

Municipality of Jasper
Regular Council Meeting Minutes
Tuesday, December 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	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Kable Kongsrud, Kathleen Waxer, Danny Frechette, Laurie Rodger, and Wendy Hall.		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Michael Fark, Director of Recovery Beth Sanders, Director of Urban Design & Standards Christopher Read, Director of Community Development Doug Olthaf, Housing & Social Recovery Manager Emma Acorn, Legislative Services Coordinator Rowan Bell-Marusich & Lynn Wannop, Jasper Pride Festival Society 8 observers		
Call to order	Mayor Ireland called the December 2, 2025 Regular Council meeting to order at 1:30pm.		
Additions or deletions to agenda #528/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council add the following item to the December 2, 2025 Regular Council meeting agenda: <ul style="list-style-type: none">3.5 Business arising from minutes6.5 Appointments to Boards & Committees 2026		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #529/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the agenda for the December 2, 2025 Regular Council meeting as amended: <ul style="list-style-type: none">Add 3.5 Business arising from minutesAdd 6.5 Appointments to Boards & Committees 2026		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #530/25	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the September 16, 2025 Regular Council meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Organizational meeting minutes #531/25	MOTION by Councillor Waxer– BE IT RESOLVED that Council approve the minutes of the November 3, 2025 Organizational meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole Meeting minutes #532/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the minutes of the November 18, 2025 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Budget Presentations	MOTION by Councillor Frechette – BE IT RESOLVED that Council approve the minutes of the November 25 & 26, 2025 Budget Presentations meeting as presented.		

Meeting minutes #533/25	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Councillor Rodger joined the meeting at 1:37pm.		
Business arising from minutes	none		
Delegations – Jasper Pride festival Society #534/25	Council received a presentation from Rowan Bell-Marusich and Lynn Wannop of the Jasper Pride Festival Society regarding a funding request for the 2026 budget.		
	MOTION by Councillor Frechette – BE IT RESOLVED that Council receive the presentation for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#535/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council refer the Jasper Pride Festival Society 2026 budget request to the December 9, 2025 Committee of the Whole meeting budget discussion item.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence – RCMP Quarterly Report #536/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the RCMP Quarterly report for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Recovery Coordination Centre Progress Update	Council received a Jasper Recovery Coordination Centre progress update from Housing & Social Recovery Manager Doug Olthaf. Highlights included information on site preparation; interim housing; rebuilding of homes and businesses; social & economic recovery; and more.		
#537/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the Jasper Recovery Coordination Centre progress update for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Community & Economic Development Fund Applications #538/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the following Community & Economic Development Fund allocations: <ul style="list-style-type: none"> • Jasper Community Theatre - \$2,500 • Jasper Food Bank Capacity Boost for Bulk Purchasing - \$2,500 • Jasper Gymnastics Club - \$2,500 • Mountain Lights: Jasper Art After Dark - \$2,500 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Appointments to Boards & Committees 2026 #539/25	Council discussed the recommendations put forward by the Human Resources Committee of Council regarding appointments to Boards & Committees for 2026.		
	MOTION by Councillor Melnyk – BE IT RESOLVED that Council appoint Alison Rudge, Shawn Cardiff, and Matthew Cairns to the Jasper Municipal Library Board for a term commencing January 1, 2026 and concluding December 31, 2028.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

#540/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council appoint Shawnee Janes Wilson and Miranda Raven to the Communities in Bloom Committee for a term commencing January 1, 2026 and concluding December 31, 2028.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#541/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council direct Administration to readvertise for the one vacant spot on the Communities in Bloom Committee.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none		
Councillor Reports	Councillor Waxer attended the annual general meeting and conference for Family & Community Support Services Association in Edmonton.		
	Mayor Ireland and Councillor Melnyk attended a meeting of the West Yellowhead Regional Waste Management Authority last Thursday in Hinton.		
Upcoming events	Council received a list of upcoming events for information.		
Adjournment #542/25	MOTION by Councillor Hall – BE IT RESOLVED that, there being no further business, the Regular Council meeting of December 2, 2025 be adjourned at 2:44pm.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Mayor

Chief Administrative Officer

REQUEST FOR DECISION

Subject: 2026 Boards & Committees Appointments
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: December 2, 2025



Human Resources Committee Recommendation:

- That Council appoint Alison Rudge, Shawn Cardiff, and Matthew Cairns to the Jasper Municipal Library Board for a term commencing January 1, 2026 and concluding December 31, 2028; and,
- That Council appoint Shawnee Janes Wilson and Miranda Raven to the Communities in Bloom Committee for a term commencing January 1, 2026 and concluding December 31, 2028; and
- That Council direct Administration to readvertise for the one vacant spot on the Communities in Bloom Committee.

Alternatives:

- Not to appoint applicants and re-advertise board and committee vacancies.

Background:

Annual advertising took place in November on the Municipality's website, social media, and in the Jasper Local to recruit board members for the Jasper Municipal Library Board (JMLB) and the Communities in Bloom Committee (CIB). The deadline for applications was November 24th.

As stated in the Procedure Bylaw #190, terms on the JMLB are three years. This board has the capacity for six members-at-large.

The updated terms of reference for the CIB Committee gives Council the ability to appoint members to either a one- or two-year term. The last appointments made commenced January 1, 2024 and will conclude December 1, 2025.

Of As of December 31, 2025 the above-mentioned boards and committees will have the following vacancies:

Jasper Municipal Library Board	3 vacancies
Communities in Bloom	3 vacancies

Four applications have been received for the JMLB and two for CIB.

Each application has been forwarded to Council's Human Resources Committee for review. The Committee is scheduled to share its recommendations with Council before the December 2, 2025 Regular meeting.

Relevant Legislation:

[Procedure Bylaw #190](#)

Strategic Relevance:

Organizational Health

- Striving to improve the organizational health of the Municipality of Jasper by fostering Council-Staff relationships and enhancing operational effectiveness, efficiency, responsiveness and adaptability

Financial:

There is no remuneration for sitting on Council's boards and committees.

Follow Up Actions:

Applicants will be notified if they have or have not been appointed to the board or committee of their choice.

Successful applicants will be put in contact with respective board and committee chairs for further instruction.

Attachments:

- Current list of members for Jasper Municipal Library Board
- [Communities in Bloom Terms of Reference](#)

Municipality of Jasper

Boards & Committees 2025

Jasper Municipal Library Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Lorena Alonso, 2 nd term	Dec.17, 2019	Jan. 1, 2023	Dec.31, 2025	No
Joyce Melnyk, 2 nd term	Dec.17, 2019	Jan. 1, 2023	Dec.31, 2025	No
Diane Tremblay, 2 nd term	Dec. 15, 2021	Jan. 1, 2024	Dec. 31, 2026	No
Brenda Shepherd, 1 st term	Dec 17, 2024	Jan 1, 2025	Dec 31, 2027	Yes
Keslin Park, 2 nd term	Dec 7, 2021	Jan 1, 2025	Dec 31, 2027	No
Shawn Cardiff, 1 st term	Dec 20, 2022	Jan 1, 2023	Dec 31, 2025	Yes
Councillor Wendy Hall	Reviewed annually			

Communities in Bloom Advisory Committee

Terms of Reference

1. Purpose & Responsibilities of the Committee

To foster community pride and engagement in maintaining the appearance and liveability of Jasper, and; to provide an effective link between the community and Municipal Administration in order to contribute to the long term success of the Municipality's participation in the Communities in Bloom program and local beatification and environmental initiatives by;

- 1.1. Contributing ideas and expertise to inform administration's long and short-term business planning, and to assist in determining appropriate goals and objectives with respect to beatification and environmental initiatives;
- 1.2. Assisting in the identification of strengths and weaknesses in local beatification and environmental initiatives;
- 1.3. Encourage positive relations with the community which support the Municipality's efforts and to provide input on the marketing, education, and promotion of the Municipality's beatification and environmental programs;
- 1.4. To be kept informed of special events, promotions and public campaigns.

2. Membership

The Communities in Bloom Advisory Committee will consist of the following:

- 2.1. (1) Councillor;
- 2.2. (3) Public Members, and;
- 2.3. In addition to the regular members above, the following organizations will also be invited to recommend one (1) member each to the committee:
 - Parks Canada,
 - Tourism Jasper,
 - Jasper Park Chamber of Commerce

2.4 Members will be appointed by decision of the Municipal Council to a one or two year term.

2.5 The Chair of the Committee will be a Councillor and shall be appointed by Council on the recommendation of the Mayor.

3. Quorum and Voting

- 3.1. The quorum for the Communities in Bloom Advisory Committee shall be the majority of the Members appointed.
- 3.2. The Committee will make recommendations to administration or Council by consensus on any issues but is not a decision making body.

4. Meetings & Minutes

- 4.1. The committee will meet at least 2 times per year.
- 4.2. Meetings shall not exceed 1.5 hours in length unless the members present unanimously consent to an extension.
- 4.3. Notice of all meetings shall be given to all Council members.

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

5. Administrative Support

5.1. The committee shall be supported by the Operations and/or the Community Development department(s).

6. Reporting Relationship

6.1. The committee shall act in an advisory capacity to Council and Municipal Administration

6.2. The committee may recommend items to Council or Administration for consideration and action.

6.3. A rationale shall be provided to the Committee by Administration for action/inaction on recommendations.

7. Funding

7.1. Funding for the operation of the committee shall be determined by council through the annual budget process.

8. Terms of Reference

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