



**THE TOWN OF OKOTOKS
REGULAR COUNCIL MEETING
AGENDA
MUNICIPAL CENTRE, COUNCIL CHAMBER**

Tuesday, November 13, 2018

2:00 PM - In Camera Session (Closed to Public)

2:30 PM - Public Welcome

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. IN CAMERA ITEMS

(At Council's discretion, Council may close this portion of the meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act*.)

3.1 Legal Opinion - Water Update (FOIP 27(1)(a)) (verbal update)

3.2 Utilities Update (FOIP 24(1)(g))

3.3 Land Negotiations (FOIP 25(1)(c))

4. MINUTES OF PREVIOUS MEETING

4.1 Organizational Council Meeting - October 22, 2018

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4.2 Regular Council Meeting - October 22, 2018

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5. CHIEF ADMINISTRATIVE OFFICER'S REPORT

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6. BUSINESS

6.1 2018 Third Quarter Variance Report

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The 2018 Third Quarter Variance Report is provided to Council for information.

6.2 Public Auction Reserve Bids

38

The Public Auction Reserve Bids report is provided to Council for approval.

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6.3	Affordable Housing Task Force Report	42
	A report from the Affordable Housing Task Force is provided to Council for consideration.	
7.	BYLAWS	
7.1	Bylaw 44-18 - Land Use Bylaw Amendment	46
	The purpose of Bylaw 44-18 is to amend Land Use Bylaw 40-98 to create the new Mixed Gateway Village (MGV) District and redesignate ±14.18 hectares (±35.04 ac) of the D'Arcy development lands (Lot 3, Block 9, Plan 181 0640) from Urban Holdings District to MGV District.	
	This bylaw is ready for first reading only.	
8.	DELEGATIONS / QUESTION PERIOD BY THE PUBLIC - 3:00 P.M.	
9.	NOTICES OF MOTION	
10.	MOTIONS RE NOTICES	
11.	CORRESPONDENCE FOR ACTION	
11.1	Ursula Sherwood, Business Analyst, Community Futures Highwood, Re: Sponsorship Request - October 30, 2018	56
12.	COUNCILLOR INQUIRIES AND SUGGESTIONS	
13.	COUNCIL REPRESENTATIVE REPORTS	
14.	STATUTORY / NON STATUTORY HEARING(S) - 7:00 P.M.	
	None	
15.	BYLAWS / BUSINESS RELATING TO HEARING(S)	
	None	
16.	RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS	
	None	
17.	CORRESPONDENCE FOR INFORMATION	
17.1	Honourable Brian Malkinson, Minister of Service Alberta, Re: Mobile Home Sites Tenancies Act	58
18.	BOARD AND COMMITTEE MINUTES	
18.1	Affordable Housing Task Force - October 24, 2018	60
18.2	Finance and Audit Committee - November 7, 2018	63
18.3	Governance and Priorities Committee - October 15, 2018	65

18.4 Municipal Planning Commission - October 18, 2018

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19. ADJOURNMENT



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE ORGANIZATIONAL MEETING
HELD MONDAY, OCTOBER 22, 2018
AT THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

COUNCIL PRESENT

Mayor Robertson
Councillor Christophers
Councillor Heemeryck
Councillor Rockley
Councillor Sands
Councillor Thorn
Councillor Watrin

STAFF PRESENT

Elaine Vincent, Chief Administrative Officer
Patty Huber, Legislative Services Administrator

1. CALL TO ORDER

Mayor Robertson called the meeting to order at 2:11 p.m.

2. ADOPTION OF AGENDA

MOTION 18.OR.001

By Councillor Sands

That the agenda for the October 22, 2018 Organizational Meeting of Council be adopted as presented.

Carried Unanimously

3. IN CAMERA

MOTION 18.OR.002

By Councillor Christophers

That the meeting go In Camera as matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in Division 2 of Part I of the *Freedom of Information and Protection of Privacy Act (FOIP)* at 2:13 p.m.

Carried Unanimously

3.1 Council Appointments to Town and Regional Boards, Committees and Commissions (*FOIP* Section 24(1)(a))

3.2 Citizen Appointments to Council and Regional Boards, Committees and Commissions (*FOIP* Section 19(1))

In Attendance

Mayor Robertson

Councillors Christophers, Heemeryck, Rockley, Sands, Thorn, and Watrin

Chief Administrative Officer Elaine Vincent

Development Services Director Michael MacIntyre

Community & Protective Services Director Susan Laurin (arrived at 2:50 p.m.)

Legislative & Policy Services Manager Cathy Duplessis

Legislative Services Administrator Patty Huber

MOTION: 18.OR.003

By Councillor Christophers

That the meeting come out of In Camera at 3:00 p.m.

Carried Unanimously

4. BUSINESS

4.1 Assignment of Seating

In accordance with Council Procedure Bylaw 42-17, Section 4(8)(c), at the Organizational Meeting of Council, the seating of Councillors, excepting that of the Mayor, shall be determined by lot for a term through to a following Organizational Meeting of Council.

For the 2018-2019 Council year the seating for Councillors shall be from east to west as follows:

Councillors Watrin, Christophers, Thorn, Sands, Rockley, and Heemeryck.

4.2 Council Meeting Draft Schedule - November 2018 to October 2019

MOTION: 18.OR.004

By Councillor Heemeryck

That for the period November 1, 2018 to October 31, 2019 Council will hold Regular Meetings in the Council Chamber on the second and fourth Monday of each month; and

That all Regular Meetings of Council will commence at 2:00 p.m. with an In Camera Meeting and reconvene at 2:30 p.m. for the Regular Meeting; and

That all Public Hearing Meetings of Council occur at 7:00 p.m. on Regular Council Meeting days unless otherwise determined by resolution; and

That the exceptions to this regular schedule will be:

2018

Tuesday, November 13, 2018 (in lieu of Monday, November 12, 2018
Remembrance Day)

Monday, December 10, 2018 (one meeting for the month of December)

2019

Monday, January 7, 2019 (as requested by Council)

Monday, January 21, 2019 (as requested by Council)

Monday, July 15, 2019 (one meeting for the month of July)

Monday, August 19, 2019 (one meeting for the month of August)

Tuesday, October 15, 2019 (in lieu of Monday, October 14, 2019 Thanksgiving)

Carried Unanimously

4.3 Council Appointments to Town and Regional Boards, Committees and Commissions

MOTION: 18.OR.005

By Councillor Thorn

That the Mayor and Councillors be appointed to the following Town and Regional Boards, Committees, and Commissions for the period of October 23, 2018 to October 28, 2019:

Governance and Priorities Committee	All Council Members
Emergency Advisory Committee	Bill Robertson Ed Sands Tanya Thorn Florence Christophers (alt)
Family and Community Support Services Committee	Matt Rockley Ken Heemeryck (alt)
Finance and Audit Committee	Ken Heemeryck Ed Sands Ray Watrin Tanya Thorn (alt)
Municipal Planning Commission	Ken Heemeryck Ed Sands Florence Christophers (alt)
Okotoks Public Library Board	Florence Christophers Ken Heemeryck (alt)
Okotoks Awareness for Community Wellness Committee	Florence Christophers Ken Heemeryck (alt)
United Way/Okotoks Partnership Committee	Ray Watrin Florence Christophers (alt)

Alberta Foothills Industrial Corridor Association	Bill Robertson Ken Heemeryck Tanya Thorn Matt Rockley (alt)
AUMA Board of Directors	Tanya Thorn
Bow River Basin Water Council	Bill Robertson Tanya Thorn (alt)
Calgary Metropolitan Region Board	Bill Robertson Matt Rockley (alt)
Calgary Metropolitan Region Board Advocacy Committee	Tanya Thorn Matt Rockley (alt)
Calgary Metropolitan Region Board Servicing Committee	Matt Rockley Ed Sands (alt)
Calgary Metropolitan Region Board Land Use Committee	Bill Robertson Ed Sands (alt)
Crescent Point Community Foundation	Bill Robertson Deputy Mayor (alt)
Foothills Centennial Centre Foundation Board of Directors	Florence Christophers Matt Rockley Ed Sands (alt)
Foothills-Okotoks Recreation Society	Bill Robertson Ken Heemeryck Ray Watrin (alt)
Foothills Regional Emergency Services Commission	Ray Watrin Tanya Thorn (alt)
Foothills Regional Water and Wastewater Collaborative	Matt Rockley Ed Sands Bill Robertson (alt)
Friends of Champion Park Society	Bill Robertson Ed Sands Florence Christophers (alt)
Okotoks/M.D. of Foothills Intermunicipal Committee	Bill Robertson Florence Christophers Tanya Thorn Ray Watrin (alt)

Carried Unanimously

4.4 Citizen Appointments to Council and Regional Boards, Committees and Commissions

MOTION: 18.OR.006

By Councillor Watrin

That the following citizens be appointed to Council and Regional Boards, Committees, and Commissions:

That Dan Onerheim be appointed to the Assessment Review Board for a one year term ending October 31, 2019; and

That Dierdre Mullen be reappointed to the Assessment Review Board (ARB) and reappointed as Chair of the ARB for a two year term ending October 31, 2020; and

That Oliver Hallmark be appointed to the Family and Community Support Services Committee for a two year term ending October 31, 2020; and

That Emily Cox be appointed to the Family and Community Support Services Committee for a two year term ending October 31, 2020; and

That Jana Giger be reappointed to the Family and Community Support Services Committee for a three year term ending October 31, 2021; and

That Arnold van Loozenoord be appointed to the Finance and Audit Committee for a one year term ending October 31, 2019; and

That Darren Cunningham be reappointed to the Finance and Audit Committee for a three year term ending October 31, 2021; and

That Allan Evenson be reappointed to the Finance and Audit Committee for a two year term ending October 31, 2020; and

That Jamie Banks be appointed to the Okotoks Public Library Board for a two year term ending October 31, 2020; and

That Sarah Linde be appointed to the Okotoks Public Library Board for a one year term ending October 31, 2019; and

That Terrance Meyers be appointed to the Okotoks Public Library Board for a one year term ending October 31, 2019; and

That James Wallace be appointed to the Municipal Planning Commission for a one year term ending October 31, 2019; and

That Darren Flood be reappointed to the Municipal Planning Commission for a one year term ending October 31, 2019; and

That Claudia Kreplin be reappointed to the Municipal Planning Commission for a two year term ending October 31, 2020; and

That Jasse Chan be reappointed to the Subdivision and Development Appeal Board for a one year term ending October 31, 2019; and

That Todd Martin be reappointed to the Subdivision and Development Appeal Board for a three year term ending October 31, 2021; and

That Gerry Melenka be reappointed to the Subdivision and Development Appeal Board for a three year term ending October 31, 2021; and

That Eliane Domingue be appointed to the United Way/Okotoks Partnership Committee for a two year term ending October 31, 2020; and

That Jenna Lambiris be appointed to the United Way/Okotoks Partnership Committee for a one year term ending October 31, 2019; and

That Lesley Aquin be reappointed to the United Way/Okotoks Partnership Committee for a one year term ending October 31, 2019; and

That Ryley Hatchard be reappointed to the United Way/Okotoks Partnership Committee for a three year term ending October 31, 2021; and

That Mike Westren be reappointed to the Friends of Champion Park Society as a Town of Okotoks member at large for a two year term ending October 31, 2020; and

That Administration be directed to advertise for one remaining vacancy on the United Way/Okotoks Partnership Committee; one remaining vacancy on the Subdivision and Development Appeal Board, and for one member at large on the Foothills-Okotoks Recreation Society.

Carried Unanimously

4.5 2019 Organizational Meeting Date

MOTION 18.OR.007

By Councillor Christophers

That the 2019 Organizational Meeting of Council be held on Monday, October 28, 2019 commencing at 2:00 p.m.

Carried Unanimously

5. ADJOURNMENT

MOTION 18.OR.008

By Councillor Rockley

That the October 22, 2018 Organizational Meeting of Council adjourn at 3:16 p.m.

Carried Unanimously



**TOWN OF OKOTOKS
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COUNCIL CHAMBER**

COUNCIL PRESENT

Mayor Robertson
Councillor Christophers
Councillor Heemeryck
Councillor Rockley
Councillor Sands
Councillor Thorn
Councillor Watrin

STAFF PRESENT

Elaine Vincent, Chief Administrative Officer
Patty Huber, Legislative Services Administrator

1. CALL TO ORDER

Mayor Robertson called the meeting to order at 3:25 p.m.

2. ADOPTION OF AGENDA

The following item was added to the agenda:

3.2 Contract Terms and Conditions

MOTION 18.C.449

By Councillor Heemeryck

That the agenda for the October 22, 2018 Regular Meeting of Council be adopted as amended.

Carried Unanimously

3. IN CAMERA ITEMS

3.1 Land Deal (*FOIP* 24(1)(g))

3.2 Contract Terms and Conditions (*FOIP* 16(1)(b))

4. MINUTES OF PREVIOUS MEETING**4.1 Regular Council Meeting - October 9, 2018**

MOTION 18.C.450

By Councillor Sands

That the minutes of the Regular Council Meeting held October 9, 2018 be adopted as presented.

Carried Unanimously

8. DELEGATIONS / QUESTION PERIOD BY THE PUBLIC

None

5. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Elaine Vincent, Chief Administrative Officer, reviewed the report containing information from Corporate Support, Community & Protective Services, Corporate & Strategic Services, and Development Services.

MOTION 18.C.451

By Councillor Christophers

That the Chief Administrative Officer's Report for October 22, 2018 be received as information.

Carried Unanimously

6. BUSINESS**6.1 Sandstone Drive Parking**

Angela Clay, Municipal Enforcement Administrator, and Kelly Stienwand, Municipal Enforcement Manager, reviewed the report containing the issue that a request for a permit parking zone along the east side of Sandstone Drive adjacent to Tudor Manor has been received and is provided for Council's consideration.

MOTION 18.C.452

By Councillor Sands

That the Sandstone Drive Parking report be received as information.

Carried Unanimously

6.2 Urban Deer Counts and Citizen Survey Results

Chris Radford, Infrastructure & Operations Director, reviewed the report containing the issue that the results of the 2018 Urban Deer Counts and Citizen Survey are provided to Council for review.

MOTION 18.C.453

By Councillor Watrin

That the Urban Deer Counts and Citizen Survey Results be received as information and Administration be directed to prepare an impact analysis for conducting future deer counts utilizing dedicated resources.

Carried Unanimously

6.3 Okotoks Municipal Heritage Designation Program

Administration requested that the Okotoks Municipal Heritage Designation Program item be postponed to the November 26, 2018 Regular Council Meeting.

MOTION 18.C.454

By Councillor Sands

That the Okotoks Municipal Heritage Designation Program item be postponed to the November 26, 2018 Regular Council Meeting.

Carried Unanimously

6.4 Environmental Master Plan

Dawn Smith, Environment & Sustainability Coordinator, reviewed the report containing the issue that the Environmental Master Plan is presented to Council for approval.

MOTION 18.C.455

By Councillor Christophers

That the Environmental Master Plan be approved with the exception of Appendices A and B, as the Plan's actions are developed and approved during the annual corporate performance, business and budget processes.

Carried

6.5 Development Permit 112-18 Amendment - 256 Don Seaman Way

Jamie Dugdale, Planning Services Manager, reviewed the report containing the issue that amendments to Development Permit 112-18, the washrooms at Seaman Stadium, are presented to Council for approval.

MOTION 18.C.456

By Councillor Thorn

1. That the application to amend Development Permit 112-18 for a Community Baseball Diamond (addition of 120 Fixed Seats and 31.05m² patio expansion) be approved subject to the following conditions:
2. Development Conditions:
 - a. This approval is limited to the addition of washroom fixtures as outlined on Plans A0.1, A1.1 and A1.2 received by the Town on October 1, 2018;
 - b. The Developer shall construct the development in accordance with:
 - i. all conditions of this approval; and
 - ii. the revised floor plans approved by Council on October 22, 2018;
 - c. The Developer shall:
 - i. provide additional temporary washroom facilities to conform to the requirements of the Building Code Review provided on Drawing AS-001.1 of the original application, bringing the total fixture count from 30 to 34 for females; the washroom facilities may not occupy parking spaces, drive aisles or walkways, and screening may be required;
 - d. All other conditions and requirements of DP 112-18 remain unchanged.

Carried Unanimously

6.6 Seaman Stadium Capital Funding Report

Chris Radford, Infrastructure & Operations Director, reviewed the report containing the issue that a 2018 Capital Budget increase is requested to advance funds to complete the required modifications to washrooms at Seaman Stadium in order to align with building code requirements.

MOTION 18.C.457

By Councillor Thorn

That the 2018 Capital Budget increase in the amount of \$270,000 for the washroom expansion project at Seaman Stadium be approved, as recommended by the Finance and Audit Committee. Source of Funds: General Recap Reserve

Carried Unanimously

6.7 Okotoks Council Community Connector Plan

Nancy Weigel, Corporate & Strategic Services Director, reviewed the report containing the issue that the Council Community Connector Plan is provided to Council for approval.

Mayor Robertson requested that the Deputy Mayor assume the Chair.

Deputy Mayor Watrin assumed the Chair at 4:41 p.m.

MOTION 18.C.458

By Councillor Christophers

That the Okotoks Council Community Connector Plan be approved as developed and recommended by the Governance and Priorities Committee.

Carried

Mayor Robertson resumed the Chair at 4:45 p.m.

6.8 2018-2021 Strategic Plan Progress Report

Nancy Weigel, Corporate & Strategic Services Director, reviewed the report containing the issue that the 2018-2021 Strategic Plan Progress Report is provided to Council for information.

MOTION 18.C.459

By Councillor Sands

That the 2018-2021 Strategic Plan Progress Report be received as information, as recommended by the Governance and Priorities Committee.

Carried Unanimously

Break at 5:01 p.m. Reconvene at 5:10 p.m.

6.9 Response to Municipal Cannabis Transition Program

Susan Laurin, Community & Protective Services Director, reviewed the report containing the issue that a response to the province regarding the Municipal Cannabis Transition Program is requested.

MOTION 18.C.460

By Councillor Thorn

That endorsement of the draft letter of response expressing the Town of Okotoks' concern with the Municipal Cannabis Transition Program be provided; and that the letter be sent to our MP and MLA, the Minister of Municipal Affairs, Minister of Justice and Solicitor General, President of the Treasury Board/Minister of Finance, and the Premier; and if Administration recommends more letters should be sent, that Council be notified.

Carried Unanimously

7. **BYLAWS**

7.1 Bylaw 43-18 - Land Use Bylaw Amendment

Colin Gainer, Senior Planner, reviewed the report containing the issue that the purpose of Bylaw 43-18 is to amend Land Use Bylaw 40-98 to redesignate ± 6.35 hectares (± 15.69 ac) of the D'Arcy Development Lands, being Lot 3, Block 9, Plan 181 0640, from Urban Holdings District to Public Service District.

MOTION 18.C.461

By Councillor Sands

That Bylaw 43-18 be read a first time.

Carried Unanimously

Break at 5:25 p.m. Reconvene at 6:11 p.m.

9. **NOTICES OF MOTION**

None

10. **MOTIONS RE NOTICES**

10.1 Formation of a Water Task Force

MOTION 18.C.462

By Councillor Christophers

Whereas the Town of Okotoks has been actively pursuing a long term water supply over the course of six (6) + years, three (3) Council terms, and two (2) separate governments. While progress has been made and is being made, we have yet to accomplish this goal; and

Whereas a long term water supply is needed to future service our fifty years of annexed land, to facilitate economic growth, and to create a "complete community" where our residents can live, work, and play; and

Whereas residents care deeply about the issue of water (it is their #1 priority for our community) and are looking for opportunities to be involved; and

Whereas residents have a potentially powerful role to play in helping Council and Administration secure a long-term water solution for Okotoks by mobilizing our community to capture the attention of the provincial government and its decision-makers; and

Whereas Council's rightful role in its pursuit of a long-term water solution is more "behind the scenes" instead of "in your face". We appropriately advance our agenda through meetings, emails, and lobbying; and

Whereas residents have the luxury of taking to the streets, getting vocal, and getting creative in their efforts to be heard on this issue (in ways that often elude members of an elected council); and

Whereas public rallies, petitions, and other such activities are known to be effective at capturing provincial and national media coverage. These in turn are known to be beneficial in helping to raise the profile of issues and placing helpful pressure on decision makers. In our case, these can help put pressure on our current government to bring our long-standing and ongoing conversations about water for Okotoks to a positive resolution; and

Whereas both approaches to advocating and lobbying for a long-term water supply on behalf of the residents and businesses in Okotoks are unique and potentially complimentary; and

Whereas a community task force is an ideal structure to pull the community together to create a resident led and executed action plan related to the objective of helping Council and Administration lobby for a long-term water solution for Okotoks; and

Therefore, be it resolved, Council strike a community task force with the following mandate:

- To implement fun, positive, creative and constructive ways to capture media attention on the topic of a long-term water solution for Okotoks;
- To work closely with Administration to ensure their strategies complement and enhance current Administration and Council efforts (and not working at cross purposes);
- To engage individuals passionate about this issue and invite them to take leadership on this topic while engaging the community, capturing their ideas, creativity and horsepower;
- To provide residents with a meaningful and rewarding opportunity to participate in activities that help our community meet an important goal;
- To capture media attention on our water issue including press, TV, and radio provincially and nationally (if possible).

The task force will be given access up to \$1,500 to support any ideas approved for execution. These funds will be pulled from Council Emergent Matters. (Any additional funds required by this team can be brought forward for additional consideration, if needed.)

Defeated

11. CORRESPONDENCE FOR ACTION

- 11.1 Sherrie Botten, Executive Director, Rowan House Society - Rowan House Emergency Shelter, Re: Family Violence Prevention Month Proclamation Request - October 16, 2018

MOTION 18.C.463

By Councillor Heemeryck

That November 2018 be proclaimed as Family Violence Prevention Month in the Town of Okotoks.

Carried Unanimously

12. COUNCILLOR INQUIRIES AND SUGGESTIONS

None

13. COUNCIL REPRESENTATIVE REPORTS

Mayor Robertson, Councillors Christophers, Sands, Thorn, and Watrin reported on their activities since the last Council meeting.

14. STATUTORY / NON STATUTORY HEARING(S)

None

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

None

16. RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS

- 16.1 Councillor Thorn - Development Completion Certificates

MOTION 18.C.464

By Councillor Thorn

That the response to the Councillor Inquiries and Suggestions be received as information.

Carried Unanimously

17. CORRESPONDENCE FOR INFORMATION

None

18. BOARD AND COMMITTEE MINUTES

- 18.1 Affordable Housing Task Force - September 26 and October 10, 2018
- 18.2 Family and Community Support Services Committee - October 3, 2018
- 18.3 Finance and Audit Committee - October 17, 2018

MOTION 18.C.465

By Councillor Christophers

That the minutes from the Affordable Housing Task Force dated September 26 and October 10, 2018; the Family and Community Support Services Committee dated October 3, 2018; and the Finance and Audit Committee dated October 17, 2018 be received as information.

Carried Unanimously

19. ADJOURNMENT**MOTION 18.C.466**

By Councillor Watrin

That the Regular Council Meeting adjourn at 6:59 p.m.

Carried Unanimously



Council
November 13, 2018

CHIEF ADMINISTRATIVE OFFICER'S REPORT **CAO – CORPORATE SUPPORT**

Strengthening Local Democracy

Municipal Affairs announced that Bill 23: *An Act to Renew Local Democracy in Alberta* was tabled in the Legislature November 5. After hearing direct feedback from Albertans, the province is proposing updates which include banning corporate and union donations, lowering contribution limits for individual Albertans and requiring third parties to be more transparent about contributions.

The proposed legislation would make local elections more accountable by empowering the Alberta election commissioner to investigate, prosecute and enforce rules related to campaign finance and third-party advertising. General administration of local elections would be left to each jurisdiction.

Other amendments would include:

- Lowering contribution limits to \$4,000 provincewide for municipal elections, as well as \$4,000 for school board elections.
- Reducing the campaign period from the current four years to one year and limiting fundraising and contributions to only that period.
- Closing the fundraising function loophole that allows candidates to raise funds without disclosing their donors.
- Requiring communities of more than 5,000 to hold advance votes, which would provide more opportunity for residents to cast ballots.
- Establishing a future regulation that would set campaign spending limits for municipal and school board elections, following stakeholder consultations.
- Requiring campaign disclosure statements from all candidates, including self-funded candidates.

Public Participation Events

<i>Event</i>	<i>Date</i>
Four-day waste collection: pop up information sessions are planned at 10 different locations throughout November – December and again in January Locations include all Town recreation facilities, a seniors centre, grocery stores and the Crescent Point Fieldhouse	Starting Nov. 6
Local Transit Survey is currently online and has been promoted to the public through social media, Town pages, and the LED sign	Closes Nov. 9
Budget presentations will be live streamed or the public is invited to attend.	Nov. 21, 22 & 23
Additional details can be found at www.okotoks.ca in the Municipal Government / Public Participation Section	

COMMUNITY & PROTECTIVE SERVICES

Community Wellness has applied to the Calgary Foundation for a grant to support the continued work of the Foothills Elder Abuse Coordinated Community Response (CCR) model. Funding from the Province that was provided for the pilot project ends December 31, 2018. The Calgary Foundation application has passed through the first round and the Steering Committee and staff have been invited for an interview as part of the second round of screening. Obtaining this grant will provide continued funding for a staff person to do public education and facilitate moving the model that was developed forward.

DEVELOPMENT SERVICES

The Public Hearing for Bylaw 38-18 (Studio Suites approval process) originally scheduled for November 13, has now been changed to November 26.

Telus Purefibre

On October 11, 2017, TELUS formally announced their “PureFibre” project which will bring fibre internet to residents and businesses. The project is composed of 18 Fibre Service Areas (FSA’s) Construction is currently underway in four (FSAs) in the neighbourhoods of Cimarron, Heritage/Olde Town Okotoks, and the Business Park. Restoration of disturbed areas is wrapping-up in the neighbourhoods of Rosemount, Sandstone, and Woodhaven. As winter freeze-up gets closer, TELUS will be leaving portions of landscaping restoration (including grass hydroseeding) until the spring of 2019.

Permits for 17 FSA’s have been issued to date. TELUS has informed the Town one additional FSA will be applied for in 2019 and construction of one FSA is expected to be carried over to 2019 due to timelines for establishing private landowner agreements.

Zone 4N Watermain

This project is substantially complete. Minor deficiency corrections are outstanding.

Laurie Boyd Bridge Update

EllisDon commenced construction August 13. The existing bridge is scheduled to be removed November 7. The final stages of this project are in progress which are expected to be substantially complete November 9 allowing the bridge to be opened to the public. There will be a ceremony with the Mayor, EllisDon, and the family of Laurie Boyd to officially open the new bridge November 23. Additional landscape design will commence in the fall/winter with the intent to complete the enhancements in the spring/summer of 2019. The old Bridge will be transported by the contractor to a metal recycling yard to be recycled and repurposed.

Water Treatment Plant Bridge Update

EllisDon commenced construction June 18. The new pathway to the green stairs has been paved and is open to the public. The final stages of this project are in progress which are expected to be complete by mid-November.

Zone 3N/4N Reservoir Upgrade

The construction of this project has been awarded to Chandos. Site setup and equipment mobilization started October 29. Construction is scheduled to start imminently and will be complete in late summer or early fall of 2019. During the winter months, the majority of the work will be to construct the new building. After the building is constructed, most of the remaining work will be inside of the new building. The impact to the public during this project is expected to be relatively low. Access to the tennis courts will be maintained whenever possible. As a follow-up to the open house that was held for this project earlier this year, directly affected residents and stakeholders have been contacted and advised of construction impacts.

INFRASTRUCTURE & OPERATIONS

Eco Centre

The Okotoks Eco Centre was selected by Alberta Recycling to be featured throughout their marketing channels in November. The Eco Centre was chosen after staff from Alberta Recycling toured numerous facilities throughout the province. The feature will look at the functions of the facility, history, items collected including what makes us unique from the traditional eco centre model.

Solid Waste Association of North America (SWANA) Training

SWANA Northern Light chapter is scheduled to hold a three day course at the Operations Centre. The course, *Managing Collection Systems* addresses the collection of residential solid waste and recyclables from single family and multi-family residences. Course date: November 13-15

Eco Centre Improvements

Additional collection bins were recently purchased to replace the grain bags used to collect plastic recyclables. This addresses issues relating to the risk of upper body injury to staff. It will also decrease the processing time for all plastics by up to 35%.

Parks

The median landscaping on Northridge Drive between Elma St. and Elizabeth St. was repaired and the ornamental rock refreshed as part of routine lifecycle maintenance.

The newly upgraded Cedar Grove playground opened October 31. The playground was designed with input from the local community and a large in-kind donation allowed this playground to receive rubber surfacing. In recognition of the donation, a bronze plaque will be mounted on a rock at the site.

The inclusive Riverside Playground is receiving finishing touches and will be opened the second week of November. A major in-kind donation of a group picnic shelter from the Okotoks Rotary Club is planned for installation in 2019. A grand opening will be scheduled next year.

To reduce the indirect feeding of deer, crab apples are being removed from medians along Milligan Dr., Westland St., and Cimarron Blvd. The trees are shaken, crab apples raked onto the street, followed up by street sweeping operations. Messaging to citizens has occurred similarly to encourage the collection and removal of fruit.

Facilities

The Seaman Stadium seating expansion project was completed October 30. The Dawg's organization will arrange installation of the seating hardware. The expansion also included extension of the stamped patio area.



Prepared by:
Elaine Vincent
Chief Administrative Officer
November 08, 2018



Council
November 13, 2018

2018 THIRD QUARTER VARIANCE REPORT

Issue

The 2018 Third Quarter Variance Report is provided to Council for information.

Motion Proposed by Administration

That the 2018 Third Quarter Variance Report be received as information as recommended by the Finance and Audit Committee.

Report, Analysis and Financial Implications

Overall revenue variances are below budget slightly due to lower rental revenue.

Expenditures are below budget slightly mainly related to timing differences; as well some seasonal staffing costs are expected to be within budget for the year.

The attached 2018 Third Quarter (Q3) Operating Results provides explanations for operating category variances greater than \$0.01M.

The Capital and Operating Projects Schedules reflect spending to 2018 Q3 with the comments focused on the status of the projects.

The Finance and Audit Committee reviewed the 2018 Third Quarter Variance Report at their November 7, 2018 meeting and recommends to Council that the report be received as information.

Strategic Plan Goals

<input type="checkbox"/> Manage Community Growth	<input type="checkbox"/> Provide Strong Governance
<input type="checkbox"/> Provide Quality Community Infrastructure	<input type="checkbox"/> Healthy and Safe Community
<input type="checkbox"/> Enhance Organizational Excellence	<input checked="" type="checkbox"/> Foster Economic Vitality
	<input type="checkbox"/> Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

I support the recommendation of Administration and the Finance & Audit Committee.

Attachment(s)

1. 2018 Third Quarter Operating Results
2. 2018 Third Quarter Capital and Operating Project Tracking

Prepared by:
Ralph Ettenauer
Finance & Systems Director
November 02, 2018

Town Of Okotoks
2018 Q3 YTD Operating Results
(\$M's)

	Actual	Budget	Variance	Comments
Where the Money Comes From				
Revenues:				
Municipal Taxes	31.527	31.421	0.106	
Sales and User Fees	17.245	17.304	(0.059)	Rental Revenue lower than budgeted
Grants	2.774	2.670	0.105	Additional Grant Revenue
	<u>51.546</u>	<u>51.395</u>	<u>0.151</u>	
Where the Money Goes				
Expenditures:				
Administration	5.760	5.794	0.034	Timing difference for expenditures
Community Services	7.040	7.424	0.384	Vacancies and timing difference for expenditures
Development Services	2.695	2.885	0.190	Peak staffing, no variance expected at year end
Operations & Infrastructure	6.301	6.357	0.056	Peak staffing, no variance expected at year end
Protective Services	6.811	6.988	0.177	Peak staffing, no variance expected at year end
Water, Sewer & Waste Mgmt.	5.808	6.000	0.192	Timing difference for expenditures
Debt Principal Payments	1.577	1.595	0.017	Timing difference for debt
Major Project Support/Reserves	0.208	0.117	(0.091)	
	<u>36.200</u>	<u>37.159</u>	<u>0.959</u>	
Surplus / (Deficit)	<u>15.346</u>	<u>14.236</u>	<u>1.111</u>	

Actual Recap (see attached detail sheets)

Category:	Total	Tax	Utility
Revenue	51.546	42.205	9.342
Expenses	35.992	28.668	7.324
Sub - Total	15.555	13.537	2.018
Reserves	0.208	0.217	(0.009)
Surplus / (Deficit)	<u>15.346</u>	<u>13.320</u>	<u>2.026</u>

Town of Okotoks
Schedule of Operating Revenues & Expenditures - Variance

Summary
For the Nine Months Ending 30, September 2018
(\$M's)

	Current YTD Actuals	Budget YTD	Variance	2018 Budget	Q3 YTD Variance Comments
REVENUES					
Fine Revenue	0.321	0.435	(0.114)	0.580	Lower # of traffic ticket revenue collected
Franchise and Concession Contracts	1.056	1.055	0.001	1.400	
Licenses, Permits and Fees	1.785	1.782	0.004	1.952	
Other Revenues	0.226	0.288	(0.062)	0.476	Have not signed any developer levy contracts for voluntary water contributions
Penalties and Costs on Taxes	0.467	0.429	0.038	0.517	Higher outstanding tax billings
Rental Revenue	1.383	1.643	(0.259)	2.554	New Pason opened in February, instead of January. 8 McRae St. rented later than budgeted. 911 Call Centre lower rent than budgeted
Return on Investments	0.108	0.137	(0.029)	1.085	Lower interest earned due to capital project payments
Sales and User Charges	11.900	11.536	0.364	16.437	Increased subdivision property service fees, increased residential 3rd tier water, new non-potable bulk water fees and potable fee increase, partial offset with lower CS programs and reduced fiber revenue
Taxes and Grants in Place	31.527	31.421	0.106	27.833	Supplemental tax, includes Province amount to be remitted at year end
Transfers from Governments and other Organizations	2.774	2.670	0.105	3.988	Carry forward FCSS funds from 2017 used in 2018
	51.546	51.395	0.151	56.822	
EXPENDITURES					
Contracted and General Services	9.986	10.697	0.711	17.874	Timing difference in operating project expenses
Long Term Interest	0.320	0.333	0.013	0.666	Timing difference
Materials, Goods, Supplies	1.655	1.653	(0.002)	2.289	
Other Expenditures	0.416	0.308	(0.108)	0.355	Carry forward FCSS funds from 2017 used in 2018
Purchases from Other Governments	3.724	3.730	0.006	5.001	
Salaries, Wages & Benefits	16.184	16.579	0.396	22.888	Staff vacancies throughout year; most filled
Bank Charges and Short Term Interest	0.058	0.053	(0.005)	0.071	
Utilities	2.073	2.095	0.023	2.870	Timing difference
	34.415	35.448	1.033	52.015	
EXCESS OF REVENUES OVER EXPENDITURES	17.132	15.947	1.185	4.808	
Debt Principal	1.577	1.595	0.017	3.205	Timing difference
Transfers to (from) Other Functi	0.000	0.000	0.000	0.000	
Transfers to (from) Capital Reser	0.000	0.000	0.000	3.843	
Transfers to (from) Operating Reser	0.208	0.117	0.091	(2.240)	Increased Engineering Review revenues (D'Arcy, Wedderburn, F&S)
Tax Support	15.346	14.236	1.111	0.000	
Amortization	0.000	0.000	0.000	9.229	

Town of Okotoks
Schedule of Operating Revenues & Expenditures - Variance
CAO Office (BC # 120)
For the Nine Months Ending 30, September 2018
(\$M's)

	Current YTD Actuals	Budget YTD	Variance	2018 Budget	Q3 YTD Variance Comments
EXPENDITURES					
Contracted and General Services	0.279	0.292	0.014	0.353	Timing difference - some expenditures moved to Q4
Long Term Interest	0.015	0.017	0.001	0.033	
Materials, Goods, Supplies	0.007	0.011	0.004	0.020	
Salaries, Wages & Benefits	0.269	0.266	(0.003)	0.353	
	0.570	0.586	0.016	0.759	
EXCESS OF REVENUES OVER EXPENDITURES	(0.570)	(0.586)	0.016	(0.759)	
Debt Principal	0.020	0.020	0.000	0.041	
Transfers to / (from) Other Functions	0.091	0.091	0.000	0.111	
Tax Support for: CAO Office (BC # 120)	(0.681)	(0.698)	0.016	(0.911)	
Amortization	0.000	0.000	0.000	0.284	

Town of Okotoks
Schedule of Operating Revenues & Expenditures - Variance
Community Services
For the Nine Months Ending 30, September 2018
(\$M's)

	Current YTD Actuals	Budget YTD	Variance	2018 Budget	Q3 YTD Variance Comments
REVENUES					
Other Revenues	0.141	0.063	0.078	0.077	Increased donations/sponsorship
Rental Revenue	0.995	1.194	(0.199)	2.001	New Pason opened in February, Inteli not showing Sept revenue until Oct.
Sales and User Charges	1.282	1.373	(0.091)	1.634	Reduced registrations in programs and Pason opening later than budgeted
Transfers from Governments and other Organizations	1.555	1.445	0.110	1.986	Carry forward FCSS funds from 2017 used in 2018
	3.973	4.076	(0.103)	5.698	
EXPENDITURES					
Contracted and General Services	1.116	1.278	0.162	1.869	Town staff utilized in place of contract instructors/conservative spending in consideration of low regs Jan-Jun 2018; delay at manufacturer cause delay in delivery of locker replacements
Long Term Interest	0.122	0.123	0.001	0.246	
Materials, Goods, Supplies	0.456	0.520	0.064	0.715	Delay at manufacturer cause delay in delivery of locker replacements; conservative spending to off set lower than budgeted program revenue
Other Expenditures	0.404	0.308	(0.096)	0.324	Carry forward FCSS funds from 2017 used in 2018
Purchases from Other Governments	0.340	0.389	0.048	0.645	
Salaries, Wages & Benefits	4.016	4.159	0.143	5.648	Vacancies; most positions now filled
Bank Charges and Short Term Interest	0.032	0.031	(0.001)	0.040	
Utilities	0.555	0.617	0.062	0.866	Timing difference for electricity and natural gas
	7.040	7.424	0.384	10.354	
EXCESS OF REVENUES OVER EXPENDITURES	(3.066)	(3.348)	0.281	(4.656)	
Debt Principal	0.825	0.836	0.010	1.687	Timing difference
Transfers to (from) Other Functi	0.137	0.143	(0.007)	0.200	
Transfers to (from) Capital Reser	0.000	0.000	0.000	(1.739)	
Tax Support for: Community Services	(4.028)	(4.327)	0.299	(4.805)	
Amortization	0.000	0.000	0.000	1.552	

Town of Okotoks
Schedule of Operating Revenues & Expenditures - Variance
Corporate & Strategic Services
For the Nine Months Ending 30, September 2018
(\$M's)

	Current YTD Actuals	Budget YTD	Variance	2018 Budget	Q3 YTD Variance Comments
REVENUES					
Other Revenues	0.025	0.000	0.025	0.000	EPCOR donation to environmental education centre
Sales and User Charges	0.074	0.094	(0.020)	0.120	Street light sales revenue to come in Q4
Taxes and Grants in Place	0.000	0.000	0.000	0.000	
Transfers from Governments and other Organizations	0.000	0.000	0.000	0.080	
	0.099	0.094	0.005	0.200	
EXPENDITURES					
Contracted and General Services	0.625	0.671	0.046	1.284	Advertising costs billed in Q4 and lower than anticipated
Materials, Goods, Supplies	0.026	0.020	(0.006)	0.042	
Other Expenditures	0.002	0.000	(0.002)	0.002	
Salaries, Wages & Benefits	1.987	1.967	(0.019)	2.991	Additional temp staff required for Env & Sustainability
Bank Charges and Short Term Interest	0.002	0.001	(0.001)	0.001	
	2.642	2.659	0.017	4.320	
EXCESS OF REVENUES OVER EXPENDITURES	(2.542)	(2.565)	0.022	(4.120)	
Transfers to (from) Other Functi	(0.156)	(0.156)	0.000	(0.156)	
Transfers to (from) Capital Reser	0.000	0.000	0.000	(0.353)	
Transfers to / (from) Operating Reserves	0.000	0.000	0.000	(59,800)	
Tax Support for: Corporate & Strategic Services	(2.386)	(2.409)	0.022	(3.551)	

Town of Okotoks
Schedule of Operating Revenues & Expenditures - Variance
Development Services
For the Nine Months Ending 30, September 2018
(\$M's)

	Current YTD Actuals	Budget YTD	Variance	2018 Budget	Q3 YTD Variance Comments
REVENUES					
Licenses, Permits and Fees	1.668	1.657	0.012	1.825	Construction starts were strong in the first half of 2018 but have decline in the 3rd quarter. This slower trend seems to be carrying into the 4th quarter.
Other Revenues	0.000	0.000	0.000	0.020	
Rental Revenue	0.032	0.037	(0.005)	0.052	
Sales and User Charges	0.557	0.783	(0.226)	0.820	Reduced Telus Fibre revenue due to changes in contract
Transfers from Governments and other Organizations	0.009	0.000	0.009	0.000	
	2.266	2.476	(0.211)	2.717	
EXPENDITURES					
Contracted and General Services	0.603	0.665	0.061	1.210	Fewer engineers and contracts were implemented this year; travel and public relations lower due to vacancies
Materials, Goods, Supplies	0.012	0.018	0.006	0.029	
Purchases from Other Governments	0.025	0.024	(0.001)	0.032	
Salaries, Wages & Benefits	2.042	2.168	0.126	2.954	Vacancies largely due to Ec Dev while analysis being conducted
Bank Charges and Short Term Interest	0.013	0.011	(0.002)	0.015	
	2.695	2.885	0.190	4.239	
EXCESS OF REVENUES OVER EXPENDITURES	(0.429)	(0.409)	(0.020)	(1.522)	
Transfers to / (from) Other Functions	(0.213)	(0.212)	0.001	(0.192)	
Transfers to (from) Capital Reser	0.000	0.000	0.000	(0.105)	
Transfers to (from) Operating Reser	0.217	0.117	0.100	(269,200)	
Tax Support for: Development Services	(0.433)	(0.314)	(0.119)	(955,590)	

Town of Okotoks
Schedule of Operating Revenues & Expenditures - Variance
Finance & Systems
For the Nine Months Ending 30, September 2018
(\$M's)

	Current YTD Actuals	Budget YTD	Variance	2018 Budget	Q3 YTD Variance Comments
REVENUES					
Franchise and Concession Contracts	1.056	1.055	0.001	1.400	
Licenses, Permits and Fees	0.005	0.004	0.001	0.005	
Penalties and Costs on Taxes	0.393	0.363	0.030	0.418	Higher outstanding tax billings
Rental Revenue	0.060	0.059	0.001	0.059	
Return on Investments	0.108	0.135	(0.027)	1.080	Lower interest earned due to capital project payments
Sales and User Charges	0.421	0.042	0.379	0.063	Recovery of annexed properties legal fees, and subdivision property service fees
Taxes and Grants in Place	31.524	31.418	0.106	27.830	Supplemental tax
Transfers from Governments and other Organizations	0.101	0.101	0.000	0.214	
	33.666	33.176	0.491	31.069	
EXPENDITURES					
Contracted and General Services	0.658	0.702	0.044	1.320	Consultants hired later in year
Long Term Interest	0.007	0.007	(0.000)	0.014	
Materials, Goods, Supplies	0.179	0.118	(0.061)	0.158	Cascade Software exceeded budget, corporate decision to add-on additional training
Other Expenditures	0.001	0.000	(0.001)	0.000	
Purchases from Other Governments	0.203	0.202	(0.001)	0.202	
Salaries, Wages & Benefits	1.491	1.510	0.019	2.103	Vacancies in IT; filled by temp staff
Bank Charges and Short Term Interest	0.009	0.010	0.000	0.014	
	2.548	2.549	0.001	3.811	
EXCESS OF REVENUES OVER EXPENDITURES	31.118	30.627	0.491	27.258	
Debt Principal	0.085	0.086	0.001	0.172	
Transfers to / (from) Other Functions	0.013	0.013	0.000	0.047	
Transfers to (from) Capital Reser	0.000	0.000	0.000	4.223	
Transfers to (from) Operating Reser	0.000	0.000	0.000	(0.230)	
Tax Support for: Finance & Systems	31.020	30.528	0.492	23.046	
Amortization	0.000	0.000	0.000	0.162	

Town of Okotoks
Schedule of Operating Revenues & Expenditures - Variance
Operations & Infrastructure
For the Nine Months Ending 30, September 2018
(\$M's)

	Current YTD Actuals	Budget YTD	Variance	2018 Budget	Q3 YTD Variance Comments
REVENUES					
Licenses, Permits and Fees	0.003	0.004	(0.001)	0.005	
Other Revenues	0.063	0.074	(0.011)	0.079	Delayed pmt- Campground contract.
Rental Revenue	0.224	0.276	(0.052)	0.340	Delayed tenant agreements
Return on Investments	0.000	0.002	(0.002)	0.005	
Sales and User Charges	0.175	0.163	0.012	0.237	Interments (and "at need" sales) 50% higher than projected.
Taxes and Grants in Place	0.003	0.003	(0.000)	0.003	
Transfers from Governments and other Organizations	0.014	0.014	0.000	0.268	
	0.481	0.536	(0.054)	0.937	
EXPENDITURES					
Contracted and General Services	1.982	2.161	0.179	2.966	Timing of projects.
Long Term Interest	0.011	0.011	(0.000)	0.022	
Materials, Goods, Supplies	0.676	0.687	0.011	0.955	Timing of projects.
Other Expenditures	0.000	0.000	0.000	0.029	
Purchases from Other Governments	0.000	0.025	0.025	0.075	Expenses for annexed roads has been charged to actual activity areas and this allowance to offset costs associated in those other areas.
Salaries, Wages & Benefits	2.115	1.994	(0.121)	2.679	Additional temp staff time req'd for snow removal and Telus project.
Utilities	1.517	1.479	(0.038)	2.003	Eco Centre consumption has increased due to adding the building portion on to the meter and SERS Building consumption has increased due to the Fire Dept and 911 now occupying the space 24/7.
	6.301	6.357	0.056	8.728	
EXCESS OF REVENUES OVER EXPENDITURES	(5.820)	(5.821)	0.002	(7.791)	
Debt Principal	0.133	0.134	0.001	0.268	
Transfers to (from) Other Functi	(1.518)	(1.596)	0.078	(2.394)	Timing difference
Transfers to (from) Capital Reser	0.000	0.000	0.000	0.071	
Transfers to (from) Operating Reser	0.000	0.000	0.000	0.000	
Tax Support for: Operations & Infrastructure	(4.434)	(4.359)	(0.075)	(5.736)	
Amortization	0.000	0.000	0.000	4.160	

Town of Okotoks
Schedule of Operating Revenues & Expenditures - Variance
Protective Services
For the Nine Months Ending 30, September 2018
(\$M's)

	Current YTD Actuals	Budget YTD	Variance	2018 Budget	Q3 YTD Variance Comments
REVENUES					
Fine Revenue	0.321	0.435	(0.114)	0.580	Unpredictable collection of provincial traffic ticket revenue
Licenses, Permits and Fees	0.107	0.116	(0.009)	0.116	
Other Revenues	0.005	0.000	0.005	0.000	
Rental Revenue	0.073	0.077	(0.004)	0.102	
Sales and User Charges	0.195	0.198	(0.003)	0.264	
Transfers from Governments and other Organizations	1.018	1.032	(0.014)	1.170	Lower population resulting in reduced revenue from Province
	1.718	1.857	(0.139)	2.232	
EXPENDITURES					
Contracted and General Services	0.226	0.257	0.031	0.388	Timing difference for Fire training & travel
Long Term Interest	0.111	0.120	0.009	0.240	
Materials, Goods, Supplies	0.131	0.135	0.004	0.206	
Purchases from Other Governments	3.003	2.950	(0.053)	3.860	RCMP additional overtime requirement unbudgeted
Salaries, Wages & Benefits	3.340	3.526	0.186	4.812	Vacancies; some not filled during review period; others filled
Bank Charges and Short Term Interest	0.001	0.001	(0.000)	0.001	
	6.811	6.988	0.177	9.506	
EXCESS OF REVENUES OVER EXPENDITURES	(5.093)	(5.131)	0.038	(7.274)	
Debt Principal	0.245	0.247	0.002	0.493	
Transfers to / (from) Other Functions	0.398	0.426	0.028	0.622	
Tax Support for: Protective Services	(5.737)	(5.804)	0.067	(8.390)	
Amortization	0.000	0.000	0.000	0.499	

Town of Okotoks
Schedule of Operating Revenues & Expenditures - Variance
Utilities
For the Nine Months Ending 30, September 2018
(\$M's)

	Current YTD Actuals	Budget YTD	Variance	2018 Budget	Q3 YTD Variance Comments
REVENUES					
Licenses, Permits and Fees	0.002	0.002	0.000	0.002	
Other Revenues	(0.009)	0.150	(0.159)	0.300	Water license agreement fees.
Penalties and Costs on Taxes	0.074	0.066	0.008	0.099	
Sales and User Charges	9.196	8.884	0.313	13.300	Additional revenue based on new non-potable water, potable water increase and 3rd tier residential.
Transfers from Governments and other Organizations	0.079	0.079	0.000	0.270	
	9.342	9.180	0.162	13.971	
EXPENDITURES					
Contracted and General Services	4.497	4.671	0.174	8.485	Reduced recycling contract and delayed invoices not posted in 3rd quarter for water and waste water.
Long Term Interest	0.053	0.055	0.002	0.111	
Materials, Goods, Supplies	0.168	0.144	(0.024)	0.165	Increased parts and maintenance items. Updates to Billing software and inserts
Other Expenditures	0.009	0.000	(0.009)	0.000	
Purchases from Other Governments	0.154	0.141	(0.013)	0.188	Increase in tonnage/tipping fees (home renovation/constructions)
Salaries, Wages & Benefits	0.924	0.989	0.064	1.349	Vacancies.
Utilities	0.001	0.000	(0.001)	0.000	
	5.808	6.000	0.192	10.297	
EXCESS OF REVENUES OVER EXPENDITURES	3.534	3.180	0.354	3.674	
Debt Principal	0.268	0.271	0.003	0.543	
Transfers to / (from) Other Functions	1.248	1.291	0.043	1.762	Timing difference
Transfers to / (from) Capital Reserves	0.000	0.000	0.000	1.747	
Transfers to (from) Operating Reser	(0.009)	0.000	(0.009)	(1.681)	
Tax Support for: Utilities	2.026	1.618	0.408	1.303	
Amortization	0.000	0.000	0.000	2.572	

2018 Q3 YTD CAPITAL PROJECT TRACKING(\$M's)

Approved Capital Projects			APPROVED 2018 CAPITAL PROJECTS WITH CFWD	Q3 2018 YTD ACTUALS	Under/(Over)	Comments
140	119	Recreation Software Replacement	0.291	0.123	0.168	Ongoing project to be completed in 2019
140	121	Information Technology Upgrade	0.575	0.121	0.453	Equipment ordered some on back order and some we have not yet received invoicing. Anticipated completion in 2018
230	081	Fire AFFRCS	0.150	0.147	0.003	Project completed
260	054	OME Capital- Speed Sentry Devices	0.030	0.016	0.014	Project complete
312	018	New Fleet Program	0.256	0.252	0.004	Project complete
320	809	Veterans Way Active Transportation Improvement Phase 2	0.000	0.045	-0.045	Project expected to be closed in 2018
320	810	WERCC - Construction	0.671	0.075	0.596	Project expected to be closed in 2019
320	811	Deep Utility & Surface Improvement Program	0.788	0.694	0.094	Project expected to be closed in 2018
320	814	Snow Dump Land and Development	0.200		0.200	Project expected to be closed in 2019
320	815	HWY 783 Improvements (Hwy 7 South) T-8	0.250		0.250	Project expected to be closed in 2019
320	816	Deep Utility Replacement Program	0.150	0.005	0.145	Project expected to be closed in 2018
320	817	New entry signage at adjusted Town boundaries	0.100		0.100	Project expected to be closed in 2019
330	059	2014 OPS CENTER- PHASE 1&FUTURE PLANS	0.363	0.109	0.254	Project expected to be closed in 2018
330	253	Furnishing	0.150	0.117	0.033	Project expected to be closed in 2018
330	254	Seaman's Stadium	0.405	0.099	0.306	Project expected to be closed in 2018
370	815	Cimarron PUL Stormwater Outfall Installation	0.120		0.120	Project expected to be closed in 2019
370	816	Stormwater Evaluation & Storm Surface Improvements	0.508	0.068	0.440	Project expected to be closed in 2018
370	817	Street Seeper	0.300	0.275	0.025	Project expected to be closed in 2019
410	507	2017 Water Conservation & Leak Detection System Phase 3	0.200	0.158	0.042	Project expected to be closed in 2018
410	509	Regional Water Solution Pipeline	0.200		0.200	Project being aligned with overall regional plan
410	510	2015 Utility Expansion South Annexation	1.946	0.011	1.935	Project expected to be closed in 2019
410	512	Raw Water Capacity Analysis	1.487	0.038	1.449	Continued investigation into optimizing raw water production. To date improvements resulted in 10% increase in raw water production. Project expected to be closed in 2019
410	514	Zone 3N/4N Reservoir Upgrade	1.650	0.290	1.360	Tender awarded to Chandos, construction start Oct 29. Project expected to be closed in 2019
410	515	Zone 4N Dedicated Mains	2.206	0.755	1.451	Project expected to be closed in 2018
410	516	Water Treatment Plant Footbridge	2.193	0.881	1.313	Project expected to be closed in 2019
410	517	Dedicated Mains to SW Reservoir	0.250		0.250	Project expected to be closed in 2018. New budget request in the future
410	518	Zone 2S-3S SW Reservoir	0.500	0.003	0.497	Project expected to be closed in 2019. New budget request in the future
410	519	Dechlorination automation and water reuse	0.075	0.035	0.040	Project expected to be closed in 2018
420	552	North Railway Sanitary Capacity Expansion	0.548	0.455	0.093	Project expected to be closed in 2019
420	553	Wastewater Treatment Plant Upgrade Phase 1	1.000	0.057	0.943	Project expected to be closed in 2019
420	554	Riverside Sanitary Sewer Upgrade	0.367	0.234	0.133	Project expected to be closed in 2018
440	815	Green Carts	0.050	0.049	0.001	Project expected to be closed in 2018
560	009	Cemetery Cremation Garden Development	0.027	0.015	0.012	Project expected to be closed in 2018
560	010	Cemetery Lands Acquisition	0.450	0.003	0.447	Preliminary purchase agreement/negotiations underway to result in an initial deposit in 2018 and excuting the agreement in 2019. Project expected to be closed in 2019
620	001	Ec Dev- Wayfinding implementation	0.070		0.070	Project expected to be closed in 2019
720	986	Centennial Arena Expansion/Multi Purpose/Ice Surface	1.282	0.772	0.510	Project to be completed in 2019. Working through final stages of construction deficiencies and extras.
720	988	ORC - handicap access to curling rink 2nd floor and community room	0.500	0.095	0.405	Project to be completed in 2019. Working through final stages of construction deficiencies and extras.
750	725	Laurie Boyd Pedestrian Bridge Design	2.756	1.826	0.930	Project completion expected in Q4. Landscaping by Parks 2019. Project expected to be closed in 2019
750	727	Inclusive Playground Upgrade	0.365	0.082	0.283	Playground will be largely complete, site amenities to be installed in 2019. Project expected to be closed in 2019
750	728	Okotoks Community Campus - Wetlands and playfield	0.500	0.002	0.498	Issue RFP for design. Expect to complete design in 2018. Still pending Water Act Approval. Project expected to be closed in 2019
750	729	Cedar Grove playground	0.060	0.002	0.058	Playground nearing substantial completion. Project is expected to close in 2018
750	730	Elizabeth Street (Waller Land) - Biophysical and day use	0.050	0.005	0.045	Project in progress with biological assessment completed and design in progress and some site amenities ordered. Project expected to close in 2019
750	731	Day Use Area & Parking Lot Expansion	0.025		0.025	Will commence design in 2018, but 90% of costs and all construction expected to be deferred to 2019 due to bridge replacement project. Project expected to be closed in 2019
			24.063	7.912	16.151	
			100%	33%	67%	

<u>Approved Operating Projects</u>		TOTAL APPROVED 2018 OPERATING PROJECTS	Q3 2018 YTD ACTUALS	Under/(Over)	Comments
110	11 Council Strategic Initiatives	0.050		0.050	Council report on spending to be presented in 2018. Project expected to be closed in 2018
130	02 Financial System Upgrade	0.118	0.009	0.110	Project scope under review. Project expected to be closed in 2018
130	03 Procurement & Asset Mgmt	0.090		0.090	Project scope under review. Project expected to be closed in 2018
140	07 IT Technology - Process Review	0.080	0.000	0.080	Project expected to be closed in 2018
140	08 IT Infrastructure	0.128		0.128	Project expected to be closed in 2018
140	09 IT Data Collection	0.030		0.030	Project expected to be closed in 2018
190	10 Okotoks Interpretative Centre	0.035	0.000	0.035	Interpretive furniture design complete. Project expected to be completed in 2018
190	11 Environmental Master Plan	0.062	0.066	-0.004	Project expected to be closed in 2018
190	12 Transit	0.309	0.051	0.258	Autonomous vehicle and transit shuttle study underway. Project expected to be closed in 2019
190	13 Contribution for Habitat for Humanity	0.010		0.010	Home construction is under review. Will need to await permits such as the "lot grading certificate". Project expected to be closed in 2019
190	14 CCACTIONPLAN - Phase 1	0.100		0.100	Project was scheduled to start late fall 2018 after the Environmental Master Plan (EMP) is approved by Council. Contract to be awarded by Jan 2019.
320	25 Cimarron Traffic Calming Implementation	0.015	0.002	0.013	Project expected to be closed in 2018
320	26 CP Railway Crossing Repairs	0.250	0.028	0.222	Project expected to be closed in 2018
330	39 Infrastructure Repairs to Seaman Facilities	0.065		0.065	Project expected to be closed in 2018
370	06 Waste Collection Rate Structure and Review	0.015		0.015	Urban Systems Awarded contract. Project to be completed in 2019
410	08 Water Licenses	1.981	0.041	1.939	Project being aligned with overall regional plan
410	22 EPCOR Water Operating Projects	0.054	0.005	0.049	Project expected to be closed in 2018
410	23 Water Rate Structure and Review	0.030		0.030	Urban Systems Awarded contract. Project to be completed in 2019
420	26 Regional Wastewater Pipeline vs. WWTP upgrade cost study	0.003	0.003	0.000	Project expected to be closed in 2018
420	29 EPCOR Sewer Operating Projects	0.098	0.000	0.098	Project expected to be closed in 2018
420	30 Waste Water Rate Structure and Review	0.030		0.030	Urban Systems Awarded contract. Project to be completed in 2019
610	04 Land Use Bylaw	0.100		0.100	Project will begin in 2018 once draft policies of Municipal Development Plan (MDP) have been developed. Project expected to be closed in 2019
610	05 Municipal Development Plan	0.166	0.089	0.077	Phase 2 of public engagement has begun. Workshops held with Chamber of Commerce and Council regarding policy options and trade offs. Project expected to be closed in 2019
610	07 Future Growth Strategy	0.038	0.035	0.003	Near completion and is anticipated to be brought to Council in Q1 2019
620	18 Predictive Analysis	0.025		0.025	Project recommended for cancellation. Project expected to be closed in 2018
630	01 Transportation Master Plan Update	0.012	0.000	0.011	Project expected to be closed in 2018
630	05 2018 OSL Study	0.030	0.033	-0.003	Project underway- considering infill development revision - Contract grant for \$50K - Need approval for additional \$20K. Project expected to be closed in 2019
660	05 Planning for Municipal Owned Properties-/Municipal Reserves	0.075		0.075	Project delayed with initiation scheduled for Q2 2019. Project expected to be closed in 2019
700	04 Champion Park Operating Model Study	0.050		0.050	Consultant in place, visioning sessions completed. Project expected to be closed in 2019
710	10 Pool Maintenance - General	0.178		0.178	Project expected to be closed in 2019
720	41 ORC Lobby Flooring	0.017		0.017	Project expected to be closed in 2018
720	43 Maintenance ORC/PCA Plumbing	0.079	0.069	0.010	Project expected to be closed in 2018
740	13 Culture _ Heritage Master Plan	0.026	0.024	0.002	Project expected to be closed in 2018
740	14 Museum, Attic Education Station	0.020	0.004	0.016	Project expected to be closed in 2018
740	15 Municipal Heritage Designation	0.024	0.014	0.010	Project expected to be closed in 2018
750	34 Downtown Black Ash Replacement	0.032		0.032	Project expected to be closed in 2018
		4.425	0.472	3.953	
		100%	11%	89%	



PUBLIC AUCTION RESERVE BIDS

Issue

The Public Auction Reserve Bids report is provided to Council for approval.

Motion Proposed by Administration

That the reserve bids for properties being offered for sale at public auction be set as follows as recommended by the Finance and Audit Committee:

Plan 7911098 Block 4 Lot 12 -	\$350,000.00
Plan 0915774 Block 19 Lot 30	\$385,000.00.

Report, Analysis and Financial Implications

In accordance with Section 418 of the *Municipal Government Act* RSA 2000 Chapter M-26 (*MGA*), the Town of Okotoks must offer for sale at a public auction, any parcel of land listed on its tax arrears list, if the tax arrears are not paid for more than one (1) year.

No later than March 31 of each year, the municipality must prepare a tax arrears list showing the parcels of land in the municipality on which there are tax arrears for more than one (1) year. Three (3) copies are then sent to Alberta Land Titles (the *Registrar*) and a copy of the list must be posted in a place that is accessible to the public during regular business hours. The municipality must notify the persons who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the *Registrar*. The *Registrar* then sends official notification that a tax recovery notification has been placed on their land title.

The *Registrar* must endorse on the certificate of title for each parcel of land shown on the tax arrears list a tax recovery notification, and send a certified copy of the tax arrears list back to the municipality with a statement of the costs payable to the Land Titles Office by the municipality.

For each parcel to be offered for sale Council must set a reserve bid (*MGA* Section 419) that is as close as reasonably possible to the market value of the parcel, and any conditions that apply to the sale.

The tax arrears list as submitted to the *Registrar* originally contained approximately one hundred (100) parcels of land, and Administration has been able to sign agreements for payment with all but two (2) of the property owners. The amount of tax arrears as of November 26, 2018, on the following parcels of land are:

Plan 7911098 Block 4 Lot 12	\$20,597.42
Plan 0915774 Block 19 Lot 30	\$25,931.18

Liens were registered against these two (2) properties with Alberta Land Titles on May 4, 2017. The properties will be offered for sale at public auction on November 30, 2018 at 10:00 a.m. Terms of sale are cash or certified cheque by 3:00 p.m. on the date of the sale. Removal of the tax recovery notification and cessation of the public auction process can be effected by payment in full of the tax arrears at any time up until the property is sold.

The recommended reserve bids for the properties are equal to the estimated current market value as determined by the Town's residential assessor.

The Finance and Audit Committee reviewed the reserve bids at their November 7, 2018 meeting and recommends to Council that the reserve bids be set as presented by Administration.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

Section 418 of the *Municipal Government Act* RSA 2000 Chapter M-26 (MGA)

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

I support the recommendation as it ensures compliance with the *Municipal Government Act*.

Attachment(s)

1. Town of Okotoks Property Assessor letter – Property 1
2. Town of Okotoks Property Assessor letter – Property 2

Prepared by:
Ralph Ettenauer
Finance & Systems Director
October 24, 2018



October 25, 2018

The Town of Okotoks

Re: **Roll Number:** 0014550
 Legal: 7911098 4 12
 Civic Address: [REDACTED], Okotoks, Alberta

The current market value of the property at [REDACTED], is showing a total estimate of value @ \$350,000.

I have no interest in the parcel, other than to process this evaluation.

Best regards,

Carmel Staley, RES
Property Assessor
Assessment Services
Town of Okotoks
403 995 2752



October 25, 2018

The Town of Okotoks

Re: **Roll Number: 0099400**
 Legal: 0915774 19 30
 Civic Address: [REDACTED], Okotoks, Alberta

The current market value of the property at [REDACTED], is showing a total estimate of value @ \$385,000.

I have no interest in the parcel, other than to process this evaluation.

Best regards,

Carmel Staley, RES
Property Assessor
Assessment Services
Town of Okotoks
403 995 2752

Affordable Housing Task Force Report to Council

Issue

Forces working against housing affordability in Okotoks are increasingly widening an already existing gap between affordable home ownership or rental, and the people who live in, or want to live in, Okotoks, Alberta.

Recommendations Proposed by the Affordable Housing Task Force

Today we come before Council, having acquired more knowledge and understanding, and while the Task Force believes we still have a great deal of work to do over the next couple of years in order to create a comprehensive strategy for housing affordability in Okotoks, we must strongly urge Council to move forward on these three action items:

- 1) Enable the provision of more rental units through Secondary or Backyard Suites;
- 2) Create a tracking and monitoring system that quantifies the need, supply, and gaps; and
- 3) Secure land opportunities for affordable housing.

Report, Analysis, Timelines, Next Steps

An in-person presentation will accompany the following narrative:

The Affordable Housing Task Force (Task Force) was convened in April 2018 to assess the emerging issue of housing affordability, and/or affordable housing in Okotoks. The Task Force first began meeting in April of this year and by June 25 were able to inform Council, *“The Town of Okotoks has a housing affordability issue. [That] not all people living in Okotoks can afford a home; whether they choose to rent or buy”*, June 25, 2018 the Task Force report to Council.

The Task Force’s on-going examination of the affordable housing circumstances in Okotoks and area has been informed by:

- Review of the Town of Okotoks Strategic Plan presented by Elaine Vincent, CAO;
- Overview of Affordable Housing from Canada Mortgage and Housing Corporation (CMHC) specialist, Nolan Crouse – included a working session component on statistical data resources from CMHC & Statistics Canada websites;
- Educational presentation from senior planner Amanda Brinda regarding Land Use Bylaw policy on Studio Suites;
- Community design presentation from Jamie Dugdale, Okotoks Planning Services Manager, outlining the shift of product offerings available in the new D’Arcy Development relative to past developments;
- Review of current surveys (Seniors & Downtown Association Employment Questionnaire) with Debbie Posey, Okotoks Community Wellness Manager;
- Affordable Housing fundamentals and Calgary Region context presentation by Sarah Woodgate, Director of Calgary Housing, City of Calgary;

- Meta-analysis review of Okotoks Housing Inventory compiled by Town staff and the Task Force Chair, Shawn Rose; and
- Mixed Studies Review of affordable housing strategy literature from dozens of municipalities in North America to develop an understanding of common principles, strategies, and methodologies being utilized.

Utilizing Statistics Canada 2016 survey data, the Canadian Rental Housing Index, as well as mortgage calculators of Canadian financial institutions we can highlight the affordability need with the following key metrics:

- Rents and utilities in Okotoks are 24% higher than the provincial average, and renters in Okotoks spend proportionally 3% more relative to income.
- 45% of Okotoks renters are spending greater than 30% of their income on rent and utilities - a standard market affordability benchmark. This is 9% higher than the provincial average, and 19% of those are spending over 50% of their income. This translates to:
 - An urgent short-term need for 294 affordable rental housing units (that addresses only the 19%);
 - An overall need for 689 total market or subsidized units based on over-spending data related to the 45% of Okotoks renters. These units would need to see rental price accommodation drop by 18% (market and subsidy).
- The average single family home in Okotoks is assessed at \$463,704; and with 5.0% down the household income required to qualify, with **NO** other household debt accounted for, is \$100,000/year. The average income of an Okotoks household in 2017 was \$79,672/yr.
- In January 2018, new mortgage rule changes implemented by the federal government through Bill 20 reduced home buyer purchasing power by more than 25%.

In an already difficult economic market where sales are down, interest rates are rising due to positive indicators in other parts of Canada and the United States, and construction costs are rising due to strong commodity demand in the United States, the lack of supply for affordable rental or ownership only becomes greater. To this end, the Task Force believes we still have a great deal of work to do over the next couple of years to understand and develop a comprehensive strategy to address affordability. However there is an opportunity to take steps for immediate progress, so we strongly urge Council to move forward on three action items:

- 1) More rental units are needed NOW. Okotoks **cannot** wait for the completion of the Municipal Development Plan and Land Use Bylaw work. We seek immediate action on revising the secondary suites' policy to make more legal suites possible.

The Task Force recommends Council enact its regulatory authority to direct staff to conduct a comprehensive priority review of the secondary suites policy including but not limited to:

- Legalization and creation of

- Secondary suites
- backyard/detached suites in laned and non-laneway housing
- Co-housing opportunities in single family dwellings
- Accommodations up to two bedrooms in secondary suites
- Possible parking relaxations
- Fee waiver incentive analysis
- Grant incentive analysis
- Caveats or other legal tools for long-term provision of purpose built rental units

Creating an inclusive community, which encourages and allows its residents to flex their property use, will promote options for rental accommodation, increase affordability, accommodate life stages, and diversify Okotoks' population.

We encourage a clear delivery target for presentation of a draft policy that will support property owners' legalization of their existing suites and creating new buildable options: **Staff to bring policy recommendations to Council by the end of Q1 2019.**

- 2) Dependable and comprehensive data is needed. The Task Force and relevant agencies cannot properly ascertain current need nor predict future demand for affordable housing and services without consistent mechanisms in place to measure and track all components related to existing supply and future need.

The Task Force recommends that Council authorize staff resources to explore comparable reporting methodologies, and assess the organizational impact of establishing permanent procedures for collecting and reporting data relative to citizen housing support needs. This will likely require identifying necessary source relationships, and defining the annual cost of implementing a permanent administrative function to meet this need.

The Task Force struggles to progress on developing a long term strategy for producing Affordable Housing without this data collection underway. **We call for staff to bring an implementation plan back to Council on a timeline they feel is reasonable for this scope of work.**

- 3) Lastly and most importantly, we are extremely thankful of this Council's sustained political support in acknowledging the issue and seeking to address housing affordability. **However, we have learned that political will is not enough.** Federal and provincial funding in this space unequivocally *requires* some form of municipal contribution of land or funds, or equivalent in-kind; or a combination of those in order to pursue government dollars. Options for achieving this include using municipally owned lands, purchasing land, enhancing land value of partnered lands, providing monetarily quantifiable services to the project, or any other means of demonstrating that the municipality has invested in the effort. Claims for grants from higher orders of government consider municipal investment as a first criteria for deeming the application complete.

We can provide no formal recommendation of how Council might satisfy that condition, except to assure you that as soon as the prerequisite can be fulfilled it should be, the benefit returned will be tangible. For our part, in addition to our ongoing education, evaluation and strategy development the Task Force will seek to establish meaningful dialogue amongst ourselves, agencies, relevant professionals, builders, developers, and Town staff. We will do so with the intent of assisting any Council venture toward affordable housing to be acted upon swiftly. We are already organizing a gathering of those groups listed above for January 2019.

BYLAW 44-18

Purpose

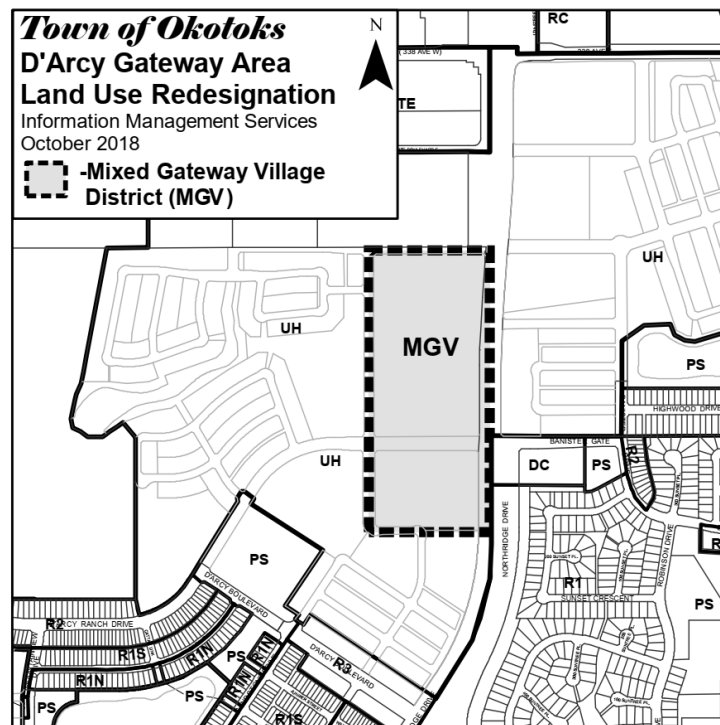
The purpose of Bylaw 44-18 is to amend Land Use Bylaw 40-98 to create the new Mixed Gateway Village (MGV) District and redesignate ± 14.18 hectares (± 35.04 ac) of the D'Arcy development lands (Lot 3, Block 9, Plan 181 0640) from Urban Holdings (UH) District to MGV District.

Readings

This bylaw is ready for first reading only. A public hearing is required prior to consideration of second and third readings.

Report, Analysis and Financial Implications

Application was made by Stantec, on behalf of the area developer Anthem United, for the redesignation of the Gateway Area of the D'Arcy development lands. The Gateway Area is identified under the Northwest Okotoks Area Structure Plan and the Outline Plan as a mixed use village concept to provide commercial development within the D'Arcy development as part of a commercial/residential mixed use concept.



The Gateway Area was indicated on the D'Arcy Outline Plan as a Direct Control District. However, through discussions between Administration and Anthem United, it was decided that a new land use district would provide a better approach to development requirements for the area. Bylaw 44-18 is otherwise consistent with the planning framework for the subject area.

A summary of the Water Allocation System in relation to this application is attached for information. The MGV District has been designed to allow for greater flexibility of implementation under the Water Allocation System as it is anticipated that the mixed use site will be built out and densify over time. As noted in the attached summary, there is currently capacity to consider this land use redesignation as a number of other D'Arcy land use redesignation bylaws have only received up to second reading.

Bylaw 44-18 will be referred to the Municipal Planning Commission for comment on November 15, 2018.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Manage Community Growth	<input type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Public Hearing / Participation Strategy

A public hearing has been scheduled for November 26, 2018. The public hearing will be advertised in the Okotoks Western Wheel on November 7 and 14 as well as on the Town website. Notification will be mailed to all adjacent landowners in accordance with the *Municipal Government Act*.

Alternatives for Consideration

n/a

CAO Comments

I support the recommendation of Administration.

Attachment(s)

1. Draft Bylaw 44-18
2. Water Allocation System Summary

Prepared by:
Colin Gainer
Senior Planner
November 05, 2018

BYLAW 44-18

A BYLAW OF THE TOWN OF OKOTOKS IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 40-98

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for the purpose of amending the Land Use Bylaw (40-98) within the Town of Okotoks, and

WHEREAS Council deems it desirable to amend Land Use Bylaw 40-98; and

WHEREAS notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*.

NOW THEREFORE the Council of the Town of Okotoks enacts that Land Use Bylaw 40-98 is amended as follows:

1. Section 10 [Sign Regulations and Provisions] is amended by:
 - (a) adding the words “as well as the Mixed Use Medium Density (MUM), Mixed Use Low Density (MUL), or Mixed Gateway Village District (MGV) districts” after *agricultural district* in subsection 10.3.1(a);
 - (b) adding the words “, Mixed Gateway Village (MGV)” after *Mixed Use Low Density (MUL)* in subsections 10.3.1(c), 10.3.1(h), 10.6.1(a), 10.6.1(b); and 10.6.2(a);
 - (c) adding the words “Mixed Gateway Village (MGV)” after *Gateway Commercial (CGATE)* in subsection 10.6.5(a);
 - (d) adding the words “Mixed Gateway Village (MGV)” after *Heritage Mixed Use (HMU)* in subsection 10.6.6(a);
 - (e) adding the words “the Mixed Gateway Village (MGV) District” after *industrial districts* in subsection 10.6.6(d);
 - (f) adding the words “Mixed Gateway Village (MGV)” after *Heritage Mixed Use (HMU)* in subsection 10.6.7(a);
 - (g) adding the words “Mixed Gateway Village (MGV)” after *Gateway Commercial (CGATE)* in subsection 10.6.7(b);
 - (h) adding the words “, mixed use,” after *commercial* in subsection 10.6.11(a); and
 - (i) adding the words “Mixed Gateway Village (MGV)” after *Mixed Use Low Density (MUL)* in subsection 10.6.11(c).

2. Section 13 [Mixed Use Districts] is amended by adding the following new land use district:

SECTION 13E MIXED GATEWAY VILLAGE DISTRICT (MGV)

13E.1.0 PURPOSE AND INTENT

- 13E.1.1 The purpose and intent of this district is to provide for a broad range of mid to high intensity land uses at the main approaches to the community in a comprehensively planned mixed use area. Development within this district will create a high quality and aesthetically pleasing environment conducive to both vehicle and pedestrian movement, and encourage high architectural design and signage standards due to the visibility of the location.

13E.2.0 LIST OF PERMITTED AND DISCRETIONARY USES

13E.2.	Permitted Uses	Minimum Parking Required
	Accessory Buildings	(discretion of Development Authority)
	Apartments	(2 spaces/dwelling)
	Attached Houses	(2 spaces/dwelling)
	Business Support Services	(1 space/25m ²)
	Child Care Facilities	(1 space/25m ²)
	Commercial Schools	(1 space/25m ²)
	Convenience Stores	(1 space/25m ²)
	Drinking Establishments	(1 space/25m ²)
	Dwelling Accommodations	(1.5 spaces/dwelling)
	Eating Establishments	(1 space/25m ²)
	Family Day Homes	(none)
	Financial Institutions	(1 space/25m ²)
	Home Occupation-Minor	(none)
	Household Service Shops	(1 space/25m ²)
	Medical Clinics	(1 space/25m ²)
	Offices	(1 space/25m ²)
	Pet Care Service	(1 space/25m ²)
	Recreation Facilities - Private	(1 space/25m ²)
	Retail Stores	(1 space/25m ²)
	Utility Buildings	(discretion of development authority)
	Veterinarian Clinics – Small Animal	(1 space/25m ²)

13E.2.	Discretionary Uses	
	Accessory Uses	(discretion of development authority)
	Bowling Alleys	(5 spaces/ alley+1 space/25m ² for associated spectator and eating areas)
	Community Buildings and Facilities	(1 space/5 seats)
	Community Market	[1 space/25m ² of gross area of all permanent, temporary and portable structures on the site OR 1 space for each vendor to be accommodated on the site (whichever is greater)]
	Drive-In Food Services	(1 space 46m ² +5 stacking spaces and 2 parking spaces/drive through window)
	Funeral Homes	(1 space/5 seats)
	Garden Centers	(1 space/25m ²)
	Gas Bars	(1 space/46m ² + 3 stacking spaces/pump)
	Brewery, distillery, and winery	(1 space/56m ²)

	manufacturing, packaging and shipping 1 space/25m ² all other related uses)
Home Occupations-Major	(discretion of Development Authority)
Hotels	(1 space/room)
Public or Quasi-public building, facility, and installation	(1 space / 5 seats)
Religious Institutions	(1 space/5 seats)
Retail Cannabis Store	(1 space/25m ²)
Retail Stores – Warehouse	(1 space/25m ²)
Senior Citizen's Homes	(1 space/4 units)
Theaters	(1 space/5 seats)

13E.3.0 GENERAL REQUIREMENTS

13E.3.1 In addition to the general land use provisions contained in Section 9, the following provisions as contained within this Section shall apply to every development in this district.

13E.4.0 MINIMUM REQUIREMENTS

13E.4.1 The minimum front, side and rear yards are subject to the corner visibility triangle requirements contained in Section 9.1.8, the location of any utility rights-of-way, and any greater separation requirements in the *Alberta Building Code*, as amended.

13E.4.2 Front Yard:

- (a) Attached Houses and Apartments, where residential uses are located on the first floor: 3.0m
- (b) Commercial Buildings and Mixed Use Buildings with no dwelling units contained on the first/main floor: 0.0m

13E.4.3 Side Yard:

- (a) Attached Houses and Apartments: 1.5m, except for the street side of corner site: 3.0m
- (b) All others: 0.0m

13E.4.4 Rear Yard:

- (a) Attached Houses: 3.0m
- (b) Apartments, where residential uses are located on the first floor: 3.0m
- (c) All others: 0.0m

13E.4.5 Separation space from internal roads: 1.5m

13E.4.6 Landscaping: The boulevard and 12% of the site shall be landscaped. At the discretion of the Development Authority, the landscape area may be reduced to 8% provided hard landscape elements and decorative lamps are utilized to create a high quality landscape environment.

13E.5.0 MAXIMUM LIMITS

13E.5.1 Building Height: 15.0m

13E.5.2 Density:

- (a) At the time of land use redesignation, the maximum allowable density will be indicated on the Land Use Map for the designated lands as either:
 - (i) the maximum number of residential units permitted to be constructed on the site (e.g. D-180), or
 - (ii) limited to commercial uses (e.g. D-Com), or
 - (iii) a combination of the maximum number of residential uses and commercial uses (e.g. D-181/Com).

Until such time as the Development Officer deems there to be sufficient additional water servicing capacity for intensification of the subject lands, the maximum density indicated on the Land Use Map will be the maximum allowable density of the lands.

13E.6.0 SPECIAL CONDITIONS**13E.6.1 Requirement for Comprehensive Site Concept Plan:**

Prior to issuance of any development permits or consideration of any subdivision applications in this district, a comprehensive Concept Plan must be prepared and submitted to the satisfaction of the development authority. Among other things, the Concept Plan shall:

- (a) include all lands which are contiguous and classified Mixed Gateway Village (MGV) District, unless separated by an arterial road;
- (b) address the building design compatibility, design theming, internal street network, active transporting network, landscaping, parking, public plazas and gathering spaces, signage and fencing;
- (c) demonstrate the integration of streets, active transportation routes, transit-ready design, and open space to the surrounding area;
- (d) support phasing and intensification of the site overtime; and
- (e) be used to evaluate future development in the Mixed Gateway Village (MGV) District, including further subdivision of the site.

13E.6.2 Buildings:

- (a) In order to provide active and inviting streetscapes at ground level, buildings should feature doorways, porches and windows at ground level, as well as weather protection features such as awnings or canopies, and be oriented toward the street.
- (b) Attached housing should be designed with articulation between the façades of adjacent dwelling units to provide an attractive streetscape and visual delineation between units.
- (c) Consistent with the architectural style of the building, street-facing facades should incorporate articulation and mix of color and materials to create diversity in the streetscape.

- (d) A similar mix of architectural elements, materials and colors that are utilized on the front of a building should be incorporated into the rear façade.
- (e) Residential and commercial uses are permitted to coexist on the same floor provided that commercial access doors do not access internal residential hallways.
- (f) Retail Stores, Eating Establishments, Drinking Establishments, and Entertainment Establishments uses are to be located on the ground floor of mixed use buildings. Lower intensity commercial uses may be located on upper floors.
- (g) Any business premises or multiple occupancy building having a Floor Area greater than 2,000m² or a single wall length greater than 25.0m visible from a public road, shall comply with the following criteria:
 - (i) the roof line and building façade shall include design elements that reduce the perceived mass of the building and add architectural interest; and
 - (ii) landscaping adjacent to exterior walls shall be used to minimize the perceived mass of the building and to create visual interest.
- (h) All mechanical equipment, including roof mechanical units, shall be concealed by screening in a manner compatible with the architectural character of the building or concealed by incorporating it within the building.

13E.6.3 Parking:

- (a) All on-site parking shall be located behind buildings, underground, or screened from public roads to the satisfaction of the Development Officer.
- (b) Bicycle parking shall be located at the front access to buildings or in highly visible communal locations for convenience of users and deter theft.
- (c) The number of required parking spaces may be reduced based on the findings of a parking study which identifies the demand for parking spaces for each development is not likely to occur at the same time, or if provisions are in place for shared parking.

13E.6.4 Loading and Unloading Spaces:

All outside loading and unloading areas shall be located at the side or rear of the building. Where loading areas will be visible from adjoining streets, residential sites or public parking areas, they will be visually screened utilizing a screen structure designed as an integral part of the principal building.

13E.6.5 Drive-In Food Services:

- (a) The location, orientation and setback of drive-through service windows and associated vehicle stacking shall be oriented away from the front street and placed, wherever possible, at the rear of the building. The location shall be to the satisfaction of the Development Authority, having regard to the orientation of the use away from pedestrian-oriented shopping streets.

- (b) The design, finishing and siting of such development shall achieve a compatible relationship with surrounding development and a high standard of appearance when viewed from adjacent roadways.
- (c) Landscaping shall be used to screen and soften the impact of the Drive-In Food Service and associated vehicle stacking from adjacent development and public roads.

13E.6.6 Vehicle Access:

Vehicular access to properties from a public road shall be minimized to limit breaks in the street façade and strengthen the pedestrian-oriented character of the area. Individual driveways for individual residential units will not be permitted from public roads.

13E.6.7 Pedestrian Access:

Safe and attractive internal pedestrian linkages are to be provided between buildings and should foster connectivity from various parts of the site and surrounding area.

13E.6.8 Site Lighting shall be pedestrian scale

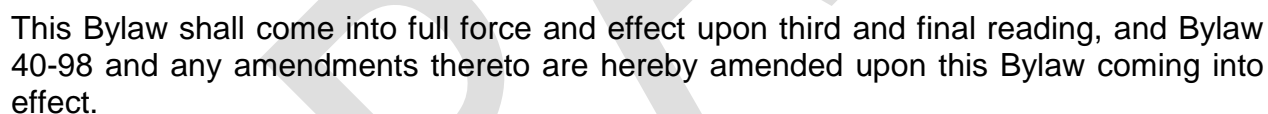
13E.6.9 Signage:

Signage should be sensitive to the architecture of the building and should be integrated into, or project from, the façade of the building. Sign criteria must be developed for sites within this district and registered on title to ensure a consistent approach to signage.

13E.6.10 Subdivision of Building Sites:

- (a) A building site(s) may be subdivided from a larger parcel within the site provided that the subdivision is consistent with the approved Concept Plan.
- (b) Adjoining sites shall be integrated by direct on-site access connections to facilitate the convenient, efficient and free-flowing traffic movement between sites.

3. Appendix 1 [Land Use Map] is amended by redesignating ±14.18 hectares (±35.04 ac) of Lot 3, Block 9, Plan 181 0640 from Urban Holdings (UH) District to Mixed Gateway Village (MGV) District as shown on the sketch map below:



READ A THIRD TIME AND PASSED this day of , 2018.

Chief Administrative Officer

WATER ALLOCATION SYSTEM FOR PLANNING APPROVALS
(AS OF NOV 5, 2018)



Development Capacity	m³	AF
Available Common Development Capacity For Assignment to AREA A Lands¹	145,094.0	117.6
Earmarked Capacity²	140,377.5	113.8
Available Common Development Capacity For Assignment to AREA B Lands³	4,716.5	3.8
Reserved Development Capacity		
Okotoks Air Ranch	12,782.9	10.4
Anthem United	66,171.9	53.6
Tristar Communities	13,521.6	11.0
Burnswest Developments	71,056.0	57.6

¹Denotes the amount of Development Capacity available to lands designated Area 'A' under the Water Allocation System

²Denotes the estimated amount of water needed to service remaining Area 'A' lands and Conditional Area 'A' Lands, which must be considered prior to capacity being available to Area 'B' lands

³Denotes the amount of water available to Area 'B' lands

Development Capacity for Bylaw 13-18 (D'Arcy Phase 3) <i>Received Second Reading on March 12, 2018</i>	22,952.0	18.6
Development Capacity for Bylaw 14-18 (D'Arcy Phase 4) <i>Received Second Reading on March 12, 2018</i>	17,748.0	14.4
Development Capacity for Bylaw 17-18 (Wedderburn Phase 2A) <i>Received Second Reading on April 9, 2018</i>	20,986.0	17.0
Development Capacity for Bylaw 18-18 (Wedderburn Phase 2B) <i>Received Second Reading on April 9, 2018</i>	10,914.0	8.8
Development Capacity for Bylaw 44-18 (D'Arcy Gateway - Ph 5) <i>Proposed for First Reading</i>	57,894.0	46.9
Deficiency of Reserved Capacity for Anthem United If all above bylaws are adopted	-6,428.1	-5.2

Please consult the Water Allocation System Policy, Administrative Clarifications, and map of Areas for information on how the water capacity is assigned to new development. Please contact Planning Services at (403) 995-2759 for questions on the current development capacity under the Water Allocation System.

women CREATING FUTURES

The Foothills Regional Women Creating Futures Conference brings women together who are involved in entrepreneurship and business to learn, grow and empower them to realize their dreams and achieve financial and personal success.

With local, leading-edge thinkers and speakers, break-off sessions, and abundant resources to discover, attendees will enjoy a full day of eye-opening and motivating conversations that will inspire them to take action and change the course of their lives.

The Foothills Regional Women in Business
Conference
Highwood Memorial Centre | High River, AB



women
CREATING FUTURES

FOOTHILLS, AB

March 16, 2019

SPONSORSHIP PACKAGES

Please contact us with the sponsorship package that works for you!

#WonderWomen (1 Available) - \$5,000

As the exclusive sponsor of the Keynote speaker, you will receive the following benefits:

- Signage prominently displayed at the Event near the stage
- Opportunity to provide the Keynote speaker
- Opportunity to host a vendor table in a prime location
- Recognition as the Presenting Sponsor on all applicable promotional material
- Logo recognition on all promotional material
- Verbal sponsorship recognition at the podium
- Social media announcements & updates
- Up to 6 tickets to the event

#WomenWhoLead (1 Available) - \$5,000

The #WomenWhoLead will be the primary sponsor in the main hall where the main event will take place. As the Main Hall sponsor, you will receive the following benefits:

- Signage prominently displayed at the Event throughout the Main Hall
- Sponsorship recognition at the Check-In table
- Opportunity to host a vendor table in the 'shopping' and 'vendor' area
- Logo recognition on all promotional material
- Verbal sponsorship recognition at the podium
- Social media announcements & updates
- Up to 6 tickets to the event

#ChiqueClique (1 Available) - \$2,000

By sponsoring the breakout room, the #ChiqueClique sponsor will receive the following benefits:

- Signage prominently displayed at the Event throughout the breakout room
- Opportunity to host a vendor table in the 'shopping' and 'vendor' area
- Logo recognition on all promotional material
- Verbal sponsorship recognition at the podium
- Social media announcements & updates
- Up to 4 tickets to the event

#Caffeinate & Conquer (1 Available) - \$1,500

The #CaffeinateAndConquer sponsor will sponsor the breakfast for all of the attendees and will receive the following benefits:

- Sponsorship recognition near the meal service and seating area
- Opportunity to host a vendor table in the 'shopping' and 'vendor' area
- Logo recognition on all promotional material
- Verbal sponsorship recognition at the podium
- Social media announcements & updates
- 2 tickets to the event

#QueenBees (1 Available) - \$1,500

As the lunch sponsor, the #QueenBees sponsor will receive the following benefits:

- Sponsorship recognition near the meal service and seating area
- Opportunity to host a vendor table in the 'shopping' and 'vendor' area
- Logo recognition on all promotional material
- Verbal sponsorship recognition at the podium
- Social media announcements & updates
- 2 tickets to the event

#MakersGonnaMake (1 Available) - \$1,000

The #MakersGonnaMake sponsor will sponsor the wine & cheese for all of the attendees during the final networking event and will receive the following benefits:

- Sponsorship recognition near the wine & cheese service and seating area
- Opportunity to host a vendor table in the 'shopping' and 'vendor' area
- Logo recognition on all promotional material
- Verbal sponsorship recognition at the podium
- Social media announcements & updates
- 2 tickets to the event

#GoalGetter (1 Available) - \$500

The #GoalGetter swag bag sponsor has the unique opportunity to promote their business by receiving the following benefits:

- Opportunity to use your branded retail bags for distribution
- Opportunity to have your logo displayed on bags, if above option does not apply
- Opportunity to host a vendor table in the 'shopping' and 'vendor' area
- Logo recognition on all promotional material
- Social media announcements & updates
- Up to 2 tickets to the event

#WomenWithAmbition (10 Available) - \$200

As a #WomenWithAmbition vendor, you will receive the opportunity for your company to receive the following benefits:

- Opportunity to host a vendor table in the 'shopping' and 'vendor' area
- Optional space to accommodate a background/sign
- Social media announcements & updates
- 1 ticket to the event

#CreateYourLife (6 Available) - \$150

As a #CreateYourLife vendor, you will receive the opportunity for your company to receive the following benefits:

- Opportunity to host a vendor table in the 'shopping' and 'vendor' area
- Social media announcements & updates
- 1 ticket to the event

For more information please contact Karla Helm at 403.827.7129 or karla@helmsolutions.ca



ALBERTA
SERVICE ALBERTA

*Office of the Minister
MLA, Calgary-Currie*

OCT 31 2018

AR34487

His Worship Mr. Wm. (Bill) B. Robertson
Mayor of Okotoks
rmatheson@okotoks.ca

Dear Mayor Robertson:

Thank you for your letter outlining your concerns regarding mobile home parks and tenancy legislation. As the Minister of Service Alberta, I appreciate the opportunity to respond.

The *Mobile Home Sites Tenancies Act* (MHSTA) applies to people who own a mobile home and rent the mobile home site from a landlord. The MHSTA sets out the rights and responsibilities that apply to these tenancies.

Our government is committed to making thoughtful decisions about how we move forward with respect to rent controls. We believe in protecting the rights of Alberta tenants, while balancing the needs of landlords, developers, and managers. We commend the Town of Okotoks for establishing an Affordable Housing Task Force and would be interested in the results of your review of mobile home parks, as we are aware of the issues and share your concern.

Currently, there are no restrictions on the amount that a landlord can increase rent; however, there are rules governing how often this can happen. Landlords cannot increase the rent under a fixed-term (a tenancy with a specific end date) or periodic (for example, month-to-month) tenancy agreement until at least one full year (365 days) has passed since the start of the tenancy or the last rent increase, whichever is later. If the 365th day occurs during a fixed-term tenancy, the landlord cannot increase the rent until the tenancy agreement ends. The MHSTA also requires a landlord to provide a periodic tenant with at least 180 days' notice before the date that the rental increase takes effect.

.../2

The Residential Tenancy Dispute Resolution Service (RTDRS) is a well-regarded service that currently has no jurisdiction to hear disputes under the MHSTA. Presently, the MHSTA provides landlords and tenants the ability to apply to Provincial Court or Court of Queen's Bench in the event of a dispute.

Please be assured that any future review of the mobile home site tenancies legislation by Service Alberta will carefully consider Alberta Urban Municipalities Association's proposal to expand the reach of the RTDRS to mobile home site tenants, and to prohibit the practice referred to as "economic eviction". While the timeframe for legislative review has not yet been set, my department will inform your office of public consultations when the time comes so your residents have the opportunity to participate in the deliberations.

Thank you for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Malkinson", with a long, sweeping underline.

Honourable Brian Malkinson
Minister of Service Alberta



Affordable Housing Task Force
 Wednesday, October 24, 2018 at 6:30 p.m.
 Municipal Centre – Council Chamber

NOTES AND ACTION ITEMS

Members in Attendance

Shawn Rose, Chair
 Charles Boechler
 Tannis Andrejcin
 Lauren Ingalls
 Karen Neal
 Marcia Reid
 Dean Salter
 Mark Watts

Members Absent

Brigitte Baradoy

Town of Okotoks Representatives in Attendance

Elaine Vincent, Chief Administrative Officer
 Joan Botkin, Communications Manager

Other Representatives

Sarah Woodgate, Calgary Housing
 Maureen Swanson, City of Calgary

	Agenda Item	Brief Description	Action
1.	Review of Notes/Action Items from the October 10, 2018 AHTF Meeting		<ul style="list-style-type: none"> • Immigrant Services and Food Bank would be willing to do a presentation if necessary
2.	Sarah Woodgate, Director, Calgary Housing & President, Calgary Housing Company	<ul style="list-style-type: none"> • Presented on Calgary's strategy to increase affordable housing units and working with non-profits and external organizations. • i.e. City offers several incentives for non-profits who develop affordable housing: expedited DPs, provide a receipt for value of land, waived fees and in-kind value of resources to expedite DP 	<ul style="list-style-type: none"> • Joan to provide a link to the Calgary Housing annual report.



	Agenda Item	Brief Description	Action
		<ul style="list-style-type: none"> • Able to go from concept to building within a year. • Doing some density bonuses; \$6.9 million provided by Council for Housing Incentive Program; recommending that it become a regular program funded by tax base. • Have been using CMHC to set rental rates. • Using smaller lots/residual land to create smaller housing options. • One Window Initiative – centralized application intake; could become a regional entity • Calgary Housing Affordability Collective (CHAD) with representatives from different organizations, including private sector – works as advocates for affordable housing • Council support is essential for any initiative to work; • Need to increase awareness of the people who need affordable housing – put a human face on the situation. • If income band is below attainable homes then a workforce home model would be a good alternative. • There are challenges in multi-family housing where there is a mix of market and non-market housing; hard to manage. • Solutions for NIMBY-ism may be to develop champions and build understanding. 	



	Agenda Item	Brief Description	Action
3.	Recommendations to Council (Charles, Marcia and Dean – leads	<ul style="list-style-type: none"> • Need to make a more compelling story to demonstrate the urgent need for action. Provide stats to support the recommendation. Have gained a lot of knowledge through the research the Task Force has done so far – need to capture this. 	<ul style="list-style-type: none"> • Need to coordinate the data that is available. • Staff will look at generating a report about rental costs vs income in Okotoks from CMHC and FCSS data. • Charles will try to have a second draft to group by Saturday night. • Presentation to Council will be at the November 13 meeting. Will be first on the agenda
4.	January Workshop Planning	<ul style="list-style-type: none"> • Tabled until November 7 and will work out scope of workshop with public participation expert 	<ul style="list-style-type: none"> • Workshop tentatively booked for January 16, 2019
5.	Round Table Update on Current Action Items		<ul style="list-style-type: none"> • Ongoing meeting dates will be booked in the coming week
6.	Confirmation of Chair Assignment for Remainder of Task Force Term	<ul style="list-style-type: none"> • Provide an opportunity for anyone who may be interested in taking a turn as the Chair. • Discussion indicated that continuity is beneficial and Shawn is doing a great job. Work well as a team. 	<ul style="list-style-type: none"> • Shawn will remain Chair.

Adjourned at 8:30 p.m.

**UNADOPTED MINUTES
OF THE FINANCE AND BUDGET COMMITTEE
HELD ON WEDNESDAY, MAY 23, 2018
IN THE MUNICIPAL CENTRE
BIG SKY ROOM**

COMMITTEE Councillor Ed Sands, Chair
MEMBERS PRESENT Councillor Ken Heemeryck
Councillor Ray Watrin
Darren Cunningham
Arnold van Loozenoord

COMMITTEE Allan Evenson
MEMBERS ABSENT
STAFF PRESENT Elaine Vincent, Chief Administrative Officer
Ralph Ettenauer, Finance & Systems Director
Janice Storch, Legislative Services Administrator

1. CALL TO ORDER

Chair Sands called the meeting to order at 12:14 p.m.

2. ADOPTION OF AGENDA

2.1 Additions / Deletions / Changes
None

2.2 Adoption

MOTION: By Councillor Heemeryck that the agenda for the November 7, 2018
Finance and Audit Committee meeting be adopted as presented.
Carried Unanimously

3. APPROVAL OF MINUTES

3.1 Finance and Audit Committee Minutes - October 17, 2018

MOTION: By D. Cunningham that the minutes of the Finance and Audit
Committee meeting held October 17, 2018 be adopted as
presented.

Carried Unanimously

4. BUSINESS

4.1 Public Auction Reserve Bids

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the Public Auction Reserve Bids report is provided to the Finance and Audit Committee for approval and recommendation to Council.

MOTION: By Councillor Watrin that the Finance and Audit Committee forward a recommendation to Council that the reserve bids for properties being offered for sale at public auction be set as for sale at public auction be set as follows:

Plan 7911098 Block 4 Lot 12 \$350,000.00

Plan 0915774 Block 19 Lot 30 \$385,000.00

Carried Unanimously

4.2 2018 Third Quarter Variance Report

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the 2018 Third Quarter Variance Report is provided to the Finance and Audit Committee for information and recommendation to Council.

MOTION: By D. Cunningham that the 2018 Third Quarter Variance Report be forwarded to Council for information.

Carried Unanimously

4.3 Finance and Audit Committee Terms of Reference

Elaine Vincent, Chief Administrative Officer, led the discussion regarding the new Terms of Reference for the Finance and Audit Committee that were adopted with the passing of Bylaw 42-18.

MOTION: By Councillor Heemeryck that the Finance and Audit Committee Terms of Reference discussion be received as information.

Carried Unanimously

5. NEXT MEETING DATE

The next meeting of the Finance and Audit Committee is December 5, 2018 at 12:00 p.m.

6. ADJOURNMENT

MOTION: By Councillor Watrin that the November 7, 2018 Finance and Audit Committee meeting adjourn at 12:45 p.m.

Carried Unanimously

**UNADOPTED MINUTES
OF THE GOVERNANCE AND PRIORITIES COMMITTEE
OF THE TOWN OF OKOTOKS
HELD ON MONDAY, OCTOBER 15, 2018
AT THE OKOTOKS MUNICIPAL CENTRE COUNCIL CHAMBER**

MEMBERS PRESENT Councillor Watrin, Chair
Mayor Robertson
Councillor Christophers
Councillor Heemeryck
Councillor Rockley
Councillor Sands
Councillor Thorn

MEMBERS ABSENT

STAFF PRESENT Elaine Vincent, Chief Administrative Officer
Janice Storch, Legislative Services Administrator

1. CALL TO ORDER

Chair Watrin called the meeting to order at 4:31 p.m.

2. ADOPTION OF AGENDA

MOTION: By Mayor Robertson that the agenda for the October 15, 2018 Governance and Priorities Committee Meeting be adopted as presented.

Carried Unanimously

3. APPROVAL OF MINUTES

3.1 Governance and Priorities Committee Meeting - September 17, 2018

MOTION: By Councillor Thorn that the minutes of the Governance and Priorities Committee Meeting held September 17, 2018 be adopted as presented.

Carried Unanimously

4. BUSINESS

4.1 Industry Profiles and Key Findings Report

Michael MacIntyre, Development Services Director, reviewed the report containing the issue that in 2018, Administration initiated a review of Economic Development Services to ensure alignment with Council's Strategic Priorities. The first phase of the report is ready for review. Lauren Millier, Executive Vice-President Consulting, MDB Insights, was in attendance to present the Industry Profiles and Key Findings Report, and to gather from the Governance and Priorities Committee the feedback necessary to update the 2016-2020 Economic Development Strategy.

5. IN CAMERA ITEMS

MOTION: By Councillor Rockley that the meeting go In Camera as the matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 7:25 p.m.

Carried Unanimously

MOTION: By Councillor Rockley that the meeting come out of In Camera at 7:56 p.m.

Carried Unanimously

MOTION: By Mayor Robertson that Administration be directed to bring phase two of the draft Economic Development Strategy to the November 19, 2018 Governance and Priorities Committee meeting for review and subsequently provide the Strategy to Council for consideration at the November 26, 2018 Regular Council meeting.

Carried

4. BUSINESS RESUMED

4.2 Okotoks Council Community Connector Plan

Cathy Duplessis, Legislative & Policy Services Manager, reviewed the report containing the issue that a draft Council Community Connector Plan is provided for discussion as directed at the October 9, 2018 regular Council meeting.

MOTION: By Councillor Sands that the Governance and Priorities Committee forward the Okotoks Council Community Connector Plan to Council for consideration.

Carried

Councillor Sands left the meeting at 8:33 p.m.

4.3 2018-2021 Strategic Plan Progress Reporting

Nancy Weigel, Corporate & Strategic Services Director, reviewed the report containing the issue that direction regarding the type and frequency of corporate performance monitoring is desired.

MOTION: By Councillor Heemeryck that Administration be directed to provide:

1. biannual progress reports on the Strategic Plan to Council for information at the regular Council meetings in January and July, and
 2. annual progress reports on Master Plans to Council at their regular meetings in September, and
 3. a report on performance measure recommendations to the June 2019 Governance and Priorities Committee meeting;
- And that the Governance and Priorities Committee forward a recommendation to Council that the 2018-2021 Strategic Plan Progress Report be accepted as information.

Carried Unanimously
Councillor Sands absent for the vote

6. NEXT MEETING

The next meeting of the Governance and Priorities Committee is Monday, November 19, 2018 at 4:30 p.m.

7. ADJOURNMENT

MOTION: By Councillor Christophers that the Governance and Priorities Committee Meeting of October 15, 2018 adjourn at 8:48 p.m.

Carried Unanimously
Councillor Sands absent for the vote

**UNADOPTED MINUTES
OF THE REGULAR MEETING OF THE
MUNICIPAL PLANNING COMMISSION
OF THE TOWN OF OKOTOKS
HELD ON THURSDAY, OCTOBER 18, 2018
IN THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

COMMITTEE MEMBERS

Darren Flood, Chair
Councillor Florence Christophers
Claudia Kreplin
Jesse Krsa

ABSENT

Councillor Ed Sands
Merlin MacNaughton

STAFF PRESENT

Jamie Dugdale, Planning Services Manager

A AGENDA

- A.1. Call to Order
Chair Flood called the meeting to order at 7:04 p.m.
- A.2. Additions and/or Deletions
None
- A.3. Adoption

18.MPC.075

MOTION: By J. Krsa that the October 18, 2018 agenda for the Municipal Planning Commission be adopted as presented.

Carried Unanimously

B MINUTES OF PREVIOUS MEETING

- B.1. Municipal Planning Commission Minutes – September 20, 2018

18.MPC.076

MOTION: By Councillor Christophers that the minutes of the Municipal Planning Commission held September 20, 2018 be adopted as presented.

Carried Unanimously

C SUBDIVISION APPLICATIONS

None

D DEVELOPMENT PERMIT APPLICATIONS

None

E STATUTORY PLANS AND BYLAWS**E.1. Bylaw 38-18 (Land Use Bylaw Amendment)**

Applicant: Town of Okotoks

K. Florizone, Development Planner, reviewed the report.

18.MPC.077

MOTION: By C. Kreplin that Council be advised that the Municipal Planning Commission supports Bylaw 38-18 for Land Use Bylaw amendments as proposed.

Carried

F FURTHER BUSINESS**F.1. Update regarding Development Permit Application 112-18 Amendment**

Applicant/Owner: Town of Okotoks

Address/Legal: 256 Don Seaman Way / Lot 1, Block 6, Plan 111 3529

Zoning: Direct Control (DC) District

Proposal: Amendment for a Community Baseball Diamond (Addition of 120 Fixed Seats and 31.05m² patio expansion)

K. Florizone, Development Planner, reviewed the report.

18.MPC.078

MOTION: By C. Kreplin that the update regarding Development Permit Application 112-18 Amendment be received as information.

Carried Unanimously

G INFORMATION REGARDING DEVELOPMENT MATTERS**G.1. Development Permit Application List**

A copy of the Development Permit Application list was provided in the Agenda package.

G.2. Reports to Council – September 24, 2018

The following reports, which were presented to Council by Planning Services, were provided to the Commission for information:

- Community Campus Road Name;
- Studio Suites Application Process Changes; and
- Interim Growth Plan.

18.MPC.079

MOTION: By J. Krsa that items G.1 and G.2 be received as information.

Carried Unanimously

H MONTHLY UPDATES

None

I ADJOURNMENT

18.MPC.080

MOTION: By Councillor Christophers that the October 18, 2018 meeting of the Municipal Planning Commission adjourn at 7:35 p.m.

Carried Unanimously

Darren Flood, Chair