

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
September 16, 2025 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2022-2026](#)



Notice: Council members and staff are at the Jasper Library and Cultural Centre. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. **To live-stream this meeting starting at 1:30 pm, use this Zoom link:**
<https://us02web.zoom.us/j/87657457538>

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, September 16, 2025 attachment

Recommendation: That Council approve the agenda for the regular meeting of September 16, 2025 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, September 2, 2025 attachment

Recommendation: That Council approve the minutes of the September 2, 2025 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, September 9, 2025 attachment

Recommendation: That Council approve the minutes of the September 9, 2025 Committee of the Whole meeting as presented.

4 DELEGATIONS

5 CORRESPONDENCE

6 NEW BUSINESS

6.1 Jasper Recovery Coordination Centre Progress Update attachment

Recommendation: That Council receive the progress update for information.

6.2 Rebuilding Progress

Recommendation: That Council receive the report for information.

6.3 Financial Tools to Incentivize Housing Development Policy attachment

Recommendation: That Council approve Policy F-115: Financial Tools to Incentivize Housing as amended.

6.4 Pop-Up Village Artists Studio Naming

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Recommendation: That Council endorse the name Creative Space Between the Trees for the Pop-Up Village Artists Studio.

6.5 Penalty Waiver Request Roll #000730

Recommendation: That Council approve the waiver of penalties received for outstanding property taxes on payment Roll #000730 in the amount of \$76,787, for penalties received in 2025, and that the waiver be subject to the property owner enrolling in the Municipality's Preauthorized Payment Plan (PAP) within 14 days and paying the full outstanding tax balance, including 2025 taxes, by December 31, 2025.

6.6 Public Participation Strategy attachment

Recommendation: That Council adopt the Public Participation Strategy as presented.

6.7 2024 JMHC Annual Shareholder Resolutions attachment

Recommendation: That Council approve the 2024 Annual Shareholder Resolutions for the Jasper Municipal Housing Corporation as presented.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

9 UPCOMING EVENTS

Nomination Day – Monday September 22
National Day for Truth and Reconciliation – Tuesday, September 30
All Candidates Forum – Tuesday, October 7, 6:30pm to 8:30pm
Advance Vote – Wednesday, October 15
Municipal Election Day – Monday, October 20
Remembrance Day – Tuesday, November 11

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of , 2025 be adjourned at _____.

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

AGENDA ITEM 3.1

Municipality of Jasper
Regular Council Meeting Minutes
Tuesday, September 2, 2025 | 1:30pm
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 both Zoom livestreaming and in-person attendance.		
Present	Deputy Mayor Rico Damota, Councillors Wendy Hall, Ralph Melnyk, Kathleen Waxer, and Scott Wilson.		
Absent	Mayor Richard Ireland and Councillor Helen Kelleher-Empey		
Also present	Bill Given, Chief Administrative Officer Courtney Donaldson, Director of Operations and Utilities Vidal Michaud, Utilities Manager Logan Ireland, JRCC Project Manager Christine Nadon, Director of Protective & Legislative Services Marley Pollock, Town Planner Twyla Hale, Human Resource Manager Jen Dillon, Protective Services Coordinator 14 observers		
Call to Order	Deputy Mayor Damota called the September 2, 2025 Regular Council meeting to order at 1:31pm and did a traditional land acknowledgement.		
Additions or deletions to agenda	None		
Approval of agenda #421/25	MOTION by Councillor Melnyk– BE IT RESOLVED that Council approve the agenda for the September 2, 2025 Regular Council meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #422/25	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the August 19, 2025 Regular Council meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole Meeting minutes #423/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the August 26, 2025 Committee of the Whole meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Delegations	None		
Correspondence – CN Rail #424/25	Council received correspondence from CN Rail requesting Council proclaim September 15 to 21, 2025 Rail Safety Week.		
	MOTION by Councillor Waxer – BE IT RESOLVED that Council proclaim September 15-21, 2025 as Rail Safety Week.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence – ACFA #425/25	Council received correspondence from ACFA requesting that Council provide support for ACFA’s efforts to expand services and activities in Jasper.		

	MOTION by Councillor Waxer – BE IT RESOLVED that Council direct Administration to draft a supporting letter to ACFA to be attached to their funding application.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence – Astoria Hotel #426/25	Council received correspondence from the Astoria Hotel requesting forgiveness of municipal tax penalties and interest.		
	MOTION by Councillor Hall – BE IT RESOLVED that Council receive the letter from the Astoria Hotel for information and direct Administration and come back with a report for Council’s consideration at the next Committee of the Whole meeting.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Recovery Coordination Centre Progress Update #427/25	Council received a Jasper Recovery Coordination Centre progress update from the JRCC Project Manager, Logan Ireland. Highlights include information on interim housing, joint town rebuild, social and economic recovery initiatives and more.		
	MOTION by Councillor Wilson – BE IT RESOLVED that Council accept the Jasper Recovery Coordination Centre progress update for information.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Utilities Master Plan #428/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council consider the Utility Master Plan as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Off-Site Levies Update #429/25	MOTION by Councillor Wilson – BE IT RESOLVED that Council adopt the Off-Site Levy Update as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Rebuild Bylaw 2025 #430/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council give third reading to Bylaw #272, the Rebuild Bylaw 2025, as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	None		
Councillor Reports	Councillor Melnyk met with the Human Resources Committee.		
	Councillors Melnyk, Hall and Waxer will meet with the Jasper Recovery Advisory Committee next week.		
	Councillor Waxer will attend Community Conversations this week.		
Upcoming events	Council received a list of upcoming events for information.		
In Camera #431/25	MOTION by Councillor Hall to move in camera at 2:32 pm to discuss agenda item: <ul style="list-style-type: none">10.1 In Camera – Labour, <i>Access to Information Act</i> (ATIA) s. 20(1), s. 29(1)(b)		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED

Twyla Hale, Human Resource Manager also attended the in-camera session.

Councillor Wilson left the in-camera session at 3:30pm.

Move out of camera #432/25	MOTION by Councillor Hall to move out of camera at 4:11pm.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Adjournment #433/25	MOTION by Councillor Waxer – BE IT RESOLVED that, there being no further business, the Regular Council meeting of September 2, 2025 be adjourned at 4:11pm.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED

Mayor

Chief Administrative Officer

AGENDA ITEM 3.2

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

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing during Council meetings is through Zoom livestreaming and participation is through in person attendance.		
Present	Deputy Mayor Rico Damota, Councillors Kathleen Waxer, Ralph Melnyk, Wendy Hall, Scott Wilson, and Helen Kelleher-Empey		
Absent	Mayor Richard Ireland		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Beth Sanders, Director of Urban Design & Standards Lisa Riddell, Community Development Manager Twyla Hale, Human Resources Manager Isla Tanaka, Town Planner Caylee LaBranche, Business Liaison Jen Dillon, Protective Services Coordinator Megan LeBlanc, Jasper Food Alliance Mike Merilovich, Jasper Resident Oliver Andrew, Astoria Hotel 14 observers		
Call to Order	Deputy Mayor Damota called the September 9, 2025 Committee of the Whole meeting to order at 9:30am.		
Additions/ Deletions to agenda	Councillor Waxer requested the addition of an In-Camera item regarding Human Resources as item 11.		
Approval of agenda #434/25	MOTION by Councillor Wilson that Committee approve the agenda for the September 9, 2025 Committee of the Whole meeting as amended.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from August 26, 2025 minutes	none		
Delegations	Megan LeBlanc from the Jasper Food Alliance spoke to the Food Security Strategy and requested the Municipality of Jasper remain an active member of the Jasper Food Alliance Committee, and that Community Development staff continue to participate as active partners in implementing the 2026-2030 Food Security Strategy.		

#435/25	MOTION by Councillor Waxer that Committee direct Administration to bring a forward recommendation on staffing support for the Jasper Food Security Alliance.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
#436/25	MOTION by Councillor Hall that Committee receive the Food Security Strategy for information.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
	Deputy Mayor Damota relinquished the chair to Alternate Deputy Mayor Hall at 9:51am due to a conflict of interest regarding item 7.4.			
	Jasper resident Mike Merilovich spoke against the tax penalty waiver request.			
	Deputy Mayor Damota returned to the meeting at 10:00am and relinquished the chair to Alternate Deputy Mayor Hall a second time also at 10:00am due to a conflict of interest.			
	Astoria Hotel General Manager Oliver Andrew spoke to the tax penalty waiver request.			
	Deputy Mayor Damota returned to the meeting and resumed chairing at 10:09am.			
Correspondence	none			
Financial Tools to Incentivize Housing Development Policy	Committee received a presentation from CAO Bill Given outlining updates to the Financial Tools to Incentivize Housing Policy. Committee asked clarifying questions regarding funding for incentives, fee structures, incentive programs and reporting frequency to Council from Administration.			
#437/25	MOTION by Councillor Kelleher-Empey that Committee direct Administration to amend section 3.7 to state that Administration shall provide quarterly reports to Council on all incentive programs established under this policy.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
#438/25	MOTION by Councillor Waxer that Committee recommend Council approve the Financial Tools Policy as amended to incentivize housing development.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
Pop-Up Village Artists Studio Naming	Committee received a presentation from Town Planner Isla Tanaka on the naming of the Pop-Up Village Artist Studio. The local artist recommended the name "Creative Space Between the Trees".			

#439/25	MOTION by Councillor Kelleher-Empey that Committee recommend Council endorse the name Creative Space Between the Trees for the Pop-Up Village Artists Studio.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Recess	Deputy Mayor Damota called a recess from 10:53am to 11:03am.		
EDA Regional Economic Recovery and Resiliency Report	Committee received a presentation from Business Liaison, Caylee LaBranche on the <i>West Yellowhead Region: A Path Forward for Economic Recovery and Resiliency</i> report. The report was developed and funded by a third party organization and provides an additional resource to inform recovery.		
#440/25	MOTION by Councillor Waxer that Committee receive the <i>The West Yellowhead Region: A Path Forward for Economic Recovery and Resiliency</i> report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Deputy Mayor Damota relinquished the chair to Alternate Deputy Mayor Hall due to a conflict of interest at 11:08am.		
Penalty Waiver Request Roll #000730	Committee received a report from CAO Given providing background and additional information on the penalty waiver request for roll #000730. Committee asked clarifying questions regarding the process for property owners with outstanding tax balances, past penalty waivers due COVID-19 and the Jasper Wildfire, payment history for this account, and the equity of the request.		
#441/25	MOTION by Councillor Melnyk that Committee recommend Council approve the waiver of penalties received for outstanding property taxes on payment Roll #000730 in the amount of \$76,787, for penalties received in 2025 and that the waiver be subject to the property owner enrolling in the Municipality's Preauthorized Payment Plan (PAP) within 14 days and paying the full outstanding tax balance, including 2025 taxes, by December 31, 2025.		
	FOR 4 Councillors	AGAINST 1 Councillors (Wilson)	CARRIED
	Deputy Mayor Damota returned to chair the meeting at 11:51am.		
Public Participation Strategy	Committee received a presentation from Community Development Manager Lisa Riddell on the draft Public Participation Strategy. The strategy provides a framework for fostering meaningful, transparent and inclusive participation between the Municipality of Jasper and its residents.		
#442/25	MOTION by Councillor Kelleher-Empey that Committee recommend Council adopt the Public Participation Strategy as presented.		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Community Development Director's Report	Committee received a presentation from Community Development Manager Lisa Riddell regarding the Community Development Director's Report. Highlights of the report included: continued staffing challenges; successful continuous operation of the Wildflowers Childcare and Out of School Care programs since their re-opening post wildfire; high programming participation; and stories of gratitude from the front line.		
#443/25	MOTION by Councillor Hall that Committee receive the Community Development Director's Report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
2024 JMHC Annual Shareholder Resolutions	Committee received a presentation from CAO Given outlining JMHC shareholder resolutions that require approval as per the JMHC Shareholder Policy. Key resolutions include the election of directors, appointment of accountants and acknowledgement of financial statements.		
#444/25	MOTION by Councillor Wilson that Committee recommend Council approve the 2024 Annual Shareholder Resolutions for the Jasper Municipal Housing Corporation as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#445/25	MOTION by Councillor Melnyk that Committee approve the updated Motion Action List as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Councillor Waxer attended the Adult Community Conversation. Councillor Hall attended the Senior Community Conversation and Library Board meeting. Councillors Hall, Melnyk and Waxer attended the Recovery Advisory Committee. Councillor Kelleher-Empey provided an update on Evergreens Senior housing in Hinton for Jasper Seniors.		
Upcoming Events	Council reviewed a list of upcoming events.		
In-Camera #446/25	MOTION by Councillor Hall to move in camera at 12:19pm to discuss agenda item: <ul style="list-style-type: none"> 11.1 In Camera – Human Resources 		

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Human Resource Manager Twyla Hale also joined the In Camera session.

Move out of Camera #447/25	MOTION by Councillor Wilson to move out of camera at 1:29pm.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Continue in Camera #448/25	MOTION by Councillor Kelleher-Empey to continue in camera at 1:29pm.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Move in Camera #449/25	MOTION by Councillor Hall to move in camera at 1:30pm.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Move out of Camera #450/25	MOTION by Councillor Kelleher-Empey to move out of camera at 1:45pm.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

#451/25	MOTION by Councillor Waxer to direct the Human Resources Committee of Council to proceed as discussed in the closed session.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Adjournment #452/25	MOTION by that Councillor Kelleher-Empey, there being no further business, the Committee of the Whole meeting of September 9, 2025 be adjourned at 1:46pm.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

JASPER RECOVERY COORDINATION CENTRE (JRCC)

- September 16, 2025

PROGRESS UPDATE

JRCC EXECUTIVE SUMMARY

- Interim Housing:** There is a slight decrease in occupancy as some seasonal residents have begun moving out. Additional interim housing units are arriving in-town and Marmot Meadows this week. Assessing demand for limited term winter seasonal housing offers at Marmot Meadows.
- Demolition Permits:** 99% physical debris removed, 275 close-out permits issued , total of 325 soil testing reports submitted for Parks Canada review (residential + commercial). Timelines for remaining testing and remediation are impacted by multiple factors including laboratory timelines, discussions with insurance and Parks Canada and Municipality of Jasper reviews.
- Town Rebuild:** Many fire-affected properties have not yet applied for rebuilding permits. 99 development permits for rebuilds approved out of 125 received. Support and information on applying for permits continues to be available by contacting jasperdevelopment@pc.gc.ca. New website updates on community recovery progress in development.
- Construction Coordination:** Fencing removal continues where physical hazards are no longer present. Compliance subcommittee working together to establish protocols and roles to support efficient rebuilding processes.
- Social Recovery:** Ten additional Pathfinders began training on September 8th. The Youth Pathfinders program is scheduled to begin later this month.
- Economic Recovery:** Applications are now open for the Pop-Up Village Artist Studio. The first MOJ-owned sea cans for rent at the Interim Industrial Park have been delivered, with additional units arriving on a rolling basis through to mid-October.
- Communications:** Parks Canada continues to support Jasper rebuild effort with [temporary accommodations for contractors](#). Year-round options are available at Kerkeslin Pit and for the winter 2025-2026 at Wapiti Campground.

INTERIM HOUSING

- As of September 10, 2025, 269 interim housing units are occupied by 527 residents. A further 23 households (35 residents) are in various stages of lease-signing and move-in processes with the Canadian Red Cross.
- There has been a slight decrease in occupancy in interim housing that results from summer seasonal resident move-outs.
- 111 applicant households have not received offers of housing and 84 more are on a waitlist for options that better suit their needs (unmet needs = 195 households)
- The JRCC is assessing demand for limited term winter seasonal housing offers at Marmot Meadows.
- Installation of prefabricated homes continues at 450 Bonhomme street, while site servicing work continues at Patricia Circle. Occupancy of these units is expected to begin in October.
- Additional wellsite trailer-style units will begin arriving at in-town interim housing sites and Marmot Meadows beginning on September 12th for occupancy later in September.

DEBRIS MANAGEMENT

- **Demolition permits:** 100% of demolition permits have been issued.
- **Physical debris removal complete by Spring 2025:** Over 99% of lots having debris removed. Sampling analysis and administrative work continues to ensure sites are clean and safe for rebuild.
- **Confirmatory soil sampling:** 325 reports have been submitted; 280 have been confirmed contamination-free and passed for Certificate of Completion; 6 are currently returned for more information; the remainder are under review or awaiting other CoC requirements.
- **Demolition Close-out Permits (Certificates of Completion):** 275 close-out permits have been issued.
 - 251 residential properties
 - 2 Outlying Commercial Accommodations, 4 of 5 cottages at Lake Edith, and 16 of 35 commercial properties in town .
- While the post-debris removal sampling process occurs, lessees can submit development permit applications for review and approval; however, building permits cannot be issued until the demolition close-out permit is finalized.
- Site prep for shallow utility re-installation has begun on properties where the MoJ has explicit permission from leaseholders to remove impediments from the front setback of the site.

JOINT TOWN REBUILD

Development activity as of September 11:

- 276 Development Permits issued since August 2024. 85% of submitted development permit applications have been approved. Development office Statistics updated every 2 weeks and includes current timelines for permit issuance. Permit Map for Fire Affected Properties provides updated info on permits issued.
- 106 Building Permits issued since August 2024, including rebuilds for 39 in-town residential properties, 1 apartment building, 1 condo complex, 6 in-town commercial properties, 2 outlying hotels, and 2 cabins at Lake Edith, representing approval of 100% of complete applications received.
- Many fire-affected properties that have closed out demolition permits (Certificates of Completion) have not yet applied for rebuilding permits. 125 development permit applications have been received for rebuilds and 99 have been approved so far (79%). Reminder: Development permits can be applied for before demolition permits are closed out.
- New website information showing rebuild progress is in development.

Streamlining development review and approvals

- Development permits issued in August took an average of 28 business days to approve complete and conforming applications, 41 business days for incomplete or minor non-conforming applications, and 52 business days for major non-conforming applications.

CONSTRUCTION COORDINATION WORKING GROUP

Updates

- Fencing has started to be removed on properties where physical hazards and debris are no longer present. Where physical hazards are present, fencing will remain until mid-November. From this date, the lessee will be responsible for providing any fencing to meet safety standards.
- Work to reinstall utilities is ongoing in Cabin Creek and in the R4 District. For more information, click here: [Cabin Creek Utility Rebuild Project](#) or [Lodgepole Avenue Gas Main Rebuild](#)
- Builders can now apply for rebuild Street and Public Space Use permits to streamline approvals for road and sidewalk closures around construction sites.
- Parks Canada is making dedicated accommodation sites available to contractors working on rebuild-related construction. RV sites will be available at Wapiti Campground for the winter season along with work camp opportunities at Kerkeslin Pit. The Temporary use on Jasper townsite lots will also continue to be permitted.

Key Messages

- Parks Canada is working to issue permits quickly so foundations can be poured before the snow comes.
- Reminder - Builders must get permission from neighbours before storing materials on their property, otherwise, builders may be found to be trespassing.
- There continue to be reports of loads entering Marmot Pit that contain debris. Marmot Pit is an active Parks Canada operational site, clean fill disposal is being allowed in Marmot Pit to facilitate rebuilding and allow for the long-term rehabilitation of the pit. Any costs incurred by Parks Canada to remove unacceptable material will be invoiced to the permit holder. Continued dumping of loads with unacceptable materials may result in the closure of Marmot Pit for clean fill disposal.

SOCIAL RECOVERY

- **Recovery Pathfinders:** Ten Pathfinder participants began training on September 8th. The completion of their training will bring the total number of trained Pathfinder community peer supporters to 48.
- **Youth Pathfinders** will begin training in September, with the expectation that 30 youths will be provided core peer support training by the end of the year.
- **The Social Recovery Working Group** is exploring strategies to provide residents with tools to support navigating insurance claim challenges and rebuild decision-making.
- **Needs Assessment:** The JRCC is working with the Conference Board of Canada to design a second formal assessment of community recovery needs. Data collection will commence in late fall, 2025.

ECONOMIC RECOVERY

- The **EDA Regional Economic Recovery Report** was accepted for information by Committee of the Whole. The working group will review the recommendations and assess how they can be integrated into the group's established objectives.
- **Commerce Continuity Initiative (CCI)**
 - **Pop-Up Village:** A newly designated busking location has been added to enhance site vibrancy.
 - **Artist Studio:** Applications are open to eligible artists, with the first booking beginning September 16, 2025.
 - **Interim Industrial Park:** MOJ-owned sea cans for rent began arriving on September 10. Storage units will continue to be delivered throughout September, with electrified workshop units to follow in October.

COMMUNICATIONS

- Parks Canada continues to support Jasper rebuild effort with [temporary accommodations for contractors](#). Year-round option is available at Kerkeslin Pit and for the winter 2025-2026 at Wapiti Campground.
- Stay informed on things related to Jasper Rebuild by following the Municipality of Jasper's [Rebuild](#).
- One of the best ways to speed up the permit process and to set your application up for success is to [book a meeting](#) with a planner from Parks Canada or the Municipality of Jasper.
- The S-block Laydown is currently at 100% capacity with all lots spoken for. Space will free up month by month as needs shift.
 - Laydown space at the Woodlot site is in progress
 - Clean soil storage options for builders are being explored

Policy Title: Financial Tools to Incentivize Housing

Policy # F-115

Effective Date:

Date adopted by Council:



1. POLICY STATEMENT

The Municipality of Jasper is committed to supporting the development of long-term, stable, and affordable housing that meets the evolving needs of the community.

To achieve this, the Municipality will use targeted financial tools to reduce barriers to development, construction, and increased residential density — encouraging a more diverse and sustainable housing supply.

2. PURPOSE

The purpose of this policy is to guide the use of financial tools to incent housing development in Jasper, with a focus on affordable and long-term rental housing.

3. SCOPE

This policy applies to the use of financial tools and incentives designed to encourage and support housing development within the Municipality of Jasper.

3.1. Eligible projects may include new construction, additions, or conversions of existing buildings, provided they result in a net new housing unit.

3.2. Projects must support long-term housing solutions and not be used for short-term or vacation rental purposes.

3.3. Fees, in whole or in part, for consideration of reimbursing, waiving, reducing or exempting under this policy may include:

- | | |
|---------------------------|------------------------------------|
| ○ Development Permit fees | ○ Off-Site Levies |
| ○ Building permit fees | ○ Local Improvement Levies |
| ○ Subdivision fees | ○ Municipal property tax |
| ○ Rezoning fees | ○ Street and Public Space Use fees |

3.4. Administration is authorized to develop the structure and terms of individual incentive programs, subject to the limitations and framework outlined in this policy.

Policy Title: Financial Tools to Incentivize Housing

Policy # F-115

Effective Date:

Date adopted by Council:



3.5. Each incentive program brought forward by administration must include, at minimum, the following components:

- Program objectives
- Eligibility criteria
- Application process and timelines
- Evaluation and approval criteria
- Duration and terms of commitment
- Reporting and compliance requirements

3.6. All incentive programs must be approved by Council prior to implementation.

3.7. Administration shall provide quarterly reports to Council on all incentive programs established under this policy. The report must include, at minimum:

- Summary of applications received and approved
- Total value of incentives allocated or committed
- Numbers and Types of housing units created

4. RESPONSIBILITIES

4.1 Council is responsible for:

- Reviewing and approving any revisions to this policy.
- Approving all incentive programs developed under this policy prior to implementation.
- Receiving quarterly reporting on incentive program outcomes and financial allocations.

4.2 The Chief Administrative Officer (CAO) is responsible for:

- Establishing and maintaining any procedures related to this policy.

4.3 Directors and Managers are responsible for:

- Carrying out the policy based on established procedures.

2026 - 2029



Municipality of Jasper

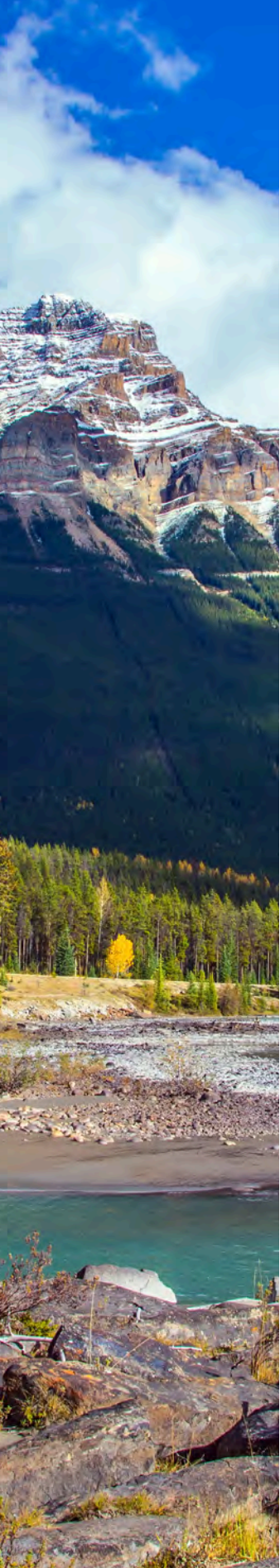
Public Participation Strategy



Our Commitment

The Municipality of Jasper values the ideas, knowledge, and commitment of community members, groups, and organizations. We recognize that public input is an essential part of local decision-making and helps us better serve our diverse community.

**This commitment is reflected in Policy A-104 – Public Participation.
Council adopted this policy on August 5, 2025.**



Purpose of the Strategy

The Public Participation Strategy provides a framework for fostering meaningful, transparent, and inclusive participation between the Municipality of Jasper and its residents. It underscores the municipality's commitment to making informed decisions that consider the diversity of voices in the community.



Why Do We Need a Public Participation Strategy?

Public participation enriches decision-making and strengthens trust between residents and the municipality. Public input ensures that decisions are rooted in local experiences, knowledge, and values, and demonstrates a commitment to accountability and transparency.



Continuous Improvement

We will update our approach based on community feedback, staff experience, and best practices. The Public Participation Strategy itself will be revised every four years following the review and adoption of Policy A-104 – Public Participation. This practice is in line with the Public Participation Policy Regulation (Alta. Reg. 193/2017) within the Municipal Governance Act (MGA).



When do we need to ask residents what they think?

- When we create municipal budgets.
- When we start new programs, services, or capital projects.
- When we develop or change municipal policies and bylaws.
- When we prepare or update strategic or operational plans.
- When we review existing programs, services, or service levels.

An aerial photograph showing a winding river through a lush green landscape, with a small town or village nestled in a valley. The image is partially obscured by a dark teal vertical bar on the left side of the page.

Our Strategic Goals (2026 – 2029):

1. Build Trust and Transparency:

- Ensure all participation opportunities are open, honest, and clear.
- Communicate how input is used in decision-making.

2. Ensure Inclusive Access:

- Actively seek input from all community members, especially those historically underrepresented or at risk of exclusion.
- Offer varied and accessible ways for people to participate.

3. Strengthen Community Connections:

- Use participation activities to build relationships, foster respect, and encourage ongoing dialogue.

4. Support Informed Decision-Making:

- Use participation activities to build relationships, foster respect, and encourage ongoing dialogue. Provide clear, balanced information to help community members offer meaningful feedback.
- Use community input to inform, shape, and improve municipal decisions.

5. Grow Organizational Capacity:

- Equip staff with the tools, skills, and confidence to lead effective and inclusive participation activities.
- Reflect and learn from every engagement effort to continually

Our Approach



We use a mix of methods tailored to each situation with a commitment to hearing from harder-to-reach residents.



We learn from what others are doing and embrace new approaches.

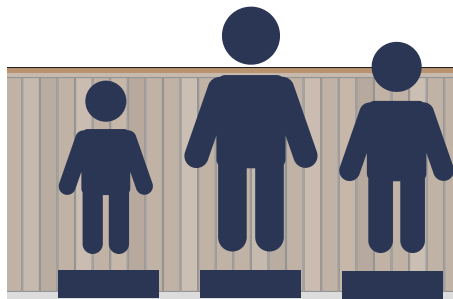


We follow the International Association for Public Participation (IAP2) Spectrum to determine the right level of engagement.

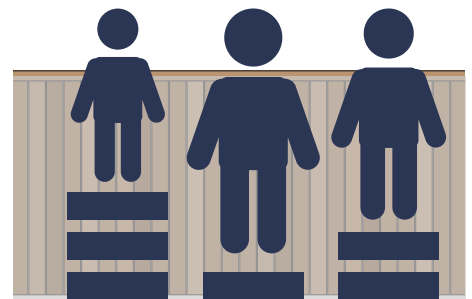


We embed **equity** in our work every step of the way, from the design phase through the deployment and into the debrief phases.

Equity means making sure everyone has a fair chance to participate, even if that means offering extra support to those who face barriers. It's about creating opportunities for all voices to be heard, not treating everyone the same.



Equality: People are given the same level of support. Some people still can't participate.



Equity: People are given different levels of support so they can all participate.

IAP2 Spectrum

The IAP2 Spectrum of Public Participation is a tool developed by the International Association for Public Participation (IAP2) to guide organizations on how to involve the public in decision-making processes.

It outlines different levels of public participation, from simply providing information to empowering the public with decision-making power, and helps clarify the public's role and the promise being made to them at each level.

	Inform	Consult	Involve	Collaborate	Empower
Our goal for public participation	Provide you with balanced and objective information to help you understand the problem, alternatives and/or solutions.	Gather your feedback on the analysis presented, alternatives and/or decision.	Work with you directly throughout the process to make sure your ideas and advice are consistently understood and considered.	Partner with you in each part of the decision, including the creation or alternatives and finding a preferred solution.	Give you the final decision-making power.
Our promise to you	We will keep you informed	We will listen to your feedback and ensure that it is reflected in the alternatives. We will tell you how your input influenced the decision.	We will seek your ideas and advice and use them as much as possible. We will tell you how your input influenced the decision.	We will work with you to create alternatives and identify solutions.	We will implement what you decide.

Desired Public Participation Outcomes (2026-2029):

Over the next four years, we will:

- 1 Increase awareness of and participation in public participation opportunities.
- 2 Increase the number of ways the public can participate.
- 3 Increase the number of accessible public participation opportunities.
- 4 Increase the public's understanding of public participation opportunities and how the input is used in decision-making.
- 5 Increase the number of requests for decision that include results from public participation related to the topic.
- 6 Increase staff understanding and ability to carry out public participation activities.

Objective 1:

Increase awareness of and participation in public participation opportunities.

What we do:	The result:	What we look for:
A. Promote participation opportunities through multiple channels: posters, website, social media, community bulletin boards, and word-of-mouth.	Public participation opportunities are visible through a diversity of formats and channels using different tools and approaches.	<ul style="list-style-type: none"> • # of channels used to promote opportunities. • # of responses.
B. Write all announcements and invitations in plain language.	All public participation materials are written at a Canada Learning Benchmark (CLB) level 5-8.	<ul style="list-style-type: none"> • # of opportunities communicated using plain language.
C. Reach out directly to underrepresented groups, including youth, seniors, newcomers, 2SLGBTQIA, Indigenous residents, and those living with barriers.	Groups at risk of exclusion are aware of and participate in public participation activities.	<ul style="list-style-type: none"> • # of responses from residents who identify as a member of a group at risk of exclusion.
D. Report on Public Participation activities regularly.	An annual summary of public participation activities, results and outcomes is presented publicly to Council.	<ul style="list-style-type: none"> • # of public participation reports shared with council.

Objective 2:

Increase the number of ways the public can participate

What we do:	The result:	What we look for:
A. Use different public participation tools depending on the project: surveys, open houses, workshops, interviews, online tools, advisory groups, and Community Conversations.	Public Participation activities are available in a variety of formats that align with the level of engagement sought and the groups we wish to hear from.	<ul style="list-style-type: none">• # of formats used.• # of responses.• # of responses from residents who identify as a member of a group at risk of exclusion.• # of new formats tried.• # of new formats tried.• # of elements used to reduce or remove barriers.
B. Explore new public participation tools and try new approaches in line with best practice in the field of public participation.	New tools are explored and tried to see if they are effective.	
C. Make sure engagement options are accessible — considering childcare needs, language barriers, transportation, and accessibility.	Elements are incorporated into public participation activities to reduce or remove barriers to participation.	

Objective 3:

Ensure accessible public participation opportunities

What we do:	The result:	What we look for:
A. Check all venues, materials, and formats for accessibility.	Venues, materials and formats are accessible.	<ul style="list-style-type: none">• # of responses.• # of responses from residents who identify as a member of a group at risk of exclusion.• # of Equity Sequence assessments done on Public Participation Plans.• # of IAP2 Spectrum assessments done on Public Participation Plans.• # of elements used to reduce or remove barriers.
B. Plan with community needs in mind — including timing, location, and language.	Activities are at various times and locations. Information is in plain language.	
C. Utilize the inclusion tool to assess public participation opportunities for inclusivity and make improvements where possible.	Equity Sequence is used and results incorporated into public participation opportunities.	
D. Choose the right level of engagement using the IAP2 Spectrum.	IAP2 Spectrum is used to determine the level of engagement.	

Objective 4:

Provide clear and helpful background information

What we do:	The result:	What we look for:
A. Share background information in clear, simple language.	Background information is clear, simple and writing in plain language.	<ul style="list-style-type: none">• # of responses.• # of responses from residents who identify as a member of a group at risk of exclusion.
B. Explain what decision is being made, what feedback we need, and how feedback will be used.	There is clarity around how feedback will influence a decision.	

Objective 5:

Increase the number of council and administrative decisions that include results from public participation.

What we do:	The result:	What we look for:
A. Summarize results and share the results of public participation in decision-making contexts related to the topic.	<ul style="list-style-type: none">• Decisions at the Council level include a review of related public participation results.• Decisions at the Senior Leadership Team (SLT) level include a review of related public participation results.	<ul style="list-style-type: none">• # of requests for decision that include public participation results.• # of administrative decisions that are influenced by public participation results.

Objective 6:

Increase staff understanding of and ability to carry out public participation activities.

What we do:	The result:	What we look for:
A. Embed public participation roles and responsibilities into job descriptions where appropriate.	Public Participation roles and responsibilities are clearly defined within the organization.	<ul style="list-style-type: none"> • # of roles that include public participation elements. • # of staff training sessions that take place. • # of accessible, inclusive public participation activities that take place. • # of opportunities for improvement identified. • # of public participation activities that straddle multiple departments. • # of responses. • # of responses from residents who identify as a member of a group at risk of exclusion. • # of standards of practice developed.
B. Invest in public participation to ensure staff have the resources and capacity to implement the Public Participation Strategy.	The practice of public participation is resourced and staff have the capacity to design and deploy accessible activities.	
C. Train staff on topics that promote inclusive public participation, IAP2, plain language writing, and accessibility.	Staff receive training on topics that will support public participation activities.	
E. Review and reflect on each participation activity to learn and improve.	Quality improvement activities are embedded in the public participation process.	
F. Work together across departments on public participation initiatives.	There is organization-wide awareness and collaboration on public participation topics, activities and efforts.	
G. Work with departments and service areas to identify opportunities for public participation and to develop standards of practice (SOP) for departmental use.	<ul style="list-style-type: none"> • Departments have a plan to engage on areas relevant to their work. • Departments have procedures and standards of practice to use in their public participation efforts. 	



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AGENDA ITEM 6.7

**ANNUAL RESOLUTIONS IN WRITING
CONSENTED TO BY THE SOLE SHAREHOLDER
OF
JASPER MUNICIPAL HOUSING CORPORATION
(THE "CORPORATION")
PASSED PURSUANT TO SECTION 141(1)
OF THE *BUSINESS CORPORATIONS ACT* (ALBERTA) (THE "ACT")
EFFECTIVE: OCTOBER 30, 2024**

BE IT RESOLVED THAT:

1. ELECTION OF DIRECTORS

The following persons are hereby elected directors of the Corporation to hold office, subject to the Act, until the next annual meeting of the shareholders (or the signing of a resolution in lieu thereof) or until their successors are duly elected or appointed:

SCOTT WILSON
HENRIQUE DAMOTA
NADINE MCISAAC
LAURIE RODGER

ANDREA ZIEGLER
SERGE MARTIN
EDWARD ARCHIBALD

2. DISPENSING WITH AUDITORS

The Corporation dispense with the appointment of an auditor until the next annual meeting of the shareholders or the signing of a resolution in lieu thereof.

3. APPOINTMENT OF ACCOUNTANTS

Metrix Group LLP be and the same are hereby appointed accountants of the Corporation, to hold office until the next annual meeting of the shareholders of the Corporation unless such accountants are earlier duly removed from office, at a remuneration to be fixed by the Board of Directors with the Board being hereby authorized to fix such remuneration.

4. WAIVER / ACKNOWLEDGMENT

The undersigned Shareholder hereby:

- a) acknowledges and confirms receipt of a copy of the Financial Statements for the most recent fiscal period of the Corporation; or
- b) notifies the Corporation that such shareholder does not require delivery of a copy of the Financial Statements for the most recent fiscal period of the Corporation.

These resolutions may be signed and delivered by the shareholder of the Corporation by electronic transmission, including facsimile and email, and shall constitute the same original instrument.

ACKNOWLEDGED AND SIGNED by the sole shareholder entitled to vote on the foregoing resolution at a meeting of the shareholders of the Corporation.

MUNICIPALITY OF JASPER

Per:_____

Per:_____