

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
September 15, 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, September 15, 2026 attachment

Recommendation: That Council approve the agenda for the regular meeting of September 15, 2026 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, September 1, 2026 attachment

Recommendation: That Council approve the minutes of the September 1, 2026 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, September 8, 2026 attachment

Recommendation: That Council approve the minutes of the September 8, 2026 Committee of the Whole meeting as presented.

4 DELEGATIONS

5 CORRESPONDENCE

5.1 CN – Rail Safety Week Proclamation Request attachment

Recommendation: That Council proclaim September 21-27, 2026 Rail Safety Week.

6 NEW BUSINESS

6.1 National Resilience Day Proclamation attachment

Recommendation: That Council proclaim September 24, 2026 as "National Resilience Day™" in Jasper.

6.2 Access to Information and Protection of Privacy Bylaw 2026 attachment

Recommendation: That Council read for the third time, Bylaw #287, being a bylaw of the Municipality of Jasper in the province of Alberta for the purpose of establishing the administrative function and set fees in relation to the Access to Information Act and the Protection of Privacy Act.

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
September 15, 2026 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2026-2030](#)

6.3 Arnica Avenue Servicing Cost Recovery Policy

attachment

Recommendation: That Council approve B-129, the Arnica Avenue Servicing Cost Recovery Policy as presented.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

9 UPCOMING EVENTS

[Banff Centre Mountain Film Festival World Tour](#) – 7pm, Sept 18 and 1pm, Sept 19 at Jasper-Yellowhead Museum & Archives

Alberta Municipalities Convention – September 23-25, Edmonton Convention Centre

Rescheduled Committee of the Whole meeting – moved from September 22 to 9:30am, September 29
Library & Cultural Centre Anniversary – 10am-8pm, October 2, Jasper Library & Cultural Centre

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of September 15, 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, September 1, 2026 | 1:30pm
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	Deputy Mayor Wendy Hall, Councillors Ralph Melnyk, Kable Kongsrud, Laurie Rodger, and Danny Frechette.								
Absent	Mayor Richard Ireland, Councillor Kathleen Waxer								
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Doug Olthof, Director of Recovery Leanne Pelletier, Acting Director of Urban Design & Standards Emma Acorn, Legislative Services Coordinator 11 observers								
Call to order	Deputy Mayor Hall called the September 1, 2026 Regular Council meeting to order at 1:34pm.								
Additions/ deletions to agenda #378/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council add the following item to the September 1, 2026 Regular Council meeting agenda: 6.8 Jasper Gymnastics Club <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>4 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		4 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
4 Councillors	0 Councillors	CARRIED							
Approval of agenda #379/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council approve the agenda for the September 1, 2026 Regular Council meeting as amended. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>4 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		4 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
4 Councillors	0 Councillors	CARRIED							
Legislative Committee meeting minutes #380/26	MOTION by Councillor Melnyk – BE IT RESOLVED that Council receive the draft minutes of the August 18, 2026 Legislative Committee meeting for information. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>4 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		4 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
4 Councillors	0 Councillors	CARRIED							
Approval of Regular minutes #381/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council approve the minutes of the August 18, 2026 Regular Council meeting as presented. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>4 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		4 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
4 Councillors	0 Councillors	CARRIED							
Approval of Committee of the Whole minutes #382/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council approve the minutes of the August 25, 2026 Committee of the Whole meeting as presented. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>4 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		4 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
4 Councillors	0 Councillors	CARRIED							
Business arising from minutes	none								
Delegations	none								
Correspondence	none								
	Councillor Kongsrud joined the meeting by Zoom at 1:41pm.								

Jasper Recovery Coordination Centre Progress Update #383/26	Council received a Jasper Recovery Coordination Centre progress update from Director of Recovery Doug Olthof reviewing key recovery activities and milestones achieved. MOTION by Councillor Frechette – BE IT RESOLVED that Council receive the report for information. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
Director’s Report – Urban Design & Standards #384/26	Council received a department update from Acting Director of Urban Design & Standards Leanne Pelletier. The report shared updates on development planning; housing; staffing; service trends; communications; engagement; and more. MOTION by Councillor Frechette – BE IT RESOLVED that Council receive the report for information. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
Rescinding Policy F-008: Encroachments #385/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council rescind Policy F-008, Encroachments. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
Access to Information and Protection of Privacy #386/26	MOTION by Councillor Melnyk – BE IT RESOLVED that Council read for the first time, Bylaw #287, being a bylaw of the Municipality of Jasper in the province of Alberta for the purpose of establishing the administrative function and set fees in relation to the Access to Information Act and the Protection of Privacy Act. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
#387/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council read for the second time, Bylaw #287, being a bylaw of the Municipality of Jasper in the province of Alberta for the purpose of establishing the administrative function and set fees in relation to the Access to Information Act and the Protection of Privacy Act. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		Councillors	0 Councillors	CARRIED
FOR	AGAINST						
Councillors	0 Councillors	CARRIED					
#388/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council approve the Privacy Management Program as presented. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
2026 Bike Park Project Plan #389/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council approve the following support to the Jasper Park Cycling Association: • Up to \$125,000 cash contribution to be funded through debenture, • Up to \$10,000 gifts-in-kind; and • Up to \$90,000 in repayable loan. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
Municipal Recovery Transition Framework #390/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council authorize the extension of recovery positions as described in the Framework contingent on receiving funding for those recovery positions from the Provincial government. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					

#391/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council dissolve the Recovery Advisory Committee following the conclusion of the closeout process outlined in the Framework.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Mayor Ireland joined the meeting at 2:27pm.		
Rescheduling of September 22, 2026 Committee meeting #392/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council reschedule the September 22, 2026 Committee of the Whole meeting to September 29, 2026.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Gymnastics Club	Councillor Rodger had requested this item be added to the agenda. Over the weekend Mayor & Council had residents share concerns regarding upcoming renovations at the Jasper Activity Centre which may affect user groups such as the Jasper Gymnastics Club. CAO Bill Given and Director of Community Development Christopher Read shared the status of the project and confirmed a builder has not yet been selected and there is not yet a schedule in place. They reassured Council they would work with all user groups to minimize any disruption to programs.		
Notices of Motion	none		
Councillor Reports	Mayor Ireland arrived late to the meeting as he attended the announcement for funding to recommission the lagoon at the Waste Water Treatment Plant with Eleanor Olszewski, Minister of Emergency Management & Community Resilience; and Minister responsible for Prairies Economic Development Canada. On August 28th Mayor Ireland participated in an interview for the documentary series “Fire from the Ground Up”. Mayor Ireland and Councillor Kongsrud attended a Firesmart lunch at Lake Edith on August 22nd. Mayor Ireland attended the “Rolling Barrage” breakfast on August 19th which is an annual coast to coast motorcycle ride in Canada to raise awareness to end the stigma that surrounds PTSD.		
Upcoming events	Council received a list of upcoming events for information.		
Adjournment #393/26	MOTION by Councillor Kongsrud – BE IT RESOLVED that, there being no further business, the Regular Council meeting of August 18, 2026 be adjourned at 2:40pm.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Mayor

Chief Administrative Officer

AGENDA ITEM 3.2

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, September 8, 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 Wendy Hall, Councillors Kable Kongsrud, Ralph Melnyk, Danny Frechette, Kathleen Waxer, and Laurie Rodger		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Lisa Riddell, Community Development Manager Emma Acorn, Legislative Services Coordinator 7 observers		
Call to Order	Deputy Mayor Hall called the September 8, 2026 Committee of the Whole meeting to order at 9:30am.		
Additions/deletions to the agenda	none		
Approval of agenda #394/26	MOTION by Councillor Waxer that Committee approve the agenda for the September 8, 2026 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes	none		
Delegations	none		
Correspondence	none		
Arnica Avenue Servicing Cost Recovery Policy	Committee received a draft policy for consideration. Director of Finance & Administration Natasha Malenchak reviewed the background, recommendations, and alternatives for the Arnica Avenue Servicing Cost Recovery Policy.		
#395/26	MOTION by Councillor Frechette that Committee recommend Council approve the Arnica Avenue Servicing Cost Recovery Policy as presented.		
	FOR	AGAINST	

	7 Councillors	0 Councillor	CARRIED
Canada Day 2026	Committee received a request for decision regarding future Canada Day activities. Lisa Riddell, Community Development Manager, reviewed the costs of the 2026 Canada Day activities as well as staffing levels and contributions from other groups.		
#396/26	MOTION by Councillor Melnyk that Committee refer \$12,000 to the 2027 budget discussions to enable the municipality to lead future Canada Day activities; and That Committee refer \$30,000 to the 2027 budget discussions to enable the municipality to incorporate Canada Day entertainment into its program offering.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Jasper Municipal Leasehold Assets Society Transfer of Assets	Committee received a verbal update on the transfer of assets from the Jasper Municipal Leasehold Assets Society from Mr. Given and Director of Protective & Legislative Services Christine Nadon.		
#397/26	MOTION by Councillor Melnyk that Committee receive the verbal update for information; and when additional information is received this comes back to a future Committee of the Whole meeting.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Proclamation Request	Committee received a proclamation request presented by Mayor Ireland.		
#398/26	MOTION by Mayor Ireland that Committee recommend Council proclaim September 24, 2026 as “National Resilience Day™” in Jasper.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#399/26	MOTION by Councillor Waxer that Committee approve the updated Motion Action List with the removal of the following items: • Canada Day • Arnica Avenue Servicing Cost Recovery Policy		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Councillor Melnyk will be participating in the Community Futures West Yellowhead business walk in Jasper tomorrow and a network for Alberta in Whitecourt next Wednesday.		

Councillor Frechette is busy with the Communities in Bloom Committee as the judges are arriving in town this week for Thursday's event.

Councillor Hall will be participating in an Indigenous Relations Strategy workshop next Tuesday as well as a meeting of the Climate Caucus.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment
#400/26 MOTION by Councillor Frechette that, there being no further business, the Committee of the Whole meeting of September 8, 2026 be adjourned at 10:39am.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

From: Patrick Lortie <patrick.lortie@cn.ca>
Sent: Monday, 22 June 2026 11:26:39
To: Richard Ireland <rireland@jasper-alberta.ca>
Subject: Proclamation Request | Rail Safety Week 2026

AGENDA ITEM 5.1

Dear Mayor Ireland,

Rail Safety Week will take place across Canada from September 21 to 27, 2026.

CN has partnered with Operation Lifesaver Canada (OL) to raise public awareness about the dangers of crossing and trespassing on railway property for more than 20 years. Unfortunately, we have recently seen disturbing spikes in deaths and serious injuries related to both. Inattention and distraction at crossings, risky behaviour on and around trains, the rise of homeless encampments along rail corridors, and mental health crises are all factors.

CN and OL ask your council to help keep communities safe by raising awareness about the critical issue of rail safety. Options include adopting the enclosed [Rail Safety Week proclamation](#) and promoting rail safety on your [social media platforms](#).

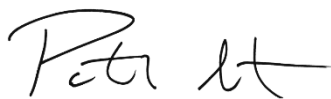
Rail Safety is a shared responsibility, and your leadership plays a vital role in educating the public. We would be honoured to publicly acknowledge your commitment to this cause if you agree to participate.

If you have any questions or concerns, please contact Julianne Threlfall, your local CN Public Affairs representative, at julianne.threlfall@cn.ca.

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at 1-888-888-5909 or contact@cn.ca
- For additional information about Rail Safety Week 2026 visit cn.ca/RailSafety or <https://www.operationlifesaver.ca>
- Let us know how you promote rail safety in your community by posting on cn.ca/RSW2026
- For any questions about this proclamation, please email RailSafety@cn.ca
- Visit cn.ca/RSW-toolkit to access the Rail Safety Week toolkit which includes resources to help you further promote rail safety education in your community

Thank you in advance for your support.



Patrick Lortie
Senior Vice-President and
Chief Strategy and
Stakeholder Relations Officer



Shawn Will
CN Chief of Police
and Chief Security
Officer



Chloé Devine Drouin
Director, Marketing and
Engagement
Operation Lifesaver Canada





Proclamation

Rail Safety Week

- Whereas** Rail Safety Week will be held in Canada from September 21-27, 2026;
- Whereas** 252 railway crossing and trespassing incidents occurred in Canada in 2025; resulting in 69 avoidable fatalities and 60 avoidable serious injuries;
- Whereas** Educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens;
- Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness; and
- Whereas** CN and Operation Lifesaver have requested Jasper Municipal Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

Now, therefore, I, Mayor Richard Ireland, on behalf of Council and the Municipality of Jasper, do hereby proclaim the week of September 21-27, 2026 as Rail Safety Week.

DATE: September 15, 2026

SIGNATURE:

Richard Ireland
Mayor
Municipality of Jasper

AGENDA ITEM 6.1



Proclamation National Resilience Day™

WHEREAS every community is made stronger by people who demonstrate resilience in the face of illness, loss, caregiving, disability, disaster, economic hardship, personal adversity, and other life-changing circumstances;

AND WHEREAS resilience is the capacity to adapt, recover, rebuild, and move forward with hope and purpose when life changes unexpectedly;

AND WHEREAS individuals, families, caregivers, healthcare professionals, first responders, educators, employers, volunteers, community organizations, and neighbours all play an important role in helping people through difficult times;

AND WHEREAS National Resilience Day™ encourages Canadians to recognize and celebrate stories of resilience and to support one another through meaningful **Acts of Resilience™**;

AND WHEREAS National Resilience Day™ invites Canadians to take simple actions such as checking on someone facing a difficult time, supporting a caregiver, recognizing someone rebuilding after illness or loss, thanking a first responder, helping a neighbour, or sharing a story that gives others hope;

AND WHEREAS the national goal of **1,000,000 Acts of Resilience™** demonstrates how individual acts of compassion, courage, connection, and kindness can collectively strengthen communities across Canada;

AND WHEREAS September 24th provides an opportunity for Canadians from every province and territory to come together around three simple ideas: **RESILIENCE. HOPE. PURPOSE.**

NOW THEREFORE I, Richard Ireland, Mayor of the Municipality of Jasper, on behalf of Jasper Municipal Council, do hereby proclaim September 24, 2026 as "**NATIONAL RESILIENCE DAY™**" in Jasper.

DATE: September 15, 2026

SIGNATURE:

Richard Ireland
Mayor
Municipality of Jasper



**Certification of Municipality of Jasper
Bylaw #287
Access to Information and Protection of Privacy Bylaw 2026**

I, Geneviève Caron, Field Unit Superintendent of Jasper National Park of Canada, pursuant to Article 4.4 of the Agreement for the Establishment of Local Government in the Town of Jasper ("Local Government Agreement") have reviewed the Municipality of Jasper Bylaw #287, which received its first and second reading on the 1st day of September 2026 by the Council of the Municipality, hereby certify with respect to Bylaw #287 that:

- 1) there are no impacts on the environment, or that any environmental impacts can be appropriately mitigated; and
- 2) there is no encroachment on Canada's authority in the areas of land use planning and development.

Dated at the Town of Jasper, in the Province of Alberta, this day of 2026.

 Digitally signed by Caron,
Genevieve
Date: 2026.09.08 21:41:51
-06'00'

Geneviève Caron
Field Unit Superintendent of
Jasper National Park of Canada

Municipality of Jasper Bylaw #161 the "Freedom of Information and Protection of Personal Privacy Bylaw 2012" is repealed.

MUNICIPALITY OF JASPER
BYLAW #287

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE ADMINISTRATIVE FUNCTION AND SET FEES IN RELATION TO THE ACCESS TO INFORMATION ACT AND THE PROTECTION OF PRIVACY ACT.

WHEREAS, pursuant to Section 98 of the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time, the Municipality of Jasper must designate a person or group of persons as the head of the Municipality for the purposes of the *ATIA* and *POPA*; and

WHEREAS, pursuant to Sections 96 and 98 of the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time, the Municipality of Jasper may set fees payable to the Municipality for services under the *ATIA* and Regulations;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Jasper, in the Province of Alberta, duly assembled, enacts the following:

1. CITATION

- 1.1 This Bylaw may be cited as the “Access to Information and Protection of Privacy Bylaw”.
- 1.2 Municipality of Jasper Bylaw #161, the “Freedom of Information and Protection of Personal Privacy Bylaw 2012”, is hereby repealed.

2. DEFINITIONS

- 2.1 “Applicant” means a person who makes a request for access to a record under Section 7(1) of the *ATIA*;
- 2.2 “*ATIA*” means the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time;
- 2.3 “Chief Administrative Officer” means the person appointed as the Chief Administrative Officer of the Municipality and includes any person who holds the position of Chief Administrative Officer in an acting capacity;
- 2.4 “Municipality” means the Municipality of Jasper, including any board, committee, commission, panel, agency or corporation that is created or owned by the Municipality;
- 2.5 “*POPA*” means the *Protection of Privacy Act*, S.A. 2024, c. P-28.5, as amended from time to time; and
- 2.6 “Province” means the Province of Alberta.

3. DESIGNATED HEAD

- 3.1 For the purpose of the *ATIA* and the *POPA*, the Chief Administrative Officer is designated as the Head of the Municipality.

4. FEES

- 4.1 Where an Applicant is required to pay a fee for services pursuant to the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time, the fee payable shall be in accordance with the *Access to Information Act Regulation*, Alta Reg 133/2025, as amended from time to time, or a successor Regulation that sets fees for requests for information from the Province.

5. SEVERANCE

- 5.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

6. COMING INTO EFFECT

6.1 This Bylaw shall take effect and come into force effective after final reading and signature thereof by the Chief Elected Official and Chief Administrative Officer, or their authorized delegates.

6.2 Where a request for information is received, but has not been disposed of before the effective date of this Bylaw, the request is deemed to be a request made on the date that this Bylaw takes effect and comes into force, under the provision of the *ATIA*, for the purposes of the fees payable under this Bylaw.

READ a first time this 1st day of September, 2026

READ a second time this 1st day of September, 2026

READ a third time and finally passed this day of , 2026

Mayor

Chief Administrative Officer

Policy Title: Arnica Avenue Servicing Cost Recovery Policy

Policy # B-129

Date adopted by Council: XXXX, 2026



1. POLICY STATEMENT

Where the Municipality finances the installation or upgrading of Municipal Infrastructure through debt in advance of development or redevelopment, it is the policy of Council to recover the full cost of the investment, including financing costs, from Benefitting Properties.

The Municipality will ensure that debt-funded Municipal Infrastructure cost are recovered in a manner that is equitable, transparent, financially responsible.

2. SCOPE

This policy applies to Roads, water, wastewater, stormwater, utility relocations, and other municipal infrastructure eligible for capitalization installed or upgraded using debt financing where the primary purpose is to facilitate future development, redevelopment or intensification.

3. STANDARDS

The Municipality shall apply the following standards when recovering debt-funded servicing costs.

3.1 Recovery shall occur through Development Agreements which shall identify:

- estimated project cost;
- debt servicing costs;
- anticipated redevelopment area;
- estimated recoverable costs;
- proposed recovery method; and
- estimated recovery period.

3.2 Costs eligible for recovery include:

- capital construction costs;
- engineering and project management costs;
- borrowing costs, including interest;
- applicable administrative costs directly attributable to the project; and
- any additional costs approved by Council.

3.3 Costs recovered shall not exceed the Municipality's actual eligible costs unless otherwise authorized by legislation.

3.4 Administration shall utilize a methodology that most fairly allocates costs among benefiting properties. Allocation of costs shall be based on reasonable allocation methods, which may include:

- frontage;
- land area;
- redevelopment density;
- servicing capacity;
- equivalent residential units (ERUs);
- benefiting area

3.6 Development Agreements shall be required prior to building permit issuance.

3.7 Recovered funds shall first be applied toward repayment of the associated debt unless Council directs otherwise.

Policy Title: Arnica Avenue Servicing Cost Recovery Policy

Policy # B-129

Date adopted by Council: XXXX, 2026



4. RESPONSIBILITIES

Council

- Review and approve any revisions to this Policy

CAO

- Review and approve any procedures related to this Policy.

Director & Managers

- Carry out the policy based on established procedures.

5. DEFINITIONS

Benefitting Properties

Land that directly or indirectly receives value, servicing capacity, or redevelopment potential as a result of municipal infrastructure improvements.

Municipal Infrastructure

Municipal assets with a useful life extending beyond one fiscal year, including roads, water systems, wastewater systems, stormwater infrastructure, and related municipal improvements.

Development Agreement

An agreement between the Municipality and a developer respecting Recoverable Costs related to the construction of Municipal Infrastructure.

Redevelopment

The redevelopment, intensification, subdivision, or change in land use that increases servicing demands or realizes benefit from municipal infrastructure improvements.

Recoverable Costs

Eligible capital, financing, engineering, administration, and other approved costs associated with debt-funded infrastructure intended to be repaid by benefiting properties.

Policy Title: Arnica Avenue Servicing Cost Recovery Policy

Policy # B-129

Date adopted by Council: XXXX, 2026



Schedule A

Parcel unit frontage

Arnica Ave Lot Servicing	Parcel	Total Frontage in Metres
	Parcel HH	136.36 m
	Parcel HF	66.19 m
1. Total Frontage		202.55 m
2. Total Levy (including interest)		\$1,333,910.50
3. Total Levy per Front Metre		\$6,585.59
4. Annual Unit Rate per Front Metre Payable for a Period of Twenty-Five (25) years at 4.74%		\$263.42
5. Total Yearly Assessment Against all Properties to be Assessed		\$53,356.42