



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

Monday, January 21, 2019

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, this portion of the meeting may be closed 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 <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> .)	
4. MINUTES OF PREVIOUS MEETING	
4.1 Regular Council Meeting - January 7, 2019	4
5. CHIEF ADMINISTRATIVE OFFICER'S REPORT	15
6. BUSINESS	
6.1 RCMP Fourth Quarter Statistical Report	17
Zane Semaniuk, Okotoks RCMP Detachment Commander, will be in attendance to provide Council the Okotoks RCMP Detachment fourth quarter statistical report for information.	
6.2 Waste Services Report	23
A Waste Services pilot project update is provided to Council for information.	
6.3 2019 Capital Budget Amendment - Access Road Repair (2013 DRP)	27
A capital budget amendment is required to include the "Access Road Repair (2013 DRP)" project in the 2019 Capital Projects.	

7. BYLAWS

7.1 Bylaw 08-19 - Repeal Bylaw 29-89 31

The purpose of Bylaw 08-19 is to repeal Purchasing Bylaw 29-89.

This bylaw is ready for three readings.

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 Dr. Stu Donaldson, Medical Director, Foothills Concussion and Rehabilitation Centre, Re: Donation Request - January 13, 2019 40

12. COUNCILLOR INQUIRIES AND SUGGESTIONS

13. COUNCIL REPRESENTATIVE REPORTS

14. STATUTORY / NON STATUTORY HEARING(S)

None

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

None

16. RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS

16.1 Mayor Robertson - Fall Prevention 43

17. CORRESPONDENCE FOR INFORMATION

17.1 Leanne Rodine, Alberta Health Services, Community Oral Health, Calgary Zone Manager, Re: Okotoks Oral Health Clinic - January 7, 2019 45

17.2 Andrew Sims, The Alberta Order of Excellence Chair, Re: Call for Nominees - January 7, 2019 50

17.3 Bryn Roy, Football Combines, Re: Donation Request - January 10, 2019 51

18. BOARD AND COMMITTEE MINUTES

18.1 Affordable Housing Task Force - January 9, 2019 52

18.2 Family and Community Support Services Committee - January 15 and 16, 2019 54

18.3 Finance and Audit Committee Minutes - January 16, 2019 65

19. ADJOURNMENT



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, JANUARY 7, 2019
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 2:05 p.m.

2. ADOPTION OF AGENDA

MOTION 19.C.001

By Councillor Watrin

That the January 7, 2019 agenda for the Regular Meeting of Council be adopted as presented.

Carried Unanimously

3. IN CAMERA ITEMS

MOTION 19.C.002

By Councillor Thorn

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 2:06 p.m.

Carried Unanimously

3.1 Land Negotiations (*FOIP* 25(1)(c))

In Attendance

Mayor Robertson

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

Chief Administrative Officer Elaine Vincent

Development Services Director Michael MacIntyre

Corporate & Strategic Services Director Nancy Weigel

Legislative Services Administrator Patty Huber

3.2 Chief Administrative Officer's 2019 Performance Objectives (*FOIP* 17(2)(e))

In Attendance

Mayor Robertson

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

Chief Administrative Officer Elaine Vincent

Legislative Services Administrator Patty Huber

MOTION 19.C.003

By Councillor Christophers

That the meeting come out of In Camera at 2:22 p.m.

Carried Unanimously

Break at 2:47 p.m. Reconvene at 2:54 p.m.

4. MINUTES OF PREVIOUS MEETING

4.1 Regular Council Meeting - December 10, 2018

MOTION 19.C.004

By Councillor Watrin

That the minutes of the Regular Council Meeting held December 10, 2018 be adopted as presented.

Carried Unanimously

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, Development Services, and Infrastructure & Operations.

MOTION 19.C.005

By Councillor Rockley

That the Chief Administrative Officer's Report for January 7, 2019 be received as information.

Carried Unanimously

8. DELEGATIONS / QUESTION PERIOD BY THE PUBLIC

8.1 Parking Concerns

Okotoks residents Joyce and Ray Landis and Susanne and Ray Wicentowich were in attendance to provide their concerns regarding parking congestion along Cimarron Crescent.

6. BUSINESS

6.1 Rogers Hometown Hockey 2019 Road Closure Request

Susan Laurin, Community & Protective Services Director, reviewed the report containing the issue that approval for road closures to host the Rogers Hometown Hockey 2019 event is requested.

MOTION 19.C.006

By Councillor Heemeryck

That road closures on McRae Street/North Railway Street between Veterans Way and the east Daggett Street entrance on Thursday, February 21, 2019 at 6:30 a.m. to Monday, February 25, 2019 at 2:30 a.m. for the Rogers Hometown Hockey be approved, and that notification to residents and businesses in the affected area be completed now with another notification sent again two weeks prior to the event.

Carried Unanimously

6.2 Cimarron Crescent Parking

Angela Clay, Municipal Enforcement Administrator, and Peter Stapley, Acting Municipal Enforcement Manager, reviewed the report containing the issue that a request to extend the Woodhaven Drive permit parking zone to Cimarron Crescent has been received.

Mayor Robertson requested that the Deputy Mayor assume the Chair. Deputy Mayor Heemeryck assumed the Chair at 4:09 p.m.

Mayor Robertson resumed the Chair at 4:17 p.m.

MOTION 19.C.007

By Councillor Rockley

That the permitted parking along Woodhaven Drive be extended to include all of Cimarron Crescent.

Carried

Break at 4:19 p.m. Reconvene at 4:34 p.m.

6.4 Advancing Quality Community Infrastructure Through Partnerships: Exploring Redevelopment Options for Riverside Drive

Elaine Vincent, Chief Administrative Officer, reviewed the report containing the issue that Council is requested to consider alternative uses for municipal land in support of the 2018-2021 Strategic Plan including envisioning a downtown arts and learning campus and to explore re-development options for Riverside Drive.

MOTION 19.C.008

By Councillor Sands

That endorsement in principle be provided to explore public land for the purposes of a downtown arts and learning campus.

Carried Unanimously

MAIN MOTION

By Councillor Thorn

That the following principles be considered in the development of a downtown arts and learning campus:

1. the size of the green space along Riverside Drive be maintained;
2. space constraints and partnership opportunities are time sensitive and phasing opportunities must be considered to meet the needs of all parties;
3. alternate funding and building models be developed to explore different owner/operator models;
4. enhanced pedestrian connections to the downtown core including the new Laurie Boyd Bridge be a key component of the plan;

5. constraints of the Sheep River be an active consideration in the planning of the site including alignment with the Sheep River Management Plan;
6. maximizing municipal efficiency through shared spaces to reduce capital and operating costs be a driver of design;
7. the short term focus is on user needs and space requirements resulting in activity in the inform zone of the public participation policy. Once options are under development, a comprehensive public participation strategy in the engagement zone will be developed and implemented if Council determines there is feasibility in proceeding.

Break at 4:58 p.m. Reconvene at 5:01 p.m.

AMENDING

MOTION 19.C.009

By Councillor Christophers

That an eighth point be added as follows: "that Administration also pursues opportunities for additional partnerships that are in alignment with the vision of the proposal".

Carried Unanimously

MAIN MOTION

AS AMENDED 19.C.010

By Councillor Thorn

That the following principles be considered in the development of a downtown arts and learning campus:

1. the size of the green space along Riverside Drive be maintained;
2. space constraints and partnership opportunities are time sensitive and phasing opportunities must be considered to meet the needs of all parties;
3. alternate funding and building models be developed to explore different owner/operator models;
4. enhanced pedestrian connections to the downtown core including the new Laurie Boyd Bridge be a key component of the plan;
5. constraints of the Sheep River be an active consideration in the planning of the site including alignment with the Sheep River Management Plan;
6. maximizing municipal efficiency through shared spaces to reduce capital and operating costs be a driver of design;
7. the short term focus is on user needs and space requirements resulting in activity in the inform zone of the public participation policy. Once options are under development, a comprehensive public participation strategy in the engagement zone will be developed and implemented if Council determines there is feasibility in proceeding;
8. that Administration also pursues opportunities for additional partnerships that are in alignment with the vision of the proposal.

Carried Unanimously

MOTION 19.C.011

By Councillor Rockley

That a preliminary conceptual plan that allows for all amenities to co-exist in a balanced form on the land be presented to Council by February 25, 2019.

Carried Unanimously

MOTION 19.C.012

By Councillor Thorn

That a preliminary financial impact be developed based upon alternate funding and ownership models including traditional ownership, lease to own, and leased space, and that the potential operating and capital budget impacts, including phasing, be presented to Council by May 26, 2019.

Carried Unanimously

6.5 Advancing Affordable Housing Through Partnerships

Elaine Vincent, Chief Administrative Officer, reviewed the report containing the issue that Council approval is required to purchase land to advance affordable housing and transitional housing supports within Okotoks.

MOTION 19.C.013

By Councillor Rockley

That Administration be directed to:

1. enter into negotiations to purchase a site; and that the site be purchased by the Municipality in accordance with the In Camera recommendations (the anticipated cost of the land is included within the In Camera report and is below the 2019 budgeted amount);
2. ensure that any land purchased for market housing will be paid for 100% by the provider of the housing;
3. ensure that any land purchased for non-market housing (affordable housing units including transitional housing) will be cost shared by the Municipality and the provider at 50% (Option A); and
4. ensure any land provided for affordable housing and having any portion of the land paid for by the municipality must have a caveat on title restricting its use to affordable housing uses for 50 years.

Carried Unanimously

MOTION 19.C.014

By Councillor Christophers

That Administration be directed to require the organizations of Rowan House and Westwinds Communities to repay 50% of the land cost through the development of a loan agreement with both parties and that the loan agreement be for a period of up to 20 years with 0% interest and with no prepayment penalties.

Carried Unanimously

MOTION 19.C.015

By Councillor Christophers

That Administration be directed to work with our partners in exploring opportunities and potential funding for an energy efficient building that enhances the affordability to operate this project for the partners and the residents.

Carried Unanimously

Break at 5:36 p.m. Reconvene at 6:22 p.m.

Councillor Sands returned to the meeting at 6:25 p.m.

6.3 2018-2021 Strategic Plan Progress Report

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

MOTION 19.C.016

By Councillor Rockley

That the 2018-2021 Strategic Plan Progress Report be received as information.

Carried Unanimously

7. BYLAWS**7.1 Bylaw 01-19 - Supplementary Assessments**

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the purpose of Bylaw 01-19 is to authorize supplementary assessments.

MOTION 19.C.017

By Councillor Heemeryck

That Bylaw 01-19 be read a first time.

Carried Unanimously

MOTION 19.C.018

By Councillor Sands

That Bylaw 01-19 be read a second time.

Carried Unanimously

MOTION 19.C.019

By Councillor Watrin

That authorization be given to read Bylaw 01-19 a third time.

Carried Unanimously

MOTION 19.C.020

By Councillor Rockley

That Bylaw 01-19 be read a third time and passed.

Carried Unanimously

7.2 Bylaw 02-19 - Supplementary Business Assessments

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the purpose of Bylaw 02-19 is to authorize supplementary business assessments.

MOTION 19.C.021

By Councillor Watrin

That Bylaw 02-19 be read a first time.

Carried Unanimously

MOTION 19.C.022

By Councillor Christophers

That Bylaw 02-19 be read a second time.

Carried Unanimously

MOTION 19.C.023

By Councillor Heemeryck

That authorization be given to read Bylaw 02-19 a third time.

Carried Unanimously

MOTION 19.C.024

By Councillor Sands

That Bylaw 02-19 be read a third time and passed.

Carried Unanimously

7.3 Bylaw 03-19 - Borrowing Line of Credit

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the purpose of Bylaw 03-19 is to authorize a borrowing line of credit of up to \$5,400,000 to finance operating expenditures for the 2019 taxation year.

MOTION 19.C.025

By Councillor Sands

That Bylaw 03-19 be read a first time.

Carried Unanimously

MOTION 19.C.026

By Councillor Watrin

That Bylaw 03-19 be read a second time.

Carried Unanimously

MOTION 19.C.027

By Councillor Heemeryck

That authorization be given to read Bylaw 03-19 a third time.

Carried Unanimously

MOTION 19.C.028

By Councillor Thorn

That Bylaw 03-19 be read a third time and passed.

Carried Unanimously

9. NOTICES OF MOTION

None

10. MOTIONS RE NOTICES

None

11. CORRESPONDENCE FOR ACTION

11.1 Angie Cox, Special Events and Community Relations, Okotoks Dawgs Baseball Club, Re: Dawgs Annual Banquet & Fundraiser - December 5, 2018

MOTION 19.C.029

By Councillor Heemeryck

That authorization be provided for an expenditure of \$800.00 for the purchase of a table for eight (8) for the Dawgs Annual Banquet & Fundraiser to be held February 2, 2019; and an expenditure to a maximum of \$150.00 for a donation of a silent auction item. Source of Funds: Council Emergent/Public Relations

Carried

11.2 Candisse McCormick, Chair of Annual Ladies Night Out Fundraising Event, Foothills Kinettes, Re: Event Sponsorship - December 12, 2018

MOTION 19.C.030

By Councillor Christophers

That authorization be provided to purchase a piece of art by a local artist to a maximum of \$250.00 from the Okotoks Art Gallery in support of the Foothills Kinettes' Ladies Night Out fundraising event scheduled for March 30, 2019. Source of funds: Council Emergent/Public Relations

Carried

12. COUNCILLOR INQUIRIES AND SUGGESTIONS

Mayor Robertson provided information that the province offers training/workshops on fall prevention, which is particularly important for individuals over the age of 65 years, and suggested that a workshop be arranged for Okotoks residents and that general information on this subject be distributed to the community.

Councillor Watrin provided information that he is in possession of artwork of the Christ Church in Okotoks painted by a late, local artist and that he would like to donate the prints and inquired if Administration would assist with this. Elaine Vincent, Chief Administrative Officer, provided a response that Administration would work with Councillor Watrin on this request.

Councillor Thorn requested an update on the EPCOR transition. Elaine Vincent, Chief Administrative Officer, provided a response that an update would be included in an upcoming Chief Administrative Officer's Report.

Councillor Christophers provided information that she received correspondence from a resident outlining concerns regarding speed along Cimarron Boulevard and inquired how best to respond. Elaine Vincent, Chief Administrative Officer, provided a response that Administration would review and consider the correspondence and reply to the resident.

13. COUNCIL REPRESENTATIVE REPORTS

Mayor Robertson and Councillor Christophers 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 Rockley - Donation to the Town**

MOTION 19.C.031

By Councillor Rockley

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

Carried Unanimously

17. CORRESPONDENCE FOR INFORMATION

17.1 Marigold Library System, Re: Marigold Report - December 10, 2018

17.2 Honourable Minister Feehan, Minister of Indigenous Relations, Re: Consultation Policies Renewal - December 13, 2018

17.3 Andrew Cutforth, Subdivision and Development Appeal Board Resignation - December 22, 2018

MOTION 19.C.032

By Councillor Sands

That correspondence items 17.1 to 17.3 be received as information.

Carried Unanimously

18. BOARD AND COMMITTEE MINUTES

18.1 Family and Community Support Services Committee - December 5, 2018

18.2 Municipal Planning Commission - December 13, 2018

18.3 Okotoks Public Library Board - November 8, 2018

MOTION 19.C.033

By Councillor Watrin

That the minutes of the Family and Community Support Services Committee dated December 5, 2018; the Municipal Planning Commission dated December 13, 2018; and the Okotoks Public Library Board dated November 8, 2018 be received as information.

Carried Unanimously

19. ADJOURNMENT

MOTION 19.C.034

By Councillor Christophers

That the January 7, 2019 Regular Council Meeting adjourn at 8:13 p.m.

Carried Unanimously



CHIEF ADMINISTRATIVE OFFICER'S REPORT

CAO – CORPORATE SUPPORT

Public Participation Events

<i>Event</i>	<i>Date</i>
Transit What We Heard report – posted on website	current
MDP phase 2 public workshops	January 31, 6 – 9 p.m. February 2, 9 a.m. - noon
Additional details can be found at www.okotoks.ca in the Municipal Government / Public Participation Section	

COMMUNITY & PROTECTIVE SERVICES

Family and Community Support Services (FCSS) funding for the 2019 Community Grants was allocated at the January 16, 2019 FCSS Committee meeting. FCSS funding is provided through an agreement with the Province of Alberta, providing municipalities with 80% funding for FCSS, with a minimum matching 20% required contribution from the municipality. As such, FCSS funding is restricted and must adhere to the FCSS Act and Regulation which stipulates that FCSS funding must be used to provide preventive social programming.

Sixteen applications were considered by the FCSS Committee and the dollars requested exceeded what was allocated by over \$80,000. Agencies requesting more than \$2000 presented information about their agency and the program their requested funds would be used to support. Staff provided information about the agencies requesting \$2000 or less.

After reading through all of the applications and seeing the presentations, the Committee found it very difficult to allocate funds to all of the deserving agencies. However, by the end of the meeting the budgeted amount of \$204,000 was allocated to fifteen agencies with none of the agencies able to receive their full ask. Unadopted minutes for the FCSS Committee are included in Council's package for further information.

CORPORATE & STRATEGIC SERVICES

As required under the *Libraries Act*, Legislative & Policy Services recently reviewed the Library Board's policies regarding the safety and use of the library and have determined that they are in alignment with comparable municipal bylaws. In order to be in compliance with the *Act*, however, some of the current policies will need to be updated to bylaws. Legislative Services will work with the Library to assist them in this process.

FINANCE & SYSTEMS SERVICES

Alberta Emergency Management Agency – Disaster Recovery Program (2013)

The Town experienced high water flows, high precipitation, and flooding during June 2013 which resulted in various damages in the Sheep River Park area. The province has approved the release of \$1.1M of disaster related funding from the 2013 flood. One minor project remains to be completed in 2019, however, this payment represents the majority of the final payment.

INFRASTRUCTURE & OPERATIONS

Epcor Contract Transition

A tentative date of November 25, 2019 has been set for a transfer of water and wastewater management back to the Town's direct oversight and a draft Termination Agreement is being reviewed. Weekly meetings with Epcor's Site Manager have been occurring throughout 2018. Meetings with Epcor staff and the Town's Human Resources Team are planned to begin January 30.

Prepared by:
Elaine Vincent
Chief Administrative Officer
January 17, 2019



Council
January 21, 2019

RCMP FOURTH QUARTER STATISTICAL REPORT

Issue

Zane Semaniuk, Okotoks RCMP Detachment Commander, will be in attendance to provide Council the Okotoks RCMP Detachment fourth quarter statistical report for information.

Motion Proposed by Administration

That the RCMP fourth quarter statistical report be received as information.

Report, Analysis and Financial Implications

During 2019, Zane Semaniuk, Okotoks RCMP Detachment Commander will be in attendance once every quarter to provide Council a report that summarizes the previous quarter's RCMP tracked crime statistics.

January only two reports are presented to Council, one showing a comparison of the crime statistics over a five-year period for the fourth quarter of each year, and the second report showing the same five-year time period but comparing the totals for the entire year.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input checked="" 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

n/a

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

The updates from the RCMP will now be provided on a quarterly basis to provide trends and context to policing activity in Okotoks. This was implemented to improve transparency and give Council an opportunity to discuss community policing issues.

Attachment(s)

1. Q4 RCMP Statistical Report
2. RCMP Year End Statistical Report

Prepared by:
Janice Storch
Legislative Services Administrator
January 14, 2019

Okotoks Municipal Detachment
Crime Statistics (Actual)
Q4: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

January-07-19

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		4	0	0	2	0
Sexual Assaults		4	2	1	7	11
Other Sexual Offences		0	2	3	1	4
Assault		40	38	31	44	30
Kidnapping/Hostage/Abduction		0	3	0	4	1
Extortion		0	0	0	1	1
Criminal Harassment		9	8	15	13	17
Uttering Threats		18	11	10	19	10
Other Persons		2	3	0	0	0
TOTAL PERSONS		77	67	60	91	74
Break & Enter		14	18	14	21	15
Theft of Motor Vehicle		11	15	27	16	15
Theft Over \$5,000		2	3	3	8	1
Theft Under \$5,000		73	90	140	91	86
Possn Stn Goods		5	3	16	12	17
Fraud		19	34	38	29	27
Arson		0	0	0	0	1
Mischief To Property		98	144	87	82	73
TOTAL PROPERTY		222	307	325	259	235
Offensive Weapons		1	3	6	1	2
Disturbing the peace		29	27	22	24	14
OTHER CRIMINAL CODE		46	44	74	83	66
TOTAL OTHER CRIMINAL CODE		76	74	102	108	82
TOTAL CRIMINAL CODE		375	448	487	458	391

Okotoks Municipal Detachment
Crime Statistics (Actual)
Q4: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

January-07-19

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		18	14	12	10	3
Drug Enforcement - Trafficking		0	8	3	4	1
Drug Enforcement - Other		1	0	3	3	1
Total Drugs		19	22	18	17	5
Federal - General		1	3	4	0	2
TOTAL FEDERAL		20	25	22	17	7
Liquor Act		6	11	6	15	2
Other Provincial Stats		52	61	41	45	50
Total Provincial Stats		58	72	47	60	52
Municipal By-laws Traffic		1	5	0	8	6
Municipal By-laws		33	25	33	30	20
Total Municipal		34	30	33	38	26
Fatals		0	0	0	0	0
Injury MVC		6	9	14	14	10
Property Damage MVC (Reportable)		221	175	135	173	160
Property Damage MVC (Non Reportable)		13	22	16	16	14
TOTAL MVC		240	206	165	203	184
Provincial Traffic		287	287	375	388	266
Other Traffic		9	5	12	5	7
Criminal Code Traffic		40	28	34	29	29
Common Police Activities						
False Alarms		160	136	139	124	57
False/Abandoned 911 Call and 911 Act		130	92	64	37	13
Suspicious Person/Vehicle/Property		59	61	93	89	83
Persons Reported Missing		36	15	13	14	13
Spousal Abuse - Survey Code		25	43	49	67	53

Okotoks Municipal Detachment 5 Year Traffic Summary - Month of Q4

Q4	Trend	2014	2015	2016	2017	2018
Fatals		0	0	0	0	0
Injury MVC		6	9	14	14	10
Property Damage MVC (Reportable)		221	175	135	173	160
Property Damage MVC (Non Reportable)		13	22	16	16	14
Total MVC		240	206	165	203	184

Q4	Trend	2014	2015	2016	2017	2018
Roadside Suspensions - alcohol related - No charge**		0	5	12	5	7
Occupant Restraint/Seatbelt Violations**		0	10	13	20	10
Speeding Violations**		0	15	27	54	31
Intersection Related Violations**		0	24	56	16	18
Other Non-Moving Violation**		0	69	89	112	74
Other CC Traffic***		7	2	6	7	6

*include "Cleared by Charge" and "Cleared Other" ***Actual" ****Reported"

Okotoks Municipal Detachment
Crime Statistics (Actual)
January to December: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

January-07-19

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	1	0	0	0
Robbery		10	4	9	4	1
Sexual Assaults		13	12	14	18	22
Other Sexual Offences		2	4	18	3	8
Assault		167	155	159	153	141
Kidnapping/Hostage/Abduction		5	7	7	9	3
Extortion		0	1	2	1	1
Criminal Harassment		43	49	64	72	63
Uttering Threats		58	59	63	64	46
Other Persons		4	7	1	2	0
TOTAL PERSONS		302	299	337	326	285
Break & Enter		64	89	73	92	65
Theft of Motor Vehicle		69	75	79	83	59
Theft Over \$5,000		11	17	22	23	15
Theft Under \$5,000		371	409	458	427	292
Possn Stn Goods		25	22	59	61	42
Fraud		78	122	135	127	140
Arson		1	8	0	4	2
Mischief To Property		448	513	410	432	254
TOTAL PROPERTY		1,067	1,255	1,236	1,249	869
Offensive Weapons		5	11	25	17	9
Disturbing the peace		114	123	107	103	68
OTHER CRIMINAL CODE		209	217	246	314	310
TOTAL OTHER CRIMINAL CODE		328	351	378	434	387
TOTAL CRIMINAL CODE		1,697	1,905	1,951	2,009	1,541

Crime Statistics (Actual)

January to December: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

January-07-19

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		1	0	0	1	2
Drug Enforcement - Possession		52	58	79	55	39
Drug Enforcement - Trafficking		10	24	23	10	19
Drug Enforcement - Other		2	8	8	14	1
Total Drugs		65	90	110	80	61
Federal - General		15	12	7	12	19
TOTAL FEDERAL		80	102	117	92	80
Liquor Act		45	49	37	64	20
Other Provincial Stats		208	201	202	255	200
Total Provincial Stats		253	250	239	319	220
Municipal By-laws Traffic		17	19	15	25	26
Municipal By-laws		175	167	181	196	143
Total Municipal		192	186	196	221	169
Fatals		0	0	0	1	0
Injury MVC		29	31	35	57	37
Property Damage MVC (Reportable)		701	610	522	533	521
Property Damage MVC (Non Reportable)		64	51	54	64	74
TOTAL MVC		794	692	611	655	632
Provincial Traffic		1,177	1,133	1,127	1,440	1,588
Other Traffic		35	22	38	22	19
Criminal Code Traffic		163	163	153	131	104
Common Police Activities						
False Alarms		597	530	515	518	411
False/Abandoned 911 Call and 911 Act		580	301	278	108	69
Suspicious Person/Vehicle/Property		261	284	322	321	294
Persons Reported Missing		99	83	70	60	53
Spousal Abuse - Survey Code		107	187	217	219	261



WASTE SERVICES PILOT PROJECT UPDATE

Issue

A Waste Services pilot project update is provided to Council for information.

Motion Proposed by Administration

That no changes be made to the residential waste collection program in 2019 and that the Waste Services pilot project update report be received as information.

Report, Analysis and Financial Implications

This report provides Council with an update on the Every-Second Week (Pilot A) and the Set-Out Rate Waste (Pilot B) pilot projects begun in June 2018 and concluded in September 2018.

The residents who participated in the pilot programs must be commended for their effort. They demonstrated ownership of the waste separation programs as evidenced in their disposal habits. The Town audited waste carts over a four month period (June – September) in order to better understand the disposal habits of participants. The onsite audits determined that there was marginal contamination in the blue and green carts even on the weeks garbage was not collected. Other communities reported that when they moved to an every second week garbage collection, the contamination rates increased in the other two carts.

The objective of the waste Pilot A project was to determine if every-second week garbage collection may be applicable, acceptable, and economical and whether or not it improves waste diversion rates in the Town of Okotoks.

Pilot A

Table 1 showing the communities involved in the every-second week pilot

Neighbourhood	Mountainview	Cimarron Springs	Woodhaven	Central Heights
Trial Type	Pilot	Control	Pilot	Control
Garbage Collection Day	Monday	Friday	Friday	Thursday

Results:

Residents quickly adapted to the new collection schedule and complied with all the requirements. Minimal disruption was noticed during the collection periods.

During the pilot project timeframe garbage disposal (kg/household/month) was lower in the pilot neighborhoods than the remainder of the Town. Pilot neighborhoods were recorded at 20kg/HH/month with the remainder of the town recorded at 28kg/HH/month.

The objective of the waste Pilot B project was to evaluate the set-out rate for garbage in two communities using radio frequency identification (RFID) tracking.

In response to resident concerns the initial Pilot A was modified in order to allow households to choose cart sizes for all 3 waste-streams and use additional bags throughout the period. Residents were accommodated throughout the process as they were able to modify their service without additional charges. The availability of staff to respond to and address concerns or queries proved beneficial both to the Town and residents.

Pilot B

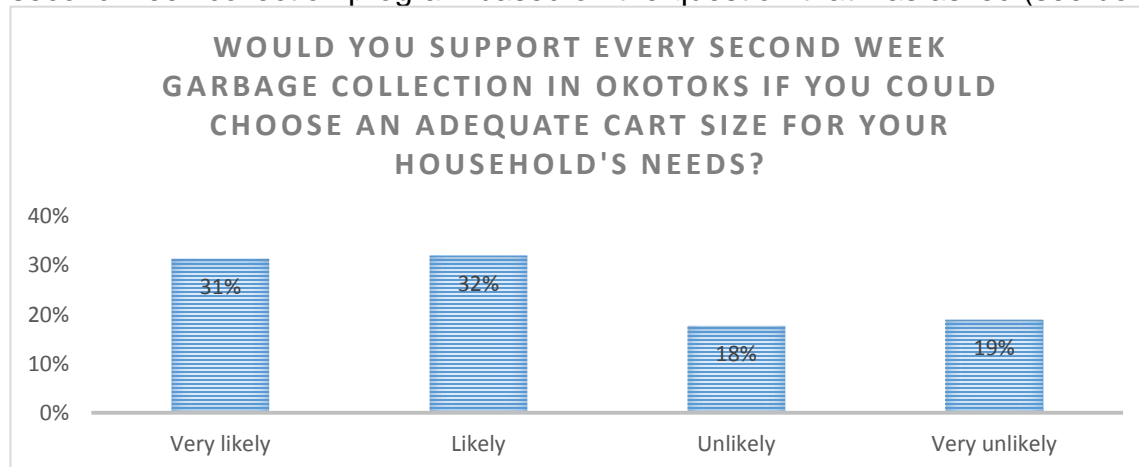
Table 2 showing the communities involved in the evaluation of the set-out rate for garbage using RFID tracking.

Neighbourhood	Sheep River Heights	Cimarron Park
Trial Type	Pilot	Control

The aim of this pilot was to determine if residents could be influenced to set out their cart less frequently if requested to do so. The neighborhoods of Sheep River Heights and Cimarron Park were selected. The pilot evaluated the set-out rate for garbage carts in the two communities using RFID in the collection trucks. The results indicated that residents' habits changed through this process. During the trial period the set-out rate in Sheep River Heights (pilot area) was 69% while Cimarron Park (control area) recorded 83%.

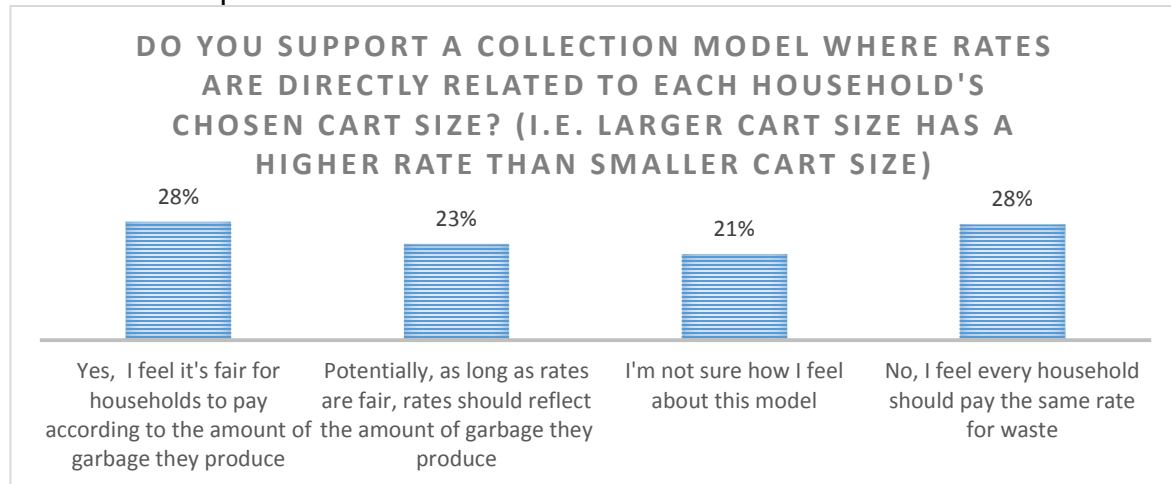
Results:

The comments received from the final survey speaks to the acceptability of an every second week collection program based on the question that was asked (see below).



The above figure (1) showed the combined response from residents in supporting an every-second week collection based on cart sizes. 25% of all eligible respondents completed the question.

The pay-as-you-throw (PAYT) philosophy based on cart sizes, did not garner the same clear response as shown below.



The above figure (2) showed the combined response from residents in supporting of a PAYT model. 25% of all eligible respondents completed the question.

To complement the pilot projects, two comprehensive waste audits were also completed. The results indicated that a higher than expected percentage of the waste in the garbage cart is compostable (approximately 44%). Administration is currently researching educational strategies to be implemented in 2019 that aim to work with all stakeholders (Town, residents, haulers and processors) to increase the diversion of recyclables and compostable materials from the garbage carts.

The residential program has undergone many changes in recent years. The pilot programs indicate that there may be opportunities for future changes, however administration does not recommend any further changes to the residential program in 2019 other than the following recommended next steps:

- Increase educational efforts on proper cart usage. Increased cost savings may be realized if the disposed materials are separated correctly. In turn having a positive effect on the landfill (increase the life of the landfill, lower potential Green House Gas (GHG) output, etc.).
- Ensure the current waste diversion initiatives are optimized as new changes are contemplated. Residents have experienced numerous changes in waste management in the last three years.
- Engage residents in the process when program modifications are contemplated.
- Begin aligning the Industrial, Commercial and Institutional sector objectives with the current programs offered to residential and multi-family households.
- Continue to evaluate the benefits of an every second week garbage collection. Administration will compare the collected data against those of other municipalities to determine cost benefit, GHG and road traffic reduction, and increased diversion from the garbage stream.
- Evaluate the benefits of aligning the Town's programs with recommendations from the Regional Solid Waste Management study to be completed in 2019.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Manage Community Growth
<input type="checkbox"/>	Provide Quality Community Infrastructure
<input checked="" type="checkbox"/>	Enhance Organizational Excellence

<input type="checkbox"/>	Provide Strong Governance
<input checked="" type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Foster Economic Vitality
<input checked="" type="checkbox"/>	Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Engagement/Communication Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

I support the recommendation that no changes to residential waste collection be implemented for 2019 and that Administration focus its efforts on the Industrial, Commercial and Institutional sector.

Attachment(s)

n/a

Prepared by:
Paul Lyons
Waste Services Manager
January 09, 2019



2019 CAPITAL BUDGET AMENDMENT – ACCESS ROAD REPAIR (2013 DRP)

Issue

A capital budget amendment is required to include the “Access Road Repair (2013 DRP)” project in the 2019 Capital Projects.

Motion Proposed by Administration

That the 2019 Capital Budget be amended to include the “Access Road Repair (2013 DRP)” project as follows as recommended by the Finance and Audit Committee:

Project Name and Code: Access Road Repair (2013 DRP) and 750-TBD
 Project Costs: \$120,000
 Funding Sources: Disaster Recovery Program (DRP) \$120,000

Report, Analysis and Financial Implications

After the 2013 flood along the Sheep River, the Town of Okotoks (the Town) applied for the Disaster Recovery Program (DRP) to the Alberta Emergency Management Agency, Ministry of Municipal Affairs (the province), where various projects were included and constructed. The DRP is intended to assist in repairing, rebuilding and restoring public works and the essential community services to the equivalent condition as before the 2013 flood.

The access road to the Sheep River Park and Lion’s Campground was damaged due to the excess loading of hauling trucks and heavy equipment in the post-flood rehabilitation work in the Sheep River Park and demolition of the ball diamond field. The repair of the access road was discussed by the Town and the province, and an estimated amount of \$120,000 allocated for its construction. For reasons unknown this project was not addressed.

In November 2018 while coordinating with the province regarding outstanding DRP projects, this project was identified as its budget was approved but not utilized. The Town requested the province continue to approve the project and provided an accelerated plan for completion. The province accepted the plan with an agreed estimated eligible portion of \$120,000 to be completed by June 19, 2019. This project will provide better access to the Sheep River Park and Lion’s Campground, and an elongated life cycle of the Town’s infrastructure.

The Town is eligible to a maximum amount of \$120,000 DRP grant money to repair the access road equivalent to the pre-flood condition. The Town will communicate to the province at each stage of construction to ensure the project meets quality standards set by the province and is completed on time.

The proposed project schedule is as follows:

- Geotechnical Investigation – January to mid February 2019
- Road Repair design (by the Town) – end of February 2019
- Contractor Procurement – March 2019
- Construction – April/May 2019 (weather permitting)

Project Close-out – June 19, 2019

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input type="checkbox"/>	Provide Strong Governance
<input checked="" 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

n/a

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

I support this capital budget amendment for the repair of critical infrastructure in order to ensure community resilience.

Attachment(s)

1. 2019 Capital Projects – Details
2. Repair Access Road Project -map

Prepared by:
Ralph Ettenauer
Finance & Systems Director
January 16, 2019

**Town of Okotoks
2019 Major Project Budget
Project Detail**

Project Name: Access Road Repair (2013 DRP)

Project Code: 750-TBD

Project Costs: \$120,000

Funding Sources:

2013 Disaster Recovery Program (DRP) \$ 120,000

Offsite Levies -

Partners -

Other -

Council Strategic Direction:

Provide Quality Community Infrastructure - The Town of Okotoks will strategically manage, invest and plan for municipal infrastructure to meet the community's current and future needs.

Project Description:

The project includes repair of the existing access road to the Lion's Campground and Sheep River Park.

Scope of work:

The project includes repair of an existing access road to the Lion's Campground and Sheep River Park. The damage to the access road was caused during post-flood rehabilitation of Sheep River Park, and demolition of Ball Diamond field projects. The extent of repair roadwork shall be equivalent to the 2013 pre-flood conditions.

A geotechnical investigation shall be conducted to determine the areas, which needs to be repaired. The design work will be prepared by the Town, based on the geotechnical recommendations including repair of the base and/or subbase course (where required) and asphalt top layer to the full length of the access road.

The proposed project schedule is as under:

- Geotechnical Investigation – Jan to mid Feb 2019
- Road Repair design (by the Town) – end of Feb 2019
- Contractor Procurement – Mar 2019
- Construction – Apr/May 2019 (weather permitting)
- Project Close-out – June 19, 2019

Project Benefits:

This project will allow improved access to the Lions Campground and Sheep River Park.

Project: Repair of the Access Road to Lions Campground in Okotoks, AB

Approximate Length= 170m & Width= 7.5m



Figure -1: Plan view of the project area

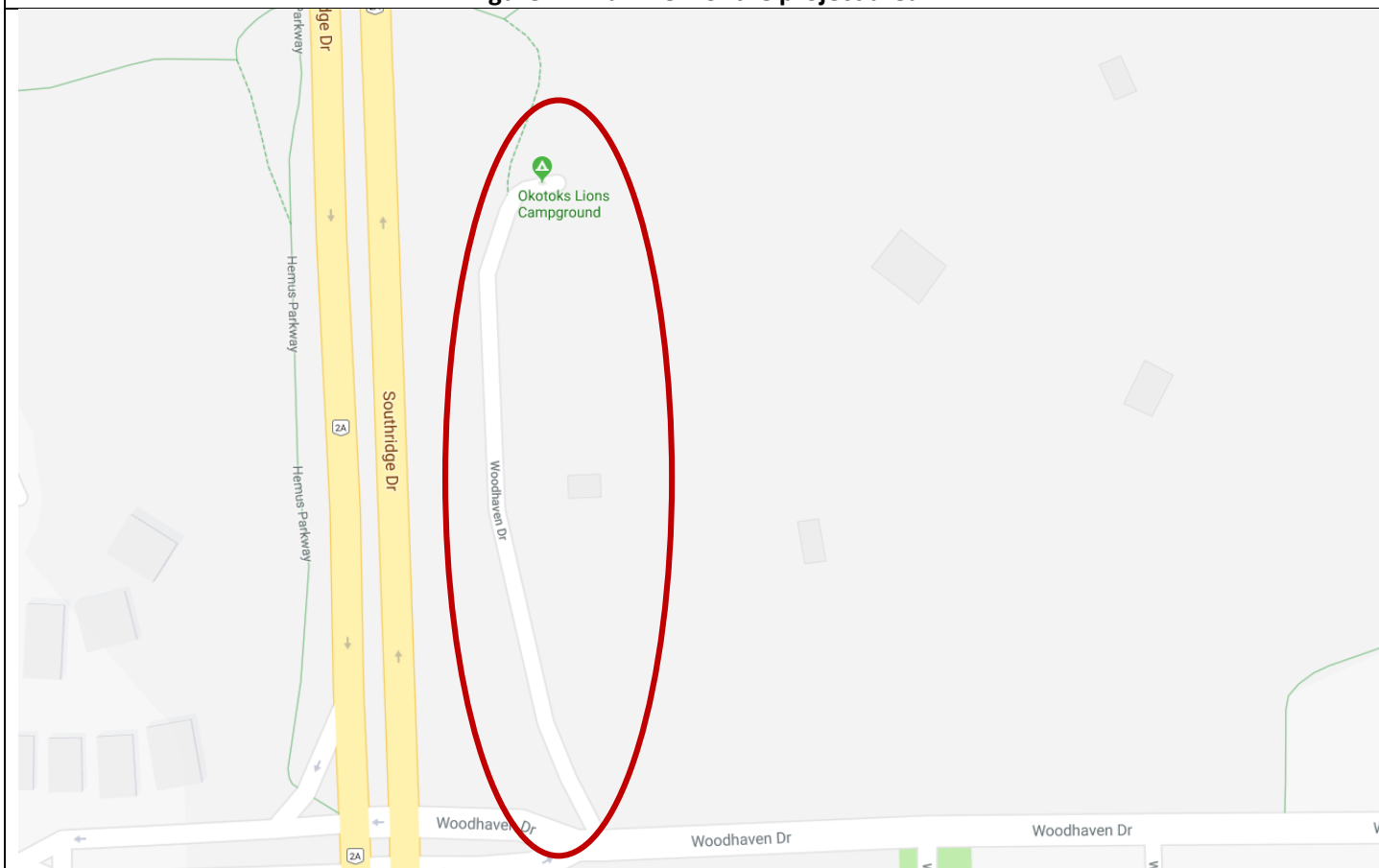


Figure -2: Plan view of the Access road



Council
January 21, 2019

BYLAW 08-19 – REPEAL BYLAW 29-89

Purpose

The purpose of Bylaw 08-19 is to repeal Purchasing Bylaw 29-89.

Readings

This Bylaw is ready for three readings.

Report, Analysis and Financial Implications

In January 2015 the Town's current Purchasing Policy 15-01 (P15-01) was approved after determining that Bylaw 29-89, a bylaw for the purpose of defining the duties and powers of municipal officials with respect to the purchase or hire of goods, materials, machinery and services, required updating to align with best practices and current legislation. Due to an administrative oversight at the time P15-01 was approved, a bylaw to repeal Bylaw 29-89 was not passed, which is why Administration is now requesting Council consider passing Bylaw 08-19.

Purchasing practices and standards are recommended to be set by policy and not by bylaw.

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

Public Hearing / Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

I support the recommendation of Administration.

Attachment(s)

1. Draft Bylaw 08-19
2. Bylaw 29-89

Prepared by:
Patty Huber
Legislative Services Administrator
January 10, 2019

BYLAW 08-19

A BYLAW OF THE TOWN OF OKOTOKS IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW 29-89

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council of the Town of Okotoks deems it desirable to repeal Bylaw 29-89 as it has become redundant;

NOW THEREFORE the Council of the Town of Okotoks enacts as follows:

That Bylaw 29-89 and any amendments thereto are repealed in their entirety.

This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME this day of , 2019.

READ A SECOND TIME this day of , 2019.

READ A THIRD TIME AND PASSED this day of , 2019.

Mayor

Chief Administrative Officer

BYLAW 29-89

**BEING A BYLAW OF THE TOWN OF OKOTOKS,
IN THE PROVINCE OF ALBERTA,
TO DEFINE THE DUTIES AND POWERS OF
MUNICIPAL OFFICIALS WITH RESPECT TO THE
PURCHASE OR HIRE OF GOODS,
MATERIALS, MACHINERY AND SERVICES**

WHEREAS Sections 46, 48, 82, 83 and 91 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 1980, as amended, read as follows:

- "46. Unless the council otherwise directs, every order, agreement or document made or executed on behalf of a municipality shall be signed by the mayor and the municipal secretary or their designated alternates.
48. Notwithstanding any other provision of this Act, a council may by bylaw, under such terms and conditions as it considers appropriate, delegate to a municipal official authority to enter into contracts for the purchase or hire for municipal use of goods, machinery or equipment and the services connected therewith.
82. The council may provide for the appointment of such other officials as it considers necessary for carrying into effect this Act or any other Act affecting municipalities or any municipal bylaw and prescribe their duties.
83. The council may by resolution appoint an assistant to any municipal official and the assistant has
- (a) all such powers and duties as may be delegated to him by that official, and
 - (b) all the powers of the official during his absence or inability to act.
91. (1) A council may, by bylaw, provide for the delegation of any or all of its executive and administrative duties and powers to one or more municipal commissioners or to a municipal manager.
- (2) The municipal commissioners or the municipal manager, as the case may be, shall exercise the powers and duties set out in this Act, and any other powers and duties vested, confirmed or delegated by bylaw or by resolution of the council."

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NOW THEREFORE, the Municipal Council of the Town of Okotoks enacts as follows:

1. This Bylaw may be cited as "the Purchasing Bylaw".

2. **DEFINITIONS:**

In this Bylaw:

- (a) "Commissioner" means the Municipal Commissioner for the Town of Okotoks as appointed by Council;
- (b) "Council" means the Mayor and Councillors of the Town of Okotoks acting as a Municipal Council at duly assembled meetings of the Council;
- (c) "Lowest Evaluated Tender" means the tender meeting the specifications at the lowest overall cost to the Town, as determined by Council, the Commissioner or the Purchasing Agent, as the case may be, considering such factors as suitability, price, availability, service, related administrative costs, disposal value, local manufacture and/or local supply.
- (d) "Public Tendering" means the process whereby tenders which are solicited by the Town by means of invitations to particular suppliers or by advertising are opened and read publicly at a fixed time and place.
- (e) "Revenue Contract" means contracts other than those otherwise referred to in this bylaw for services to be rendered to the Town of Okotoks or its citizens which are intended to generate revenue to the Town including but not so as to restrict the generality of the foregoing, food services in Town owned facilities, sale of advertising space and services related to recreation.

3. **AUTHORITY OF COMMISSIONER:**

3.1 Where a project to be undertaken, work to be done, service to be rendered, goods, materials, machinery, equipment or other personal property to be purchased or hired is or are contained in a current or capital budget approved by Council, the Commissioner may

- (a) call for, or direct any servant or agent of the Town to call for, and may accept tenders for the matter, thing, personal property, work or service, and
- (b) enter into a contract or direct the entering into of a contract evidencing the acceptance of the tender and require the proper signing officers or designated alternates to execute such contract and affix the corporate seal of the Town thereto;

with the exception of such matters which the Council has directed be referred to the Council.

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- 3.2 Where a contract has been made pursuant to subsection 1, the Commissioner may authorize an increase of the amount of consideration payable under the contract or an extension of the work to be done or goods to be supplied under the contract, or both, as may be necessary or expedient, if such increase or extension can be accommodated within the amount approved in the current or capital budget program which will provide the necessary funds for the purpose. Any increase exceeding 10% of the contract amount shall as soon as possible and not later than monthly, be reported to the members of Council.
- 3.3 Where any project, agreement, or undertaking requiring the services of a consulting architect, engineer or other professional consultant is contained in a current or capital budget approved by Council, the Commissioner may engage such architect, engineer or other consultant and enter into or authorize the execution of a contract evidencing the same.

4. AUTHORITY OF PURCHASING AGENT:

- 4.1 There shall be in and for the Town of Okotoks an official to be known as "the Purchasing Agent".
- 4.2 The Director of Finance shall be the Purchasing Agent.
- 4.3 Council may from time to time by resolution appoint assistants to the Purchasing Agent, and the assistants shall have all such powers and duties as may be delegated to them by the Purchasing Agent, and have all of the power of the Purchasing Agent during that person's absence or inability to act.

5. PURCHASING:

- 5.1 Where goods, machinery or equipment and the services connected therewith are to be purchased or hired and are contained in a current or capital budget approved by Council, the Purchasing Agent may
- (a) call for and accept tenders for the matter, thing, personal property and services connected therewith, and
 - (b) enter into a contract evidencing the acceptance of the tender and execute purchase orders or other documents evidencing such contract on behalf of the Town by signing it and by directing the Municipal Secretary or the Acting Municipal Secretary to affix the corporate seal of the Town thereto,

in all cases where the contractual obligation or liability of the Town does not exceed the amount of Twenty Five Thousand (\$25,000) Dollars with the exception of such matters which Council or the Commissioner have directed be referred to the Council or the Commissioner, as the case may be.

W.S.W.

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- 5.2 Where a contract has been made pursuant to subsection 1, the Purchasing Agent may authorize an increase of the amount of consideration payable under the contract or an extension of the work to be done or goods to be supplied under the contract, or both as may in their opinion be necessary or expedient, if such increase or extension can be accommodated in a current or capital budget. However, the Purchasing Agent may not authorize an increase in the amount of consideration payable under the contract exceeding 10% of the contract and on no account shall the total amount of consideration payable under the said contract, including the increase, exceed the amount of Twenty Five Thousand (\$25,000.00) Dollars.
- 5.3 The Purchasing Agent may execute purchase orders and other documents evidencing a contract and direct the Municipal Secretary or Acting Municipal Secretary to affix the corporate seal of the Town thereto, in all cases where the Commissioner has awarded a contract pursuant to the provisions of Section 3 above and has instructed the Purchasing Agent to execute such contract.
- 5.4 In addition to the duties set out in this Bylaw, the Purchasing Agent shall also be responsible to carry out the following duties:
- (a) the supervision of Assistant Purchasing Agents;
 - (b) establish purchasing procedures for the Town with respect to all acquisitions, contracts and agreements coming under this Bylaw;
 - (c) establish a tender procedure for the Town with respect to all contracts and agreements coming under this Bylaw;
 - (d) establish the standard contractual documents to be used in connection with the tender and contracting process with respect to contracts and tenders coming under this bylaw;
 - (e) provide to the members of Council a list of the call for tenders and the closing dates on all tenders, no later than the regular Council meeting before the closing date on any tender;
 - (f) provide to the members of Council a list of all bidders and tenders awarded, to whom and for what amount, no later than the regular Council meeting after the tender has been awarded.
- 5.5 An Assistant Purchasing Agent has the same powers of signing purchase orders and other documents evidencing a contract that the Purchasing Agent has the power to sign.

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6. ACCEPTANCE OR REJECTION OF TENDERS:

6.1 The Commissioner or the Purchasing Agent acting within the scope of the authority conferred upon them by this bylaw are not obliged to accept any or all tenders, but shall endeavour to accept the lowest evaluated tender.

7. PUBLIC TENDERING:

7.1 Subject to Section 9 and subsection 2 hereof, in all cases where obligation or liability will be in excess of Twenty Five Thousand (\$25,000) Dollars, the Commissioner or the Purchasing Agent, as the case may be, shall proceed by way of public tendering. Council may, by resolution, authorize the Commissioner or Purchasing Agent to proceed in a manner other than by public tendering if it is of the opinion that it is in the best interest of the Town to do so. In all other cases, the Commissioner or the Purchasing Agent, as the case may be, may proceed by way of public tendering if they are of the opinion that it is in the best interest of the Town to do so.

7.2 Subsection 1 hereof does not apply:

- (a) to negotiations for and placement of general insurance requirements;
- (b) to negotiations for and arrangements covering the borrowing of money.
- (c) to arrangements for the award of exclusive newspaper advertising.

8. PURCHASING PRACTICE FOR PURCHASES UP TO A VALUE OF \$25,000.00


8.1 In all cases where the resulting contractual obligation liability will be Twenty Five Thousand (\$25,000) Dollars or less, Town purchasing practices shall conform to such purchasing methods as determined appropriate by the Council, Commissioner or the Purchasing Agent, as the case may be.

9. "SINGLE SOURCE" SUPPLY:

9.1 In all cases where no competitive supply market exists, Town purchasing practices shall employ such value analysis and negotiation methods as deemed appropriate for the occasion in consultation with the Commissioner.

10. OKOTOKS SUPPLIER AND CANADIAN ORIGIN PREFERENCE:

10.1 In all cases where two or more tenders are so similar that it is difficult to determine the lowest evaluated tender in accordance with Section 6 of this Bylaw, preference shall be given first to tenderers who manufacture in the Town of Okotoks and secondly to goods of Canadian origin.

W.S.W. 

10.2 Notwithstanding subsection 1, where goods, machinery or equipment and the services connected thereto are to be purchased or hired and are contained in a current or capital budget approved by Council the Purchasing Agent may, in an effort to support suppliers operating a business within the Town, execute purchase orders or other documents for low value purchases not exceeding \$5,000.00 provided the quotation from the local supplier is considered reasonable relative to a quotation received from a supplier operating outside of Okotoks.

10.3 Notwithstanding any other provisions of this Bylaw, Council the Municipal Commissioner or the Purchasing Agent, as the case may be, shall, in an effort to support local suppliers operating a business within the Town, award purchase contracts to a local supplier under the following guidelines which shall be specified and made known to all tenderers at the time quotations or tenders are requested by the Town:

<u>Value of Purchase</u>	<u>Maximum Percentage and Dollar Difference *</u>	
\$ 5,000 to \$ 30,000	2%	\$600
\$30,000 + to \$ 60,000	1 1/2%	\$900
\$60,000 + to \$100,000	1%	\$1,000
over \$100,000	no financial concession	

* Between quotation or tender from low outside supplier and local supplier operating a business within the Town.

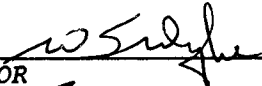
10.4 Wherever possible, local suppliers shall be invited to tender or provide quotations where they are reasonably capable of providing the goods, machinery or equipment and the services connected thereto that are to be purchased or hired by the Town.

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11. This Bylaw comes into full force and effect upon the date of third and final reading.

READ A FIRST TIME this 17th day of July 1989 A.D.



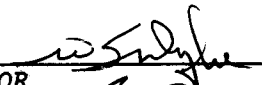
MAYOR




MUNICIPAL COMMISSIONER

READ A SECOND TIME this 17th day of July 1989 A.D.

READ A THIRD TIME as amended and finally passed this 21st day of August 1989 A.D.



MAYOR



MUNICIPAL COMMISSIONER

From: Dr. Stuart Donaldson [[mailto: \[REDACTED\]@okotoks.com](mailto: [REDACTED]@okotoks.com)]
 Sent: Sunday, January 13, 2019 7:32 PM
 To: Bill Robertson <okotoksmayor@okotoks.ca>
 Subject: Re: Funding

Thanks for your reply. This email is by way of inviting members of council to attend our gala on Robbie Burns night January 26th starting 5PM at the Centennial Center. The feature of the evening will be a performance by Johnny Bagpipes Johnson (a world class comedian who plays the bagpipes). Proceeds for the event go to the Foothills Concussion Rehabilitation Centre.

FCRC is a non-profit organization dedicated to provide proven, specialised assessments and quality treatments to those living with Concussion. The fees for these treatments are not currently covered by our healthcare system and many people suffering with Concussion have not been able to access support and treatment due to economic disadvantage. At F.C.R.C we are committed to bringing this service to all walks of life in Okotoks and the MD of Foothills. Our medical director, Dr Stuart Donaldson has had over 20 years experience in the effective treatment of patients with symptoms of concussion. The treatment provided by F.C.R.C. will be a continuation and expansion of these proven treatments. The implementation of the clinic will allow this to be expanded to our local community.

Our vision includes educating the public to facilitate awareness, continued research and treatment. We are happy to announce the sourcing of clinic facilities within the Town of Okotoks.

Your donation of a piece of local art would be gratefully accepted. Dr Cindy Krushel will be in touch with you concerning this item.

Thanking you for your support
 Stu Donaldson

On 2019-01-11 2:59 p.m., Bill Robertson wrote:

Hi Stu,

Sorry but I cannot attend as I will be out of the country on Jan 26/19. I am usually the member of Council who attends these events. The Deputy Mayor or others may wish to attend.

Please send a letter addressed to Mayor and Council explaining your organization and the intent of the fundraiser. This could be dealt with at the next mtg of Council on Jan 21/19.

Are you accepting silent auction items as well? We could donate a piece of local art from the Ok Art Gallery. If this is desirable, please include that info in your letter of request.

Good luck with your fundraiser!

-Mayor Bill Robertson

-----Original Message-----

From: Dr. Stuart Donaldson [mailto:██████████.com]

Sent: Saturday, December 22, 2018 9:47 AM

To: Bill Robertson <okotoksmayor@okotoks.ca>

Subject: Re: foundation grant

Bill: Thank you for your reply of yesterday's date to Clare Perry's email. Obviously the decision is disappointing, however it will not lessen our desire to improve the lives of the citizens of Okotoks. While initially our goal was to study and help hockey players who have sustained concussions, latterly we have expanded our mandate to include the homeless, victims of motor vehicle accidents and individuals who are victims of abuse. Concussions affect all these groups by destabilizing their abilities to cope and contribute to our community. We are planning a fundraising gala on January 26th (Robbie Burns night) featuring a world class entertainer Johnny Bagpipes Johnson. It is our hope that you and members of town council will purchase tickets for this event and join us in an effort to open a new world class concussion treatment center in Okotoks.

Merry Christmas & a Happy New Year.

Stu Donaldson

PS. Mary sends her regards.

On 2018-12-21 2:26 p.m., Bill Robertson wrote:

Hello Clare Perry<

I regret to inform you that your application for funding was turned down by the Foundation. The criteria used is that the funds are generally directed to assist with "bricks and mortar" types of projects such as actual building expansion or renovation, pathway construction, spray park equipment, sporting equipment etc. While I sit on the Advisory Committee, the ultimate decisions are made by Crescent Point employees at their discretion.

Good luck with your project in securing funding elsewhere.

Bill Robertson, Mayor

Town of Okotoks

403-938-8904

www.okotoks.ca

"Historic Past...Sustainable Future"

-----Original Message-----

From: Dr. Stuart Donaldson [mailto:██████████.com]

Sent: December-10-18 1:38 PM

To: Bill Robertson <okotoksmayor@okotoks.ca>

Subject: foundation grant

Good afternoon Mr. Robertson,

I had submitted an application for the Crescent Point Community Foundation on behalf of the Foothills Concussion and Rehabilitation Centre (FCRC) on October 31, 2018.

Can you please inform me on the status of the application.

Sincerely,

Clare L. Perry

Board Member FCRC



RESPONSE TO COUNCILLOR INQUIRY / SUGGESTION

MAYOR ROBERTSON

Mayor Robertson provided information that the province offers training/workshops on fall prevention which is particularly important for individuals over the age of 65 years, and suggested that a workshop be arranged for Okotoks residents and that general information on this topic be distributed to the community.

Estimated Administrative Time to Respond

☒ Under 4 hours (no motion required)

☐ Over 4 hours (motion required) Estimated Hours: n/a

Motion

n/a

Response

Community Wellness works collaboratively on several committees with regional agencies and programs that offer support to seniors. Administration has contacted the Alberta Health Services (AHS) Care Manager to inquire about 2019 Fall prevention programming and will encourage extra programming in Okotoks as available. Some local Primary Care Network physicians refer seniors to the OFRC through a “prescription for wellness” which is given to someone who may be isolated and in need of exercise programs or are at risk of falling. The Okotoks Family Resource Centre (OFRC) connects senior residents with fee assistance and connection to supports in the community.

Community Programs and Events offers an excellent selection of programs targeted to preventing falls for seniors. Staff work with AHS and often provide contract instructors for some of the AHS programs for seniors. The following list of programs are advertised in the Okotoks Activity & Resource Guide and can also be found on the Town’s website:

1. Living Well Series – includes six (6) different exercise classes aimed at providing different options depending on interest and ability. These courses include general exercises that serve to improve strength, balance, flexibility, coordination and confidence in seniors in order to maintain or improve independence and quality of life.

2. Balance Builders – Fall Prevention & Independence Maintenance Program – this program is based on an Alberta Health Services model for fall prevention and includes education components as well as exercise classes; the education component may draw on the expertise and services of other community partners (i.e. pharmacists, physiotherapists, etc.), and is typically offered 2 to 3 times per year as a free session to the community; the exercise component consists of 2 exercise sessions per week over 8 weeks and focuses specifically on falls prevention activities.
3. 55+ Programs – while not specific to falls prevention, these courses are offered to our older adult population and provide continued opportunities to develop overall body strength, flexibility, endurance and coordination.
4. Alberta Health Services – Alberta Healthy Living Program
Alberta Health Services rents space from the Town of Okotoks in the Okotoks Recreation Centre to offer their Alberta Healthy Living Program. The Town of Okotoks currently provides contract instructors to facilitate the exercise component of this program. This is a medically supervised program for individuals who have been referred by a medical professional or self-referred; these programs offer education on how to manage chronic diseases and fall prevention may be a part of the education and exercise prescription.

Attachment(s)

n/a

Prepared by:
Debbie Posey
Community Wellness Manager
January 14, 2019



Healthy Albertans.
Healthy Communities.
Together.



January 7, 2019

Debbie Posey
Community Wellness Manager
Town of Okotoks

Dear Debbie:

Please find a report of the Preschool Fluoride Varnish Clinic for the 2018 year. When there is an opportunity, I would greatly appreciate if this could be directed to Town Council for their information.

Thank you to you and the Town of Okotoks for the continued support for the clinic.

If there are any questions, please feel free to reach out to either Nicole Warin, Clinic Lead (403-944-7224 or nicole.warin@ahs.ca) or me (403-943-6793 or leanne.rodine@ahs.ca).

Sincerely,

A handwritten signature in blue ink that reads "Leanne Rodine".

Leanne Rodine
Manager, Community Oral Health, Calgary Zone

Okotoks Preschool Oral Health Clinic Statistics
Calgary Rural Primary Care Network
January 2018-December 2018

Introduction

Since November 2012, the Okotoks Preschool Oral Health Clinic has operated out of the Okotoks Health and Wellness Centre, managed as a collaboration between the Calgary Rural Primary Care Network (PCN) and Alberta Health Services, and funded by the Town of Okotoks. The clinic is offered two days per month - one Saturday and one Monday - and is offered to all children 12 months to 35 months who live in the town of Okotoks.

This report provides a summary of the clinic for the months of January through December 2018.

Appointment Bookings

The appointments continue to be booked by Alberta Health Services Okotoks Health and Wellness administration staff. Clients call 403-995-2662 to book an appointment.

During the past year, 154 clients were seen out of the possible 184 appointments; an 84% rate for appointment utilization. This is up more than 20% from 2016 which had a 60% utilization rate.

Findings and Results from January 2018-December 2018

Table 1: CLINIC FINDINGS (%)

Statistics (%)	January 2018-December 2018
Screening rate (%)	154/154=100%
Fluoride Varnish rate (%)	152/154=99%
Visible cavity rate (all ages groups)(%)	10/154=6%

Table 2: CLINIC FINDINGS (#s)

Statistics (#s)	Totals
# children screened	154
# children received fluoride varnish	152
# referrals for decay	10
# referrals for an urgent situation	0

Okotoks Preschool Oral Health Clinic Statistics
Calgary Rural Primary Care Network
January 2018-December 2018

Figure 1: CLIENTS RECEIVING FLUORIDE IN EACH AGE GROUP

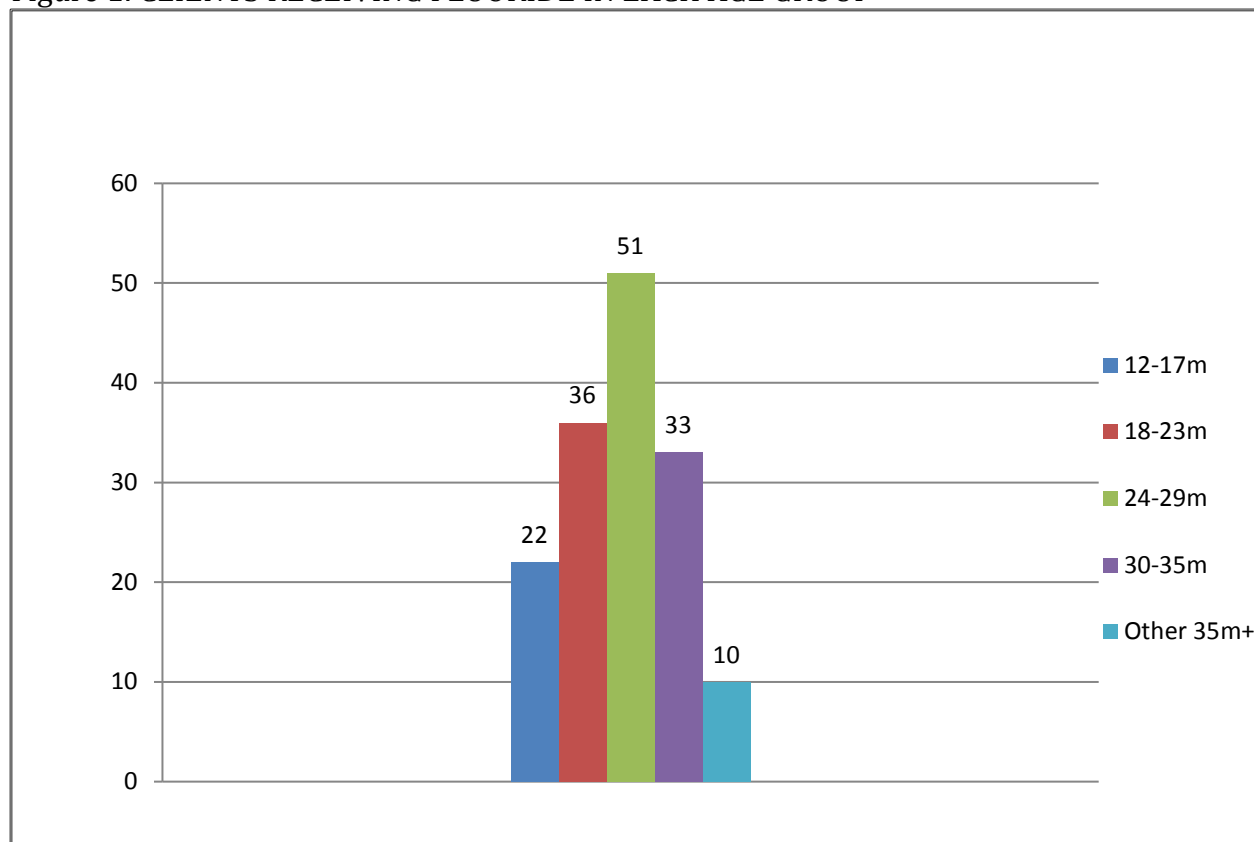
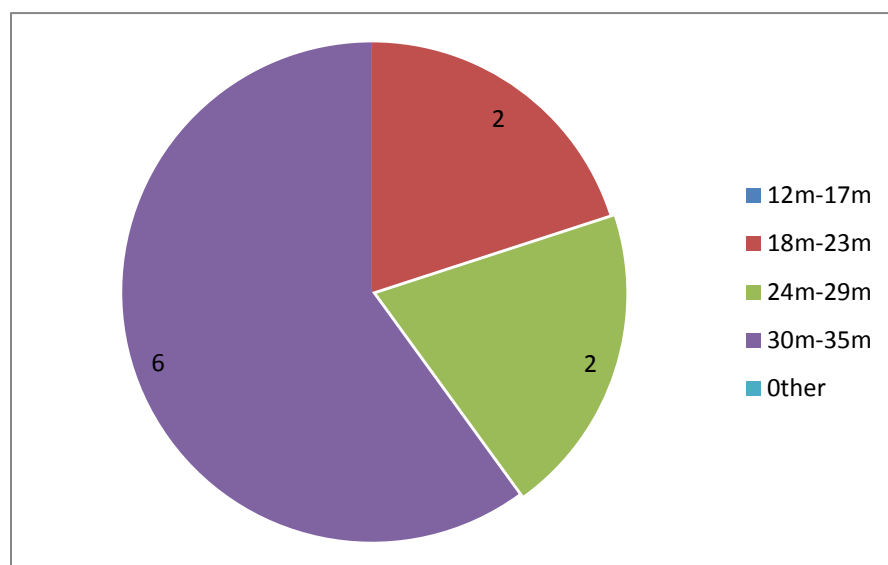
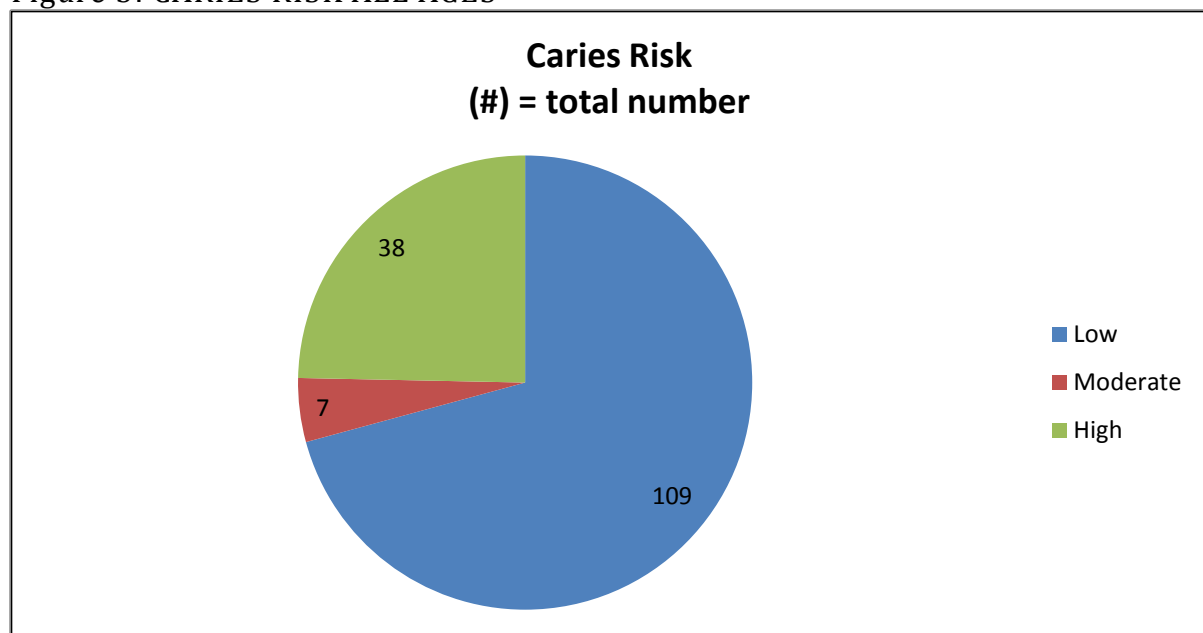


Figure 2: CAVITIES OBSERVED IN EACH AGE GROUP



Okotoks Preschool Oral Health Clinic Statistics
 Calgary Rural Primary Care Network
 January 2018-December 2018

Figure 3: CARIES RISK ALL AGES



Discussion

The decay rate for the clients seen in the clinic was relatively low at 6% (Table 1). However, more children were deemed at risk for cavities, with 29% falling in the moderate to high risk categories (Figure 3). With that 29% at risk, it is still ideal to focus on preventing cavities in the children in Okotoks, as evidence supports identifying where there are needs and offering services such as fluoride to try and prevent the risks from manifesting into dental disease.

Ongoing Recommendations

The clinic was initiated after water fluoridation was discontinued as a means to provide protection from cavities to at risk young children. While the clinic model's effectiveness at helping to prevent cavities is supported by research evidence, there are limitations to this model. The clinic benefits young preschool children only and not the entire population. As stated in past reports and presentations to council, putting fluoride back in the Okotoks water supply is the most cost effective and impactful approach for the population. This remains the recommendation going forward. It is evidence based and everyone in the town of Okotoks will benefit.

Okotoks Preschool Oral Health Clinic Statistics
Calgary Rural Primary Care Network
January 2018-December 2018

Financials for 2017-2018

Oral Health Financial Report

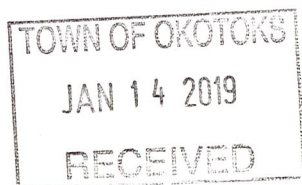
	April 2012 - March 2013	April 2013 - March 2014	April 2014 - March 2015	April 2015 - March 2016	April 2016 - March 2017	April 2017 - March 2018	April 2018 -Sept 2018
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Funding TOO	\$ 4,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
Expenses							
Dental Staff (AHS)	\$ 1,246.43	\$ 4,544.79	\$ 4,618.85	\$ 6,607.47	\$ 5,349.99	\$ 5,425.12	\$ 3,331.19
Supplies (AHS)		\$ 3,937.64	\$ 913.26	\$ 632.07	\$ 1,985.70	\$ 2,392.54	\$ 795.99
Brochures (PCN)		\$ 750.00					
Advertising (PCN)		\$ 186.22					
Total Expenses	\$ 1,246.43	\$ 9,418.65	\$ 5,532.11	\$ 7,239.54	\$ 7,335.69	\$ 7,817.66	\$ 4,127.18
Yearly Excess /(Deficiency)	\$ 2,753.57	-\$1,418.65	\$ 2,467.89	\$ 760.46	\$ 664.31	\$ 182.34	-\$ 4,127.18
Cumulative Balance of Remaining Funds	\$ 2,753.57	\$ 1,334.92	\$ 3,802.81	\$ 4,563.27	\$ 5,227.58	\$ 5,409.92	\$ 1,282.74

Report by Alberta Health Services, Community Oral Health Program
Nicole Warin (403-944-7224) and Leanne Rodine (403-943-6793)



THE ALBERTA ORDER OF EXCELLENCE

January 7, 2019



His Worship William (Bill) Robertson
Town of Okotoks
PO Box 20
Okotoks AB T1S 1K1

Dear His Worship Robertson,

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.

Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2019. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.

More information and nomination forms are available on our website at www.lieutenantgovernor.ab.ca/aoe. The deadline for submission is Friday, February 15, 2019.

Sincerely,

Andrew C.L. Sims
Chair

Facebook: @AlbertaOrderofExcellence
Twitter: @AOEalberta

January 10, 2019

To: Reeve Foothills County, Larry Spilak
Municipal Manager, Harry Riva Cambrin
CAO, Elaine Vincent
Mayor Town of Okotoks, Bill Robertson

My name is Bryn Roy, I am a partner in Build Strong Athletics in Okotoks and Run their *High Performance* training department. The past 6 years I have played professional football in the CFL. I am also a graduate of the Foothills Composite School. I transferred to the Comp after starting my playing career in Strathmore. I knew at a young age that football was what I wanted to do for a living and I knew that sports in Okotoks was taken a lot more serious than many other places in this country. Football has always been something that Okotoks has been known for and at a young age, I could see that and knew that if I ever wanted an opportunity to continue my career into college I needed to play in Okotoks. My love and passion for the game continues and I am now doing everything in my power to expand the game. Starting in our backyard, the foothills. In 2018 I held my first combine at the Crescent Point Regional Field House, where 65 **local Foothills and Southern Alberta athletes were showcased to over 25 different college scouts**. 8 different athletes walked away from last year's event having been signed by Universities and junior teams and were given the opportunity to continue their playing careers. This year I am looking to double the number of athletes and scouts and offer a \$1000 school scholarship to one of the participants. By hosting an event at this scale, I am confident in the economic impact it brings to the area over a couple days. I have reached out to the local Economic Development departments to help market this event to their local businesses, to leverage the new foot traffic brought into the communities.

As with any event, you have learning struggles, which equal costs. I barely broke even last year and I am looking to keep the cost down so **ALL** kids can attend this incredible event to show off their talent. Usually these opportunities only happen in larger urban centers and with our field house; I am able to offer it locally.

To keep this event affordable to everyone, I have come up with a form where the players can print off and reach out for individual sponsorship to cover their entry fees if the parents cannot afford it.

I am writing to ask if both municipalities could waive my rental fee for the day to host this event at the Crescent Point Regional Field House field on February 9th, 2019. This would save us approximately \$1300, money that I would be able to give back to the players in some form of discount entry fee, swag bag or attire.

Thank you for any consideration, I look forward to hearing back from you.

Bryn Roy



Affordable Housing Task Force
 Wednesday, January 9, 2019 at 6:30 p.m.
 Municipal Centre – Council Chamber

Notes and Action Items

Members in Attendance

Lauren Ingalls, Acting Chair
 Tannis Andrejcin
 Brigitte Baradoy
 Marcia Reid
 Mark Watts

Members Absent

Shawn Rose, Chair
 Charles Boechler, Vice Chair
 Karen Neal
 Dean Salter

Town of Okotoks Representatives in Attendance

Elaine Vincent, Chief Administrative Officer
 Joan Botkin, Communications Manager

	Agenda Item	Brief Description	Action
1.	Review of December 6, 2018 Notes and Action Items	n/a	n/a
2.	Review of “Affordable Housing Task Force Public Participation Strategy, Identify Project Phasing” document dated December 6, 2018	n/a	<ul style="list-style-type: none"> • A few edits were made to the original document
3.	Determine Next Steps <ul style="list-style-type: none"> • What we want to learn from a public engagement session • Format for a public engagement session (workshop, survey, etc.) 	<ul style="list-style-type: none"> • Discussed the timeline for the Task Force to develop that will establish the work plan • Members developed some ideas for “what we 	<ul style="list-style-type: none"> • Elaine and Joan will create the terms of reference for the consultant to complete a needs assessment and the first draft of the

	Agenda Item	Brief Description	Action
	<ul style="list-style-type: none"> • Who to invite • Date/time/venue 	want to learn” (see attached notes).	<p>Affordable Housing Strategy.</p> <ul style="list-style-type: none"> • Find opportunities for the task force to create news stories, videos that personalize affordable housing needs/value to help educate the public. • Perhaps some sort of visual counter that demonstrates the shortage of affordable housing and how initiatives are helping to lessen this gap. • Joan will compile first draft of time line for work plan.
3.	Round Table Update on Current Action Items		<ul style="list-style-type: none"> • Contact Lisa Degenstein to reschedule presentation for next meeting.
4.	Items Arising	n/a	n/a
5.	The meeting adjourned at 8:30 p.m.		

**UNADOPTED MINUTES
OF THE TOWN OF OKOTOKS
FAMILY AND COMMUNITY SUPPORT SERVICES COMMITTEE
HELD ON TUESDAY, JANUARY 15, 2019
IN THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

**COMMITTEE MEMBERS
PRESENT**

Ashley Dreger, Chair
Councillor Matt Rockley
Emily Cox
Oliver Hallmark
Sharon Hudspeth
Abbigale Kunz
Rob Leatherdale
Andrew Loe
John Lowe

**COMMITTEE MEMBERS
ABSENT**

STAFF PRESENT

Debbie Posey, Community Wellness Manager
Jana Giger, Recording Secretary
Leeann Jarman, Community Wellness Specialist

1. CALL TO ORDER

Chair Dreger called the meeting to order at 5:35 p.m.

2. ADOPTION OF AGENDA

2.1 Additions / Deletions / Changes
None

2.2 Adoption

MOTION: By S. Hudspeth that the agenda for the January 15, 2019 Family and Community Support Services Committee meeting be adopted as presented.

Carried Unanimously

3. APPROVAL OF MINUTES

3.1 Family and Community Support Services Committee - December 5, 2018

MOTION: By Rob Leatherdale that the minutes of the Family and Community Support Services Committee meeting held December 5, 2018 be adopted as presented.

Carried Unanimously

4. PRESENTATION

4.1 Christ the Redeemer Catholic Schools - The Connections Program

Terri Dauter, Christ the Redeemer Catholic Schools Stewardship Liaison, presented the organization's 2019 funding request of \$25,000.00.

The Connections Program was designed to enhance the academic and social experiences, functioning, and outcomes of our divisions most marginalized and vulnerable youth, including those most at risk of becoming involved in the school discipline cycle, of engaging in behaviors that harm themselves and others, and of becoming disconnected and disengaged from school, positive adult mentors, and a healthy peer group. FCSS funding will be used to support the existing Okotoks-based Connections Program.

4.2 Foothills Regional Victim Services - Volunteer Program

Kerri Wilkinson, Foothills Regional Victim Services Program Manager, presented the organization's 2019 funding request of \$7,000.00.

Foothills Regional Victim Services provides support, information and referrals to victims of crime and/or trauma. Immediate crisis support is provided and in the case of criminal court proceedings, victims are kept updated and given court orientation and accompaniment. Highly trained community volunteers, available around the clock, provide services to victims under the direction and supervision of a paid coordinator. FCSS funding will be used to offset volunteer expenses, including out of pocket expenditures, mileage and training.

4.3 Big Brothers Big Sisters of Calgary and Area - Mentoring in Okotoks

Cynthia Wild, Big Brothers Big Sisters of Calgary and Area Director, Service Delivery, and Laura Padget, Big Brothers Big Sisters of Okotoks and Area Team Lead - Satellite Programs presented the organization's 2019 funding request of \$63,000.00.

Big Brothers Big Sisters of Calgary and Area offer mentoring programs in Okotoks. Through these programs, children and youth receive high quality mentoring services in school and community based. Mentoring is effective as a preventative tool, helping youth navigate through a host of risk factors, increasing resiliency, opening new worlds and opportunities to those involved, promoting success in school, and easing the transition from social or cultural isolation into mainstream Canadian society. FCSS funding will be used to support the capacity of Big Brothers Big Sisters district office in Okotoks to operate mentoring programs and services in the community.

4.4 High River & District Parent Link Centre - Okotoks Parent Link Program

Michelle Kessel, High River & District Parent Link Centre Co-Supervisor and Christine Scherer-Smith, High River & District Parent Link Centre Co-Supervisor, presented the organization's 2019 funding request of \$18,500.00.

Okotoks Parent Link Centre provides a free, universal program open to all families, parents, para-professionals and childcare providers working and living with children aged prenatal to six years. "Connecting through play" is a guiding philosophy of Parent Link Centres, offering play based learning activities that support the parent's role in fostering optimal child development through parent/child activities. It also includes parenting programs which provide support and information to families regarding positive parenting practices. FCSS funding will be used to offset costs for the Okotoks program.

Break at 6:47 p.m. Reconvene at 7:15 p.m.

4.5 Calgary Catholic Immigration Society - Foothills Community Immigrant Services Volunteer Program

Ricardo Morales, Calgary Catholic Immigration Society Manager, Nancy Risdon, Calgary Catholic Immigration Society Settlement Worker, and Lisa Degenstein, Foothills Community Immigrant Services Team Lead, presented the organization's 2019 funding request of \$15,553.00.

Foothills Community Immigrant Services (FCIS) is a rural project of Calgary Catholic Immigration Society (CCIS) and has been operating in Okotoks since 2009. They are the only immigrant service agency in Okotoks and the Foothills area providing comprehensive settlement services to immigrants and refugees; along with community orientation, direct client services, newcomer family support, informal English learning, community referrals and assistance with integration into the community. The FCIS Volunteer Program provides opportunities for local residents (both Canadian born and newcomers) to provide important support and community connections for newcomers to Okotoks. FCSS funding will be used to help cover the Volunteer Coordinator wages, volunteer training and appreciation.

4.6 Foothills Fetal Alcohol Society - FASD Prevention and Awareness Project

Danna Ormstrup, Foothills Fetal Alcohol Society Executive Director, presented the organization's 2019 funding request of \$7,500.00.

The Foothills Fetal Alcohol Society's (FFAS) mission is "To enhance capacity for the prevention of fetal alcohol spectrum disorder (FASD) and for the provision of care and support to rural communities". Supports are provided to caregivers, professionals and individuals with FASD. Education, prevention and awareness initiatives are also facilitated in the community. FCSS funding will be used to provide or offset of preventative programming to youth, adults and general public awareness.

4.7 Foothills School Division - Family School Liaison Counsellor Program

Ryley Hatchard, Foothills School Division Counselling Coordinator, presented the organization's 2019 funding request of \$35,000.00.

The Family School Liaison Counsellor (FSLC) Program provides counselling to children and their families to address psycho-social, emotional, and behavioural concerns. FSLC staff work collaboratively with schools and agencies in the community to help students and families develop and strengthen positive coping skills to deal with disruptive, stressful or challenging events. FCSS funding will be used to support FSLC staff.

4.8 Okotoks and District Seniors' Club - Program Facilitator

Elida Raynor, Okotoks and District Seniors' Club President and Allen Jenkins, Okotoks and District Seniors' Club Treasurer, presented the organization's 2019 funding request of \$8,000.00.

The Program Facilitator provides seniors with information on available resources and community connections, and works with members to create an environment that encourages social contact and physical activity. Seniors are encouraged to be involved in the Club and in the community, so they understand that their contributions are valued and appreciated. FCSS funding will be used to offset the cost of the Club's Program Facilitator.

4.9 Foothills Country Hospice Society - Volunteer Services Program

Stephanie Barnes, Foothills Country Hospice Society Fund Development Officer, presented the organization's 2019 funding request of \$12,800.00.

The Foothills Country Hospice utilizes volunteers to support clinical staff, patients and their families. Grief support services are provided, including telephone support that is offered to families by volunteers for up to a year following the death of a loved one. FCSS funding will be used to help cover the Volunteer Coordinator wages, volunteer training and appreciation.

4.10 Organizational Funding Requests Less Than \$2,000.00

For funding requests \$2,000.00 or less, organizations are not required to be in attendance to present.

Leeann Jarman, Town of Okotoks Community Wellness Specialist, provided information about the following 2019 funding requests:

- Junior Achievement South Alberta - Foothills Region - Volunteer Program Funding Request of \$2,000.00.
- Okotoks Meals on Wheel Society - Volunteer Appreciation Funding Request of \$1,000.00.
- Valley Neighbors Club - Seniors Connection Program Funding Request of \$1,000.00.

5. BUSINESS

None

6. REPORTS

None

7. CORRESPONDENCE FOR INFORMATION

7.1 Family and Community Support Services Calgary/Bow River Regional Meeting Minutes - November 28, 2018

MOTION: By R. Leatherdale that correspondence item 7.1 be received as information.

Carried Unanimously

8. NEXT MEETING

The next meeting of the Family and Community Support Services Committee is January 16, 2019.

9. ADJOURNMENT

MOTION: By J. Lowe that the January 15, 2019 Family and Community Support Services Committee meeting adjourn at 8:45 p.m.

Carried Unanimously

Ashley Dreger, Chair

Jana Giger, Recording Secretary

**UNADOPTED MINUTES
OF THE TOWN OF OKOTOKS
FAMILY AND COMMUNITY SUPPORT SERVICES COMMITTEE
HELD ON WEDNESDAY, JANUARY 16, 2019
IN THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

**COMMITTEE MEMBERS
PRESENT:**

Ashley Dreger, Chair
Councillor Matt Rockley
Emily Cox
Oliver Hallmark
Sharon Hudspeth
Abbigale Kunz
Rob Leatherdale
Andrew Loe
John Lowe

**COMMITTEE MEMBERS
ABSENT:**

STAFF PRESENT:

Debbie Posey, Community Wellness Manager
Jana Giger, Recording Secretary
Leeann Jarman, Community Wellness Specialist

1. CALL TO ORDER

Chair Dreger called the meeting to order 5:29 p.m.

2. ADOPTION OF AGENDA

- 2.1 Additions / Deletions / Changes
None
- 2.2 Adoption

MOTION: By S. Hudspeth that the agenda for the January 16, 2019 Family and Community Support Services Committee meeting be adopted as presented.

Carried Unanimously

3. APPROVAL OF MINUTES

None

4. PRESENTATION

4.1 Rowan House Society - Branches Preventative Education and Awareness Program

Ally Cramm, Rowan House Society, Community Relations Coordinator and Lindsay Durand, Rowan House Society, Preventative Education Facilitator, presented the organization's 2019 funding request of \$25,000.00.

The Branches Preventative Education and Awareness Program engages the community and promotes the prevention of family violence through education, awareness, and volunteerism. Rowan House provides Branches presentations, workshops, and education/awareness displays on topics related to family violence. FCSS funding will be used to support community and in-shelter preventative education.

4.2 Wild Rose Community Connections - Dad's Central

Marianne Dickson, Wild Rose Community Connections Executive Director, and Rhonda Longson, Wild Rose Community Connections Program Coordinator, presented the organization's 2019 funding request of \$34,700.00.

Wild Rose Community Connections mission is "Creating positive life opportunities for children by working with parents and caregivers to strengthen the family unit and their connection to their community." Early intervention and preventative programs are provided for families. The Dad's Central Program builds capacity for Dads and other positive, influential males in a child's life by provide parenting education and connecting families to meaningful community resources. FCSS funding will be used for the Dad's Central program.

4.3 Foothills Special Needs Association for Parents and Siblings (SNAPS) - Family Support

Kathy Thornhill, Foothills Special Needs Association for Parents and Siblings (SNAPS) President and Alise Kuipers, Foothills Special Needs Association for Parents and Siblings (SNAPS) Project Coordinator, presented the organization's 2019 funding request of \$15,000.00.

Foothills Special Needs Association for Parents and Siblings (SNAPS) serves individuals with pan disabilities of all ages, with all diagnoses and their families in Okotoks and surrounding area. SNAPS works with the community, individuals and families to support specials needs individuals to become fully included in all areas of the community. FCSS funding will be used for staff wages to run Okotoks programs.

4.4 Literacy for Life Foundation - Community Family Literacy Projects

Sue Stegmeier, Literacy for Life Foundation Executive Director, and Nicole Levesque, Literacy for Life Foundation Program Coordinator, presented the organization's 2019 funding request of \$13,000.00.

Literacy for Life Foundation programs develop literacy and learning skills, while parents build positive relationships and create an effective learning environment. Programming is free to families and is available for babies through to adults. FCSS funding will be used to purchase resources and materials for the Books for Babies program and wages for facilitators to provide the Building Blocks, Dog Tales and preschool group programs.

Break at 6:31 p.m. Reconvene at 7:04 p.m.

5. BUSINESS

5.1 Big Brothers Big Sisters of Calgary and Area - Mentoring in Okotoks

MOTION: By A. Kunz that Big Brothers Big Sisters of Calgary and Area - Mentoring in Okotoks be funded \$40,000.00.

Carried Unanimously

5.2 Calgary Catholic Immigration Society - Foothills Community Immigrant Services Volunteer Program

MOTION: By J. Lowe that Calgary Catholic Immigration Society - Foothills Community Services Volunteer Program be funded \$5,000.00.

Carried Unanimously

5.3 Christ the Redeemer Catholic Schools - The Connections Program

MOTION: By E. Cox that Calgary Catholic Schools - The Connections Program be funded \$19,550.00.

Carried Unanimously

5.4 Foothills Country Hospice Society - Volunteer Services Program

MOTION: By R. Leatherdale that Foothills Country Hospice - Volunteer Services Program be funded \$10,000.00.

Carried Unanimously

5.5 Foothills Fetal Alcohol Society - FASD Prevention and Awareness Project

MOTION: By Councillor Rockley that Foothills Fetal Alcohol Society - FASD Prevention and Awareness Project be funded \$7,000.00.

Carried Unanimously

5.6 Foothills Regional Victim Services - Volunteer Program

MOTION: By E. Cox that Foothills Regional Victim Services - Volunteer Program be funded \$6,000.00.

Carried Unanimously

5.7 Foothills School Division - Family School Liaison Counsellor Program

MOTION: By A. Loe that Foothills School Division - Family School Liaison Counsellor Program be funded \$27,550.00.

Carried Unanimously

5.8 Foothills Special Needs Association for Parents and Siblings (SNAPS) - Family Support

MOTION: By S. Hudspeth that Foothills Special Needs Association for Parents and Siblings (SNAPS) - Family Support be funded \$10,000.00.

Carried Unanimously

5.9 High River & District Parent Link Centre - Okotoks Parents Link Program

MOTION: By A. Loe that High River and District Parent Link Centre - Okotoks Parent Link Program be funded \$16,000.00.

Carried Unanimously

5.10 Junior Achievement South Alberta - Foothills Region - Volunteer Program

MOTION: By E. Cox that Junior Achievement South Alberta - Foothills Region - Volunteer Program be funded \$1,600.00.

Carried Unanimously

5.11 Literacy for Life Foundation - Community Family Literacy Projects

MOTION: By R. Leatherdale that Literacy for Life - Community Family Literacy Projects be funded \$10,000.00.

Carried Unanimously

5.12 Okotoks and District Seniors' Club - Program Facilitator

MOTION: By S. Hudspeth that Okotoks and District Seniors Club - Program Facilitator be funded \$6,000.00.

Carried Unanimously

5.13 Okotoks Meals on Wheels Society - Volunteer Appreciation

MOTION: By A. Kunz that Okotoks Meals on Wheels Society - Volunteer Appreciation be funded \$800.00.

Carried Unanimously

5.14 Rowan House Society - Branches Preventative Education and Awareness Program

MOTION: By E. Cox that Rowan House Society - Branches Preventative Education and Awareness Program be funded \$15,000.00.

Carried Unanimously

5.15 Valley Neighbors Club - Seniors Connection Program

MOTION: By S. Hudspeth that Valley Neighbors Club - Seniors Connection Program not be funded.

Carried Unanimously

5.16 Wild Rose Community Connections - Dad's Central

MOTION: By A. Loe that Wild Rose Community Connections - Dad's Central be funded \$29,500.00.

Carried Unanimously

6. CORRESPONDENCE FOR INFORMATION

None

7. NEXT MEETING

The next meeting of the Family and Community Support Services Committee is March 6, 2019.

8. ADJOURNMENT

MOTION: By J. Lowe that the January 16, 2019 Family and Community Support Services Committee meeting adjourn at 8:26 p.m.

Carried Unanimously

**UNADOPTED MINUTES
OF THE FINANCE AND AUDIT COMMITTEE
HELD ON WEDNESDAY, JANUARY 16, 2019
IN THE MUNICIPAL CENTRE
BIG ROCK ROOM**

COMMITTEE MEMBERS

PRESENT: Councillor Ken Heemeryck, Acting Chair
Councillor Ray Watrin
Allan Evenson
Arnold van Loozenoord

COMMITTEE MEMBERS Councillor Ed Sands
ABSENT: Darren Cunningham

STAFF PRESENT: Elaine Vincent, Chief Administrative Officer
Ralph Ettenauer, Finance & Systems Director
Janice Storch, Legislative Services Administrator

1. CALL TO ORDER

Acting Chair Heemeryck called the meeting to order at 12:12 p.m.

2. ADOPTION OF AGENDA

2.1 Additions / Deletions / Changes
None

2.2 Adoption

MOTION: By Councillor Watrin that the agenda for the January 16, 2019
Finance and Audit Committee meeting be adopted as presented.
Carried Unanimously

3. APPROVAL OF MINUTES

3.1 Minutes of the Finance and Audit Committee - November 7, 2018

MOTION: By A. Evenson that the minutes of the Finance and Audit
Committee meeting held November 7, 2018 be adopted as
presented.
Carried Unanimously

4. BUSINESS

4.1 Capital Budget Amendment

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that a budget amendment is required to include the "Access Road Repair (2013 DRP)" project in the 2019 Capital Projects.

MOTION: By A. van Loozenoord that the Finance and Audit Committee recommend to Council that the 2019 Capital Budget be amended to include the "Access Road Repair (2013 DRP)" project as follows:

Project Name and Code:	Access Road Repair (2013 DRP) and 750-TBD
Project Costs:	\$120,000
Funding Sources:	Disaster Recovery Program (DRP)
	\$120,000

Carried Unanimously

4.2 Finance and Audit Committee Draft Work Plan

MOTION: By Councillor Watrin that the 2019 Finance and Audit Committee timeline and agenda items be received as information.

Carried Unanimously

4.3 Enterprise Risk Management Training Follow Up

Elaine Vincent, Chief Administrative Officer, led the discussion regarding the Enterprise Risk Management Training the Committee received recently as well as the objectives and timeline for moving forward with the project.

5. NEXT MEETING

The next meeting of the Finance and Audit Committee will be Wednesday, March 6, 2019 at 12:00 Noon

6. ADJOURNMENT

MOTION: By Councillor Watrin that the January 16, 2019 Finance and Audit Committee meeting adjourn at 12:53 p.m.

Carried Unanimously