

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
August 18, 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, August 18, 2026 attachment

Recommendation: That Council approve the agenda for the regular meeting of August 18, 2026 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, August 4, 2026 attachment

Recommendation: That Council approve the minutes of the August 4, 2026 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, August 11, 2026 attachment

Recommendation: That Council approve the minutes of the August 11, 2026 Committee of the Whole meeting as presented.

4 DELEGATIONS

4.1 Aquatera Annual Update attachment

Recommendation: That Council receive the presentation for information

5 CORRESPONDENCE

6 NEW BUSINESS

6.1 Director's Report – Community Development attachment

Recommendation: That Council receive the report for information.

6.2 Records Retention & Disposition Bylaw attachment

Recommendation: That Council read for the third time, Bylaw #285, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to regulate the retention and disposition of records.

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6.3 Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning

Recommendation: That Council endorse the Municipality of Jasper's Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning Project; and

That Council authorize the Municipality of Jasper to enter into a funding agreement with Housing, Infrastructure and Communities Canada under the Build Communities Strong Fund for a federal contribution of up to \$3,963,750, representing up to 50 percent of eligible project costs.

6.4 Future Ownership of CorCan Housing Units

Recommendation: That Council authorize the Mayor to write to Parks Canada requesting that the agency consider transferring use or ownership of some or all of the CorCan housing units to the Municipality of Jasper, upon the conclusion of the interim housing program.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

9 UPCOMING EVENTS

Communities in Bloom Judges in Jasper – September 10

Jasper Folk Music Festival – September 11 & 12, Commemoration Park

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

Library & Cultural Centre Anniversary – 6pm-9pm, October 2, Jasper Library & Cultural Centre

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of August 18, 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, August 4, 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	Mayor Richard Ireland, Deputy Mayor Laurie Rodger, Councillors Ralph Melnyk, Kathleen Waxer, Wendy Hall, and Danny Frechette.		
Absent	Councillor Kable Kongsrud		
Also present	Bill Given, Chief Administrative Officer Beth Sanders, Director of Urban Design & Standards Christine Nadon, Director of Protective & Legislative Services Doug Olthof, Director of Recovery Natasha Malenchak, Director of Finance & Administration Logan Ireland, Project Recovery Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local 7 observers		
Call to order	Mayor Ireland called the August 4, 2026 Regular Council meeting to order at 1:30pm and noted important dates which have passed since the last meeting including the 25 th anniversary of the incorporation of the Municipality of Jasper. Events to mark two years since the evacuation of the townsite and the loss of properties due to the Jasper Wildfire Comple took place on July 22 nd and July 24 th . Council observed a moment of silence to acknowledge the sacrifice made on August 3, 2024 with the passing of firefighter Morgan Kitchen during the Jasper Wildfire Complex.		
Additions/ deletions to agenda	none		
Approval of agenda #327/26	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the agenda for the August 4, 2026 Regular Council meeting as presented. FOR 6 Councillors AGAINST 0 Councillors CARRIED		
Approval of Regular minutes #328/26	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the July 7, 2026 Regular Council meeting as presented. FOR 6 Councillors AGAINST 0 Councillors CARRIED		
Approval of Committee of the Whole minutes #329/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council approve the minutes of the July 14, 2026 Committee of the Whole meeting as presented. FOR 6 Councillors AGAINST 0 Councillors CARRIED		
Approval of Special meeting minutes #330/26	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the July 14, 2026 Special meeting as presented. FOR 6 Councillors AGAINST 0 Councillors CARRIED		

Business arising from minutes	none		
Delegations	none		
Correspondence	none		
Jasper Recovery Coordination Centre Progress Update	Council received a Jasper Recovery Coordination Centre progress update from Director of Recovery Doug Olthof and Project Recovery Manager Logan Ireland. Highlights included information on key recovery activities as well as a closer at utility infrastructure.		
#331/26	MOTION by Councillor Melnyk – 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; upcoming budget planning; grants; staffing; utilities; taxes; and more.		
#332/26	MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Encroachment Bylaw 2026 #333/26	MOTION by Councillor Hall – BE IT RESOLVED that Council read for the third time, Bylaw #286, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to address encroachment on Municipal Lands in the Town of Jasper.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Borrowing Bylaws #334/26	MOTION by Councillor Waxer – BE IT RESOLVED that Council read for the third time, Bylaw #281, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize Council to incur indebtedness by the issuance of debenture in the amount of \$1,900,000 for the purpose of the Jasper Recreation Complex Renovation Phase 3.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#335/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council read for the third time, Bylaw #282, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize Council to incur indebtedness by the issuance of debenture in the amount of \$3,200,000 for the purpose of wastewater treatment facilities renovations and upgrades.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#336/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council read for the third time, Bylaw #283, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize Council to incur indebtedness by the issuance of debenture in the amount of \$776,705 for the purpose of servicing Arnica Avenue.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

#337/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council read for the third time, Bylaw #284, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize Council to incur indebtedness by the issuance of debenture in the amount of \$4,000,000 for the purpose of servicing wildfire affected water and wastewater infrastructure.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Unsolicited Financial Donations Policy #338/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council approve B-128 Unsolicited Financial Donations Policy as presented.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Audit Services RFP Award #339/26	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the award of the 5-year Audit Services agreement to MNP for the term of August 1, 2026 to July 31, 2031.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Municipal Housing Corporation - Annual Written Shareholder Resolution #340/26	MOTION by Councillor Hall – BE IT RESOLVED that Council authorize the Jasper Municipal Housing Corporation Annual Written Shareholder Resolution as presented; and That Council receive the Jasper Municipal Housing Corporation 2025 Annual Report and Audited Financial Statements for information.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Records Retention and Disposition Bylaw #341/26	Director of Protective & Legislative Services Christine Nadon reviewed updates made to the first draft of the bylaw which was given first reading at the July 7, 2026 Regular Council meeting. MOTION by Councillor Waxer – BE IT RESOLVED that Council read for the second time, Bylaw #285, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to regulate the retention and disposition of records.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none			
Councillor Reports	Councillor Frechette attended meetings for the Communities in Bloom Committee on July 24th and August 1st in preparation for September 10th; when judges will be in the townsite. Councillor Waxer was in Hinton last Friday for a ribbon cutting ceremony; hosted by the Evergreens Foundation, for the new interim housing for displaced Pine Grove residents. Councillor Melnyk participated in an FCM webinar on Canada Post service changes on July 22nd, and a Jasper Partnership Initiative meeting with Mayor Ireland on July 29th. Mayor Ireland, Councillors Waxer; Melnyk; and Kongsrud, attended the reopening of the Fairmont Jasper Park Lodge and commemorative event July 24th. Mayor Ireland, along with other Councillors, attended the July 22nd BBQ hosted by the Jasper Recovery Coordination Centre at Commemoration Park.			

Mayor Ireland and Councillor Waxer participated in a media event for the Jasper Food Bank on July 29th. The foodbank received a large donation from Amazon which was being stored in Leduc until there was space in Jasper for it to be received.

Upcoming events	Council received a list of upcoming events for information.		
Adjournment #342/26	MOTION by Councillor Hall – BE IT RESOLVED that, there being no further business, the Regular Council meeting of August 4, 2026 be adjourned at 3:03pm.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Mayor

Chief Administrative Officer

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AGENDA ITEM 3.2

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, August 11, 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 Laurie Rodger, Councillors Ralph Melnyk, Danny Frechette, Kathleen Waxer, and Kable Kongsrud		
Absent	Councillor Wendy Hall		
Also present	Bill Given, Chief Administrative Officer Beth Sanders, Director of Urban Design & Standards Christopher Read, Director of Community Development Vidal Michaud, A/Project Manager, Operations & Utilities Logan Ireland, Project Recovery Manager Emma Acorn, Legislative Services Coordinator 12 observers		
Call to Order	Deputy Mayor Rodger called the August 11, 2026 Committee of the Whole meeting to order at 9:30am.		
Additions/deletions to the agenda	Mayor Ireland requested an in-camera item be added in regards to an Intergovernmental matter.		
Approval of agenda #343/26	MOTION by Councillor Waxer that Committee approve the agenda for the August 11, 2026 Committee of the Whole meeting as amended: • Add 11.2 In-camera – Intergovernmental Matter ATIA s.26(1)(a)(i)		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes	none		
Delegations	none		
Correspondence – #344/26	Committee received a letter from Mark Maki, Chief Executive Officer at Trans Mountain, sharing information on the proposed West Coast Oil Pipeline Project. MOTION by Councillor Waxer that Committee receive the correspondence for information.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED

Church Lands Redevelopment Update	Committee received a report from Administration regarding a Church Lands Redevelopment Update. Director of Urban Design & Standards Beth Sanders reviewed the engagement undertaken within the community and progress made so far.		
#345/26	MOTION by Mayor Ireland that Committee receive the Church Lands Redevelopment Update for information.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
2026 Community Conversations Interim Report	Committee received a Community Conversations Interim Report, with Director of Community Development Christopher Read reviewing the details and answering Committee questions. A mistake was found and acknowledged in the table of attendance included in the RFD. The totals were not calculating correctly, but the information was not included in the summary report, only the request for decision.		
#346/26	MOTION by Councillor Waxer that Committee receive the Community Conversations Interim Report for January to June 2026 for information.		
	FOR 5 Councillors	AGAINST 1 Councillor (Ireland)	CARRIED
Dinnerware, Jasper Activity Centre Community Kitchen #347/26	Mr. Read reviewed a report with recommendations and alternatives from Administration regarding the dinnerware used at the Jasper Activity Centre in the Community Kitchen.		
	MOTION by Councillor Melnyk that Committee refer replacement of all or part(s) of the Activity Centre dinnerware inventory to the 2027 budget discussions.		
	FOR 5 Councillors	AGAINST 1 Councillor (Rodger)	CARRIED
Recess	Deputy Mayor Rodger called a recess from 10:56am to 11:09am.		
Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning #348/26	Committee received a report from Administration regarding the Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning. A/Project Manager, Operations & Utilities, Vidal Michaud reviewed details on the project.		
	MOTION by Councillor Waxer that Committee recommend Council:		
	• Endorse the Municipality of Jasper's Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning Project; and • Authorize the Municipality of Jasper to enter into a funding agreement with Housing, Infrastructure and Communities Canada under the Build Communities Strong Fund for a federal contribution of up to \$3,963,750, representing up to 50 percent of eligible project costs.		

	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Future Ownership of CorCan Housing Units #349/26	CAO Bill Given reviewed a request for decision looking at ownership of CorCan Housing Units following the conclusion of the interim housing in 2028. MOTION by Mayor Ireland that Committee recommend Council authorize the Mayor to write to Parks Canada requesting that the agency consider transferring use or ownership of some or all of the CorCan housing units to the Municipality of Jasper, upon the conclusion of the interim housing program.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#350/26	MOTION by Councillor Melnyk that Committee approve the updated Motion Action List with the removal of the following items: • Dishware at Multi Purpose Hall • Library & Cultural Centre Anniversary • Records Retention and Disposition Bylaw • First part of the Residential Parking item And date changes for: • Green Space Vision Plan • External Funding Trends & Community Outreach Services Capacity		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Councillor Frechette will be meeting with the Communities in Bloom Committee on August 28th to finalize details for judging event on September 10th. The Human Resources Committee of Council will be meeting this Thursday.		
Upcoming Events	Council reviewed a list of upcoming events.		
Move In-camera #351/26	MOTION by Mayor Ireland to move in-camera at 11:40am to discuss agenda items: • 11.1 Labour Relations - ATIA s. 29(1)(b), 29(1)(c) • 11.2 Intergovernmental Matter – ATIA s.26(1)(a)(i)		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Mr. Given also attended the in-camera session.		

Move out of
camera
#352/26

MOTION by Mayor Ireland to move out of camera at 12:11pm.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

Adjournment
#353/26

MOTION by Mayor Ireland that, there being no further business, the Committee of the Whole meeting of August 11, 2026 be adjourned at 12:12pm.

FOR

6 Councillors

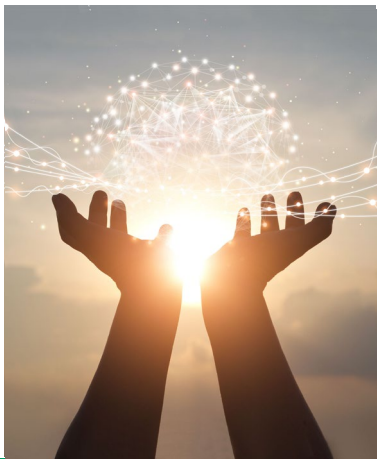
AGAINST

0 Councillors

CARRIED

Jasper Council Presentation

August 18, 2026



Agenda

- Team Highlights
- Community Support
- Performance Results & Highlights
- Environmental Performance
- Capital Project Summary
- Questions



Highlights



- Aquatera and MOJ co-presented at industry conferences:
 - Western Canada Water (WCW) Conference – management and Engineering professionals
 - W|E|I Conference presentation with operators
- Continued development of operators
- 4th Operator obtained Level I wastewater certification
- Safety reporting

100



- ✓ \$250 - Fallen Mountain Soap and Aseniwuche Winewak Nation
- ✓ \$1,000 - Community Outreach Services
- ✓ \$500 - Community Team Society
- ✓ \$1,000 - Pride Festival Society
- ✓ 125 branded bags -Jasper Minor Hockey- U7 Bearcubs

- ✓ \$1,040 - Jasper Community Outreach Services – Teen Adventure Seekers
- ✓ \$500 - Crisis Team Jasper Society
- ✓ \$500 - Fallen Mountain Soap and Aseniwuche Winewak Nation
- ✓ \$1,000 - Jasper Community Team Society
- ✓ \$ 763.28 - Jasper Minor Sports
- ✓ Prize for Fundraiser - Jasper Minor Hockey
- ✓ \$1,000 - Jasper Minor Sports
- ✓ \$1,000 - JRCC – Municipality of Jasper

Performance Results

Category	Performance Standard	Weight	Result	Notes:
Technical	Aquatera- Jasper Site Work WCB Reportable Claims	10%	10%	No WCB claims
Technical	Operational Improvement Completion %	10%	10%	New effluent analyser installed, centrifuge optimization, implementing procedures to prevent rupture disc failure.
Technical	Asset Maintenance	10%	10%	91% completion rate for PM's (July 1 to June 30)
Technical/ Environmental	Reporting Requirements as Specified within Schedule 11	20%	20%	All regulatory reporting submitted and maintained strong relationship with regulators
Environmental	Approval Limits	20%	15%	Non-compliances included total phosphorous exceedances due to chemical pump malfunction and WSER sample late submission.
Capital Projects	Capital Budget	10%	10%	Upon approval to proceed, updated supplier pricing was obtained and project costs were managed within those quotations.
Capital Projects	Capital Project Delivery Timeline	10%	10%	Two projects completed in 2025 with the third project experiencing delayed due to external factors.
Transparency	Annual Presentation to Council- Reporting the calculated results of the Performance Standards	10%	10%	
			95.0%	

Performance Results Highlights

- WCB Reportable Claims
 - No lost time injuries
- Operational Improvements
 - Installed online effluent quality analyzer
 - Centrifuge and sludge handling optimization
 - Installed air dryer and self-draining valves, reducing failures & callouts
 - Targeted preventive maintenance reviews and updates for critical aging equipment
- Asset Maintenance
 - 91% completion rate
 - 887 total PMs, 805 completed



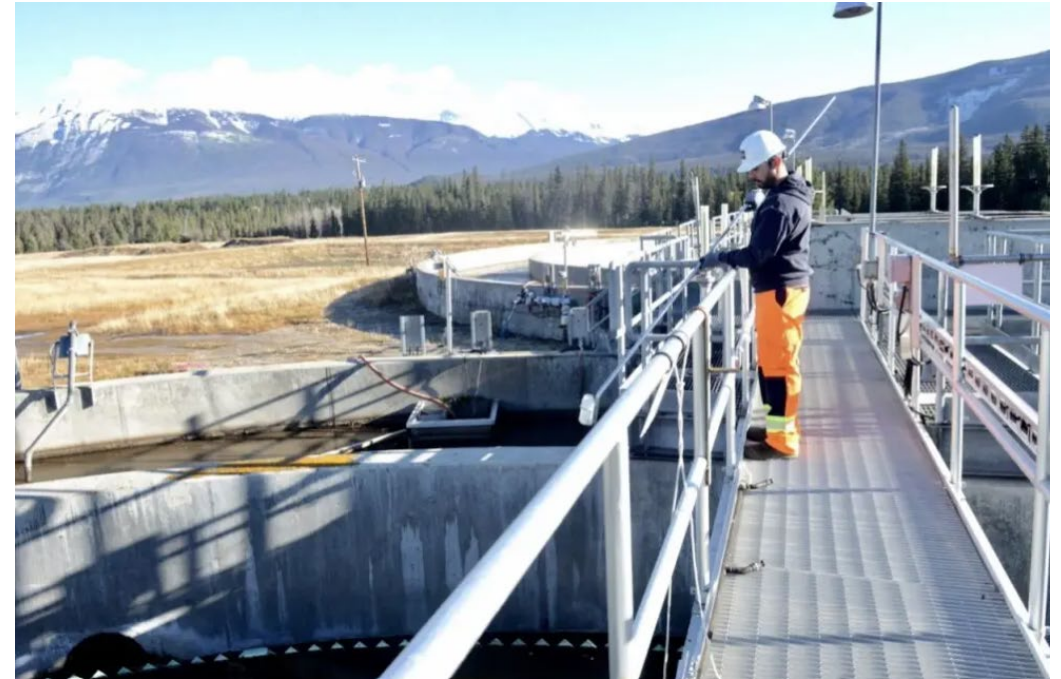
Environmental Performance



- Four (4) non-compliances were reported from July 2025 to June 2026, three of which were specific to 2025 and one (to date) for 2026. In summary, they consisted of the following:
 - WWTP Limit Exceedance - Phosphorus and Coliforms
 - WWTP Equipment Failure - Effluent Composite Sampler
 - WWTP Federal WSER Missed Monitoring Event

Capital Project Summary

- Capital plan reviewed September 2025
- Completed the following projects:
 - Roof railing
 - A/C install for dewatering and admin buildings
- Currently in progress:
 - Inlet auger screening replacement
 - Lab upgrades
- Due to the age of the facility:
 - Increased operational inspections and maintenance assessments to further validate asset condition
 - Enhanced engineering review to support risk-based capital investment decision
 - Primary Clarifier



QUESTIONS



AGENDA ITEM 6.1

DIRECTOR'S REPORT

Christopher Read,
Director of Community Development
to August 28, 2026

Major Projects

- **Wildflowers Childcare Space Creation:** Project is out to tender and will create approximately 22 new childcare spaces, three new full-time educator positions and additional community space.
- **Tennis & Pickleball Courts:** Engineering is complete and the project is out to tender, with construction anticipated in fall 2026 or spring 2027.
- **Dog Park Pilot:** Pilot completed with almost 200 responses through Engage Jasper. Administration is reviewing feedback and considering opportunities for a more permanent solution.
- **Aquatics:** Grant-funded replacement lane ropes have arrived at the Aquatic Centre, replacing equipment approximately 20 years old.

Staffing

- Staff turnover and vacancies continue to be the department's most significant challenge. Staff cite other employment opportunities, cost of living, housing insecurity and continued personal impacts from the wildfire as contributing factors.
- Several employees have been promoted or returned to the department; summer term employees are concluding their assignments and some staff are departing for school.
- Activity Centre staff, supported by the Jasper Fire Brigade, responded quickly to a basement sprinkler failure, preventing service interruption and likely avoiding significant property damage.
- The department is mourning the recent loss of one of its newest staff members, a local Jasper youth.

Service Trends

- **Childcare** waitlist process changes are underway, with the waitlist expected to decline to approximately 90 by September. Wildwoods Basecamp (formerly Summer Fun) operated at full enrolment throughout the summer.
- **Recreation** facilities continue to experience strong participation across child, youth and adult programming. The successful 6:00 a.m. Fitness Centre opening on Tuesdays, Wednesdays and Thursdays will continue.
- **Outreach and Settlement** continue to experience high participation. Common concerns include immigration, housing, food insecurity, employment and hours of work, smoky conditions and navigating the rebuilding process.
- **Arena** ice was installed early this year to support late-August hockey camps and an earlier start to minor sports programming.

Communications & Engagement

- **Canada Day** and **National Indigenous Peoples Day** activities were successfully delivered; planning is underway for the September 30 **National Day for Truth and Reconciliation**.
- **Community Conversations** continue to be well attended through the midpoint of the year.
- Several new **Engage Jasper** topics were coordinated during the reporting period.
- **Wildflowers** expansion project information and registration details have been updated on the municipal website and Major Projects page.



**Certification of Municipality of Jasper
Bylaw #285
Records Retention and Disposition 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 #285, which received its first reading on the 7th day of July 2026 and its second reading on the 4th day of August 2026 by the Council of the Municipality, hereby certify with respect to Bylaw #285 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 07 day of August 2026.

Digitally signed by Caron,
Genevieve
Date: 2026.08.07 10:13:57
-06'00'

Geneviève Caron
Field Unit Superintendent of
Jasper National Park of Canada

MUNICIPALITY OF JASPER
BYLAW #285

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO REGULATE THE RETENTION AND DISPOSITION OF RECORDS.

WHEREAS Pursuant to the *Municipal Government Act* (RSA 2000, cM-26), as amended, Council may pass a bylaw respecting the retention and destruction of records and documents of the municipality;

AND WHEREAS the *Access to Information Act* (SA 2024, cA-1.4) and the *Protection of Privacy Act* (SA 2024, cP-28.5) provide that the head of a public body must protect personal information in the custody or under the control of the public body by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

AND WHEREAS the Municipality of Jasper creates and maintains records in carrying out its legislative, administrative, operational and service delivery functions;

AND WHEREAS Council recognizes the need to establish requirements for the retention, preservation and authorized destruction of Municipal Records;

AND WHEREAS Council wishes to authorize the Chief Administrative Officer to approve and maintain Records Retention and Disposition Schedules in accordance with applicable legislation and operational requirements;

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

1. CITATION

1.1 This Bylaw may be cited as the “Records Retention and Disposition Bylaw”.

2. PURPOSE

- 2.1 The purpose of this Bylaw is to:
- 2.1.1 Establish authority for the retention and disposition of Municipal Records;
 - 2.1.2 Ensure Municipal Records are retained for periods required by law, operational necessity and accountability;
 - 2.1.3 Authorize the destruction of Municipal Records that have fulfilled their retention requirements;
 - 2.1.4 Preserve Records of historical, evidential or permanent value;
 - 2.1.5 Support compliance with applicable legislation including the *Access to Information Act* and the *Protection of Privacy Act*; and
 - 2.1.6 Authorize the Chief Administrative Officer to establish and maintain Records Retention and Disposition Schedules.

3. DEFINITIONS

In this bylaw:

- 3.1 “CAO” means the Chief Administrative Officer of the Municipality of Jasper or designate;
- 3.2 “Council” means the Council of the Municipality of Jasper;
- 3.3 “Disposition” means the authorized destruction, deletion, transfer, migration or preservation of a record;
- 3.4 “Employee” includes permanent, temporary, casual and contract personnel, volunteers, and any individual acting on behalf of the Municipality;
- 3.5 “Historical Record” means a Municipal Record designated for permanent preservation because of its historical, evidential, archival or cultural value;
- 3.6 “Municipality” means the Municipality of Jasper;
- 3.7 “Municipal Record” means a Record in the custody or under the control of the Municipality, that is created, received or maintained in the course of carrying out the Municipality’s legislative, administrative, operational, service delivery, archival or historical preservation functions.

- 3.8 “Record” means any electronic record or other record in any form in which information is contained or stored, including but not limited to information in any written, graphic, electronic, digital, photographic, audio or other medium;
- 3.9 “Records Hold” means the pausing or suspension of the destruction, deletion, transfer or migration of a Municipal Record.
- 3.10 “Records Retention and Disposition Schedule” means a schedule approved by the CAO that establishes retention periods and disposition requirements for Municipal Records.
- 3.11 “Transitory Record” means Municipal Records that have only short-term, immediate or no value to the Municipality, will not be required for future reference, and are required for only a limited period of time for the completion of a routine action or the preparation of a Record or Municipal Record.

4. SCOPE

- 4.1 This Bylaw applies to all Municipal Records regardless of format or storage medium.
- 4.2 This Bylaw applies to all departments, boards, committees, Employees and individuals acting on behalf of the Municipality.
- 4.3 Where there is a conflict between this Bylaw or the Records Retention and Disposition Schedule and Provincial or Federal legislation, the Provincial or Federal legislation shall apply and shall supersede this Bylaw or the Records Retention and Disposition Schedule.
- 4.4 Where Records are in the control or possession of a party other than the Municipality, such Records shall be classified as Municipal Records when:
 - 4.4.1 the Municipality has agreed, by contract, that the Record is a Municipal Record
 - 4.4.2 the Municipality has the authority to regulate the use and Disposition of the Record; or
 - 4.4.3 the third party is a consultant, contractor, agent or service provider and the Record was created, received, maintained or used for or on behalf of the Municipality.

5. ADMINISTRATION

- 5.1 The CAO is responsible for the administration of this Bylaw.
- 5.2 The CAO may establish policies, procedures, standards and practices necessary to implement this Bylaw.

6. RETENTION OF RECORDS

- 6.1 The CAO is authorized to establish, approve, amend and maintain one or more Records Retention and Disposition Schedules.
- 6.2 Records Retention and Disposition Schedules shall:
 - 6.2.1 Identify categories of Municipal Records;
 - 6.2.2 Establish retention periods; and
 - 6.2.3 Reflect legal, operational, fiscal and historical requirements.
- 6.3 Approved Records Retention and Disposition Schedules shall constitute the Municipality's official authority for the retention and disposition of records.

7. RETENTION REQUIREMENTS

- 7.1 Municipal Records shall be retained in accordance with approved Records Retention and Disposition schedules.
- 7.2 No person shall direct the Disposition of a Municipal Record except in accordance with:
 - 7.2.1 This Bylaw;
 - 7.2.2 An approved Records Retention and Disposition Schedule; or
 - 7.2.3 Applicable Provincial or Federal legislation.
- 7.3 Municipal Records shall be maintained in a manner that preserves their integrity, authenticity, reliability and accessibility for the duration of their retention period.

8 AUTHORIZATION

- 8.1 The CAO is authorized to destroy, delete or otherwise dispose of records that have:
 - 8.1.1 Fulfilled the retention requirements established in an approved Records Retention and Disposition Schedule; and
 - 8.1.2 Not been made subject to a Records Hold or legal preservation requirement.
- 8.2 The CAO may delegate authority for the destruction of records to designated Employees.

9 DOCUMENTATION OF DESTRUCTION

- 9.1 The Municipality shall maintain documentation sufficient to demonstrate Municipal Records were destroyed in accordance with this Bylaw.
- 9.2 Documentation may include:
 - 9.2.1 Records categories;
 - 9.2.2 Dates of destruction;
 - 9.2.3 Destruction method;
 - 9.2.4 Authorization; and
 - 9.2.5 Destruction certificates where applicable.

10 RECORDS HOLDS

- 10.1 The CAO may place a Records Hold on Municipal Records that are:
 - 10.1.1 Subject to an access to information request;
 - 10.1.2 Subject to litigation or reasonably anticipated litigation;
 - 10.1.3 Relevant to an investigation, audit, review or inquiry;
 - 10.1.4 Required for an ongoing administrative purpose; or
 - 10.1.5 Otherwise required by law to be retained.
- 10.2 Notwithstanding the criteria outlined in section 10.1, the CAO may place a Records Hold on a Municipal Record for any reason the CAO deems appropriate.
- 10.3 If an individual's personal information will be used by the Municipality to make a decision that directly affects the individual, the Municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.
- 10.4 Municipal Records subject to a Records Hold shall not be destroyed until the Records Hold is released by the CAO.

11 PRESERVATION OF HISTORICAL RECORDS

- 11.1 Historical Records shall not be destroyed.
- 11.2 The CAO may bring forward recommendations to Council to designate records as Historical for perpetual preservation.
- 11.3 Council has the authority to designate records as Historical.

12 TRANSITORY RECORDS

- 12.1 Transitory Records may be destroyed when no longer required for administrative purposes.
- 12.2 Transitory Records are not subject to retention periods established in a Records Retention and Disposition Schedule.
- 12.3 A Transitory Record shall not be destroyed if it is subject to a Records Hold.

13 RESPONSIBILITY

- 13.1 Employees shall comply with this Bylaw and all policies, procedures and schedules established under it.

13.2 No person shall knowingly destroy, alter, conceal or remove a Municipal Record except as authorized by this Bylaw.

14 **DELEGATION**

14.1 The CAO may delegate any authority under this Bylaw except the authority to approve or rescind a Records Retention and Disposition Schedule.

15 **SEVERABILITY**

15.1 If any provision of the Bylaw is adjudged by a Court of competent jurisdiction to be invalid for any reason, the remaining provisions of this Bylaw shall remain in force.

16 **COMING INTO EFFECT**

16.1 This Bylaw comes into force and effect on the final day of passing.

READ a first time this 7th day of July, 2026

READ a second time this 4th day of August, 2026

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

Mayor

Chief Administrative Officer