jasper with additional tourism amenity developments enroute.
- Parks Canada could enhance its commitment to patrol and maintain the Icefields Parkway year-round to assure its accessibility and invest in cellular infrastructure to provide connectivity.
- Longer-term, an expanded regional airport in the Hinton area could enhance all-season visitor access both domestically and internationally.

### **Strategic Action**

Launch a *Jasper Access Strategy* to prioritize and enhance transportation access on routes to Jasper and invest in communication technology upgrades to improve connectivity.

Place:

## Enhance Mobility within Jasper and the Park

Transportation within the townsite is an area of opportunity.

- While the Municipality has invested in expanding local transit to mobilize residents and manage congestion during peak periods, respondents expressed concern that they weren't meaningfully engaged, that the cost for the system is high relative to the benefit, and that their business and staff transportation needs are not sufficiently prioritized in the design of the system.

### **Strategic Action**

Engage in a review the Town's public transportation plan and explore changes that can cost effectively improve mobility for visitors and staff to businesses and attractions in and around town.

# People

According to the Jasper Destination Stewardship Plan:

“...continually enhancing the quality of the visitor experience demands taking care of the many diverse individuals living in Jasper to create a rich and robust social fabric, while promoting authentic visitor and resident relationships. Ultimately, if we take care of Jasper residents, they will take care of visitors

Interviewees identified people as essential for ensuring business recovery and resilience long-term.

People:

## Develop More Housing Options for Employees and Residents

Many businesses provided housing that was lost in the fire, while others relied on the availability housing stock in the town for their staff accommodation needs. Even prior to the fire the availability and adequacy of housing was a key factor.

- Interim housing access for business has improved but is not a long-term solution.
- There is concern Private Home Accommodations take away from long-term housing supply and are subsidized from a tax perspective (i.e. true business value is not being captured in taxes).
- Cooperative housing units are equity restricted and pay less taxes than a comparable property, which may be inequitable.
- The JPCC is exploring an employer owned housing co-operative as a solution.

### **Strategic Action:**

Align on a comprehensive housing strategy that integrates business housing priorities into existing housing strategies and ensures equitable tax treatment of co-operatives and private home accommodations within the residential and non-residential classes.

People:

## Develop the Local Workforce

The labour force composition in the town has evolved post-2024.

Businesses historically relied on temporary foreign workers (TFW) to meet their seasonal labour needs.

The fire has displaced this cohort and immigration programs have changed – precluding business from relying on this source of labour.

### **Strategic Action:**

Advocate for restoration, rebalancing and/or restructuring of immigration and employment policies to better address Jasper's employment needs.

Develop a targeted regional recruitment pipeline that diversifies hiring approaches and reduces reliance on international recruitment.

# Prosperity

The *Jasper Destination Stewardship Plan* prosperity strategic goal seeks to:

“improve visitor engagement to increase revenue opportunities for local business and residents year-round

The Prosperity strategic goal is the one goal that focuses on driving and growing tourism economic activity in Jasper. The central issues facing the business community today have changed and are more focused on prioritizing local business recovery and reducing business costs to preserve industry viability and competitiveness.

Prosperity:

## Prioritizing Local Business Recovery, Balance and Revitalization

Jasper businesses face significant cost increases and uncertainty. Not all businesses anticipate they will fully recover and certainly not quickly.

New investors could change the experiences offered (e.g. integrated offerings that reduce visitation at local vendors) and the types of businesses (e.g. more franchises, fewer local businesses).

With damaged and destroyed businesses building back to a modern standard there is also a need for revitalization of existing businesses and commercial areas.

Jasper is constrained by a commercial floorspace cap. There is a need for more accommodation, but conversion of underutilized properties is not feasible under the cap.

### **Strategic Action:**

Form an economic development agency to convene, coordinate and lead work on removing barriers to business recovery, providing the interim supports businesses need to rebuild and recover, supporting commercial revitalization, building capacity for business adaptation and considering a review of the commercial floorspace cap policy.

Prosperity:

## Reducing Business Costs

Rising business costs (e.g. insurance premiums, lease rates, wages, municipal property taxes and utility fees) are a top priority.

Local restaurants, retail shops, smaller hotels and tourism businesses are more likely to be hurt by higher costs.

- They are less likely to hire staff year-round or increase wages.
- Rather than investing to increase capacity and efficiency, they are more likely to try to cut costs or work in day-to-day operations.

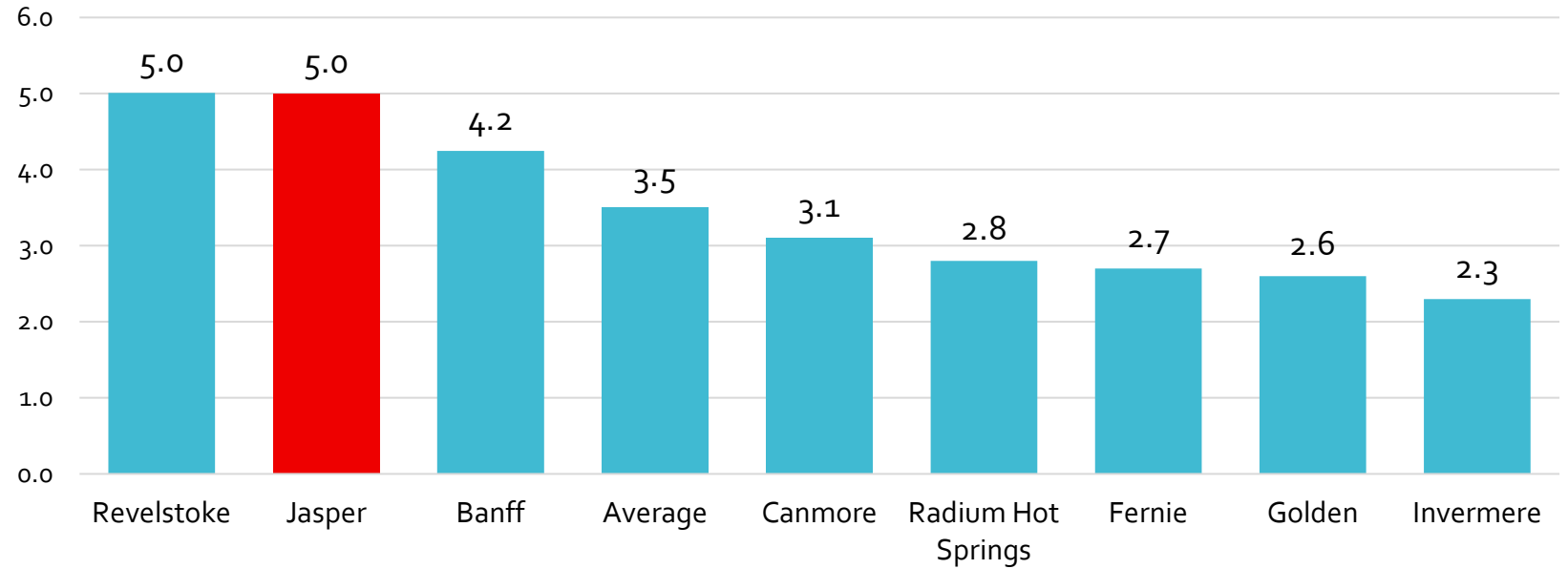
Franchises and multi-nationals have a cost advantage – they can borrow at lower rates and access more funding sources.

These costs can be better absorbed if businesses can be profitable year-round.

Until then many Jasper businesses are economically vulnerable.

# Prosperity: Reducing Business Costs

### Select 2025 Tax Rate Ratios



Jasper has a higher non-residential to residential tax rate ratio compared to other tourism communities in BC and Alberta – tied for the highest level with Revelstoke.

The best comparator is Banff, given that both have high non-residential assessment shares (~45%). Banff has a lower non-residential to residential tax rate ratio at 4.2.

### Strategic Action:

The Municipality work with the partners to develop a tax policy that removes inequities in the tax base and adopts competitive non-residential to residential tax targets comparable to other municipalities.

# Policy

The *Policy* strategic goal in the *Jasper Destination Stewardship Plan* seeks to

“align public and private sector efforts to better serve the long-term needs of the community.”

This is important due to the unique relationship and integrated need for the Municipality, the business community and Parks Canada to coordinate their efforts to achieve the vision and objectives of the Plan.

## Policy:

# A Shared Vision for the Future of Jasper's Business Community

There is a need for greater alignment among businesses, the municipality and other community stakeholders in affirming the future role and vision for the Jasper tourism economy.

Businesses want to work with the municipality and the community to build trust and align on what businesses in the community need, how they could be better involved in municipal and community decision-making.

### **Strategic Action:**

Align on a suite of priorities, actions, accountabilities and timelines for implementing the strategic goals of the Jasper Destination Stewardship Plan, with a commitment to meet regularly (i.e. at least every six months) to review progress, address barriers and reprioritize as needed.

Policy:

## Strengthened Provincial Relations

Businesses viewed working more collaboratively with the provincial government as a key opportunity. The Alberta government has prioritized growing tourism spending in the province and has repositioned Travel Alberta as a destination development and marketing organization.

There is a compelling case for increasing provincial investment into the Jasper tourism industry – particularly in areas that help facilitate recovery and build visitor amenities and infrastructure to extend the tourist season.

### **Strategic Action**

Work to strengthen intergovernmental relationships with the province to better enable Jasper to access provincial funding, programs and supports.

Policy:

## Monitoring and Reporting on Progress

Indicators help track progress and inform decision-making in priority areas. There are very few complete and easily accessible data sets available to track performance of the key issues confronting the Jasper economy.

### **Strategic Action:**

Collect and report community priority data through an annual survey of businesses, residents and visitors. Key metrics include:

- Staff housing needs;
- Labour force requirements and demographics;
- Rental rates by housing type;
- Wage rates by sector;
- Employment/ unemployment rates;
- Business priorities and outlook;
- Visitor sentiment and priorities; and
- Visitors counts by source and expenditure profiles.



# Verum Consulting

Ben Brunnen

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# Appendix

Summary of Strategic Actions

# Economic Impacts of the Wildfire

Direct, Indirect and Induced Economic Impacts of Visitor Spending in Jasper				
	Visitor Expenditures (000)	GDP (000)	Jobs	All Government Taxes (000)
2024 Actual	\$326,000	\$277,000	3,280	\$42,700
2025 Actual	\$479,000	\$407,000	4,820	\$62,700
Pre-Fire Benchmark 2024	\$604,000	\$516,700	6,123	\$79,400
Pre-Fire Benchmark 2025	\$640,000	\$547,500	6,488	\$84,100
Actual to Pre-Fire Benchmark Difference (2024-2025)	-\$445,000	-\$380,200	-4,510	-\$58,100

In 2025, the tourism economy contributed \$407 million in GDP, 4,820 jobs and \$63 million in taxes.

- These numbers include the direct, indirect and induced economic effects - so not all this activity is local.
- Of the 4,820 jobs, approximately 2,165 are local (or 67% of the workforce).
- These include many direct jobs in hospitality and retail, some indirect supply chain jobs, and some induced jobs from tourism employee spending.
- Jasper is estimated to have lost 2,020 local jobs due to the fire.

# Long Term Economic Impacts

## 2025-35 Cumulative Economic Impact of Recovery Benchmarks and Trajectories (Real 2025 \$CAD)

	Expenditures (000)	GDP (000)	Jobs	Taxes (000) (All Govts)
Pre-Fire Benchmark	\$7,350,000	\$6,290,000	74,500	\$969,000
Current Trajectory	\$5,630,000	\$4,810,000	57,000	\$742,000
Growth Trajectory	\$6,450,000	\$5,520,000	65,300	\$850,000
Higher Ground	\$7,690,000	\$6,570,000	77,700	\$1,010,000

## 2025-35 Cumulative Taxes Generated by Recovery Benchmarks and Trajectories, by Level of Government (Real 2025 \$CAD, 000s)

	Local	Provincial	Federal
Pre-Fire Benchmark	\$156,000	\$326,000	\$488,000
Current Trajectory	\$119,000	\$249,000	\$374,000
Growth Trajectory	\$136,000	\$286,000	\$428,000
Higher Ground	\$162,000	\$339,000	\$508,000

Because the economic impacts are generated across the entire direct, indirect and induced economic value chain, the local government tax revenues are generated where the economic activity occurs, which would include municipalities beyond Jasper.

# Place

## Strategic Actions

Objective	Strategic Partner Action
Develop and Enhance Shoulder and Winter Season Experiences	In collaboration with private interests and government stakeholders, lead and implement an amenity development strategy, which would evaluate, rank and prioritize amenity development opportunities in the community based on their potential to draw visitors/ extend visitor stays, and ability to access private and public sector financing.
Improve Access to Jasper	In collaboration with government stakeholders and private interests, launch a Jasper Access Strategy to prioritize and enhance transportation access on routes to Jasper and invest in communication technology upgrades to improve connectivity.
Facilitate Enhanced Mobility within Jasper and Jasper National Park	In collaboration with private interests and the municipality, engage in a review the Town's public transportation plan and explore changes that can cost effectively improve mobility for visitors and staff to businesses and attractions in and around town.

# People: Strategic Actions

Objective	Strategic Partner Action
Develop More Housing Options for Employees and Residents	In collaboration with government stakeholders and private interests, work to align on a comprehensive housing strategy that integrates business housing priorities into existing housing strategies (e.g. enable business access to interim housing, support development of a business co-operative) and ensures equitable tax treatment of co-operatives and private home accommodations within the residential and non-residential classes.
Develop the Local Workforce	<p>Work with other regional and national agencies to advocate for restoration, rebalancing, and/or restructuring of immigration and employment policies to better address Jasper's employment needs.</p> <p>Work with employers, post-secondaries, and employment placement agencies to develop a targeted regional recruitment pipeline that diversifies hiring approaches and reduces reliance on international recruitment.</p>

# Prosperity Strategic Actions

Objective	Strategic Partner Action
Prioritizing Local Business Recovery, Balance and Revitalization	In collaboration with government stakeholders and private interests, work to form an economic development agency to convene, coordinate and — where appropriate — lead work on removing barriers to business recovery, providing the interim supports businesses need to rebuild and recover, supporting commercial revitalization, building capacity for business adaptation and considering a review of the commercial floorspace cap policy.
Reducing Business Costs	The Municipality of Jasper work with the partners to develop a tax policy for the municipality that removes inequities within the tax base and adopts competitive non-residential to residential tax measures and targets for the Town, informed by benchmarking with other comparable municipalities.

# Policy Strategic Actions

Objective	Strategic Partner Action
A Shared Vision for the Future of Jasper's Business Community	In collaboration with government stakeholders and private interests, work to align on a suite of priorities, actions, accountabilities and timelines for implementing the strategic goals of the Jasper Destination Stewardship Plan, with a commitment to meet regularly (i.e. at least every six months) to review progress, address barriers and reprioritize as needed.
Strengthened Provincial Relations	In collaboration with the municipality, Parks Canada and private interests work to strengthen intergovernmental relationships with the province to better enable Jasper to access provincial funding, programs and supports.
Monitoring and Reporting on Progress	<p>In collaboration with government stakeholders, collect and report community priority data through an annual survey of businesses, residents and visitors. Key metrics could include</p> <ul style="list-style-type: none"> <li>• Staff housing needs;</li> <li>• Labour force requirements and demographics;</li> <li>• Rental rates by housing type;</li> <li>• Wage rates by sector;</li> <li>• Employment/ unemployment rates;</li> <li>• Business priorities and outlook;</li> <li>• Visitor sentiment and priorities; and</li> <li>• Visitors counts by source and expenditure profiles.</li> </ul>

## AGENDA ITEM 7.1

### REQUEST FOR DECISION

**Subject:** Welcoming Week 2026  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Chiamaka James-Ihe, Local Immigration Partnership Coordinator  
**Reviewed by:** Lisa Riddell, Community Development Manager  
Christopher Read, Community Development Director  
**Date:** June 9, 2026



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#### Recommendation

That Committee recommend Council proclaim June 14–20, 2026, as Welcoming Week in Jasper.

#### Alternative

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

#### Background

On March 17, 2017, Municipal Council proclaimed its commitment to fostering a welcoming and inclusive Jasper. On July 6, 2021, Council adopted [Policy E-115, the Equity, Diversity and Inclusion \(EDI\) Policy](#). On February 15, 2022, Council adopted the five-year [Equity, Diversity and Inclusion Action Plan](#). In 2026, Welcoming Week marks its 14th year globally and its third year of national participation in Canada. Welcoming Week is usually celebrated in October; however Jasper celebrates it in June to align with the arrival of many new residents and seasonal workers.

#### Discussion

The Municipality of Jasper has supported and coordinated the Local Immigration Partnership since 2017 through funding from Immigration, Refugees and Citizenship Canada (IRCC). IRCC encourages participation in Welcoming Week as a way to recognize the work of organizations and community partners that support newcomers as they settle and become part of the community.

Local organizations have worked together to plan events and activities from June 14–20, 2026. The main event is a Summer Celebration on Sunday, June 14.

#### Strategic Relevance

- Strengthen social cohesion to reinforce community belonging.
- Leverage recreational and cultural opportunities and spaces to increase community connection.
- Nurture relationships that advance the community's interests.

#### Inclusion Considerations

Welcoming Week is one visible and concrete way we foster a welcoming and inclusive community.

#### Financial Impact

The costs associated with recognizing June 14–20, 2026, as Welcoming Week are included in the 2026 operating budget.

#### Attachments

- Welcoming Week Proclamation
- Welcoming Week Poster



## Proclamation

### Welcoming Week June 14-20, 2026

**WHEREAS**, Jasper is strengthened by the people who choose to make this community their home, and creating a welcoming environment helps ensure that all residents feel a sense of belonging; and

**WHEREAS**, newcomers contribute to Jasper's social, cultural, and economic vitality by bringing new perspectives, skills, experiences, and ideas that enrich our community; and

**WHEREAS**, Welcoming Week is an opportunity to recognize and celebrate the contributions of newcomers and to reaffirm our commitment to building an inclusive and connected community for all residents; and

**WHEREAS**, Welcoming Week brings together residents, organizations, businesses, and community groups to foster understanding, strengthen relationships, and create opportunities for meaningful participation in community life; and

**WHEREAS**, regardless of where we were born, we share a common commitment to building a strong, vibrant, and prosperous Jasper where everyone is valued and has the opportunity to contribute;

**THEREFORE**, in recognition of the many contributions of newcomers and in celebration of the diversity that strengthens our community, I, Mayor Richard Ireland, on behalf of Council and the Municipality of Jasper, do hereby proclaim **June 14–20, 2026, as Welcoming Week in Jasper, Alberta**, and encourage all residents to participate in activities that celebrate inclusion, belonging, and community connection.

**DATE:**

**SIGNATURE:**

Richard Ireland  
Mayor  
Municipality of Jasper



June 14 - 20, 2026

# WELCOMING WEEK *Jasper*

## Schedule of Events

**Sunday**      **Community Summer Celebration**

June 14

11 AM - 6 PM at Commemoration Park  
Learn about the community!

**Monday**

June 15

**Morning Information Session**

10 - 11 AM at the Jasper Employment & Education Centre (JEEC). Learn about JEEC services, Temporary Foreign Worker (TFW) support as well as cover letter and resume writing skills.

**Monday**

June 15

**Jasper World Cup**

6 - 8 PM soccer game in Commemoration Park.  
Everyone welcome — no experience necessary!



**Wednesday**

June 19

**Parks Canada Session**

Learn about wildlife in Jasper National Park. This session will also cover how to be prepared to hike in the park.

**Thursday**

June 18

**Zumba in the Park**

7 - 8 PM in Commemoration Park.  
Enjoy a FREE Zumba class with Jhay from

Contact Chi if you  
have any questions  
c james.lhe@jasper-alberta.ca  
780-852-2100



## AGENDA ITEM 7.2

### REQUEST FOR DECISION

**Subject:** Planning & Development Advisory Committee Membership  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Beth Sanders RPP, Director of Urban Design & Standards  
**Reviewed by:** Christine Nadon, Director of Protective & Legislative Services  
Lucas Sherwin RPP, Development Planning Manager  
**Date:** June 9, 2026

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#### Recommendation:

- That Committee recommend Council accept the Jasper Field Superintendent's invitation for Council members to serve as members of the Planning & Development Advisory Committee; and
- That the Mayor identify the five individuals to serve as regular members of the committee, two individuals to serve as alternates on the committee, and the chair of the committee.

#### Alternatives:

- That Committee recommend Council decline the invitation from the Superintendent of the Jasper Field Unit to participate as members of the Planning and Development Advisory Committee.

#### Background:

On May 22, 2026, Geneviève Caron, Jasper Field Unit Superintendent, invited members of Council to serve on Parks Canada's Planning & Development Advisory Committee (PDAC). Council members are not deemed employees of the Municipality of Jasper and are eligible to participate.

The requirements for PDAC are prescribed in Section 4 of the Land Use Policy. To note:

- PDAC consists of 5 members appointed to PDAC by the Superintendent
- PDAC conducts a hearing, deliberates and makes a recommendation to the Superintendent
- The Superintendent makes the final decision on matters that appear before PDAC

The types of planning and development files that may involve PDAC include:

- Major variances
- Discretionary uses
- Zoning amendment (map change to the Land Use Policy)
- Text changes to the Land Use Policy

#### Discussion:

Parks Canada's Town of Jasper Land Use Policy regulates development within the boundaries of the town. From time to time, development applications do not conform to the policy and need special consideration of the Superintendent.

The Land Use Policy includes provisions for a Planning & Development Advisory Committee (PDAC) to conduct a public hearing and make recommendations to the superintendent on applications that require the superintendent's discretion. Within the authority of Section 4.03 of the Land Use Policy, the Superintendent has the authority to appoint PDAC members.

In the past Parks has solicited applications from members of the general public and the Superintendent has appointed PDAC members from the applications received.

The invitation to Council members to sit as members of Planning & Development Advisory Committee is an opportunity for Council members to learn about and directly participate in Parks Canada's planning and development process. Further, as identified by Superintendent Caron, the appointment of members of Council supports a transparent and publicly accountable planning review process.

Should council members participate on the Planning & Development Advisory Committee it is important to note that they would be appointed as individuals and would not sit as members of Council and will not be paid an honorarium.

In discussion with Parks Canada staff municipal Administration recommends the following procedural arrangements:

- PDAC meeting dates will be determined by Parks Canada, with support from municipal Administration to find dates that work for Council members.
- Public notice and agenda preparation will be coordinated by Parks Canada as part of the development process.
- PDAC meetings will take place in the Quorum room (not "dressed" as Council chambers).
- PDAC meetings will be public and broadcast via Zoom.
- PDAC meetings will unfold similar to a municipal public hearing:
  - Presentation by Parks Canada
  - Presentation by the proponent
  - Presentations by persons supporting the application
  - Presentations by persons opposing the application
  - Questions from committee members
  - Deliberation in public
- PDAC will be supported by Administration as needed, to ensure implications of the proposed development on municipal operations is considered.
- PDAC meeting minutes will be taken by Parks Canada.
- Video recordings will be available on the MOJ YouTube channel.

Administrations at Parks Canada and the Municipality of Jasper will coordinate training for Council members who serve as PDAC members. Council members who participate on the Planning & Development Advisory Committee are not sitting as Council and will not be paid an honorarium.

**Strategic Relevance:**

- Align land use decisions to local priorities.
- Invest in practices and processes which support high quality decision making.
- Foster public engagement and informed dialogue to strengthen trust and clarity.
- Nurture relationships that advance the community's interests.

**Inclusion Considerations:**

The proposed course of action allows the community's elected representatives to participate in land use policy decisions, bringing community members closer to decision-making at Parks Canada.

**Relevant Legislation:**

- Jasper National Park Management Plan
- Community Sustainability Plan
- Jasper Land Use Policy

**Financial:**

The recommendation can be carried out within the existing approved budget, and no additional resources are needed.

**Attachments:**

- Correspondence: Parks Canada, Planning & Development Advisory Committee (PDAC) - Membership (May 22, 2026)
- Town of Jasper Land Use Policy (excerpt – Planning & Development Advisory Committee)



Jasper Field Unit  
P.O. Box 10  
Jasper, Alberta  
T0E 1E0

May 22, 2026

Richard Ireland  
Mayor  
Municipality of Jasper  
[rireland@jasper-alberta.ca](mailto:rireland@jasper-alberta.ca)

RE: Planning and Development Advisory Committee (PDAC) - Membership

Dear Mayor Ireland,

Pursuant to Article 4.01(a) and 4.03 of the *Town of Jasper Land Use Policy*, and within my authority to appoint members to the Planning and Development Advisory Committee (PDAC), I am writing to request the Municipality of Jasper nominate Town Council members to comprise this Committee. The purpose of the committee is to consider and make recommendations to myself on development applications that involve an exercise of discretion by the Superintendent. Appointing elected town representatives will support a transparent and publicly accountable planning review process.

To support this appointment process, I request that the Municipality of Jasper:

1. Recommend five (5) Town Council members to serve on the Planning and Development Advisory Committee;
2. Identify any alternate members, should alternates be desired; and
3. Suggest a Chair from among the proposed members.

In addition, I request that municipal administrative staff work collaboratively with Parks Canada staff to confirm implementation details related to the administration and delivery of PDAC meetings, including:

- Meeting scheduling and coordination;
- Committee training;
- Public notification and agenda preparation;
- Minute taking and record management; and
- Administration of presentations and meeting materials.

Parks Canada staff will follow up with municipal administration to coordinate next steps and confirm timelines. I would appreciate receiving the requested membership recommendations at your earliest convenience.

Sincerely,

Geneviève Caron  
Jasper Field Unit Superintendent

c.c.: Lucas Habib, A/Director, Jasper Recovery Coordination Centre  
Amy Cairns, A/Director, Jasper Recovery

# Excerpt—Town of Jasper Land Use Policy (June 2, 2026)

## Section 4.01 Purpose

- The superintendent shall appoint a Planning and Development Advisory Committee, hereinafter referred to as “the committee”; the purpose of this committee shall be to consider and make recommendations to the superintendent on development applications that involve an exercise of discretion by the superintendent.
- Notwithstanding any other provisions within Sections 4 and 5, the superintendent may exercise their discretion on any development application without a recommendation from the committee.

## Section 4.02 Relationship to the Superintendent

- The superintendent shall consider, but shall not be bound by the recommendations of the committee when making decisions on development applications.

## Section 4.03 Composition and Membership

- The superintendent shall appoint the committee consisting of 5 members. Membership shall be sought through public advertising, and members shall:
  - be residents of Jasper National Park; and
  - not be employees of the Parks Canada Agency or the Municipality of Jasper.
- One member of the committee shall be appointed by the superintendent to chair the committee. In the event the chair is not able to attend a meeting, the superintendent shall designate an alternate member to chair the meeting.
- Dismissal of committee members shall be at the discretion of the superintendent after consultation with the Municipality of Jasper.
- Members that miss two consecutive meetings may be directed by the Superintendent to resign from the committee.

## Section 4.04 Term

- Each member of the committee may be appointed for a term of three years.
- In the event that a committee member resigns, a new member shall be sought to fill the resigned member’s position for that member’s remaining term. In the event that a committee member resigns within 6 months prior to the end of term, the superintendent shall, after consultation with the Municipality of Jasper, make a decision as to whether or not to fill the position.

## **Section 4.05 Quorum**

- A majority of the members of the committee constitutes a quorum of the committee and a vacancy in the membership of the committee does not impair the right of the remaining members to act.
- Committee quorum shall be present to make recommendations. If quorum is lost due to a declaration of conflict of interest or a similar event, the item under consideration shall be deferred to a special meeting as agreed by the superintendent.

## **Section 4.06 Meetings**

- The superintendent shall call meetings as matters arise.
- The superintendent or their designate may be present for all aspects of committee meetings, and shall not be excluded from in camera discussions.
- Meetings shall be held in the public venue. However, after relevant information regarding an application has been presented, deliberations and decision making of the committee shall be held in camera and shall be subject to confidentiality.
- The order of presentation of a development application in a meeting shall be as follows:
  - presentation of development application by Parks Canada;
  - presentation of development application by proponent;
  - presentations by persons supporting application;
  - presentations by persons opposing application;
  - questions and rebuttals;
  - final questions from committee members; and
  - committee deliberation in camera.

## **Section 4.07 Minutes**

- The superintendent shall designate a Parks Canada employee to record minutes. The minutes shall record:
  - the names of all individuals present;
  - relevant background information that is not a record of in camera discussion; and
  - recommendations of the committee.
- The minutes shall not record an individual recording of members' votes on development applications.
- Minutes of all meetings shall be made available to each committee member and the Municipality of Jasper.

## **Section 4.08 Recommendations Processes and Communication**

- The committee shall vote on all recommendations made to the superintendent. Only committee members in attendance shall be involved in making recommendations.
- Written recommendations from the Committee are to be made within 7 days of the meeting.
- The Superintendent shall make their recommendations available to the Municipality of Jasper.
- The Superintendent shall, within 14 working days of receiving the committee's written report regarding a development application, provide a written notification of the decisions made regarding the development application, together with the reasons therefor, to committee members, the Municipality of Jasper and the proponent.
- A notice of the superintendent's decision shall be posted in a public area.

## **Section 4.09 Recommendations Making Framework**

- In formulating its recommendations, the committee shall only consider information presented and relevant planning matters. Furthermore the committee shall:
  - defer recommendation on a development application if the committee feels additional information is required; and
  - identify any missing information required to make a recommendation.

## **Section 4.10 Conflict of Interest**

- Committee members shall treat all parties fairly and shall remain impartial in considering all material and in all contacts with the proponent, interested parties and special interest groups.
- Committee members shall not represent special interest groups or similar organizations during deliberations.
- Committee members shall disclose to the remainder of the committee any contact with a proponent, interested party or special interest group, prior to the presentation of relevant information regarding an application.
- Committee members with a conflict of interest shall declare their bias and excuse themselves from the meeting and any future discussions and voting related to the development application under consideration.
- Conflict of interest shall include:
  - pecuniary interests: any matter that could monetarily affect a committee member, the member's family, the corporation in which the committee member is an employee, a shareholder, a director, or a partnership, foundation or firm of which the committee member is a member; and
  - any matter involving personal or other interests of a committee member, or the committee member's family, which may affect the committee member in the performance of their duties.

## **Section 4.11 Member Honorariums**

- The superintendent may pay an honorarium to each committee member for each meeting or training session attended.

## AGENDA ITEM 7.3

### REQUEST FOR DECISION

**Subject:** External Funding Trends & Community Outreach Services Capacity  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Beth LeBlanc, Community Outreach Services Manager  
**Reviewed by:** Christopher Read, Director of Community Development  
**Date:** June 9, 2026



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#### Recommendation:

- That Committee receive this report for information; and

That Committee direct Administration to report on options to maintain community social service levels as part of 2027 budget deliberations.

#### Alternatives:

- That Committee receive the report for information and take no further action.
- That Committee direct Administration to return to a future Committee meeting with additional information.

#### Background:

- The Municipality of Jasper's Community Outreach Services (COS) is funded through a combination of municipal funding and multiple external funding agreements.
- Approximately 87% of COS funding is supported through external sources, which primarily funds the delivery of community-based social services.

#### Discussion:

COS currently manages several external funding agreements with external funders including, but not limited to:

- Jasper Community Team Society,
- Family Resource Network (FRN) (AB Govt),
- Family & Community Support Services (FCSS) (AB Govt),
- Immigration, Refugees & Citizenship Canada (IRCC) (Govt of Canada),
- The Canadian Red Cross,
- Healthy Aging Alberta (HAA), etc.

Recent changes across several funding streams, including FRN, IRCC, and HAA, indicate a shift in the external funding environment. While funding continues to be available, reductions are creating increased pressure on existing resources and introducing greater variability in funding levels over time.

Family and Community Support Services Association of Alberta (FCSSAA) has identified that flat funding represents a growing challenge for municipalities delivering preventive social services, requiring programs to meet increasing needs with limited resources.

As a result, municipalities are being asked to maintain services and respond to evolving community needs with fewer real dollars, reinforcing the importance of pursuing alternative revenue sources and maintaining strong funding relationships.

COS maintains multiple external funding agreements supporting community social services. Securing and sustaining these agreements requires ongoing effort, including researching and identifying opportunities, coordinating applications, managing agreements, and maintaining funder relationships. These activities are critical to maintaining service levels and require consistent coordination and dedicated capacity. The following table illustrates the confirmed funding reductions the municipality will face over the coming contract cycles of three different programs.

Funding Stream	Funder	Known or Announced Reductions			Total
		2026-2027	2027-2028	2028-2029	
<b>FRN (Children’s Services)</b>	Government of Alberta	-\$50,904			-\$50,904
<b>IRCC (Settlement Services)</b>	Government of Canada	-\$45,888	-\$71,799	-\$94,099	-\$211,786
<b>Social Prescribing</b>	Healthy Aging Alberta	-\$28,000	-\$49,000	-\$70,000	-\$147,000
<b>Totals</b>		<b>-\$124,792</b>	<b>-\$120,799</b>	<b>-\$164,099</b>	<b>-\$409,690</b>

As of April 1, 2026, reductions in IRCC funding are expected to impact service delivery levels. Administration is assessing options to align programs and services with available funding, which may include adjustments to service levels, program capacity, and service delivery models. Should additional funding not be secured, service reductions may be required beginning in 2026, with further reductions anticipated in 2027. These service changes may result in staffing reductions, subject to operational and collective agreement considerations.

Reductions in external funding also decrease available administrative funding that supports fund development. As these functions remain necessary, this may increase the Municipality’s share of costs.

Fund development for COS was historically supported through dedicated Director-level capacity. Since the combining of the Community and Family Services and Culture & Recreation departments, there has also been an increase in reporting and compliance work in support of the external funding. These two changes have resulted in new limits on the ability to consistently pursue funding opportunities and risk to maintaining current service levels as the funding environment becomes more complex.

Without sustained success in securing external funding, the Municipality may need to increase its contribution to maintain current service levels, placing additional pressure on the municipal tax base. Alternatively, service levels may need to be reduced.

**Strategic Relevance:**

- Maintain our community-based social infrastructure system.
- Strengthen social cohesion to reinforce community belonging.
- Leverage recreational and cultural opportunities and spaces to increase community connection.
- Align fiscal capacity to sustain priority services.
- Empower our staff by investing in the training and tools they require.
- Advance interests of strategic importance to secure policy and funding outcomes.
- Nurture relationships that advance the community's interests.

**Inclusion Considerations:**

Sustaining community social services supports equitable access to services for vulnerable and diverse populations. External funding enables targeted supports that reduce barriers to participation. Maintaining these services contributes to inclusive community outcomes.

**Relevant Legislation:**

None identified

**Financial:**

Reductions to program funding can largely be managed through reallocations and existing resources, resulting in minimal service delivery impacts. However, because administrative funding is tied to a percentage of the total contract value, the contract reduction will also reduce administrative revenues and may create pressure on the administrative budget. Over time this may require adjustments to staffing levels or internal resources to remain within budget.

## AGENDA ITEM 7.4

### REQUEST FOR DECISION

**Subject:** Regional Assessment Review Board Appointments  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Emily Dawson, Finance Manager  
**Reviewed by:** Rhonda Morgan, Senior Finance Assistant  
**Date:** June 9, 2026

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#### Recommendation:

- That Committee recommend Council appoint Melissa Delorme from the Town of Hinton as the Designated Clerk for the Regional Assessment Review Board for West Yellowhead for a 1- year term starting June 16, 2026.
- That Committee recommend Council appoint Lyla Mozel from the Town of Hinton as the Designated Chair for the Regional Assessment Review Board for West Yellowhead for a 1- year term starting June 16, 2026.

#### Alternatives:

- That Committee direct Administration to revise appointments and return to a future meeting.

#### Background:

- Under section 454 of the [Municipal Government Act](#) (MGA) a council must establish a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB).
- Under 455 of the MGA two or more Councils *may* agree to jointly establish a LARB and a CARB to have jurisdiction in their municipalities as a Regional Assessment Review Board.
- In May 2022 Council adopted the [Regional Assessment Review Board bylaw \(#245\)](#).
- Councillor Wendy Hall acts as Jaspers Assessment Review Board Member and Rhonda Morgan, Senior Finance Assistant acts as Jasper's Assessment Review Board Clerk.
- Jasper's complaint deadline was April 22nd and all assessment complaints have been resolved.

#### Discussion:

The Municipality of Jasper is a member of a Regional Assessment Review Board in collaboration with the Town of Hinton, the Town of Edson and Improvement District -12. To participate in the regional board each community must adopt a bylaw establishing the board.

Each participating Council must appoint the same individuals as Designated Chair and a Designated Clerk for the Regional Assessment Review Board. These positions are intended to rotate among the participating municipalities to promote shared responsibility and regional collaboration.

The responsibilities of the Designated Clerk are to coordinate the scheduling of assessment appeal hearings across the region, taking into consideration the board members' availability, the number and nature of assessment appeals in each community. The Clerks in each municipality are then responsible for sending notices of hearing, tracking disclosure documents, communicating with board members, and any other requirement

outlined in legislation.

The request to appoint the Regional Board Members follows Bylaw #245 which requires the Municipality of Jasper, The Town of Hinton, the Town of Edson, and Improvement District-12 to appoint a Designated Chair and Designated Clerk for the Regional Assessment Review Board. The terms of Bylaw #245 are as listed:

## **6. APPOINTMENT OF BOARD MEMBERS**

6.1 *The Council of each Partner Municipality shall be responsible to appoint two (2) or more Members to the LARBs and CARBs pursuant to this bylaw. Provided the members have taken the necessary training, the same individuals may be appointed to a LARB and CARB.*

6.2 *Each municipality may appoint one Member of their Council to the LARBs and CARBs pursuant to this bylaw. Provided they have taken the necessary training, Council Members may be appointed to a LARB and CARB.*

## **9.0 DESIGNATED CHAIR**

9.1 *On a rotating basis between Partner Municipalities, Councils of the Partner Municipalities must jointly appoint one Board Member as Designated Chair and must jointly prescribe the Designated Chair's term of office and remuneration and expenses.*

## **10.0 DESIGNATED CLERK**

10.1 *Councils of the Partner Municipalities must jointly appoint a Designated Clerk for the Regional Assessment Review Board.*

10.2 *The Designated Clerk, whenever possible, will be selected from the same municipality as the Designated Chair and be appointed for the same term of office.*

### **Strategic Relevance:**

- Invest in practices and processes which support high quality decision making.
- Nurture relationships that advance the community's interests.

### **Inclusion Considerations:**

Inclusion considerations are not applicable to this recommendation.

### **Relevant Legislation:**

- [Municipal Government Act](#) (RSA 2000, cM-26)
  - Part 11, Assessment Review Boards
- [Matters Relating to Assessment Complaints Regulation](#), 2018
- [Matters Relating to Assessment and Taxation regulation](#), 2018
- [Regional Assessment Review Board Bylaw #245](#)

### **Financial:**

Expenses for board hearings are borne by the municipality in which the assessed property is located. Board members can participate in hearings in other communities and are remunerated according to each community's council remuneration policy.

## AGENDA ITEM 7.5

### REQUEST FOR DECISION

**Subject:** Information Technology Acceptable Use Policy  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Joe Campbell, Information Technology Coordinator  
**Date:** June 9, 2026



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#### **Recommendation:**

That Committee recommend Council approve the Information Technology Acceptable Use Policy as presented.

#### **Alternatives:**

- That Committee direct administration to revise the Policy and return to a future Committee meeting.
- That Committee amend and recommend Council approve the amended policy.
- That Committee receive the report for information and take no further action.

#### **Background:**

- On April 23, 2024, Council adopted an Information Technology Master Plan (ITMP) for the municipality.

#### **Discussion:**

Information technology systems and digital services have become increasingly important to the delivery of municipal services, administration, communication, and records management.

The 2024 ITMP identified significant gaps in the Municipality's technology governance framework, including the absence of formal IT policies, standards, service management processes, and governance mechanisms. As one step in addressing these gaps, the ITMP recommended the development of an Acceptable Use Policy as a Phase 1 priority.

The proposed Information Technology Acceptable Use Policy (IT Use Policy) establishes a formal framework for the secure, professional, and responsible use of municipal information technology resources. As municipal operations become increasingly dependent on digital systems, establishing clear governance and acceptable use standards supports the protection of municipal information, systems, and services.

Key elements of the proposed policy include:

- Formalizing the role of an administrative IT Steering Committee as the corporate body responsible for coordinated oversight of information technology governance, cybersecurity, and digital initiatives across the organization.
- Clarifying expectations regarding acceptable use of municipal technology resources, including professional conduct, stewardship of municipal assets, and compliance with applicable legislation.

- Recognizing that municipal information technology systems are corporate resources subject to monitoring, audit, records management requirements, and legislative disclosure obligations.
- Requiring participation in security awareness and training programs to support organizational cybersecurity resilience.
- Establishing expectations for the approval and management of software, cloud-based services, and artificial intelligence tools to ensure alignment with municipal governance and data protection requirements.
- Supporting a secure and integrated digital environment that enables data-informed decision-making while maintaining appropriate access controls and information security safeguards.

The IT Use Policy establishes consistent expectations for employees, contractors, volunteers, and elected officials who access municipal technology resources. It supports professional conduct, responsible stewardship of municipal assets, and awareness of legislative obligations related to records management, privacy, and information access.

The alternative of revising the policy and returning it to Committee would delay implementation of these governance measures. Taking no action would leave the Municipality without a Council-approved framework governing the acceptable use of information technology resources. Administration recommends approval of the policy as a practical step toward improving information technology governance, cybersecurity, and organizational accountability.

**Strategic Relevance:**

- Invest in practices and processes which support high quality decision making.
- Empower our staff by investing in the training and tools they require.

**Inclusion Considerations:**

Strong information governance practices contribute to maintaining public confidence in municipal services and operations.

**Relevant Legislation:**

- [Access to Information Act](#) (Alberta)
- [Protection of Privacy Act](#) (Alberta)
- [Municipality of Jasper Information Technology Master Plan \(2024\)](#)

**Financial:**

The recommendation can be implemented within existing approved budgets. Any future training, technology investments, or cybersecurity initiatives arising from implementation of the policy will be brought forward through normal budget processes as required.

**Attachments:**

- Draft Information Technology Acceptable Use Policy

**Policy Title:** Information Technology Acceptable Use Policy

**Policy #** X-XXX

**Date adopted by Council:** XXXX, 2026



## 1. POLICY STATEMENT

This policy reflects the Municipality’s commitment to the appropriate, secure, and professional use of municipal information technology resources, and to the protection of municipal data, systems, and reputation.

The Municipality of Jasper shall maintain a consistent and accountable approach to the use of municipal information technology resources to support a secure and reliable digital environment for municipal operations.

## 2. SCOPE

This policy covers the use of all municipal information technology resources owned, controlled, or operated by the Municipality, including network infrastructure, hardware, software, enterprise applications, and data systems.

The policy applies to all municipal departments, employees, contractors, volunteers, and elected officials who access or utilize these resources. While certain systems supporting infrastructure and service delivery may be governed by separate policies or frameworks, all use of such systems remains subject to the acceptable use and conduct standards established under this Policy.

## 3. STANDARDS

The Municipality’s corporate approach to the use of IT shall:

### 3.1 Governance and Security Alignment

- Be guided by recognized cybersecurity and industry standards to ensure a shared language and consistent approach to data protection across the organization.
- Establish and maintain an IT Steering Committee to support coordinated and cross-departmental oversight of municipal information technology resources, cybersecurity, and digital governance initiatives.
- Ensure all Users participate in security awareness and training programs as required to mitigate organizational risk.
- Ensure that software, cloud services, and artificial intelligence tools utilized within the organization are approved and managed in accordance with municipal procedures and data governance requirements.
- Align all system access and usage with established IT governance structures, policies, and municipal insurance requirements.

**Policy Title:** Information Technology Acceptable Use Policy

**Policy #** X-XXX

**Date adopted by Council:** XXXX, 2026



### **3.2 Stewardship and Professional Conduct**

- Ensure that any personal use of municipal IT assets is incidental, infrequent, and does not interfere with municipal service delivery.
- Manage IT resources based on their intended business purpose, ensuring use does not compromise the performance, security, or reputation of the Municipality.
- Maintain professional conduct and use municipal IT resources ethically and in compliance with all applicable local, provincial, and federal laws.
- Acknowledge that municipal IT resources are corporate systems subject to monitoring, audit, records management requirements, and disclosure obligations under applicable legislation, and that Users have no expectation of personal privacy when utilizing these resources.

### **3.3 Implementation and Continuous Improvement**

- Support the development and maintenance of an integrated digital environment that enables data-driven decision-making while maintaining strict access controls.
- Foster a culture of continuous improvement by providing access to appropriate tools, training, and guidance for the secure and responsible use of technology.

## **4. RESPONSIBILITIES**

### **Council**

- Approve this Policy and any future revisions.

### **Chief Administrative Officer**

- Approve supporting administrative procedures.
- Ensure organizational alignment with this Policy.

### **Directors and Managers**

- Implement this Policy within their areas of responsibility.
- Support responsible stewardship and use of municipal IT Resources.

**Policy Title:** Information Technology Acceptable Use Policy

**Policy #** X-XXX

**Date adopted by Council:** XXXX, 2026



**IT Steering Committee (ITSC):**

- Oversee IT governance and the secure, professional use of municipal IT Resources.
- Support the development and maintenance of operational processes for system access, monitoring, and security training.
- Integrate IT security considerations into municipal planning and operations.

**5. DEFINITIONS**

*“Acceptable Use”* – The professional, ethical, and secure utilization of IT resources in accordance with municipal objectives.

*“Users”* – Any person granted permission by the Municipality to access its IT resources or network.

*“IT Resources”* – All municipal information technology resources owned, controlled, or operated by the Municipality, including network infrastructure, hardware, software, enterprise applications, and data systems.

*“IT Steering Committee (ITSC)”* – Administrative committee responsible for supporting coordinated oversight, governance alignment, and strategic direction related to municipal information technology resources, cybersecurity, and acceptable use standards.

## MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
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.	July 2026	
Recovery Advisory Committee Terms of Reference	November 18, 2025	Director of Recovery	That Committee direct Administration to return to a future Committee of the Whole meeting with recommendation regarding potential amendments to the Terms of Reference for the Recovery Advisory Committee.	June 2026	
Royal Canadian Legion Branch #31	November 18, 2025	Director of Community Development	That Committee direct Administration to work with the Legion to develop a way forward regarding the Jasper Cenotaph and return to a future Committee of the Whole meeting with recommendations.	June 2026	
2025 Annual Transit Service Update	January 27, 2026	Director of Operations & Utilities	That Committee direct Administration to return to Committee with the results of the 2027-2031 Transit Business Plan prior to July 2026.	June 2026	
Tax Policy – Principles & Engagement Approach	February 10, 2026	CAO and Director of Finance & Administration	That Committee direct Administration to undertake the engagement process, as discussed, on the proposed areas of focus and guiding principles for a Tax Policy and return to a future meeting.	September 2026	
Lot HG (CH) Development	February 24, 2026	Director of Finance & Administration	That Committee direct Administration to bring forward a borrowing bylaw to cover the remaining costs associated with the servicing of parcels HH and HF; and  That Committee direct Administration to identify approaches to recoup costs; including interest, if	June 2026	First motion recommended to be removed

Municipality of Jasper

			possible; associated with the servicing of parcels HH and HF and return to Committee of the Whole at an appropriate time.		
<b>Alberta Police Funding Model</b>	<b>February 24, 2026</b>	<b>Director of Protective &amp; Legislative Services</b>	That Committee direct Administration to work with the provincial Police Funding Model team to identify which modifiers and subsidies might apply to Jasper and report back at a future meeting.	<b>June 2026</b>	
<b>2027 Paid Parking Program</b>	<b>March 10, 2026</b>	<b>Director of Protective &amp; Legislative Services and Director of Finance &amp; Administration</b>	That Committee direct Administration to explore the feasibility of a year-round visitor paid parking program; including potential winter operating models, and to engage with the community and report back at a future Committee of the Whole meeting.	<b>September 2026</b>	
<b>Dishware at Multi Purpose Hall</b>	<b>March 24, 2026</b>	<b>Director of Community Development</b>	That Committee direct Administration to return to a future Committee of the Whole meeting with a recommendation regarding the dishware in the Multi-purpose Hall at the Jasper Activity Centre.	<b>August 2026</b>	
<b>Unsolicited Donations</b>	<b>March 24, 2026</b>	<b>CAO and Director of Finance &amp; Administration</b>	That Committee refer the issue of the allocation of any future unsolicited donations to a future Committee of the Whole meeting.	<b>June 2026</b>	
<b>Canada Day</b>	<b>April 28, 2026</b>	<b>Director of Community Development</b>	That Committee direct Administration to bring forward a report to discuss future municipal involvement in organizing Canada Day events, prior to the 2027 budget discussions.	<b>August 2026</b>	
<b>Green Space Vision Plan</b>	<b>May 12, 2026</b>	<b>Director of Urban Design &amp; Standards</b>	That Committee direct Administration to refer the financial costs and available grant funding for the preparation of a new plan for green spaces to the 2027 budget discussion.	<b>October 2026</b>	