

THE FOOTHILLS COUNTY AND TOWN OF OKOTOKS  
JOINT COUNCIL MEETING  
AGENDA



Tuesday, October 27, 2020  
1:00 PM  
via live stream

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Pages

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES OF THE PREVIOUS MEETING
  - 3.1. Intermunicipal Committee Meeting - September 8, 2020 2
4. BUSINESS
  - 4.1. Median Closure Correspondence - Foothills County 7
  - 4.2. Master Shared Services Agreement - County/Town 9
  - 4.3. Water Update - Town
5. IN CAMERA

(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 *Freedom of Information and Protection of Privacy (FOIP) Act.*)

  - 5.1. Land Designation (FOIP s. 24(1)(c)(g)) - County/Town
  - 5.2. Water Update (FOIP s. 24(1)(b)(c)(g)) - Town
6. MOTIONS ARISING
7. NEXT MEETING DATE

The next meeting date of the Intermunicipal Committee is November 24, 2020 at 1:00 p.m.
8. ADJOURNMENT

**UNADOPTED MINUTES  
OF THE FOOTHILLS COUNTY AND TOWN OF OKOTOKS  
INTERMUNICIPAL COMMITTEE  
HELD ON SEPTEMBER 8, 2020  
VIA ZOOM VIDEO CONFERENCING**

<b>PRESENT</b>	<u>Foothills County</u> Councillor R.D. McHugh Councillor Larry Spilak Councillor Alan Alger Councillor Delilah Miller (Alt) Reeve Suzanne Oel (Alt)	<u>Town of Okotoks</u> Mayor Bill Robertson Councillor Florence Christophers Councillor Tanya Thom
<b>STAFF PRESENT</b>	Harry Riva Cambrin, CAOMunicipal Manager Ryan Payne, CAO Julie McLean, Senior Planner Jessica Clement, Legislative Services	Elaine Vincent, Chief Administrative Officer Ralph Ettenauer, Finance & Systems Director Jeff Greene, Development Services Director Susan Laurin, Community Services Director Chris Radford, Infrastructure and Operations Director Nancy Weigal, Corporate & Strategic Services Director Kelly Stienwand, Protective Services Director Jamie Dugdale, Planning Services Manager Jeremy Huet, Interim Engineering Manager Rob Dickinson, Growth & Water Security Manager Christa Michailuck, Corporate Strategist Janice Storch, Legislative Services Administrator
<b>PUBLIC</b>	Jerry Lau, Infrastructure Manager, Alberta Transportation	
<b>REGRETS</b>	Jeff Edgington, Supervisor of Infrastructure	

**1. CALL TO ORDER**

Councillor McHugh called the meeting to order at 1:21 p.m.

**2. ADDITIONS TO AGENDA**

None

### 3. ADOPTION OF AGENDA

MOTION: By Mayor Bill Robertson that the agenda for the September 8, 2020 Intermunicipal Committee be adopted as presented.

Carried Unanimously

### 4. ADOPTION OF THE MINUTES

MOTION: By Councillor Thorn that the minutes of the Intermunicipal Committee held June 15, 2020 be adopted as presented.

Carried Unanimously

### 5. BUSINESS

#### a) Intermunicipal Transportation Analysis

Elaine Vincent, Town of Okotoks Chief Administrative Officer, provided a statement that the Intermunicipal Committee previously passed a resolution directing that intermunicipal transportation analysis commence. After the report from Alberta Transportation was distributed, The Town of Okotoks and Foothills County made a joint decision to close the medians at 306, 338, and 370. Ms. Vincent stated that the two municipalities need to establish a Terms of Reference and a scope of work for a transportation strategy to support the closures under the timeline received from Alberta Transportation.

Jeff Greene, Town of Okotoks Development Services Director, provided a statement that the potential closure has a cascading affect on the remaining road network in the area. Furthermore, the Terms of Reference needs to be created prior to establishing a strategy to undertake the closures.

Councillor Miller and Councillor Thorn recommended that the Terms of Reference be developed through the Foothills/Okotoks intermunicipal committee.

#### b) Highway 2 and Medians at 306, 338 and 370

Jerry Lau, Alberta Transportation Infrastructure Manager, was invited to the Town of Okotoks/Foothills County Intermunicipal Committee meeting to answer questions and provide an update on the planned closures of Highway 2 Medians at 306, 338 and 370 Avenues from an Alberta Transportation perspective. Mr. Lau provided a statement that there is no current funding for the closures of the medians at 306, 338 and 370. Mr. Lau estimated that the closures of the medians will occur between 2021-2023. Additional analysis, impact analysis, and public consultation are required prior to allowing the closures. The priority closures are the 338 and 370 Avenue intersections.

Harry Riva Cambrin, Foothills County Municipal Manager, stated that the County's next steps are to continue the discussions between Foothills and Okotoks Councils, as well as discussions with the Province on a proposed overpass at 338 Ave and Hwy 2 and further consultation with surrounding municipalities (Black Diamond, Turner Valley, High River).

Mr. Lau stated that the functional planning study for the interchange has been submitted to the Alberta Transportation planning group in Edmonton, and its status is that it has been identified but not yet approved. The approval for the planning study will not likely take place until 2021. Once the planning study is approved, Alberta Transportation will work with both municipalities to establish the terms of reference.

c) Master Cost Sharing Agreement Annual Review

CAO Vincent referred to Section 9.3 of the Master Cost Sharing Agreement regarding the requirements for discussion between the Town of Okotoks and Foothills County. CAO Vincent stated that the Chief Administrative Officers from both municipalities are required to prepare an annual financial review. CAO Vincent stated that the review has been put on hold due to other ongoing intermunicipal projects that were deemed a higher priority.

Ryan Payne, Foothills County Chief Administrative Officer, stated that the shared agreement is working well.

CAO Payne stated that the true-up process is completed, and a written report will be brought back to the Intermunicipal Committee for review at the next upcoming meeting.

Mayor Bill Robertson further agreed that the master cost sharing agreement is working adequately.

Mayor Robertson inquired about the joint COVID-19 response between both municipalities for shared services/facilities such as the Scott Seaman's Sports Rink. CAO Payne stated that Susan Laurin, Town of Okotoks Community Services Director, established a weekly regional director meeting at the start of COVID-19 which discussed 'best practices' of COVID-19 management. Foothills County and Okotoks have different approaches to the reopening and management of shared facilities, but they are very similar. Both the Scott Seaman's Sports Rink, and the Okotoks Recreation Centre allows for one family member to assist young participants and spectate youth sports. Mayor Robertson reminded the committee that the Scott Seaman Sports Rink is part of a shared services agreement but owned and operated by the County, and he is glad that both municipalities are sharing similar directions.

MOTION: By Councillor Spilak that the Foothills County and Town of Okotoks Intermunicipal Committee direct administrations to present the Master Cost Sharing Agreement Annual Review at the next Intermunicipal Committee meeting.

Carried Unanimously

d) Water: Joint Project Plan and Timeline Review

CAO Vincent provided a suggestion that both municipalities review the documentation from the joint council meeting on August 31, 2020 and come to a greater joint understanding on the decisions made on cost, organization and urgency. CAO Vincent provided clarification regarding concerns of the Town of Okotoks projected growth and how the water is allocated within the Town. CAO Vincent stated that while there is an urgency to commence the joint water project plan, it is a plan to benefit the future of the Town's growth.

Rob Dickinson, Town of Okotoks Growth & Water Security Manager, discussed how the water allocation was decided within the Town of Okotoks. The Town indicated specific areas that were projected to be high growth areas and would benefit from a regional water line.

There is a potential opportunity for stimulus grant funding or 'economic recovery grant funding' from the Province of Alberta for shovel ready projects. Due to the economic situation after COVID-19, grant funding is available to help the economy in 2020/21, but may not be available in the future. Without proceeding with engineering plans, design, and preparations, the immediate opportunities for grant funding may be missed as there is an urgency to start projects so the deadlines will be soon.

Mr. Riva Cambrin inquired as to whether there is a commitment from the Province for a reasonable timeline for the joint water project plan. Mr. Dickinson stated that Alberta Environment is enthusiastic about the regional water line.

Jeremy Huet, Town of Okotoks Interim Engineering Manager, clarified that the data presented in the report provided to the IMC was last updated in 2018, but that the numbers have not been drastically altered in those two years.

MOTION: By Mayor Bill Robertson that accept the Water: Joint Project Plan and Timeline Review be accepted for information purposes.

Carried Unanimously

e) Terms of Reference Discussion – Recording of Minutes and Meeting Schedules

Mr. Riva Cambrin discussed the topic of recording the virtual intermunicipal committee meetings and making the recordings available for the public. Foothills County Council recently discussed this issue as it has not been the County's practice to make recordings of meetings available after the meeting has taken

place. Foothills Council determined that a decision about this matter will be made at the upcoming Foothills organizational meeting.

## **6. ADJOURNMENT**

MOTION:     By Councillor Christophers that the September 8, 2020 Intermunicipal Committee Meeting adjourn at 3:06 p.m.

Carried Unanimously



ALBERTA  
TRANSPORTATION

*Office of the Minister  
Deputy Government House Leader  
MLA, Calgary-Hays*

October 5, 2020

AR 81764

Ms. Suzanne Oel  
Reeve  
Foothills County  
309 Macleod Trail  
PO Box 5605  
High River, AB T1V 1M7

His Worship William (Bill) B. Robertson  
Mayor  
Town of Okotoks  
PO Box 20, Station Main  
5 Elizabeth Street  
Okotoks, AB T1S 1K1

Dear Reeve Oel and Mayor Robertson:

Thank you for your letters requesting median closures and other measures related to highways in your area. I apologize for the delayed response.

Road safety is a top priority for Alberta Transportation, and our condolences go out to the families of those involved in the fatality that occurred on Highway 2. Particularly in light of this tragic incident, I remain committed to working collaboratively with Foothills County and the Town of Okotoks to improve safety and reduce collisions.

I understand there are safety concerns related to the intersections of Highway 2 and 306 Avenue, 338 Avenue, and 370 Avenue. All the intersections are challenging for motorists due to the high traffic volume on Highway 2, particularly for motorists making left turns to enter the highway or going straight through the intersection. However, the effects of any proposed future changes in the interim and long term need to be considered.

An interchange at Highway 2 at 338 Avenue would address the issue. The first step that must be completed for a project such as this one is a functional planning study to determine the interchange's configuration, right-of-way requirements, and costs. As with any project, Alberta Transportation will give this project due consideration as part of determining provincial priorities for construction and taking into account funding availability. One factor that could impact the interchange's priority is potential cost-sharing with municipalities on the design and construction.

I understand the Town and the County have tentatively offered to fund 50 per cent of a functional planning study. The department is in the process of determining our planning priorities for the province; department staff will be in contact with the municipalities once these priorities are confirmed. We are also committed to working with all stakeholders to move forward with any proposed changes once there is general agreement between the municipalities on the road network issues.

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I am pleased both the Town of Okotoks and Foothills County support the closure of the medians on Highway 2 between Highway 547 and Highway 522. I further understand the County is requesting the closure of the west leg of 306 Avenue.

Regarding the signalization of Highway 2A at 306 Avenue, it is best if this topic is further resolved between Foothills County and Town of Okotoks before any decision is made by Alberta Transportation. In addition, further analysis is required to determine any impacts to the Highway 552 interchange from the median closures, and public information/notification to advise local residents of any proposed changes would be required prior to implementation.

Although the closure of all three medians is not on the current Provincial Construction Program and is unfunded, it is important that department staff have further discussions with the County and Town to determine the closures' impacts to local roads, implementation strategy, and public notification. I am pleased there is progress in this regard.

Please continue to work with Mr. Jerry Lau, Infrastructure Manager. Mr. Lau can be reached at 403-297-8633 or at [jerry.lau@gov.ab.ca](mailto:jerry.lau@gov.ab.ca).

Thank you for writing.

Sincerely,



Ric McIver  
Minister

cc: R.J. Sigurdson  
MLA for Highwood  
Jerry Lau  
Infrastructure Manager, Alberta Transportation



## Master Shared Services Agreement Report

This report is prepared as the annual 2019 summary for the Master Shared Services Agreement, a Joint Use Agreement (JUA), between the Town of Okotoks and Foothills County. This JUA continues to be referenced as an exemplary model throughout the province of Alberta as an example of cooperation and collaboration between municipalities.

The shared services agreed to between the municipalities included fire, Eco Centre (recycling centre), library, cemetery, and indoor recreation. In context, the following services are not part of the JUA in 2019: water services, roads and transit, police, mutual aid, disaster response, 911 and dispatch, school sites, medical services, economic develop/business services, family and community support services, social services, seniors housing, affordable housing, and other cultural and community facilities. In addition, the JUA also doesn't include other services and facilities where other agreements are already in place, such as FCSS programs, Champion Park and Crescent Point Regional Fieldhouse.

The cost sharing ratio is calculated using the user statistics for the previous program year. The user statistics are summarized in the following table:

2019	% County Users for Okotoks Services	% Okotoks Users for County Services
Fire Population	15.7	
Indoor Recreation Users	19.1	40.713
Library Cardholders	20.1	

The total shared services costs for 2019 and budget projections for 2020 are provided below:

	Okotoks 2019 Actual	Okotoks 2020 Projected	County 2019 Actual	County 2020 Projected
Fire Services	683,630	700,900		
Eco Centre	118,854	132,178		
Library	132,192	129,764		
Cemetery	19,410	34,914		
Indoor Recreation	1,025,634	1,177,545	186,143	224,813
	1,979,719	2,175,302	186,143	224,813

### Upcoming Capital Projects

Following is Okotoks' 10-year capital plan:

The 2020 approved capital projects are as follows:

Project Cost	Description	FC Share
\$ 30,000	Fire equipment – Thermal Imaging Camera	\$ 4,680
\$100,000	Fire Hazmat Incident Support Unit	\$15,600
\$200,000	Fire Training Structure in Okotoks	\$31,200
<b>\$330,000</b>		<b>\$51,480</b>

The 2021-2029 forecasted capital projects are as follows:

Year	Project Cost	Description	FC Share
2021	\$663,000	Fire Engine Pumper	\$103,428
2021	\$698,000	Solar System (PCA & ORC)	\$146,580
2021	\$100,000	Cemetery Maintenance Building	\$ 17,900
2022	\$ 75,000	Replacement of a Command Truck	\$ 11,700
2022	\$200,000	ORC Olympia Replacement	\$ 36,000
2023	\$200,000	ORC Olympia Replacement	\$ 48,400
2023	\$1,326,000	Fire Aerial Apparatus bucket truck (New)	\$206,856
2023	\$400,000	Cemetery Development of New Lands	\$ 75,180
2024	\$200,000	Fire Replacement of a Bush Buggy	\$ 31,200
2025	\$ 75,000	Replacement of a Command Truck	\$ 11,700
2027	\$100,000	Fire Equipment Extrication Tools	\$ 15,600
2027	\$1,020,000	Fire Aerial Apparatus bucket truck (Replacement)	\$159,120
2028	\$250,000	Emergency Services Building (New) multi-year	\$ 13,650
	<b>\$5,307,000</b>		<b>\$877,314</b>

Following is Foothills County's capital plan for Scott Seaman Sports Rink:

SSSR Capital requests 2021-2026			
	Item	Cost	
2020	Waste Heat recovery, BAS, VSD/VFD installation	\$732,500	(grant funded)
2021	Replace rubber floor in players/timekeepers boxes	\$20,000	
2022	New electric floor scrubber	\$15,000	
2022	IT upgrades	\$15,000	
2023	Hot water tank replacement/Zamboni Room	\$10,000	
2024	Hot water tank replacement/Mechanical Room	\$10,000	
2025	New Electric Ice Resurfacer	\$200,000	(potentially grant funded)
2026	New electric ice edger	\$10,000	

### Summary Comments from CAOs

To date, the Shared Services Agreement has worked well and provides a fair and equitable foundation for the provision of the suite of services offered to Town and County residents. There is no fixed term to this agreement, however there is a commitment to review the agreement every five years. The effective date of the agreement was December 28, 2018, and the five-year review period will come due December 27, 2023. Both parties should commence planning for renegotiation in early 2023 and continue to communicate and collaborate on projects and initiatives of mutual benefit.

### Recommendations to the IMC

- The existing agreement's five year review is expected in 2023 and any requested amendments must be negotiated and agreed to in writing. The existing agreement would be used as the basis for negotiations at which time both parties can consider the addition or removal of any services or other terms from the agreement.
- Both parties will discuss outdoor recreation services during the five year review in the context of requirements for Foothills County to begin compiling statistical information.
- Both parties are exploring the feasibility of regional transit and curbside collection services / regional waste solutions and will continue to identify opportunities with mutual benefits.