

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, May 13, 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 and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Scott Wilson, Councillors Kathleen Waxer, Helen Kelleher-Empey, Wendy Hall, and Ralph Melnyk		
Absent	Councillor Rico Damota		
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Courtney Donaldson, Director of Operations & Utilities Christine Nadon, Director of Finance & Administration Michael Fark, Director of Recovery Mathew Conte, Fire Chief Neil Jones, Licensing & Enforcement Manager Emma Acorn, Legislative Services Coordinator Angie Thom & Joyce Melnyk, Jasper Municipal Library Peter Shokeir, The Fitzhugh Jacqui Sundquist, CBC Edmonton 18 observers		
Call to Order	Deputy Mayor Wilson called the May 13, 2025 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Additions/ Deletions	none		
Approval of agenda #212/25	MOTION by Mayor Ireland that Committee approve the agenda for the May 13, 2025 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from April 22, 2025 minutes	none		
Delegations – Jasper Municipal Library	Committee received a presentation from Director of Library Services Angie Thom and Chairperson for the Municipality of Jasper Library Board Joyce Melnyk. The presentation included information on staffing; operations; services; visitor and circulation numbers; programs and events; board accomplishments; as well as details for the 2024 financial review.		

#213/25	MOTION by Councillor Kelleher-Empey that Committee recommend Council accept the Financial Review for the Municipality of Jasper Library Board.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
Correspondence	none			
2025 Budget Review Implications	Committee received a report from Administration regarding the implications of budget reductions. Chief Administrative Officer Bill Given and Director of Finance & Administration Natasha Malenchak reviewed the background, timelines, and factors influencing the capital and operating budget which was passed by Council on December 17, 2024.			
#214/25	MOTION by Councillor Melnyk that Committee receive the report for information and direct Administration to bring forward the 2025 Tax Rate Bylaw reflecting the approved 2025 Budget.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
2025 Capital Expense Re-allocation Operations & Utilities	Committee received a report from Director of Operations & Utilities Courtney Donaldson requesting a reallocation of funds to address the condition of the street sweeper as well as the bathroom facilities at the compound.			
#215/25	MOTION by Councillor Waxer that Committee recommend Council approve the reallocation of capital funds within the 2025 Operations Department capital budget as presented.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
2025 Bulk Water Incentive Program	Committee received recommendations and alternatives for consideration regarding the 2025 Bulk Water Incentive Program. Ms. Donaldson addressed past practices; the current bylaw; and financial implications.			
#216/25	MOTION by Councillor Hall that Committee recommend Council approve the 2025 Bulk Water Rate Incentive Program as presented.			
	FOR 5 Councillors	AGAINST 1 Councillor (Mayor Ireland)		CARRIED
Recess	Deputy Mayor Wilson called a recess from 10:56am to 11:06am.			
Commercial Continuity Initiative Grant	Committee received a request for decision from Administration concerning the implementation of the Commercial Continuity Initiative Grant. The report included a proposed fee and rate structure to offset both the municipal contribution and lost			

Implementation	revenues from displaced parking and RV storage uses. Director of Recovery Michael Fark reviewed the initiatives involved in the grant and many financial considerations.		
#217/25	MOTION by Mayor Ireland that Committee recommend Council approve the expenditure of \$1,982,258 to implement the Commercial Continuity Initiative, to be funded by the federal Community Economic Development and Diversification (CEDD) grant and cost-recovery revenue.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
In-Town Contractor Camps, Interim Residences & Laydown Requests	Mr. Given delivered a verbal report on In-Town Contractor Camps, Interim Residences & Laydown Requests in response to a motion made at the January 28, 2025 Committee of the Whole meeting. There are no legislative changes needed to accommodate In-Town Contractor Camps, Interim Residences & Laydown Requests from Administration's perspective.		
#218/25	MOTION by Councillor Waxer that Committee receive the verbal report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Moving Traffic Enforcement	Committee received a report from Administration as a follow up to a motion made at the July 9, 2024 Committee of the Whole meeting. Director of Protective & Legislative Services Christine Nadon reviewed the current scope of work of Peace Officers in Jasper; occupational health and safety considerations; financial implications; a draft Traffic Safety Plan and process overview; and more. Neil Jones, Licensing & Enforcement Manager, was also in attendance to answer questions if needed.		
#219/25	MOTION by Mayor Ireland that Committee recommend Council approve a change in service level to allow Community Peace Officers to conduct moving traffic enforcement within municipal limits.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Fire Department Bylaw 2025	Committee received a draft Jasper Fire Department Bylaw 2025 for consideration. Ms. Nadon and Fire Chief Mathew Conte reviewed the proposed updates which included improved definitions; up-to-date information on current employment practices; changes to the offences and penalties schedule; and more.		
#220/25	MOTION by Councillor Hall that Committee direct Administration to amend the draft bylaw by adding gender neutral pronouns and a definition for the word "combustible"; and		
	That Committee recommend Council give first and second reading to the Jasper Fire Department Bylaw 2025.		

	<div>FOR</div> <div>6 Councillors</div>	<div>AGAINST</div> <div>0 Councillors</div>	CARRIED
2025 Municipal Election	Committee received a report from Administration intended to help prepare for the upcoming 2025 Municipal Election which is set to take place in October. The report requested direction from Council regarding special ballots, advance voting, institutional voting, and the rotation of ballots. Ms. Nadon reviewed the report and processes for the upcoming election this fall.		
#221/25	MOTION by Councillor Waxer that Committee recommend Council provide for Special Ballots for the 2025 municipal election pursuant to the Local Authorities Election Act. <ul style="list-style-type: none"> • Applications for Special Ballots may be made to the Returning Officer in writing; by telephone; in person; or by email. • Applications for Special Ballots must be submitted between September 1, 2025 and October 10, 2025. • The Special Ballot sealed outer envelope must be forwarded so that it reaches the Returning Officer not later than October 17, 2025. 		
	<div>FOR</div> <div>6 Councillors</div>	<div>AGAINST</div> <div>0 Councillors</div>	CARRIED
#222/25	MOTION by Councillor Melnyk that Committee recommend Council provide for holding an Advance Vote for the 2025 municipal election, pursuant to the Local Authorities Election Act.		
	<div>FOR</div> <div>6 Councillors</div>	<div>AGAINST</div> <div>0 Councillors</div>	CARRIED
#223/25	MOTION by Mayor Ireland that Committee recommend Council authorize the Returning Officer to designate the location of one or more institutional voting stations for the 2025 municipal election, pursuant to the Local Authorities Election Act.		
	<div>FOR</div> <div>6 Councillors</div>	<div>AGAINST</div> <div>0 Councillors</div>	CARRIED
#224/25	MOTION by Councillor Kelleher-Empey that Committee recommend Council give first and second reading to the Rotation of Ballots Bylaw 2025.		
	<div>FOR</div> <div>6 Councillors</div>	<div>AGAINST</div> <div>0 Councillors</div>	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#225/25	MOTION by Councillor Waxer that Committee approve the updated Motion Action List with the removal of the following item: <ul style="list-style-type: none"> • 2025 Capital and Operating Budgets • In-Town Contractor Camps, Interim Residences & Laydown Requests 		

- Moving Traffic Enforcement
- Rockaboo Climbing Facility

And date changes for the following items:

- Jasper Skatepark Committee
- Parcel CH Access Road & Spruce Avenue Development Tender Award
- Transit Bus RFP
- Recovery Advisory Committee Recommendations
- Jasper Artists Guild Lease

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor
upcoming
meetings

Councillor Hall will be attending a Library Board meeting this evening.

Councillor Melnyk will be at the Jasper-Yellowhead Museum & Archives for a sub-committee meeting this evening as well as the Jasper Park Chamber of Commerce event tomorrow.

Upcoming Events

Council reviewed a list of upcoming events.

Adjournment
#226/25

MOTION by Councillor Waxer that, there being no further business, the Committee of the Whole meeting of May 13, 2025 be adjourned at 12:13pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED