

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, August 26, 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	Mayor Richard Ireland, Deputy Mayor Wendy Hall, Councillors Kathleen Waxer and Ralph Melnyk		
Absent	Councillors Helen Kelleher-Empey, Scott Wilson, Rico Damota		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Courtney Donaldson, Director of Operations & Utilities Marley Pollock, Town Planner Vidal Michaud, Utilities Manager Monica Rodriguez, Administrative Assistant, Urban Design and Standards Cam Jenkins, Municipal Housing Coordinator Goeffrey Schulmeister, ISL Engineering Joel Grieco, ISL Engineering Paul Butler, Jasper Park Chamber of Commerce 13 observers		
Call to Order	Deputy Mayor Hall called the August 26, 2025 Committee of the Whole meeting to order at 9:33am.		
Additions/ Deletions to agenda #409/25	MOTION by Mayor Ireland to add an in camera item, intergovernmental relations.	FOR 4 Councillors	AGAINST 0 Councillors  CARRIED
Approval of agenda #410/25	MOTION by Councillor Waxer that Committee approve the agenda for the August 12, 2025 Committee of the Whole meeting as amended.	FOR 4 Councillors	AGAINST 0 Councillors  CARRIED
Business arising August 12 minutes	None		
Delegations	Paul Butler from the Jasper Park Chamber of Commerce addressed the Utilities Master Plan and its purpose; the Off-Site Levies Bylaw and its financial impact on taxpayers; and support for the development of a property and business tax policy.		
Correspondence	None		

Utilities Master Plan Report	Committee received a presentation from Utilities Manager Vidal Michaud, and Joel Grieco and Geoffrey Schulmeister of ISL Engineering on the Utilities Master Plan, which considers future community needs and presents a 25-year road map for Jasper's water, wastewater and stormwater systems. The plan integrates previous studies and addresses growth, asset renewal and post-wildfire redevelopment. It also identifies deficiencies, recommends upgrades, prioritizes projects based on risk, service level criteria and capital costs.		
#411/25	MOTION by Mayor Ireland that Committee refer consideration of the Utilities Master Plan as presented to Council.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Recess	Deputy Mayor Hall called a recess from 10:55am to 11:05am.		
Jasper Off-Site Levy Update	Committee received a presentation from Town Planner Marley Pollock, and Joel Grieco and Geoffrey Schulmeister of ISL Engineering, on off-site levies to support the capital costs of municipal infrastructure.		
Recess	The meeting was interrupted due to an internet outage. Deputy Mayor Hall called a recess from 11:52am until 1:00pm.		
Jasper Off-Site Levy Update (continued)	Councillors asked clarifying questions regarding projected population; current and future infrastructure needs; application of the off-site levies to different types of properties; and the relationship between those items. Councillors also considered the engineering recommendations and how they may impact policy decisions to be made by Council, including the impact of the proposed change in rates on an average new residential unit development in relation to the 2015 bylaw.		
#412/25	MOTION by Councillor Melnyk that Committee recommend Council adopt the Off-Site Levy Update as presented.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Adoption of Jasper Off-Site Levies Bylaw (2025)	Committee received a presentation from Town Planner Marley Pollock, who outlined the changes made to the bylaw following input from Committee at a previous meeting, and provided information on the purpose of the new bylaw and the process the Urban Design and Standards team employed to develop it.		
#413/25	MOTION by Councillor Melnyk that Committee extend the meeting beyond four hours.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED

#414/25	MOTION by Mayor Ireland that Committee direct Administration to consider the Jasper Off-Site Levy Bylaw in the context of discussions today and return to a Committee of the Whole meeting after the 2025 municipal election.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Financial Tools to Incentivize Housing Development Policy #415/25	<p>Committee received a report from CAO Given on a draft policy presenting financial tools to support housing incentives to be funded by Housing Accelerator Fund dollars the Municipality of Jasper received in 2025. The policy proposes that fees, in whole or in part, could be considered for reimbursement, waiver, reduction or exemption.</p> <p>MOTION by Mayor Ireland that Committee direct Administration to revise the draft policy and return to future Committee of the Whole meeting.</p>		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Development of Property and Business Tax Policy #416/25	<p>Committee received a report from CAO Given on the development of a Property and Business Tax Policy. This policy is before Committee following a Council workshop on taxation held earlier this month.</p> <p>MOTION by Councillor Waxer that Committee direct Administration to develop a property and business tax policy and return to a meeting following the 2025 municipal election.</p>		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#417/25	MOTION by Councillor Melnyk that Committee approve the updates to the Motion Action List as noted, and direct Administration to facilitate a joint letter by the Mayor, Jasper Park Chamber of Commerce and Tourism Jasper to the Minister of Transportation regarding the provincial rail master plan.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Councillors Waxer, Melnyk and Deputy Mayor Hall will be attending a Human Resources Committee meeting on Thursday morning.		
Upcoming Events	Council reviewed a list of upcoming events.		
In Camera #418/25	MOTION by Councillor Melnyk to move in camera at 3:03pm to discuss intergovernmental matters.		

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED

CAO Given and Director Nadon also attended the in camera session.

#419/25

MOTION by Councillor Waxer to move out of camera at 3:23pm.

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED

Adjournment  
#420/25

MOTION by Councillor Melnyk that, there being no further business, the Committee of the Whole meeting of August 26, 2025 be adjourned at 3:24pm.

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED