

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, March 24, 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 Danny Frechette, Councillors Kathleen Waxer, Ralph Melnyk, Kable Kongsrud, and Laurie Rodger		
Absent	Councillor Wendy Hall		
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Beth Sanders, Director of Urban Design & Standards Lucas Sherwin, Development Planning Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local 24 observers		
Call to Order	Deputy Mayor Frechette called the March 24, 2026 Committee of the Whole meeting to order at 9:30am.		
Additions/deletions to the agenda	none		
Approval of agenda #123/26	MOTION by Councillor Melnyk that Committee approve the agenda for the March 24, 2026 Committee of the Whole meeting as presented:		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes	none		
Delegations	none		
Correspondence	none		
2025 Tax Recovery Auction	Councillor Rodger declared a conflict of interest; as he has close family that owns a mortgage on one of the properties, and left the meeting at 9:39am. Committee received a request for decision from Administration regarding unpaid property taxes. Director of Finance & Administration Natasha Malenchak and CAO Bill Given reviewed relevant legislation and next steps in the tax recovery process.		

- #124/26 MOTION by Councillor Waxer that Committee recommend Council approve that properties, subject to 2025 Tax Recovery Notification List be offered for sale by way of public auction; and
- That the auction be held in the Council Chambers of the Municipality on Thursday, June 11, 2026, at 2:00pm MDT in accordance with the requirements of the Municipal Government Act, and that reserve bids for properties be set at their 2026 assessed values.
- | | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 5 Councillors | 0 Councillor | CARRIED |
- #125/26 MOTION by Councillor Waxer that Committee direct Administration to bring forward a list of properties to be offered for sale at public auction, along with reserve bids to the regular Council meeting of April 7, 2026.
- | | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 5 Councillors | 0 Councillor | CARRIED |
- Councillor Rodger returned to the meeting at 9:46am.
- Jasper Skatepark
Final Financing Committee received a report regarding the final financing of the Jasper Skatepark following completion of its construction. Ms. Malenchak and Mr. Given took questions from Committee.
- #126/26 MOTION by Councillor Waxer that Committee recommend Council approve the use of Annual General Capital Reserve in the amount of up to \$42,476.66 to offset the outstanding amount owing from the Skatepark Committee.
- | | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |
- Unsolicited
Donations – Post
Wildfire Committee received recommendations and alternatives from Administration regarding unsolicited donations as many were received immediately following the 2024 Jasper Wildfire Complex. Committee discussed different possibilities for the funds.
- #127/26 MOTION by Mayor Ireland that Committee recommend Council approve the transfer of \$32,625.44 in unsolicited donations received post wildfire to the Jasper Community Team Society’s Caring Community Fund.
- | | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |
- #128/26 MOTION by Councillor Waxer that Committee direct Administration to return to a future Committee of the Whole meeting with a recommendation regarding the dishware in the Multi-purpose Hall at the Jasper Activity Centre.
- | | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |

#129/26	MOTION by Mayor Ireland that Committee refer the issue of the allocation of any future unsolicited donations to a future Committee of the Whole meeting.	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Frechette called a recess from 10:47am to 10:56am.			
Transit Fleet Procurement	Committee received a request for decision regarding the transit fleet and future procurement of vehicles. Mr. Given reviewed the background and shared an update. The Municipality of Jasper received approval for the change in project scope while maintaining full eligibility to use the previously approved \$5 Million in federal funding.			
#130/26	MOTION by Councillor Melnyk that Committee recommend Council:	<ul style="list-style-type: none"> • Amend the approved capital budget to remove the item “Transit Fleet Zero Emission Bus Purchase (3)” in the total amount of “\$2,250,000”; • Amend the approved capital budget to add the item “Transit Bus Purchase” in the total amount of \$2,250,000; and • Direct Administration to proceed with transit fleet procurement. 		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED	
Development Planning Budget	Committee received a presentation on the Development Planning Budget from Beth Sanders, Director of Urban Design & Standards and Lucas Sherwin, Development Planning Manager. Mr. Given also answered Committee questions. The full presentation from Administration is attached to the meeting minutes.			
#131/26	MOTION by Mayor Ireland that Committee receive the report for information.	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Frechette called a recess from 12:15pm to 3:33pm. During this time a Public Hearing took place for the proposed Jasper Off-Site Levies Bylaw 2026.			
	After coming out of recess, Deputy Mayor Frechette confirmed with Committee members that there were no further motions regarding the development planning budget.			
Equalized Electricity Delivery Rate	Mayor Ireland shared his reasoning for adding this report to the agenda. Committee discussed the report amongst themselves.			
#136/26	MOTION by Mayor Ireland that Committee direct the Mayor to confirm the intent of the Municipality of Jasper to join the Fair Electricity Distribution Alliance (FEDA).	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED

Motion Action List Administration reviewed the Motion Action List.

#137/26 MOTION by Councillor Melnyk that Committee approve the updated Motion Action List with the removal of the following items:

- Jasper Artists Guild Lease
- Urban Design & Standards Budget
- Jasper Skatepark Committee
- Transit Bus RFP

And date changes for the following items:

- Memorandum of Understanding to Redevelop Anglican & United Church Lands

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor upcoming meetings

Councillor Melnyk and Councillor Frechette will be attending a Community Futures West Yellowhead Board of Directors meeting in Jasper this Thursday.

Mayor Ireland and Councillor Kongsrud have an Emergency Advisory Committee meeting on March 31st.

Councillor Kongsrud will be attending the Annual General meeting of the Jasper Yellowhead Historical Society on the evening of March 31st.

Councillor Frechette has a Communities in Bloom Committee meeting on March 27th.

Mayor Ireland will be attending a meeting of the Jasper Partnership Initiative tomorrow.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #138/26 MOTION by Councillor Rodger that, there being no further business, the Committee of the Whole meeting of March 24, 2026 be adjourned at 4:00pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Attachment 1 – Development Planning Operating Budget 2025 (Actuals)

NOTES

Revenue:

- The date of transfer of authority was unknown during budget development. The 2025 budget anticipated permit revenue of \$391,195.
- The absence of permit revenue was ultimately off-set by \$419,866 in unbudgeted DRP (Conditional Grants) revenue.
- Transfer from Reserves less than expected.

Expense:

- Salary variance was offset by reduced expenses on benefits and reductions in contracted services compared to initial budget estimates.

Net:

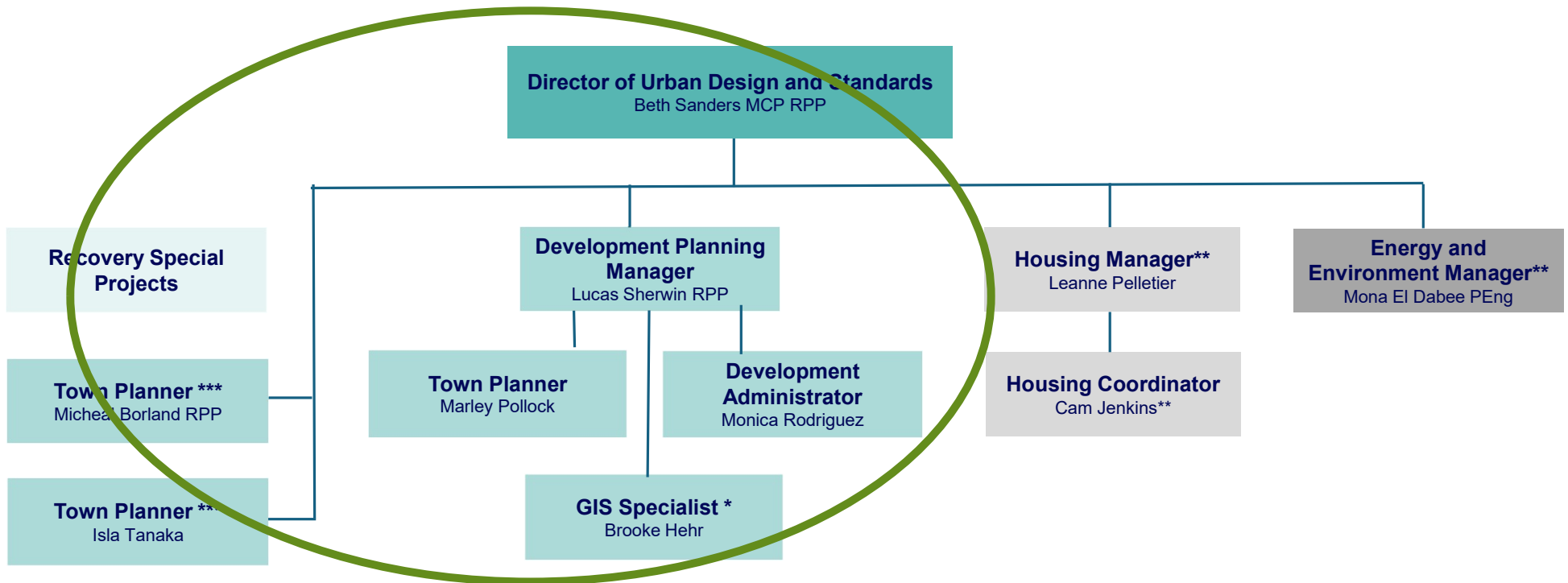
- Net Tax support required was \$14,261 as budgeted.



MUNICIPALITY OF JASPER
2025 Operating Budget
 Development Planning

For the Twelve Months Ending Wednesday, December 31, 2025

	YTD 2025 - Final	Budget	Variance
Revenue:			
Sales of Goods and Services	0.00	1,860	1,860
Rental and Permit Revenue	0.00	391,195	391,195
Conditional Grants	419,866	0.00	-419,866
Transfer from Reserves & Internal Transfer Support	197,468	356,314	158,846
	<hr/>	<hr/>	<hr/>
	617,334	749,369	132,035
Expense			
Salaries	520,370	466,000	-54,370
Benefits	66,696	107,180	40,484
Contracted Services	33,198	177,450	144,252
Material, Goods and Supplies	11,330	13,000	1,670
	<hr/>	<hr/>	<hr/>
	631,594	763,630	132,036
	<hr/>	<hr/>	<hr/>
Net Surplus/(Deficit)	-14,260	-14,261	-1



Development Planning Budget Area (2025 and 2026)

* Parks Position 50/50 Funded by MOJ/PCA

** Two-year term position (position covered in JRCC funding area)

*** Three-year term position

Attachment 2 - Development Planning Operating Budget 2026 (Projected)

NOTES

Revenue:

- Permit revenue has been decreased reflecting the removal of development permit revenue.
- Conditional grants have increased reflecting:
 - DRP grant funding consistent with 2025 actuals.
 - Housing Accelerator Fund grant for work related to increasing housing supply.
- Transfer from Reserves remains at the same amount as the 2026 budget.

Expense:

- No change from the Approved Budget.

Net:

- No change from the Approved Budget.



MUNICIPALITY OF JASPER
2026 Operating Budget
 Development Planning

For the Twelve Months Ending Wednesday, December 31, 2025

	Approved 2026	Projected 2026	change
Revenue:			
Sales of Goods and Services	-3,720	-3,720	0
Rental and Permit Revenue	-469,195	-78,000	-391,195
Conditional Grants		-391,194	391,194
Transfer from Reserves & Internal Transfer Support	-321,314	-321,314	-0
	<hr/>	<hr/>	
	-794,229	-794,228	
Expense			
Salaries	482,310	482,310	0
Benefits	110,931	110,931	0
Contracted Services	224,326	224,326	0
Material, Goods and Supplies	17,310	17,310	0
Internal Transfers	10,877	10,877	0
	<hr/>	<hr/>	
	845,754	845,754	
Net Surplus/(Deficit)	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	-51,525	-51,526	0

Attachment 3 - Development Planning Operating Budget Scenario (post Transfer of Authority)

NOTES

Revenue:

- Permit Revenue (\$227,500) is held at a consistent expected level for typical post-rebuild year.
- Conditional Grants (\$0) reflect that DRP funds have concluded.
- Transfer from Reserves (\$270,000) reflects a forecast of how Land Rent will be reduced on transfer of authority.

Expense:

- Salaries & Benefits decrease compared to 2026 reflecting:
 - Expected future staffing requirement.
 - Separation of the Director position consistent with the approach in other departments.

Net:

- Net Tax support required begins at ~\$80K (Year 1) and gradually increases over time to \$124K (Year 4) (assuming no application fee increases)



MUNICIPALITY OF JASPER
Development Planning as Development
Authority Annual Budget Scenario
Development Planning

Development Permit Authority	Full Year			
	Year 1	Year 2	Year 3	Year 4
Revenue				
Sale of Goods and Services	-3,700	-3,700	-3,700	-3,700
Rental and Permit Revenue	-227,500	-227,500	-227,500	-227,500
Conditional Grants	0	0	0	0
Transfers from Reserves and Internal Transfer Supp	-270,000	-270,000	-270,000	-270,000
	-501,200	-501,200	-501,200	-501,200
Expense				
Salaries	333,524	343,873	354,545	365,550
Benefits	76,710	79,091	81,545	84,076
Contracted Services	129,110	130,930	132,750	134,570
Materials, Goods and Supplies	30,900	28,150	33,400	30,450
Transfer Payments (to Reserve)	0	0	0	0
Internal Transfers	10,877	10,877	10,877	10,877
	581,121	592,921	613,118	625,523
	-79,921	-91,721	-111,918	-124,323

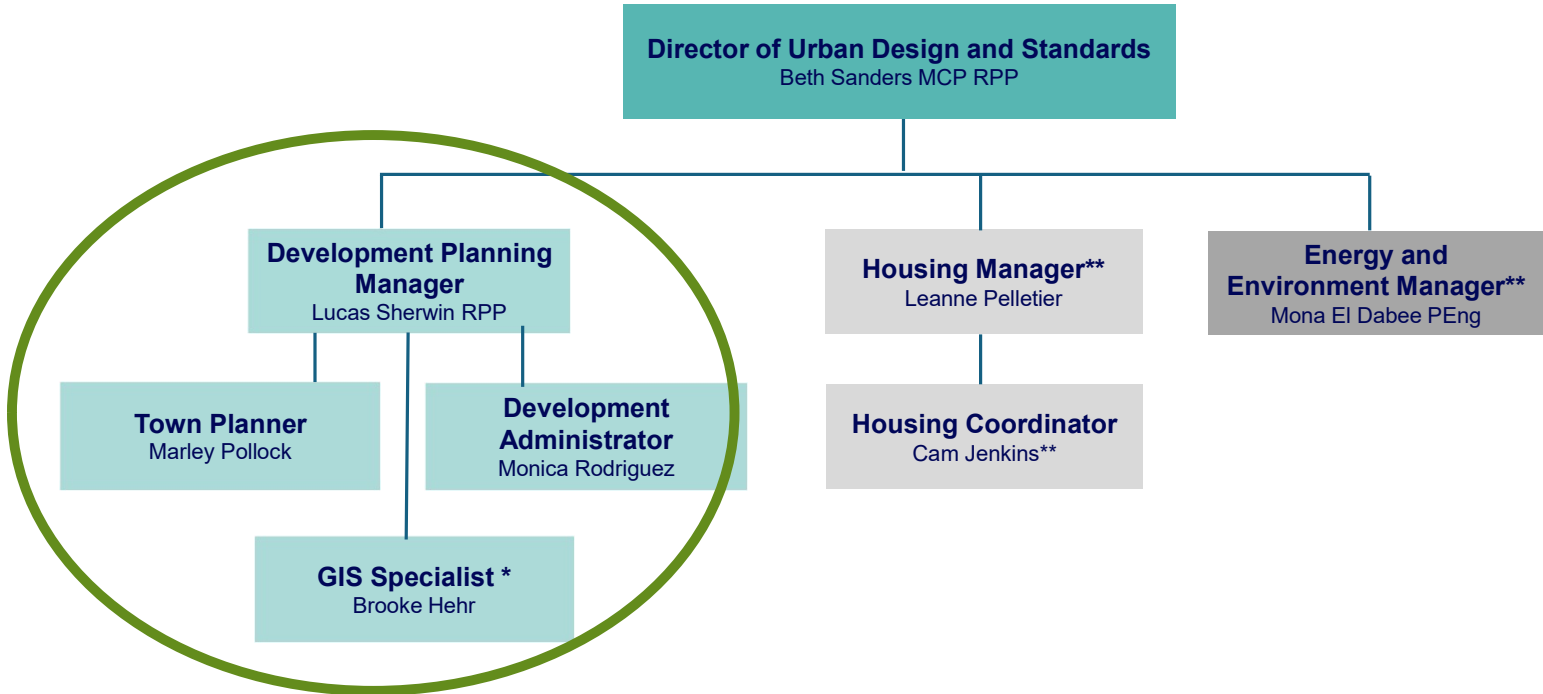
Summary of Predictable and Unpredictable Budget Elements

Budget Element	Predictable	Unpredictable
<p style="text-align: center;">Revenue</p>	<ul style="list-style-type: none"> • The fees we charge for service • Sidewalk seating permits (established program) 	<ul style="list-style-type: none"> • Number of development applications • Type of development applications • Revenue from development applications
<p style="text-align: center;">Expenses</p>	<ul style="list-style-type: none"> • The services we complete • Service standards for permit turnaround time • Number of staff • Salaries • Standard, stable expenditures 	<ul style="list-style-type: none"> • Unexpected events that require staff attention



Development Planning Service Areas and Potential Cost Recovery

Service Area	Cost Recovery Potential	Actively doing this work in 2026?
Community Planning	No: This is a service provided to the community.	With support from x2 term planner positions
Development Applications (private property)	Yes: It is commonplace to charge fees for development applications.	No
Land Management (municipal public property: roads, sidewalks, park space)	Yes: When residents, groups, businesses want to use municipal land, a fee can be charged. No: For internal projects to improve municipal practices.	Yes
Planning Advice and Support	Yes: Funds for disaster recovery cover costs in the short-term. No: As directed by Council, and within budget constraints, we work with community partners to advance initiatives that benefit the community.	Yes
Support to Other Departments	No: We do not charge other departments fees to provide service to them.	Yes



Development Planning Branch *(Future)*

* Parks Position 50/50 Funded by MOJ/PCA (contracted services)
 ** Two-year term position
 *** Three-year term position

Attachment 3 - Development Planning Operating Budget Scenario (post Transfer of Authority)

NOTES

Revenue:

- Permit Revenue (\$227,500) is held at a consistent expected level for typical post-rebuild year.
- Conditional Grants (\$0) reflect that DRP funds have concluded.
- Transfer from Reserves (\$270,000) reflects a forecast of how Land Rent will be reduced on transfer of authority.

Expense:

- Salaries & Benefits decrease compared to 2026 reflecting:
 - Expected future staffing requirement.
 - Separation of the Director position consistent with the approach in other departments.

Net:

- Net Tax support required begins at ~\$80K (Year 1) and gradually increases over time to \$124K (Year 4) (assuming no application fee increases)



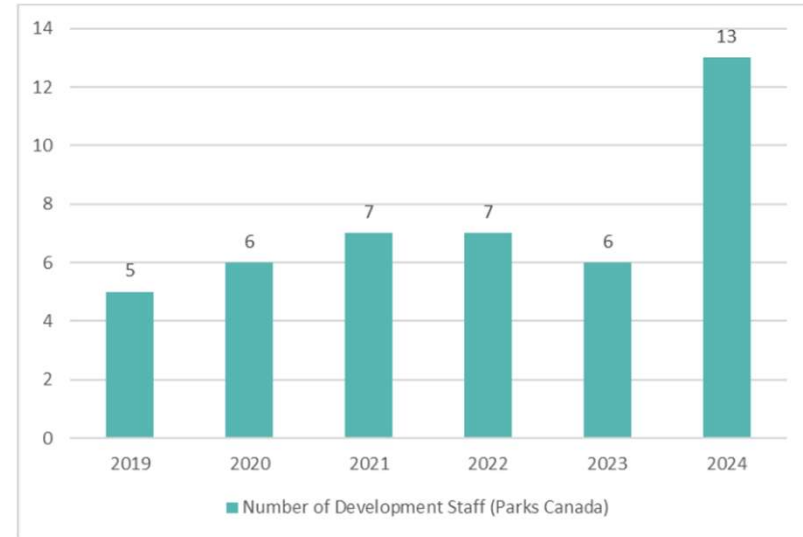
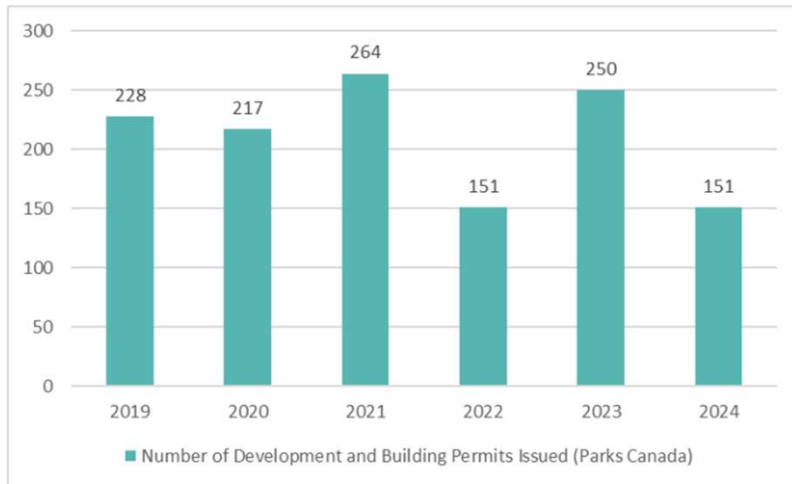
MUNICIPALITY OF JASPER
Development Planning as Development
Authority Annual Budget Scenario
Development Planning

Development Permit Authority	Full Year			
	Year 1	Year 2	Year 3	Year 4
Revenue				
Sale of Goods and Services	-3,700	-3,700	-3,700	-3,700
Rental and Permit Revenue	-227,500	-227,500	-227,500	-227,500
Conditional Grants	0	0	0	0
Transfers from Reserves and Internal Transfer Supp	-270,000	-270,000	-270,000	-270,000
	-501,200	-501,200	-501,200	-501,200
Expense				
Salaries	333,524	343,873	354,545	365,550
Benefits	710			84,076
Contracted Serv	10			134,570
Materials, Goods	900			30,450
Transfer Paymen	0			0
Internal Transfer	677			10,877
	581,121	592,921	613,118	625,523
	-79,921	-91,721	-111,918	-124,323

Sidewalk Seating Permits

Development Permits

Historic Development Activity in JNP



NOTES

- Includes Development Permits and Building Permits
- Includes permit activity in the whole Park
- Business disruption in 2022 and 2024 due to wildfires

Attachment 3 - Development Planning Operating Budget Scenario (post Transfer of Authority)

NOTES

Revenue:

- Permit Revenue (\$227,500) is held at a consistent expected level for typical post-rebuild year.
- Conditional Grants (\$0) reflect that DRP funds have concluded.
- Transfer from Reserves (\$270,000) reflects a forecast of how Land Rent will be reduced on transfer of authority.

Expense:

- Salaries & Benefits decrease compared to 2026 reflecting:
 - Expected future staffing requirement.
 - Separation of the Director position consistent with the approach in other departments.

Net:

- Net Tax support required begins at ~\$80K (Year 1) and gradually increases over time to \$124K (Year 4) (assuming no application fee increases)



MUNICIPALITY OF JASPER
Development Planning as Development
Authority Annual Budget Scenario
Development Planning

Development Permit Authority	Full Year			
	Year 1	Year 2	Year 3	Year 4
Revenue				
Sale of Goods and Services	-3,700	-3,700	-3,700	-3,700
Rental and Permit Revenue	-227,500	-227,500	-227,500	-227,500
Conditional Grants	0	0	0	0
Transfers from Reserves and Internal Transfer Supp	-270,000	-270,000	-270,000	-270,000
	-501,200	-501,200	-501,200	-501,200
Expense				
Salaries	333,524	343,873	354,545	365,550
Benefits	76,710	79,091	81,545	84,076
Contracted Services	129,110	130,930	132,750	134,570
Materials, Goods and Supplies	30,900	28,150	33,400	30,450
Transfer Payments (to Reserve)	0	0	0	0
Internal Transfers	10,877	10,877	10,877	10,877
	581,121	592,921	613,118	625,523
	-79,921	-91,721	-111,918	-124,323

Attachment 3 - Development Planning Operating Budget Scenario (post Transfer of Authority)

NOTES

Revenue:

- Permit Revenue (\$227,500) is held at a consistent expected level for typical post-rebuild year.
- Conditional Grants (\$0) reflect that DRP funds have concluded.
- Transfer from Reserves (\$270,000) reflects a forecast of how Land Rent will be reduced on transfer of authority.

Expense:

- Salaries & Benefits decrease compared to 2026 reflecting:
 - Expected future staffing requirement.
 - Separation of the Director position consistent with the approach in other departments.

Net:

- Net Tax support required begins at ~\$80K (Year 1) and gradually increases over time to \$124K (Year 4) (assuming no application fee increases)



MUNICIPALITY OF JASPER
Development Planning as Development
Authority Annual Budget Scenario
Development Planning

Development Permit Authority	Full Year			
	Year 1	Year 2	Year 3	Year 4
Revenue				
Sale of Goods and Services	-3,700	-3,700	-3,700	-3,700
Rental and Permit Revenue	-227,500	-227,500	-227,500	-227,500
Conditional Grants	0	0	0	0
Transfers from Reserves and Internal Transfer Supp	-270,000	-270,000	-270,000	-270,000
	<u>-501,200</u>	<u>-501,200</u>	<u>-501,200</u>	<u>-501,200</u>
Expense				
Salaries	333,524	343,873	354,545	365,550
Benefits	76,710	79,091	81,545	84,076
Contracted Services	129,110	130,930	132,750	134,570
Materials, Goods and Supplies	30,900	28,150	33,400	30,450
Transfer Payments (to Reserve)	0	0	0	0
Internal Transfers	10,877	10,877	10,877	10,877
	<u>581,121</u>	<u>592,921</u>	<u>613,118</u>	<u>625,523</u>
	<u><u>-79,921</u></u>	<u><u>-91,721</u></u>	<u><u>-111,918</u></u>	<u><u>-124,323</u></u>

Looking Ahead to Budget 2027+

Develop the 2027 budget with specific attention on the development planning service area:

- Propose a fee schedule.
- Monitor development activity in town.
- Monitor amount of rebuilding development activity.
- Determine how to handle building permits.

Monitor cost implications of preparing for the transfer of land use planning and development authority:

- Continue to simplify the Municipality's internal development review and approval process.
- Continue to work with Parks Canada to simplify and update the Land Use Policy.