

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, September 9, 2025 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing during Council meetings is through Zoom livestreaming and participation is through in person attendance.		
Present	Deputy Mayor Rico Damota, Councillors Kathleen Waxer, Ralph Melnyk, Wendy Hall, Scott Wilson, and Helen Kelleher-Empey		
Absent	Mayor Richard Ireland		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Beth Sanders, Director of Urban Design & Standards Lisa Riddell, Community Development Manager Twyla Hale, Human Resources Manager Isla Tanaka, Town Planner Caylee LaBranche, Business Liaison Jen Dillon, Protective Services Coordinator Megan LeBlanc, Jasper Food Alliance Mike Merilovich, Jasper Resident Oliver Andrew, Astoria Hotel 14 observers		
Call to Order	Deputy Mayor Damota called the September 9, 2025 Committee of the Whole meeting to order at 9:30am.		
Additions/ Deletions to agenda	Councillor Waxer requested the addition of an In-Camera item regarding Human Resources as item 11.		
Approval of agenda #434/25	MOTION by Councillor Wilson that Committee approve the agenda for the September 9, 2025 Committee of the Whole meeting as amended.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from August 26, 2025 minutes	none		
Delegations	Megan LeBlanc from the Jasper Food Alliance spoke to the Food Security Strategy and requested the Municipality of Jasper remain an active member of the Jasper Food Alliance Committee, and that Community Development staff continue to participate as active partners in implementing the 2026-2030 Food Security Strategy.		

#435/25	MOTION by Councillor Waxer that Committee direct Administration to bring a forward recommendation on staffing support for the Jasper Food Security Alliance.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
#436/25	MOTION by Councillor Hall that Committee receive the Food Security Strategy for information.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
	Deputy Mayor Damota relinquished the chair to Alternate Deputy Mayor Hall at 9:51am due to a conflict of interest regarding item 7.4.			
	Jasper resident Mike Merilovich spoke against the tax penalty waiver request.			
	Deputy Mayor Damota returned to the meeting at 10:00am and relinquished the chair to Alternate Deputy Mayor Hall a second time also at 10:00am due to a conflict of interest.			
	Astoria Hotel General Manager Oliver Andrew spoke to the tax penalty waiver request.			
	Deputy Mayor Damota returned to the meeting and resumed chairing at 10:09am.			
Correspondence	none			
Financial Tools to Incentivize Housing Development Policy	Committee received a presentation from CAO Bill Given outlining updates to the Financial Tools to Incentivize Housing Policy. Committee asked clarifying questions regarding funding for incentives, fee structures, incentive programs and reporting frequency to Council from Administration.			
#437/25	MOTION by Councillor Kelleher-Empey that Committee direct Administration to amend section 3.7 to state that Administration shall provide quarterly reports to Council on all incentive programs established under this policy.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
#438/25	MOTION by Councillor Waxer that Committee recommend Council approve the Financial Tools Policy as amended to incentivize housing development.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
Pop-Up Village Artists Studio Naming	Committee received a presentation from Town Planner Isla Tanaka on the naming of the Pop-Up Village Artist Studio. The local artist recommended the name "Creative Space Between the Trees".			

#439/25	MOTION by Councillor Kelleher-Empey that Committee recommend Council endorse the name Creative Space Between the Trees for the Pop-Up Village Artists Studio.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
Recess	Deputy Mayor Damota called a recess from 10:53am to 11:03am.			
EDA Regional Economic Recovery and Resiliency Report	Committee received a presentation from Business Liaison, Caylee LaBranche on the <i>West Yellowhead Region: A Path Forward for Economic Recovery and Resiliency</i> report. The report was developed and funded by a third party organization and provides an additional resource to inform recovery.			
#440/25	MOTION by Councillor Waxer that Committee receive the <i>The West Yellowhead Region: A Path Forward for Economic Recovery and Resiliency</i> report for information.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
	Deputy Mayor Damota relinquished the chair to Alternate Deputy Mayor Hall due to a conflict of interest at 11:08am.			
Penalty Waiver Request Roll #000730	Committee received a report from CAO Given providing background and additional information on the penalty waiver request for roll #000730. Committee asked clarifying questions regarding the process for property owners with outstanding tax balances, past penalty waivers due COVID-19 and the Jasper Wildfire, payment history for this account, and the equity of the request.			
#441/25	MOTION by Councillor Melnyk that Committee recommend Council approve the waiver of penalties received for outstanding property taxes on payment Roll #000730 in the amount of \$76,787, for penalties received in 2025 and that the waiver be subject to the property owner enrolling in the Municipality's Preauthorized Payment Plan (PAP) within 14 days and paying the full outstanding tax balance, including 2025 taxes, by December 31, 2025.			
	FOR 4 Councillors	AGAINST 1 Councillors (Wilson)		CARRIED
	Deputy Mayor Damota returned to chair the meeting at 11:51am.			
Public Participation Strategy	Committee received a presentation from Community Development Manager Lisa Riddell on the draft Public Participation Strategy. The strategy provides a framework for fostering meaningful, transparent and inclusive participation between the Municipality of Jasper and its residents.			
#442/25	MOTION by Councillor Kelleher-Empey that Committee recommend Council adopt the Public Participation Strategy as presented.			

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Community Development Director's Report	Committee received a presentation from Community Development Manager Lisa Riddell regarding the Community Development Director's Report. Highlights of the report included: continued staffing challenges; successful continuous operation of the Wildflowers Childcare and Out of School Care programs since their re-opening post wildfire; high programming participation; and stories of gratitude from the front line.		
#443/25	MOTION by Councillor Hall that Committee receive the Community Development Director's Report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
2024 JMHC Annual Shareholder Resolutions	Committee received a presentation from CAO Given outlining JMHC shareholder resolutions that require approval as per the JMHC Shareholder Policy. Key resolutions include the election of directors, appointment of accountants and acknowledgement of financial statements.		
#444/25	MOTION by Councillor Wilson that Committee recommend Council approve the 2024 Annual Shareholder Resolutions for the Jasper Municipal Housing Corporation as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#445/25	MOTION by Councillor Melnyk that Committee approve the updated Motion Action List as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Councillor Waxer attended the Adult Community Conversation. Councillor Hall attended the Senior Community Conversation and Library Board meeting. Councillors Hall, Melnyk and Waxer attended the Recovery Advisory Committee. Councillor Kelleher-Empey provided an update on Evergreens Senior housing in Hinton for Jasper Seniors.		
Upcoming Events	Council reviewed a list of upcoming events.		
In-Camera #446/25	MOTION by Councillor Hall to move in camera at 12:19pm to discuss agenda item: <ul style="list-style-type: none"> 11.1 In Camera – Human Resources 		

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Human Resource Manager Twyla Hale also joined the In Camera session.

Move out of Camera #447/25	MOTION by Councillor Wilson to move out of camera at 1:29pm.	
FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Continue in Camera #448/25	MOTION by Councillor Kelleher-Empey to continue in camera at 1:29pm.	
FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Move in Camera #449/25	MOTION by Councillor Hall to move in camera at 1:30pm.	
FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Move out of Camera #450/25	MOTION by Councillor Kelleher-Empey to move out of camera at 1:45pm.	
FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

#451/25	MOTION by Councillor Waxer to direct the Human Resources Committee of Council to proceed as discussed in the closed session.	
FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Adjournment #452/25	MOTION by that Councillor Kelleher-Empey, there being no further business, the Committee of the Whole meeting of September 9, 2025 be adjourned at 1:46pm.	
FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED