MUNICIPALITY OF JASPER

REGULAR COUNCIL MEETING AGENDA

November 17, 2026 | 1:30 pm

Jasper Library & Cultural Centre – Quorum Room

Municipality of Jasper Strategic Priorities 2026-2030

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, November 17, 2026 attachment

Recommendation: That Council approve the agenda for the regular meeting of November 17, 2026 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, November 3, 2026 attachment

Recommendation: That Council approve the minutes of the November 3, 2026 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, November 10, 2026 attachment

Recommendation: That Council approve the minutes of the November 10, 2026 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 report for information.

6.2 Council Human Resources Committee Terms of Reference attachment

Recommendation: That Council approve the terms of reference for the Human Resources Committee as presented.

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
November 17, 2026 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
Municipality of Jasper Strategic Priorities 2026-2030

6.3 Wildflowers Expansion – Construction Contract Award

Recommendation: That Council award the construction contract for the Wildflowers Childcare Expansion to Johnston Builders Ltd for $1,655,925; and

That Council amend the approved capital project budget from $1,210,000 to $2,102,018 inclusive of a 10% contingency.

6.4 Municipal Staff Housing

Recommendation: That Council approve, in principle, the construction of a Municipal Employee Housing duplex with two legal basement suites at 1249/1251 Cabin Creek Drive.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

9 UPCOMING EVENTS

NETMA – 4:30-6:30pm, Wednesday, November 18, Jasper Brewing Company
Departmental Budget Presentations – 9am start, Tues & Wed, November 24 & 25, Quorum Room
Jasper Park Chamber of Commerce Annual Christmas Gala – 6pm, November 27, Fairmont JPL
World Tree Lighting – 6-7:30pm, Friday, December 4, Robson Park
Community Holiday Party – 5:30pm start, Friday, December 11, Jasper Activity Centre

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of November 17, 2026 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, November 3, 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, Acting Deputy Mayor Wendy Hall, Councillors Kable Kongsrud, Kathleen Waxer, Laurie Rodger, and Danny Frechette.
Absent	Councillor Ralph Melnyk
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Lisa Riddell, Acting Director of Community Development Christine Nadon, Director of Protective & Legislative Services Emma Acorn, Legislative Services Coordinator 12 observers
Call to order	Mayor Ireland called the November 3, 2026 Regular Council meeting to order at 9:30am. Mayor Ireland attended the meeting via Zoom and relinquished the Chair to Acting Deputy Mayor Wendy Hall.
#472/26	MOTION by Mayor Ireland – BE IT RESOLVED that Council suspend for the balance of this meeting the rule in bylaw #190, the Procedure Bylaw, which requires the Mayor to chair Regular meetings when present. FOR 6 Councillors — AGAINST 0 Councillors — CARRIED
Additions/ deletions to agenda	none
Approval of agenda #473/26	MOTION by Mayor Ireland – BE IT RESOLVED that Council approve the agenda for the November 3, 2026 Regular Council meeting as presented. FOR 6 Councillors — AGAINST 0 Councillors — CARRIED
Approval of Regular minutes #474/26	MOTION by Councillor Kongsrud – BE IT RESOLVED that Council approve the minutes of the October 20, 2026 Regular Council meeting as presented. FOR 6 Councillors — AGAINST 0 Councillors — CARRIED
Approval of Organizational meeting minutes #475/26	MOTION by Councillor Kongsrud – BE IT RESOLVED that Council approve the minutes of the October 20, 2026 Organizational meeting as presented. FOR 6 Councillors — AGAINST 0 Councillors — CARRIED
Approval of Committee of the Whole minutes #476/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council approve the minutes of the October 27, 2026 Committee of the Whole meeting as presented. FOR 6 Councillors — AGAINST 0 Councillors — CARRIED
Business arising from minutes	none

DRAFT

Delegations	none		
Correspondence	none		
Borrowing Revision Bylaw 2026	Council received a request for decision regarding three borrowing bylaws which were passed in August of 2026. The Borrowing Revision Bylaw 2026 was drafted to address an administrative error which was discovered in each of the bylaws. CAO Bill Given reviewed the report and updated Council on the steps needed to proceed.		
#477/26	MOTION by Councillor Kongsrud – BE IT RESOLVED that Council give first reading to Bylaw #288, the Borrowing Revision Bylaw 2026.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#478/26	MOTION by Councillor Waxer – BE IT RESOLVED that Council give second reading to Bylaw #288, the Borrowing Revision Bylaw 2026.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#479/26	MOTION by Mayor Ireland – BE IT RESOLVED that Council have a third reading for Bylaw #288, the Borrowing Revision Bylaw 2026.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#480/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council give third reading to Bylaw #288, the Borrowing Revision Bylaw 2026.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Director's Report – Community Development	Acting Director of Community Development Lisa Riddell shared a departmental update with Council. The report included information on the Wildflowers Childcare Space Creation; recreation facilities; staffing; service trends; and more. The report is included in the agenda package.		
#481/26	MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Director's Report – Finance & Administration	Council received a department update from Director of Finance & Administration Natasha Malenchak. Highlights included information on major projects in information technology; budget planning; utilities; communications and engagement.		
#482/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council receive the report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none		
Councillor Reports	none		
Upcoming events	Council received a list of upcoming events for information.		

Adjournment #483/26

MOTION by Councillor Frechette – BE IT RESOLVED that, there being no further business, the Regular Council meeting of November 3, 2026 be adjourned at 10:13am.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

_____
Mayor

_____
Chief Administrative Officer

AGENDA ITEM 3.2

Municipality of Jasper

Committee of the Whole Meeting Minutes

Tuesday, November 10, 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, Deputy Mayor Ralph Melnyk, Councillors Wendy Hall, Kable Kongsrud, Danny Frechette, Kathleen Waxer, and Laurie Rodger
Absent	none
Also present	Bill Given, Chief Administrative Officer Courtney Donaldson, Director of Operations & Utilities Lisa Riddell, Acting Director of Community Development Twyla Hale, Human Resources Manager Lisa Daniel, Executive Advisor Emma Acorn, Legislative Services Coordinator Thomas Ziegler, Associated Engineering 8 observers
Call to Order	Deputy Mayor Melnyk called the November 10, 2026 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement.
Additions/ deletions to the agenda	Mayor Ireland requested to change item 10.2 to 11.1 as there is no motion expected to come out of the in-camera.
Approval of agenda #484/26	MOTION by Councillor Waxer that Committee approve the agenda for the November 10, 2026 Committee of the Whole meeting as amended: • Amend item 10.2 to be 11.1 FOR 7 Councillors — AGAINST 0 Councillor — CARRIED
Business arising from minutes	none
Delegations	none
Correspondence	none
Biosolids Management Plan	Committee received a presentation from Thomas Ziegler, Project Manager with Associated Engineering regarding options for a Biosolids Management Plan. Director of Operations & Utilities Courtnet Donaldson was also present to introduce Mr. Ziegler, provide background information, and assist with Committee questions.

DRAFT

Move In-camera
#485/26

MOTION by Councillor Waxer to move in-camera at 10:06am to discuss agenda items:

- 10.1 Human Resources Committee Report – ATIA s.22(2)

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

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

Committee recessed the in-camera portion of the meeting and returned to asking questions of Mr. Ziegler and Ms. Donaldson at 10:45am.

Biosolids Management Plan continued
#486/26

MOTION by Councillor Waxer that Committee receive the Biosolids Management Study presentation for information; and

That Committee direct administration to develop Implementation Plans for three top rated biosolids management options and return to a future meeting.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mayor Ireland made an additional motion recorded here as #488/26 which was discussed among the Committee.

#487/26

MOTION by Councillor Rodger that Mayor Ireland's motion be amended to reflect 50% weighting for cost.

FOR	AGAINST	
3 Councillors (Rodger, Kongsrud, Frechette)	4 Councillors	DEFEATED

#488/26

MOTION by Mayor Ireland that Committee direct administration to adjust the evaluation criteria to reflect a 40% weighting for cost and to split equally among the remaining criteria the additional 60% of weight.

FOR	AGAINST	
5 Councillors	2 Councillors (Rodger, Frechette)	CARRIED

Indigenous Relations Strategy

Acting Director of Community Development Lisa Riddell presented the Indigenous Relations Strategy for Committee's consideration.

#489/26

MOTION by Mayor Ireland that Committee direct administration to conduct public engagement on the Indigenous Relations Strategy as presented; and return to Committee with a report on feedback from the community.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Council Human Resources Committee Terms of Reference	Committee received a draft updated terms of reference from the Human Resources Committee for their consideration. Councillor Waxer, Chair of the HR Committee, reviewed the document.
#490/26	MOTION by Mayor Ireland that the Human Resources Committee terms of reference be amended as follows: • Remove semicolon in article 1.1 • Amend 2.1 to read, "The HR Committee shall have a membership of three members including a chairperson all of whom shall be appointed at the Organizational meeting." • Remove article 2.2
	FOR 7 Councillors — AGAINST 0 Councillors — CARRIED
#491/26	MOTION by Councillor Waxer that Committee recommend Council approve the updated Terms of Reference for the Human Resources Committee as amended.
	FOR 7 Councillors — AGAINST 0 Councillors — CARRIED
Wildflowers Expansion – Construction Contract Award	Committee received a request for decision on the Wildflowers Expansion Construction Contract Award from administration with Ms. Donaldson reviewing the scoring results. Mr. Given also answered Committee questions regarding finances.
#492/26	MOTION by Councillor Hall that Committee recommend that Council award the construction contract for the Wildflowers Childcare Expansion to Johnston Builders Ltd for $1,655,925; and That Committee recommend that Council amend the approved capital project budget from $1,210,000 to $2,102,018 inclusive of a 10% contingency.
	FOR 7 Councillors — AGAINST 0 Councillors — CARRIED
	Councillor Kongsrud left the meeting at 12:05pm.
Recess	Deputy Mayor Melnyk called a recess from 12:05pm to 1:00pm.
Green Burial Report	Committee received a report on the potential for green burials at the Jasper Municipal Cemetery. Ms. Donaldson shared information on cemetery expansion plans and legislation.
#493/26	MOTION by Councillor Frechette that Committee receive the report for information.
	FOR 6 Councillors — AGAINST 0 Councillors — CARRIED

Municipal Staff Housing	Executive Advisor Lisa Daniel presented a request for decision to Committee regarding municipal staff housing. Ms. Daniel reviewed current holdings, financial considerations, and relevant legislation. CAO Bill Given also answered Committee questions.
#494/26	MOTION by Councillor Rodger that Committee recommend Council approve, in principle, the construction of a Municipal Employee Housing duplex with two legal basement suites at 1249/1251 Cabin Creek Drive; and That Committee refer the Cabin Creek Municipal Employee Housing project to the 2027 budget discussions.
	FOR 6 Councillors — AGAINST 0 Councillors — CARRIED
Motion Action List	Administration reviewed the Motion Action List.
#495/26	MOTION by Councillor Waxer that Committee approve the updated Motion Action List with the removal of the following items: • Jasper Municipal Leasehold Assets Society Transfer of Assets • Indigenous Relations Strategy • Green Burial Report And date changes for: • Tax Policy – Principles & Engagement Approach • Economic Development Advisory Committee Terms of Reference
	FOR 6 Councillors — AGAINST 0 Councillors — CARRIED
Councillor upcoming meetings	Councillors Hall & Frechette will be in attendance for a Legislative Committee meeting on November 17th. Councillor Waxer will be attending a meeting for the Rural Renewal Stream Committee meeting this Thursday. Councillor Halll has a meeting of the Assessment Review Board on Thursday. Mayor Ireland reminded everyone about the Remembrance Day events scheduled at the Jasper Activity Centre tomorrow. Councillor Rodger plans to attend NETMA on November 18th at the Jasper Brewing Company. Councillor Melnyk will be finishing a Community Futures West Yellowhead leadership institute course this evening, as well as attending a board meeting and strategic planning session in Edson on November 26th.

	Councillor Melnyk hopes to participate in a National Climate Caucus meeting this Friday and a Prairies Chapter of the Climate Caucus Zoom call on Monday.		
Upcoming Events	Council reviewed a list of upcoming events.		
Move In-camera	Committee returned to the in-camera portion of the meeting at 1:42pm		
	Mr. Given and Ms. Acorn also attended the in-camera session.		
Move out of camera	MOTION by Councillor Hall to move out of camera at 3:01pm.		
#496/26	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Adjournment #497/26	MOTION by Mayor Ireland that, there being no further business, the Committee of the Whole meeting of November 10, 2026 be adjourned at 3:02pm.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

AGENDA ITEM 6.1

JASPER RECOVERY COORDINATION CENTRE (JRCC)

November 17, 2026

PROGRESS UPDATE

MUNICIPALITY OF JASPER

Parks Canada Parcs Canada

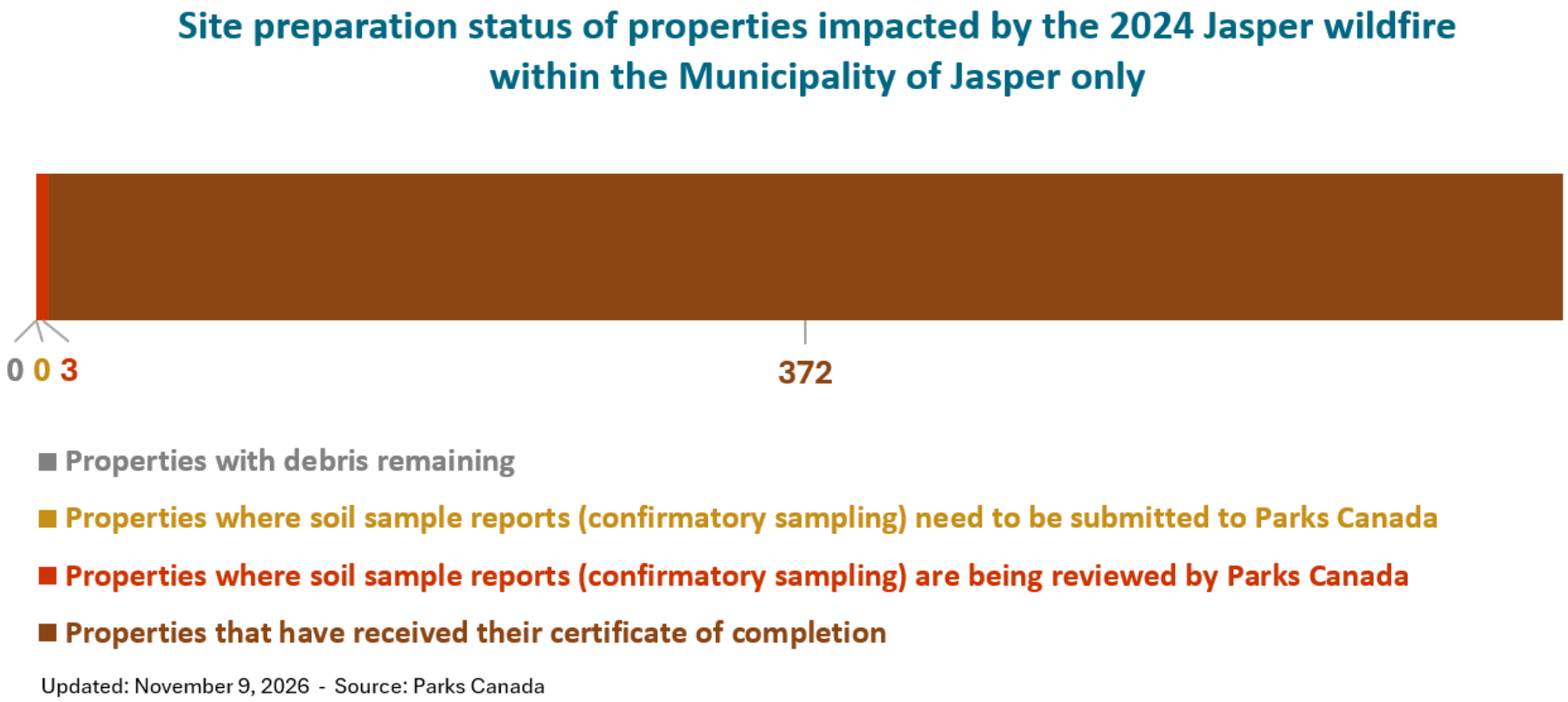
SUMMARY OF KEY RECOVERY ACTIVITIES

DEBRIS REMOVAL

- Total number of demolition permits issued (in and out of town): 393
  - **Certificates of Completion issued: 388**
- In Town non-commercial certificates: **340** (out of 341 properties with demolition permits)
- Certificates of Completion pending review and/or sign off: 2
- Properties pending submission of confirmatory reports: 2

This coordinated progress is enabling safe, timely debris removal; paving the way for rebuilding and protecting public health, safety, and the environment.

SITE PREPARATION

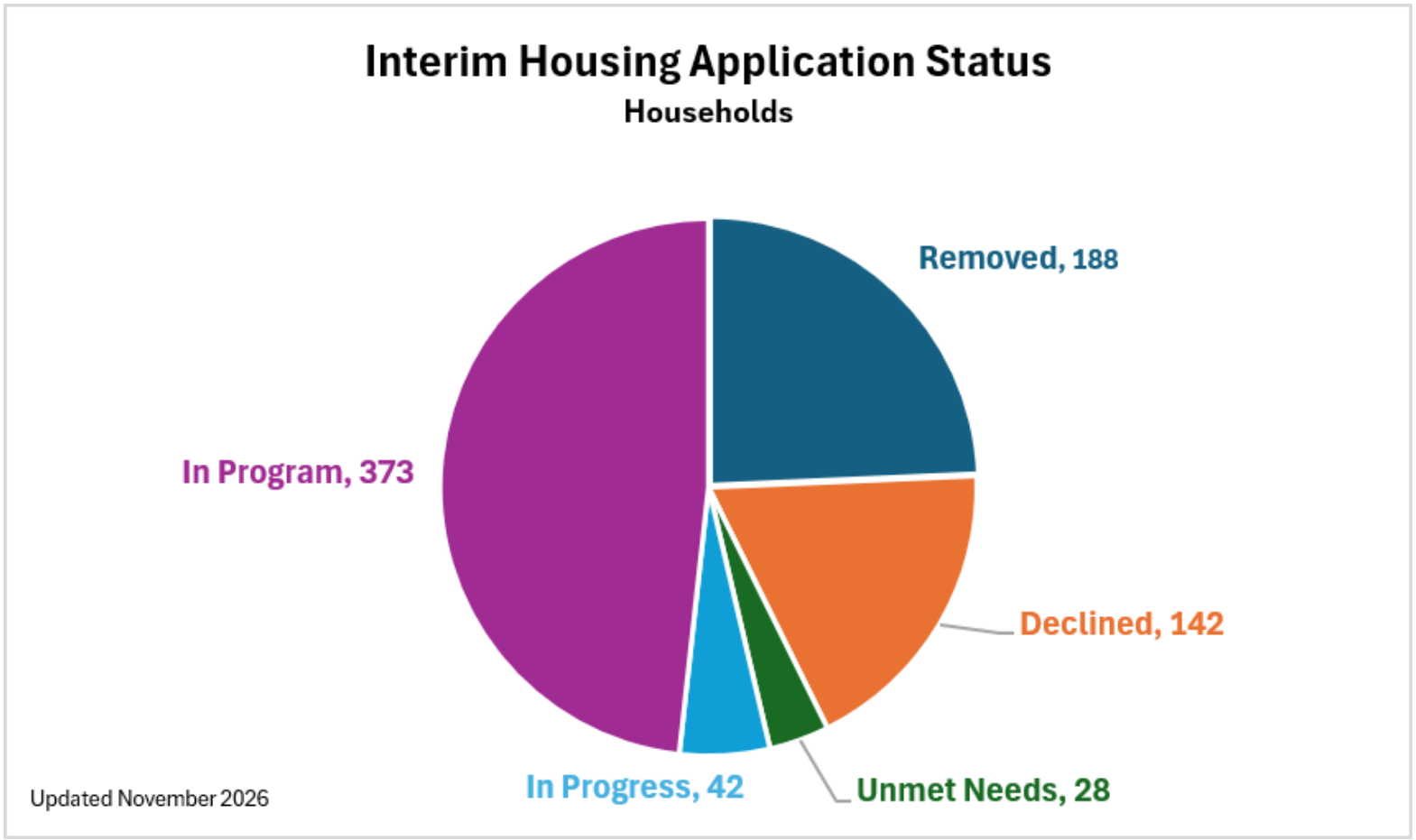


This coordinated progress is enabling safe, timely debris removal; paving the way for rebuilding and protecting public health, safety, and the environment.

INTERIM HOUSING

- All 505 interim housing units are currently occupied or allocated.
- There are currently 373 households (728 people) with active interim housing leases.
- Since the launch of the program in February 2025, the JRCC has processed 2,333 applications.
- The interim housing applicants list includes 28 households (41 people) with unmet housing needs.
- In 2026, the JRCC introduced an Employer Reservation Program, allowing local employers to reserve space in interim housing dormitories to assist with employee recruitment.
  - Spring/summer 2026: 37 applicant businesses; 15 dorms reserved and allocated (limited availability).
  - Fall/winter 2026/2027: All 11 applicant businesses accepted. 68 dorms reserved. Nominations remain open until February 1, 2027.
- Over the past two summers, 71 seasonal campsites have been made available to Jasper residents and businesses.

INTERIM HOUSING-APPLICATIONS



Declined: Applicants who found housing in Jasper or elsewhere, declined because of the cost, or who no longer intend to live in Jasper.

Removed: Applicants who did not respond to emails or text messages, or who did not meet the program requirements.

INTERIM HOUSING-HOUSEHOLD BREAKDOWN

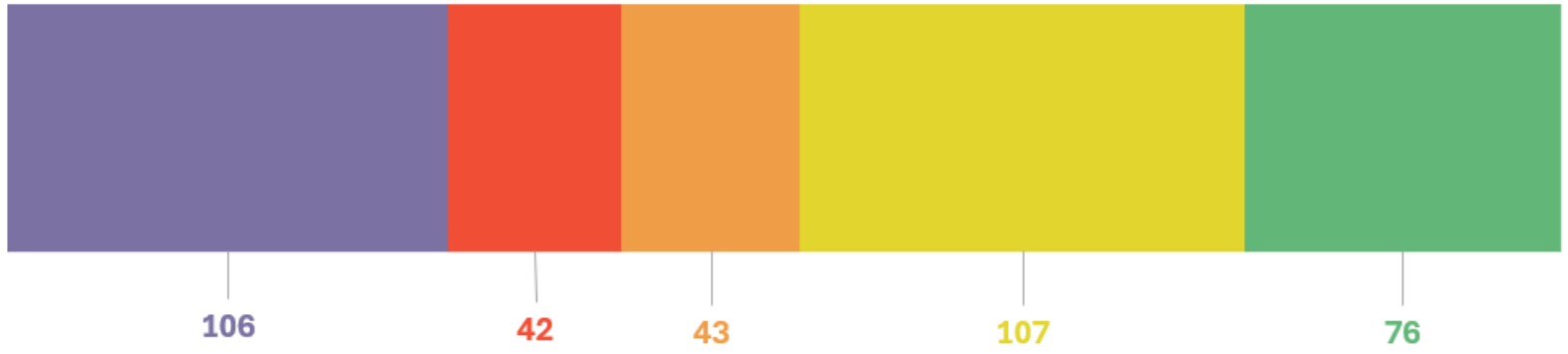
Household Breakdown		Updated November 9, 2026
Primary Employment	**Households**	**Proportion**
Parks Canada	58	15.5%
Other Government/Public Sector	60	16.1%
Large Businesses	77	20.6%
Small Businesses	176	47.2%
Other Eligible Households	2	0.5%
Total # of Households	***373***	***100%***

REBUILDING HOMES AND BUSINESSES

- Approximately 71% of wildfire-affected leaseholders have now initiated the permitting process with Parks Canada
  - Petro-Canada has received a building permit
  - Pine Grove Manor (Seniors' Housing) has also received a development permit to rebuild 53 units
- 76 rebuilding properties have now achieved occupancy (20%)
- Marmot Pit will close November 26, 2026, and will reopen in Spring 2027
- JRCC Rebuild team staff provided support at Red Cross support sessions (Nov 3, 4, 5, 2026)
- The planning and development advisory committee met on November 9, 2026, to review a variance proposal for reduced parking.

REBUILDING HOMES AND BUSINESSES

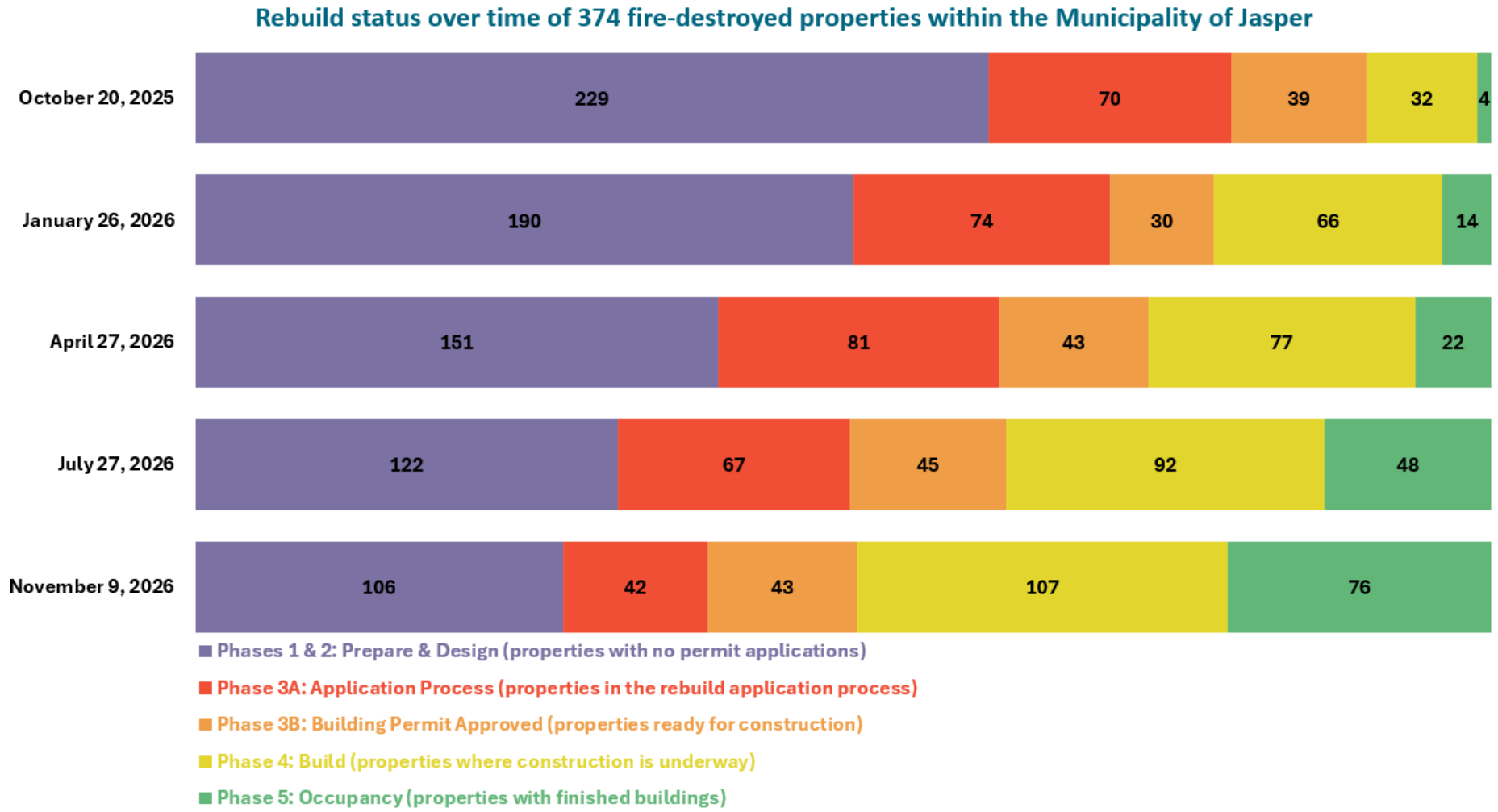
Rebuild status of properties impacted by the 2024 Jasper wildfire within the Municipality of Jasper only



Updated: November 9, 2026 - Source: Parks Canada (Phases 1&2, 3A, 3B, and 5) and Municipality of Jasper (Phase 4)

*Of the 43 properties in Phase 3B, 33 have visible signs of construction work but have not yet poured foundation

REBUILDING HOMES AND BUSINESSES



REBUILD – HOUSING UNITS

- **226 properties** have reached the active building permit or occupancy permit stage
- This represents **483 housing units**, consisting of **318 replacement units**, and **165 net-new units**

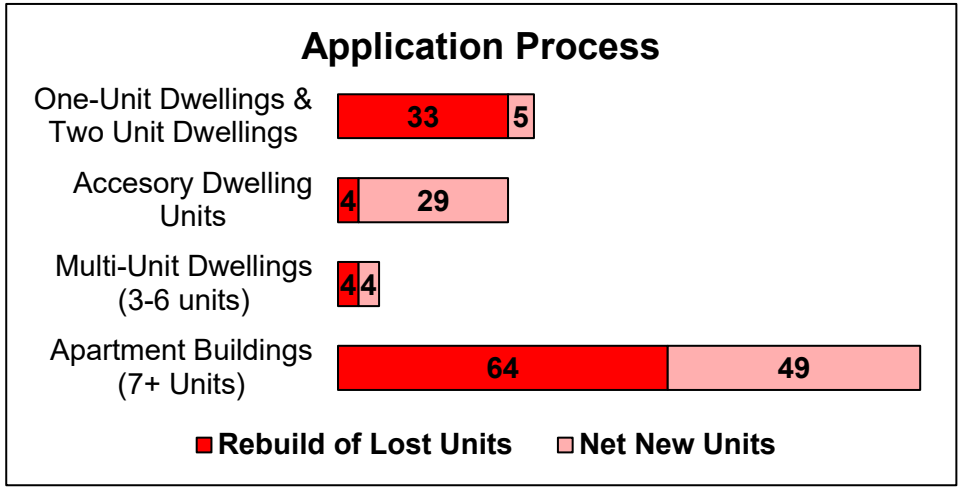
Rebuilding Properties		Updated November 9, 2026	
Active Building Permits		**Occupancy Permits**	
150		76	
Associated Housing Units		**Associated Housing Units**	
309		174	
Replacement Units	**Net-New Units**	**Replacement Units**	**Net-New Units**
192	117	126	48

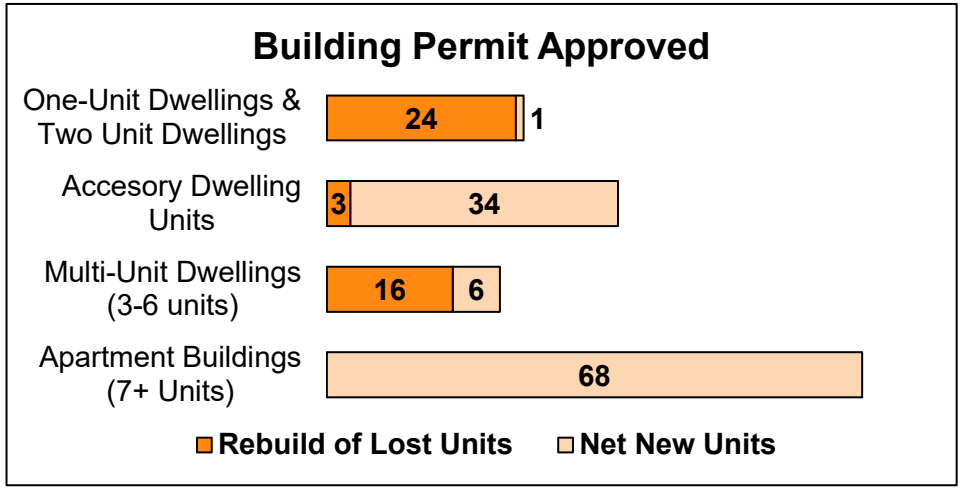
In addition to fire-affected properties, there are two new major developments currently under construction, not included in this table, which total **176 net-new units**:

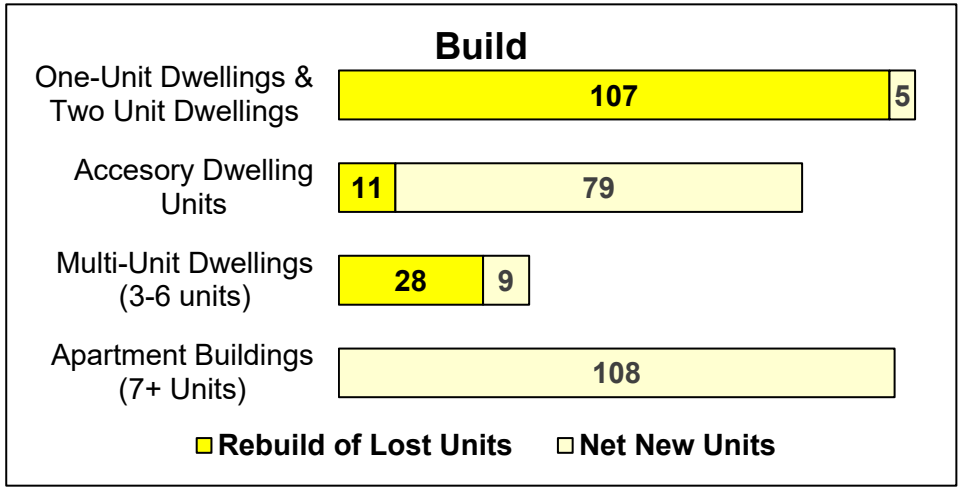
- The Alder – Jasper Municipal Housing Corporation – **40 housing units**
- MDMC Developments Inc. – **136 housing units** (68 per phase)

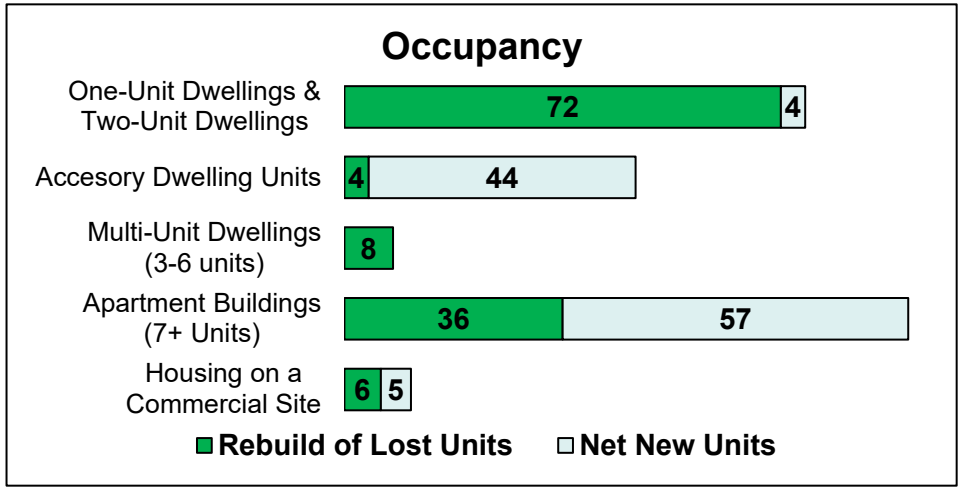
HOUSING MIX - ALL RESIDENTIAL DEVELOPMENT

Updated November 9, 2026



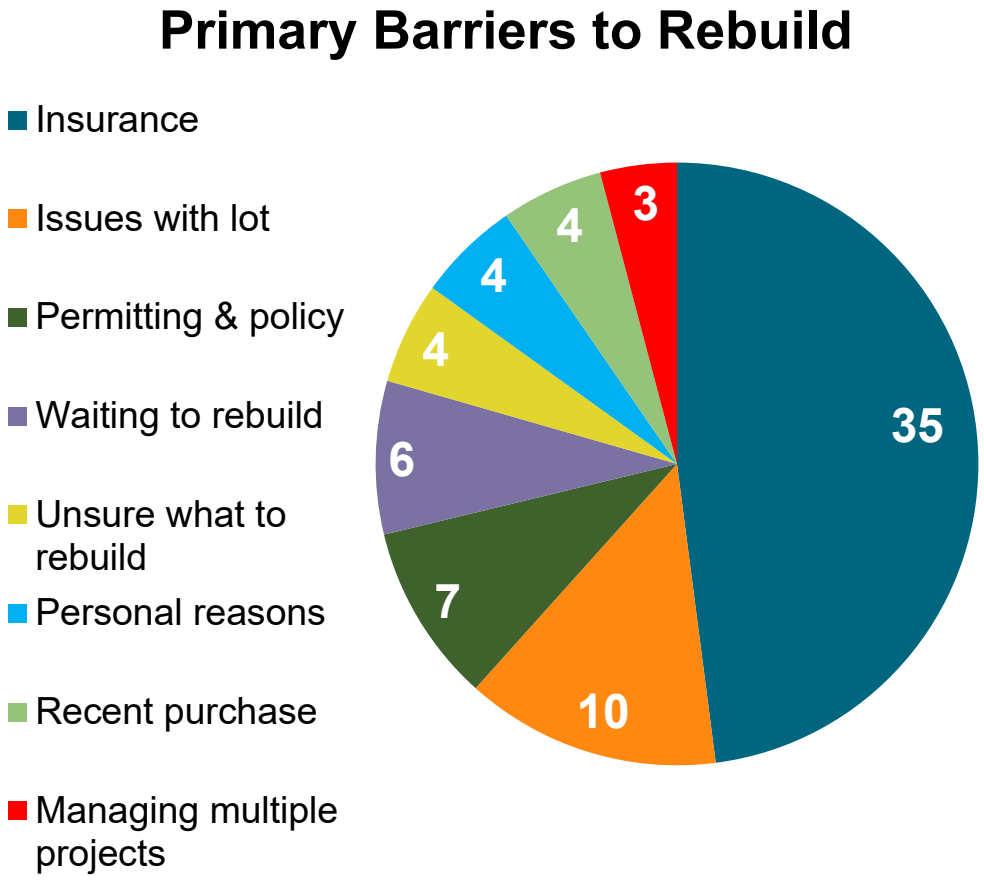






REBUILD SURVEY

- In September, properties who had not yet initiated the rebuild process were contacted by the JRCC to participate in a survey.
- The main objectives of the survey were to identify the primary barriers leaseholders are facing with their rebuild, determine their intent with respect to their property, and understand their anticipated timeline for rebuilding
- 121 properties were contacted for the survey. Responses were recorded through phone interviews, online forms, and email responses.
- 73 properties participated in the survey, which consisted of:
  - 59 residential properties
  - 12 commercial properties
  - 2 institutional properties
- Insurance was identified as the largest barrier, with nearly half of respondents identifying it as their primary barrier to rebuild
- 65% of respondents still plan on rebuilding their property, 20% are planning to sell, and 15% are still unsure



SOCIAL RECOVERY

- Training has resumed for the Recovery Pathfinders Program. Discussions are underway with funders to extend the program in 2027.
- Recovery partners are co-developing a "transition planning" workshop series in support of interim housing residents as they plan for exiting the interim housing program. Recovery Outreach will also be available to assist interim housing residents with planning their transitions to long-term housing.
- The JRCC is working with recovery partners to support uptake of long-term psychosocial supports in the community.

Our work on these programs supports the wellbeing of Jasperites while advancing our objectives of providing access to recovery supports and fostering community connection.

ECONOMIC RECOVERY

CCI – Commerce Continuity Initiative

- Pop-Up Village: The 2026 operating season has concluded, and business operations have ceased
  - Demobilization is underway, with storage solutions available to support participant transitions
  - Fall Fest welcomed more than 400 residents and visitors, generating increased visibility, traffic, and sales for participating businesses during the Village's final operating season
  - The Creative Space Between the Trees remains active through the end of the season
- Interim Industrial Park
  - Remains fully occupied, supporting 14 businesses
  - Continues to provide interim operating space while businesses progress toward permanent recovery solutions
- Contractor Laydown sites: Laydown sites continue to support rebuilding activities by providing staging and storage space for contractors
  - S-Block Lot: Fully occupied (11 stalls)
  - Woodlot: 8 of 12 stalls occupied
  - Snow Dump Site: One tenant remains on site; the program is expected to conclude this month

AGENDA ITEM 6.2

Human Resources Committee
Terms of Reference

1. Purpose & Responsibilities of the Committee

1.1. To deal with matters relating to Council's role as employer of the Chief Administrative Officer (CAO).

1.1.1. Reviewing and providing input into the CAO's Performance Plan.

1.1.2. Evaluating the CAO's performance relative to the Performance Plan.

1.1.3. Conducting the CAO's annual formal review and evaluation.

1.1.4. Establishing any other processes the committee shall determine to be useful in evaluating the CAO's performance.

1.1.5. Providing recommendations to Council with respect to the CAO's performance.

1.1.6. Reviewing and discussing other matters related to performance management of the CAO.

1.1.7. Recommending to Council processes related to CAO recruitment and hiring.

1.2. To deal with matters relating to; public member appointments to Municipal committees.

1.2.1. Reviewing applications for public appointments to municipal boards, committee or taskforces.

1.2.2. Recommending individuals for public appointments to Council.

1.3. To deal with any other matters referred to it by Council.

2. Membership

2.1. The HR Committee shall have a membership of three members of council; including a Chairperson, as appointed at the Organizational meeting.

3. Quorum and Voting

3.1. The quorum for the HR Committee shall be the majority of the Members appointed.

3.2. All Committee Members will vote on all motions.

4. Meetings & Minutes

4.1. The committee will meet at least 4 times per year.

4.2. Meetings shall not exceed 1.5 hours in length unless the members present unanimously consent to an extension. If an extension is not approved, any remaining agenda items will be considered at the next regular meeting or at a special meeting called to complete the business.

4.3. As provided or in the Municipal Government Act and the Access to Information Act, all meetings of the HR committee shall be considered "in-camera".

4.4. Notice of all meetings shall be given to all Council members by circulation of the agenda, together with supporting documentation, at least 2 business days prior to the meeting.

DRAFT

Human Resources Committee
Terms of Reference

5. Administrative Support

5.1. The committee shall be supported by the Human Resources Manager and/ or the Legislative Services Coordinator.

5.2. The Legislative Services Coordinator will be responsible for scheduling; sending calendar invitations; booking meeting space; distributing agenda; calendar invite; and ensuring logistics such as IT set up is complete.

6. Reporting Relationship

6.1. The committee shall act in an advisory capacity to Council, recognizing that Council as a whole acts as the employer of the CAO.

6.2. The committee shall recommend items to Council through the Committee of the Whole.

7. Terms of Reference

7.1. The HR Committee's Terms of Reference may only be approved and amended by Council at a regular meeting.

Dated at Jasper, Alberta this _____ of _____ , 2026
(day) (month)

_____
Mayor