



# THE TOWN OF OKOTOKS REGULAR COUNCIL MEETING AGENDA

Tuesday, October 15, 2024

2:00 PM - Closed Session (Council Only)  
3:00 PM - Public Session

Pages

## 1. CALL TO ORDER

## 2. ADOPTION OF AGENDA

## 3. CLOSED SESSION

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

3.1 Human Resources Matter (FOIP s. 24(1))

3.2 Intermunicipal Planning Matter (FOIP s. 21(1), 24(1)(a)(c))

3.3 Intergovernmental Relations (FOIP s. 21(1)(a), 23(1)(a), 24(1)(a)(c)(e)(g))

3.4 Human Resources Matter (FOIP s. 17(4)(d), 17(5)(f)(i))

## 4. DELEGATIONS (3:00 P.M.) OR (6:00 P.M. by prior arrangement)

### 4.1 REQUESTED DELEGATIONS

### 4.2 PUBLIC DELEGATIONS

#### 4.2.1 Rowan House Society

Representatives from the Rowan House Society will be in attendance to provide an update on the issue of domestic violence and abuse in Okotoks and some of the ongoing and new programs and services Rowan House provides to support individuals and families experiencing domestic violence and abuse.

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## 5. MOTION(S) ARISING FROM CLOSED SESSION

## 6. CONSENT AGENDA

### 6.1 MINUTES OF PREVIOUS MEETING

6.1.1	Regular Council Meeting - September 23, 2024	13
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## 6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1	Planning and Development Activity Update	27
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An update on planning and development activity for 2024 is provided as information.

6.2.2	Non-Profit Affordable Housing Tax Exemptions	44
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The impacts on taxpayers of the Province having expanded property tax exemptions to non-profit affordable housing providers are provided for information.

## 6.3 FIRST READING BYLAWS

## 6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS

## 6.5 CORRESPONDENCE FOR INFORMATION

6.5.1	Assessment Review Board Member Resignation - September 20, 2024	51
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6.5.2	Honourable Devin Dreesen, Minister of Transportation and Economic Corridors, Re: Canada Public Transit Fund - September 24, 2024	52
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6.5.3	Honourable Ric McIver, Minister of Municipal Affairs, Re: Federal Carbon Tax Survey - October 2, 2024	54
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## 6.6 BOARD AND COMMITTEE MINUTES

6.6.1	Family and Community Support Services Committee - October 2, 2024	55
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6.6.2	Okotoks Public Library Board - July 25, 2024	59
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## 6.7 DISCLOSURE OF CLOSED SESSION ITEMS

# 7. BUSINESS ITEMS FOR ACTION

7.1	United Way/Okotoks Partnership Committee Chair Presentation	64
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Governance Committees of Council Bylaw 04-24 requires the Chair of Governance Committees to annually present a summary or highlight report of activities at a Regular Council Meeting.

7.2	Property Tax Penalty Cancellation Request	66
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A request from a property owner to remove tax penalties levied on unpaid 2024 taxes, has been received and is provided to Council for direction.

7.3	Extended Producer Responsibility Recommendations	78
	To support the provincial roll out of Extended Producer Responsibility legislation the Town is required to make decisions on whether it will be a service provider.	
7.4	Purpose Statement Policies	82
	In order to remove services and service level inventory information, amendments to the Purpose Statement policies are provided to Council for approval.	
<b>8.</b>	<b>BYLAWS</b>	
8.1	Bylaw 24-24 - Land Use Bylaw Amendment - 149 Elizabeth Street	155
	The purpose of Bylaw 24-24 is to amend Land Use Bylaw 17-21 by redesignating 149 Elizabeth Street (Plan 1420L, Block F, Lots 25-37) from Downtown District and Traditional Neighbourhood District to General Commercial District.	
8.2	Bylaw 26-24 - Land Use Bylaw - Wedderburn Phase 12	162
	The purpose of Bylaw 26-24 is to amend Land Use Bylaw 17-21 by redesignating approximately +/- 2.44ha (+/- 6.02 acres) from Agricultural and Land Holdings District to Neighbourhood Core District.	
8.3	Bylaw 27-24 - Land Use Bylaw Amendment - D'Arcy Phase 14	168
	The purpose of Bylaw 27-24 is to amend Land Use Bylaw 17-21 by redesignating approximately +/- 1.66ha (+/- 4.10 acres) from Agricultural and Land Holdings District to Neighbourhood Core District.	
8.4	Bylaw 34-24 - Community Standards Bylaw Amendment	172
	The purpose of Bylaw 34-24 is to amend Bylaw 31-23 by providing a clearer definition of a graphic image and provide updates to the Bylaw regarding the distribution of graphic images.	

## 9. NOTICES OF MOTION

## 10. MOTIONS RE NOTICES

## 11. CORRESPONDENCE FOR ACTION

## 12. COUNCILLOR INQUIRIES AND SUGGESTIONS

## 13. COUNCIL REPRESENTATIVE REPORTS 192

## 14. PUBLIC HEARING(S) - 7:00 P.M.

## 15. BYLAWS / BUSINESS RELATING TO HEARING(S)

## 16. ADJOURNMENT



# ROWAN HOUSE SOCIETY

Report to the Community  
2023/24





**LINETTE SOLDAN**  
Executive Director

Domestic violence and abuse are at epidemic levels not only in the communities we serve but throughout Alberta. Rates of police reported intimate partner violence and abuse experienced by rural women in Canada are 75% higher than those for urban women. Domestic violence and abuse has no boundaries, it can happen to anyone, any time, anywhere.

Our 2023-2024, fiscal year was also a time for reflection and a time to set course for our future by revitalizing our mission, vision, values and develop our five core strategic elements for 2024-2027.

Compassion is at the heart of everything that animates the staff and volunteers at Rowan House Society. Our aim is to build confidence, reduce feelings of vulnerability and to empower individuals by providing resources and options.

We would like to acknowledge at this time, that January of next year, Rowan House Society will be commemorating our 25-year history in serving the communities of Foothills County, Vulcan County and MD Willow Creek by honouring the past and strengthening our future.

By helping us in our endeavors to erase domestic violence and abuse, you are helping the communities we serve. With deep gratitude from Rowan House Society, "We are here to break the cycle of domestic violence and abuse in our communities". Together we can make a difference, one day at a time.

## MESSAGE FROM THE BOARD OF DIRECTORS

We are pleased to report that the implementation of Rowan House Society's Strategic Plan is on track. We are establishing a robust communications strategy to raise awareness on core services, build partnerships and drive short and long-term financial sustainability. All in service to our clients and communities.

In 2024, our Board of Directors will advance our refreshed Mission, Vision, Values, and support organizational effectiveness.

We thank all who donate, educate, and assist Rowan House Society.

# About Us



## Mission:

We are here to break the cycle of domestic violence and abuse in our communities.

## Vision:

We aspire to compassionately erase domestic violence and abuse.

## Values:

### I CHANGE

Integrity  
Courage  
Honour  
Action-Oriented  
Nurture  
Growth  
Excellence

Change begins with us – individually and collectively.

## Rowan Tree

The Rowan tree is known for its resilience in the face of strong winds and has become a symbol of strength, protection and the ability to endure adversity.

The Rowan tree symbolizes what we, at Rowan House Society, stand for.

# Program Highlights

## Emergency Shelter Program

Rowan House Emergency Shelter is a short-term (30-day) emergency shelter for women, with or without children, experiencing domestic violence and abuse. The Emergency Shelter has 7 bedrooms with the capacity to support 24 individuals and provides the following:

- ✓ One-to-on support through a case management approach
- ✓ Group facilitation
- ✓ Emotional support
- ✓ Safety planning in alignment with the danger assessment
- ✓ Goal setting
- ✓ Support with essential needs
- ✓ Navigation of community resources and referrals
- ✓ Education and awareness

*"I don't think we could have made it without you! We'll never forget everything Rowan House has done for us! As happy as we are to continue our lives, we will miss you! Thank you!"*  
- Emergency Shelter Client



Admissions: 220  
Average Length of Stay: 20 days  
Youngest Client: 1 day old  
Oldest Client: 75 years old



## 24-Hour Support Line



Rowan House Society's 24-hour Support Line provides telephone and texting response to all individuals experiencing domestic violence and abuse seeking crisis support, information or navigation to the program or supports that best suit their needs, including:

- Trauma-informed crisis and emotional support
- Safety planning
- Community referrals and advocacy
- Support available in multiple languages with CanTalk
- Education and awareness

2,294  
calls or  
texts\*

15,779  
minutes\*

\*includes all call types to the Support Line

## Children's Program



Rowan House Society often has children in their care who require a safe-haven, time to relax, and a chance to enjoy being a child. We offer specialized programming for children that focuses on building self-esteem and developing coping skills for managing anxiety. Caregivers are encouraged to be a part of their child's learning by utilizing the structure in the childcare area where staff can assist in modelling healthy relationships, positive interactions, and child-centered play to facilitate a healthy parent-child attachment.

161  
children  
served

2,398  
hours

42  
parenting  
groups

*"Since the Children's Program my children "are more active, wanting to interact with children more. Thank you for all your help"*  
- Parent/Caregiver



# Program Highlights

## 125 school presentations to 6,230 students

*"I believe this is a valuable program for our students. They need to hear examples of how to treat others."*

- Teacher



## Preventative Education Program

The Preventative Education and Awareness program strives to break the cycle of abuse by providing:

- Healthy Relationships groups for women

*"I feel more able to be discerning in relationships and able to trust myself more."*

- Healthy Relationships Group Participant

264  
hours of  
instruction  
received

- Education and awareness for youth in schools
- Presentations for the public

## Outreach Program

The Outreach Program is designed to address and meet the needs of all individuals (regardless of race, cultural or spiritual background, gender identity or sexual orientation). The program is provided to those affected by domestic violence and abuse through one-to-one contact and support in a community setting for up to six months.

*"It gave me the confidence to be able to trust myself again."*

- Outreach Program Client

105 clients  
served

115  
children  
indirectly  
impacted

## Court Support Program

Rowan House Society's Court Support Program offers information and support to assist the clients of our various programs in developing a better understanding of family law matters and protection orders, while ensuring individuals are provided with wraparound support. The Court Support Worker will discuss the risks and benefits of each type of order to ensure individuals are making the best choice for themselves and their families.

*Having someone believe me and validate me is so valuable. She said, "I believe you, I support you, and you matter". The emotional support was the most helpful."*

- Court Support Program Client

84  
clients  
served

assisted  
63  
court  
orders

## Safe at Home Program

Rowan House Society is please to reintroduce the Safe at Home Program in the new fiscal year. Safe at Home is designed to be an alternative approach to helping families experiencing domestic violence and abuse. The Safe at Home Outreach Worker provides support to the individual that is using domestic violence and abuse by providing one to one support, group sessions and an option to access a "cool down" approach.

# Financial Highlights

## 2023/24 Operating Budget: \$2,583,043

In the 2023/24 fiscal year, Rowan House Society received government funding which covered approximately 50.4% of our operating costs. The remaining was made possible through grants, events and donations.



### Signature Events:



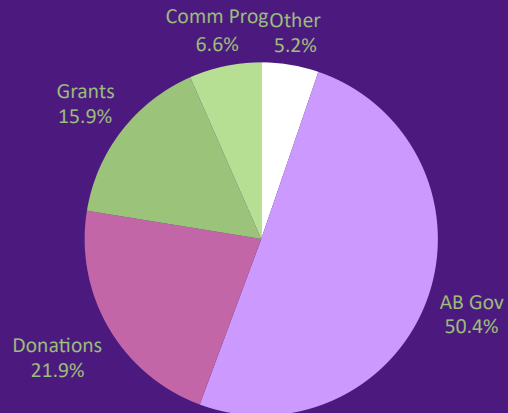
Rowan House Society's 2nd Annual Golf Tournament at Turner Valley Golf Club in 2023 raised \$28,787.



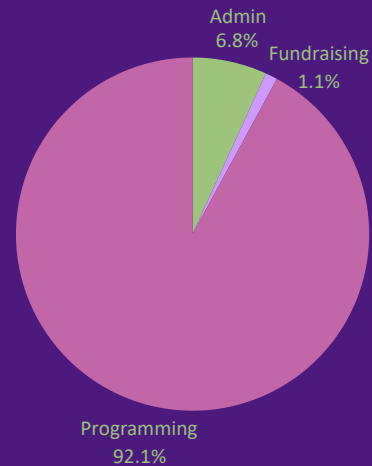
Rhythm's for Rowan House in November of 2023 raised \$8,530.



### Revenue:



### Expenses:





# Volunteers & Community Partners

## Volunteer Program

Volunteers play an important role in helping us achieve our mission, vision and values which enables us to enrich client delivery. Volunteers are driven by eagerness, passion, patience, are humble, as they support us on their own time. Volunteers bring a diversity of skills, are advocates, boost our visibility in the community, save us time, money, and resources in completing projects and promoting donations. Helping with smallest or biggest task makes a huge difference in the overall client care delivery. Indeed, volunteers are valuable members of the Rowan House Society team. We were excited that our longtime volunteer, Pat Lothrop, received a provincial Volunteer Award recognizing her years of loyal service.

3,138.5 hours contributed



## Community Partners

Without a sense of caring, there can be no sense of community. Caring about others is the first step to building a strong community. A theme that has emerged the past year is the importance of “working together” as an organization, staff, stakeholders and as a community. Our staff and board have been learning, reflecting, and planning for Rowan House Society – building a stronger future so that the organization is positioned to provide the best services possible to respond to the needs of our clients and the community.

We engage the community members, donors, funders, and government partners who humbled us with their eager responses to support and learn more about Rowan House Society and our programs. Thank you to those partners and supporters who took the time to visit Rowan House Society, seeing firsthand the many ways we work with our clients and support their diverse needs. Additionally, we are thankful for our continued partnerships as well as some of the new partnerships we have formed this year. Our partnerships are key in providing seamless client service delivery in raising awareness of domestic violence and abuse.



# Serving our Communities for Almost 25 Years!

What began as a small 2-bedroom basement suite near Black Diamond in the year 2000, has grown into full, wrap-around services dedicated to providing support to anyone affected by domestic violence and abuse. We will continue to be here, and are dedicated to evolving with the community as needs expand and change.



## Contact Us

### Phone :

24-Hour Support Line 403-652-3311  
Administration 403-652-3316

### Address :

Box 5121  
High River, AB T1V1M3

### Email :

[gopurple@rowanhouse.ca](mailto:gopurple@rowanhouse.ca)

### Website :

[www.rowanhouse.ca](http://www.rowanhouse.ca)

## THANK YOU !

To everyone who has supported us throughout the past year, you make the work we do possible. A special thank you to all our volunteers, donors, community partners and supporters for your continued support in providing hope and healing to the families of Rowan House Society. Your compassion and support do not go unnoticed and does make a difference.

*Supporting Communities Supporting Us*



ROWAN  
HOUSE  
SOCIETY

# SAFE AT HOME

*Join us for a free and confidential conversational group which helps individuals move towards healthy behaviors and hopeful relationships.*



## Do you need support with any of the following?

- ✓ Understanding how you feel
- ✓ Enhancing your communication
- ✓ Awareness that your reactions may be causing harm

If you answered yes to any of the above questions, the Safe at Home Program can help.

*This group is the first step in the Safe at Home Program. This program also includes 3-5 one to one sessions with an Outreach Worker.*

## Contact Us to Register:

- ✉ [safeathome@rowanhouse.ca](mailto:safeathome@rowanhouse.ca)
- 🌐 [www.rowanhouse.ca/sah](http://www.rowanhouse.ca/sah)
- 📞 403-652-3311



**TOWN OF OKOTOKS  
UNADOPTED MINUTES  
FOR THE REGULAR COUNCIL MEETING  
HELD MONDAY, SEPTEMBER 23, 2024  
AT THE OKOTOKS MUNICIPAL CENTRE  
COUNCIL CHAMBER**

**COUNCIL MEMBERS  
PRESENT**

Mayor Thorn  
Councillor Hallmark  
Councillor Heemeryck  
Councillor Lang  
Councillor Robinson  
Councillor Swendseid

**ADMINISTRATION  
PRESENT**

Acting Chief Administrative Officer Christa Michailuck  
Legislative Affairs Officer Lucy Mundy

**1. CALL TO ORDER**

Mayor Thorn called the meeting to order at 3:02 p.m. and provided a traditional land acknowledgement.

**2. ADOPTION OF AGENDA**

MOTION 24.C.302

By Councillor Swendseid

That the agenda for the September 23, 2024 Regular Council Meeting be adopted as presented.

Carried Unanimously

**3. CLOSED SESSION**

None

**4. DELEGATIONS****4.2 PUBLIC DELEGATIONS**

None

**5. MOTION(S) ARISING FROM CLOSED SESSION**

None

**6. CONSENT AGENDA****6.1 MINUTES OF PREVIOUS MEETING**

6.1.1 Regular Council Meeting - September 9, 2024

**6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE**

6.2.1 Drought Management Water Statistics Monthly Update

6.2.2 Chief Administrative Officer Approvals

**6.3 FIRST READING BYLAWS**

None

**6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS**

6.4.1 Mayor Thorn - Water Rate Analysis

**6.5 CORRESPONDENCE FOR INFORMATION**

6.5.1 Marigold Library System, August Board Meeting Highlights and Notes to Council - September 10, 2024

6.5.2 Don Herring, Chairperson, Westwinds Communities, Re: D'Arcy Site Progression - September 12, 2024

6.5.3 Lynne Price, CEO, Marigold Library System, Re: 2025 Marigold Levy Population - September 16, 2024

**6.6 BOARD AND COMMITTEE MINUTES**

6.6.1 Family and Community Support Services Committee - September 4, 2024

**6.7 DISCLOSURE OF CLOSED SESSION ITEMS**

None

**MOTION 24.C.303**

By Councillor Robinson

That the minutes under 6.1.1 be adopted as presented; and the remaining items be received as information.

Carried Unanimously

## **7. BUSINESS ITEMS FOR ACTION**

### **7.1 Time Change for Regular Council Meeting**

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that Council approval is required to change the start time of the public session for the October 28, 2024 Regular Council Meeting.

MOTION 24.C.304

By Councillor Swendseid

That the public session for the October 28, 2024 Regular Council Meeting be changed to begin at 2:00 p.m.

Carried Unanimously

## **8. BYLAWS**

### **8.1 Bylaw 30-24 - Tribunal Boards Bylaw Amendment**

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that the purpose of Bylaw 30-24 is to amend Bylaw 08-24 Tribunal Boards Bylaw to allow for one (1) additional Assessment Review Board Member and provide improved clarification within the Bylaw.

MOTION 24.C.305

By Councillor Lang

That Bylaw 30-24 be read a first time.

Carried Unanimously

MOTION 24.C.306

By Councillor Heemeryck

That Bylaw 30-24 be read a second time.

Carried Unanimously

MOTION 24.C.307

By Councillor Swendseid

That authorization be given to read Bylaw 30-24 a third time.

Carried Unanimously

**MOTION 24.C.308**

By Councillor Hallmark

That Bylaw 30-24 be read a third time and passed.

Carried Unanimously

**8.2 Bylaw 31-24 Procedure Bylaw Amendment**

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that Council approval is required to publish the video recording of the September 16, 2024 Governance and Priorities Committee Meeting to the Town's website and Bylaw 31-24 is brought forward for the purpose of amending Procedure Bylaw 12-22 to allow for Governance and Priorities Committee Budget and Annual Budget meetings to be recorded and published to the Town's website in perpetuity.

**MOTION 24.C.309**

By Councillor Heemeryck

That a suspension of procedural rules be authorized under section 3.2 of Procedure Bylaw 12-22 to permit posting the recording of the September 16, 2024 Governance and Priorities Committee Budget meeting to the Town website, as recommended by the Governance and Priorities Committee.

Carried Unanimously

**MOTION 24.C.310**

By Councillor Lang

That Bylaw 31-24 be read a first time.

Carried Unanimously

**MOTION 24.C.311**

By Councillor Robinson

That Bylaw 31-24 be read a second time.

Carried Unanimously

**MOTION 24.C.312**

By Councillor Lang

That authorization be given to read Bylaw 31-24 a third time.

Carried Unanimously



**MOTION 24.C.313**

By Councillor Swendseid

That Bylaw 31-24 be read a third time and passed.

Carried Unanimously

**9. NOTICES OF MOTION**

None

**10. MOTIONS RE NOTICES**

None

**11. CORRESPONDENCE FOR ACTION**

None

**12. COUNCILLOR INQUIRIES AND SUGGESTIONS**

Councillor Swendseid provided an inquiry regarding the Town's management of fox tail barley.

Acting Chief Administrative Officer Christa Michailuck provided a response that there is no chemical treatment that can be applied selectively to fox tail barley that will not kill other grasses; therefore, it is not included in the Town's Chemical Weed Control Program.

Mayor Thorn provided an inquiry regarding the reason for the decrease in the D'Arcy storm pond water level; whether there is a maintained minimum water level; and if the pond water qualifies for reuse.

Operations & Utilities Director Jeremy Huet provided a response that storm pond water level changes are caused by evaporation, drought, or intentionally by the Town to remove material and sediment understanding that it will refill the following year. Based on the weather this year, the cause for the storm pond water level decrease in D'Arcy was likely the Town lowering the level for maintenance and quality purposes. The D'Arcy storm pond was not designed for water reuse.

### **13. COUNCIL REPRESENTATIVE REPORTS**

Mayor Thorn, Councillors Lang and Swendseid reported on their activities since the last Council meeting.

Break at 3:33 p.m. Reconvene at 6:00 p.m.

### **4. DELEGATIONS (RESUMED)**

#### **4.1 REQUESTED DELEGATIONS**

##### **4.1.1 Awesome Kids Awards**

Natalli Bencharski, Nash Bencharski, Cleavon Laquibla, and Hadley Janssen were in attendance to be recognized for their performances as members of the Young Canadians during the 2024 Calgary Stampede Grandstand Show. A short video was played from member Jack Leathwaite who was unable to attend.

##### **4.1.2 Sport Recognition**

Preston Tocheniuk and Kingston Besuijen were in attendance for being selected as members of Team Alberta and representing the Town of Okotoks and Alberta at the 2024 Baseball Canada Cup Championships.

##### **4.1.3 Sport Recognition**

Erika Finney and Kate Groeneveld were in attendance for being Southern Alberta Revolution softball team members who won the Canada Region Championships and played the Senior League Softball World Series.

##### **4.1.4 Sport Recognition**

Six players from the U17 HOKS Lacrosse Team were in attendance for winning the Alberta Provincial Lacrosse Championships.

Break at 6:30 p.m. Reconvene at 6:59 p.m.

## **14. PUBLIC HEARINGS**

### **14.1 Bylaw 26-24 - Land Use Bylaw Amendment - Wedderburn Phase 12**

Mayor Thorn opened the Public Hearing for Bylaw 26-24 - Land Use Bylaw Amendment - Wedderburn Phase 12 at 7:00 p.m.

Planner Colton Nickel reviewed the report containing the issue that the purpose of Bylaw 26-24 is to amend Land Use Bylaw 17-21 by redesignating approximately +/- 2.44ha (+/- 6.02 acres) from Agricultural and Land Holdings District to Neighbourhood Core District.

Mayor Thorn called for those present in the Council Chamber and virtually who wished to speak in favour of the proposed Bylaw.

Stantec Urban Planner Christina Lombardo spoke in favour of the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and the questions were answered by Christina Lombardo and Anthem Properties Planning & Sales representative Steve LePan. Steve LePan additionally stated that he was in favour of the proposed Bylaw.

Administration stated that there were no virtual participants.

Mayor Thorn called for those present in the Council Chamber who wished to speak in objection to the proposed Bylaw and there were none.

Mayor Thorn called for questions from Council of Administration and the questions were answered.

Mayor Thorn called for Administration to provide a summary of submissions received after 12:00 p.m. on September 18, 2024 to 7:00 p.m. on September 23, 2024 and there were none.

Mayor Thorn called for a 15-minute break to provide an opportunity for members of the public to submit responses to new information that may have arisen from Administration's report.

Break at 7:15 p.m. Reconvene at 7:30 p.m.

Mayor Thorn called for Administration to provide a summary of submissions received during the break and there were none.

Mayor Thorn called for questions of clarification from those present in the Council Chamber and there were none.

Mayor Thorn called for further questions of clarification from Council of Administration and there were none.

MOTION 24.C.314

By Councillor Lang

That the Public Hearing for Bylaw 26-24 close at 7:31 p.m.

Carried Unanimously

14.2 Bylaw 27-24 - Land Use Bylaw Amendment - D'Arcy Phase 14

Mayor Thorn opened the Public Hearing for Bylaw 27-24 - Land Use Bylaw Amendment - D'Arcy Phase 14 at 7:31 p.m.

Planner Lauren Gagatsek reviewed the report containing the issue that the purpose of Bylaw 27-24 is to amend Land Use Bylaw 17-21 by redesignating approximately +/- 1.66ha (+/- 4.10 acres) from Agricultural and Land Holdings District to Neighbourhood Core District.

Mayor Thorn called for those present in the Council Chamber and virtually who wished to speak in favour of the proposed Bylaw.

Anthem Properties Planning & Sales representative Steve LePan spoke in favour of the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and the questions were answered.

Stantec Urban Planner Christina Lombardo spoke in favour of the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and there were none.

Administration stated that there were no virtual participants.

Mayor Thorn called for those present in the Council Chamber who wished to speak in objection to the proposed Bylaw.

Okotoks Resident Debbie Deglow spoke in objection to the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and the questions were answered.

Okotoks Resident Brad Hemus spoke in objection to the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and there were none.

Okotoks Resident Nick Klassen spoke in objection to the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and there were none.

Okotoks Resident Aaron Cull spoke in objection to the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and there were none.

Okotoks Resident Ken McNair spoke in objection to the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and the questions were answered.

Okotoks Resident Trevor Forbes spoke in objection to the proposed Bylaw.  
Mayor Thorn called for questions from Council of the presenter and there were none.

Okotoks Resident Holly Penhalagan spoke in objection to the proposed Bylaw.

Mayor Thorn provided a response to one of the presenter's concerns and asked if there were questions from Council of the presenter and there were none.

Okotoks Resident Tim Sikora spoke in objection to the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and there were none.

Mayor Thorn called for questions from Council of Administration and the questions were answered.

Mayor Thorn called for Administration to provide a summary of submissions received after 12:00 p.m. on September 18, 2024 to 7:00 p.m. on September 23, 2024 and there were none.

Mayor Thorn called for a 15-minute break to provide an opportunity for members of the public to submit responses to new information that may have arisen from Administration's report.

Break at 8:31 p.m. Reconvene at 8:47 p.m.

Mayor Thorn called for Administration to provide a summary of submissions received during the break and there were none.

Mayor Thorn called for questions of clarification or information from those present in the Council Chamber.

Okotoks Resident Ken McNair asked a question of clarification.

Okotoks Resident Trevor Forbes asked a question of clarification.

Okotoks Resident Tim Sikora asked a question of clarification.

Mayor Thorn called for further questions of clarification from Council of Administration and there were none.

Administration provided a response to the questions of clarification.

MOTION 24.C.315

By Councillor Swendseid

That the Public Hearing for Bylaw 27-24 close at 9:00 p.m.

Carried Unanimously



### 14.3 Bylaw 24-24 - Land Use Bylaw Amendment - 149 Elizabeth Street

Mayor Thorn opened the Public Hearing for Bylaw 24-24 - Land Use Bylaw Amendment – 149 Elizabeth Street at 9:00 p.m.

Planner Craig Davies reviewed the report containing the issue that the purpose of Bylaw 24-24 is to amend Land Use Bylaw 17-21 by redesignating approximately +/- 0.48ha (+/- 1.19 acres) located at 149 Elizabeth Street (Plan 1420L, Block F, Lots 25-37) from Downtown District and Traditional Neighbourhood District to General Commercial District.

Mayor Thorn called for those present in the Council Chamber and virtually who wished to speak in favour of the proposed Bylaw.

Business Agent Boniface Uduji spoke in favour of the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and the questions were answered.

Administration stated that there were no virtual participants.

Mayor Thorn called for those present in the Council Chamber who wished to speak in objection to the proposed Bylaw.

Okotoks Resident Jason Neufeld spoke in objection to the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and the questions were answered.

Mayor Thorn called for questions from Council of Administration and the questions were answered.

Mayor Thorn called for Administration to provide a summary of submissions received after 12:00 p.m. on September 18, 2024 to 7:00 p.m. on September 23, 2024.

Administration reported that one (1) submission was received in opposition of the proposed Bylaw from Okotoks residents Kerry and Doug Hill and the submission was read into the record.

Mayor Thorn called for a 15-minute break to provide an opportunity for members of the public to submit responses to new information that may have arisen from Administration's report.

Break at 9:23 p.m. Reconvene at 9:38 p.m.

Mayor Thorn called for Administration to provide a summary of submissions received during the break.

Administration reported that one (1) submission was received in opposition of the proposed Bylaw from Okotoks Resident Lynn Neufeld and the submission was read into the record.

Mayor Thorn called for questions of clarification or information from those present in the Council Chamber and there were none.

Mayor Thorn called for further questions of clarification from Council of Administration and the questions were answered.

MOTION 24.C.316

By Councillor Robinson

That the Public Hearing for Bylaw 24-24 close at 9:41 p.m.

Carried Unanimously

MOTION 24.C.317

By Councillor Hallmark

That authorization be provided to extend the September 23, 2024 Regular Council Meeting beyond the 9:45 p.m. deadline until 10:30 p.m.

Carried Unanimously

**15. BYLAWS / BUSINESS RELATING TO HEARINGS**

15.1 Bylaw 26-24 - Land Use Bylaw Amendment - Wedderburn Phase 12

MOTION 24.C.318

By Councillor Lang

That Bylaw 26-24 be read a second time.

Carried Unanimously

15.2 Bylaw 27-24 - Land Use Bylaw Amendment - D'Arcy Phase 14

MOTION 24.C.319

By Councillor Robinson

That Bylaw 27-24 be read a second time.

Carried Unanimously

15.3 Bylaw 24-24 - Land Use Bylaw Amendment - 149 Elizabeth Street

MOTION

By Councillor Heemeryck

That Bylaw 24-24 be read a second time.

MOTION 24.C.320

By Councillor Robinson

That second reading of Bylaw 24-24 be postponed to the October 15, 2024  
Regular Council Meeting.

Carried Unanimously

**16. ADJOURNMENT**

MOTION 24.C.321

By Councillor Lang

That the September 23, 2024 Regular Council Meeting adjourn at 10:10 p.m.

Carried Unanimously



## **PLANNING AND DEVELOPMENT ACTIVITY UPDATE**

### **Issue**

An update on planning and development activity for 2024 is provided as information.

### **Motion Proposed by Administration**

That the 2024 Planning and Development Activity Update report be received as information.

### **Report, Analysis and Financial Implications**

The purpose of this report is to provide Council with a comprehensive update on the Planning & Urban Design Team's (PUD) progress towards facilitating the goals and outcomes of Okotoks' Municipal Development Plan (MDP) and in consideration of the Town's Strategic Plan and its priorities to responsibly managing growth, supporting a strong local economy, enhancing culture and community health, demonstrating environmental leadership and fostering organizational excellence.

As an initial report to Council and in expectation of quarterly updates going forwards, this report provides a baseline for continuous reporting towards strategic priorities and outcomes and the facilitation of MDP targets, using 2024 as the base year.

### Core and Strategic Services

In 2024 PUD is organized to deliver core and strategic services by a team of four registered professional planners (RPPs) with an experienced team lead, one planning technician and two administrators. Core and strategic services are provided in consistency with the MDP's adaptive management philosophy, where land use plans are developed, implemented, reviewed, and updated regularly in response to changing and evolving factors that affect the long-term sustainable growth and development for Okotoks. This includes monitoring of legislative changes, higher level planning requirements, and socio-economic patterns that influence the planning response of the Town of Okotoks. The planning hierarchy enables continuous refinement of growth and development requirements from the conceptual level area planning through to detailed site planning as part of development permit applications and compliance monitoring.

Core services include the development and review of both Developer-led and Town-led Area Structure and Neighbourhood Area Structure Plans (ASPs; NASPs) which create the local planning framework for new communities in consistency with the MDP and establish utility and infrastructure servicing networks, open space planning including school sites and recreational needs, transportation and connectivity, and respond to demographic forecasts and housing diversity and other factors that support a complete community, e.g. consideration of local employment opportunities. In 2024 PUD has implemented financial impact reviews, which assist in shaping the community.

Core services furthermore include the stewardship of regulatory instruments that shape the Town of Okotoks, i.e. the Land Use Bylaw 17-21 (LUB), which divides the Town into land use districts and provides development standards to regulate the development within districts, including describing the expected mix of uses, provisions for height and massing supported by expected urban design outcomes. Development proposals must demonstrate consistency with the LBU by applying for development and subdivision permits.

Strategic services include projects or initiatives those that specifically seek to further the Town's strategic priorities, including the Growth Strategy or the Downtown Area Development Plan (ARP). In 2024, the strategic focus in PUD also included the critical review of internal and external processes and their impacts on both customer experience, expectations and needs as well as reducing administrative complexities, which will also positively impact employee well-being.

Closely aligned with PUD services are the Town's Community and Social Development (CSD) initiatives and the Land and Leasing work program. With foundations built in 2024, 2025 will be a pivotal year for aligning land use planning with social development goals in Okotoks. Integrating the efforts of both PUD and CSD will lead to more holistic and sustainable community planning, where physical infrastructure and land use policies actively support social well-being. The completion of the Social Development Framework, Social Needs Assessments, and Social Strategy by early 2025 as well as the 2024 Housing Needs Assessment will provide valuable insights into community needs, shaping how the Town addresses housing, social services, and overall quality of life. Similarly, the Town's new Land and Leasing position and work program inventories and oversees Town-owned land use and identifies corporate land needs. Land management plays an important role in facilitating the Town's operational needs, and identifies, based on a suite of criteria, where operational needs may be most effectively placed. A detailed report on 2024 Land and Leasing activities and land management will be provided to Council.

#### 2024 MDP Review, ASPs, NASPs, ARPs and the Growth Strategy (Long-range planning)

Long-range planning is policy-based to guide future development in Okotoks in accordance with the vision and goals of the MDP, drawing on the Town's suite of master plans which set out the utility and infrastructure requirements within a planning area to adequately service future residential or non-residential communities. In 2024, PUD with cross-functional collaboration reviewed, provided recommendations on, and progressed for Council consideration and adoption the North Okotoks ASP, the Ridgemont NASP, the North Point Area Structure, and the Downtown ARP, and commenced the review of the MDP.

#### MDP

The MDP is required to demonstrate consistency with the CMR Growth Plan. The work to facilitate this commenced in the third quarter of 2024 and must be completed by August 2025.



### North Okotoks ASP

The North Okotoks ASP added planning to include the eastern Wedderburn quarter section, considering existing goals and policies, including the provisions of the Wedderburn Outline Plan to create the new comprehensive plan area. Regenerative policies require stormwater reuse and LID measures, while a 'blended' density target of 10upa was achieved, given the outline plan area has been actively developing.

### Ridgemont NASP

The Ridgemont NASP refined the policies and land use pattern and function of the overarching Trilogy Plains ASP for the western quarter section. This NASP emphasizes innovative community design through a centralized open space corridor and regenerative stormwater management and reuse requirements. The Ridgemont NASP requires development to the MDP's density target of 12upa.

### North Point ASP

The North Point ASP has proceeded to second reading and is currently under CMRB view. Upon adoption, it will create an employment area supported by ancillary uses, including a regional recreational area. This ASP was developed internally to provide a land use pattern that would enable economic development opportunity for Okotoks within an area of largely fragmented landownership. The land use concept is aligned with recommendations of the Town's Commercial and Industrial Growth Study (2021) and supports priority sectors defined through Okotoks forthcoming Economic Development Strategy, including advanced manufacturing and agri-industrial opportunities. It is expected that the vision for the plan area will support the Town's identity as a leader in sustainable initiatives, offer a degree of differentiation for Okotoks and further Town's strong local economy, responsibly manage growth, and diversify the Town's tax base.

### Downtown ARP

In 2024, PUD, in collaboration with the Development Engineering, Communication and Economic Development Teams, has significantly progressed the Downtown ARP, as required by the MDP. While providing for capital works including utilities replacement and streetscape revitalization, the Downtown ARP will provide a statutory consolidation of several previous downtown planning initiatives, bringing into alignment many existing while sometimes conflicting policies for the downtown. The cross-functional team has engaged extensively with local businesses and downtown residents to prepare for construction phases and facilitate mitigation of potential operational impacts where possible, while internal engagement included early consideration for delivering Town events and their temporary relocation. A second public open house is scheduled for late October/early November 2024, and first reading of the ARP is expected in early 2025.

### Growth Strategy

The Town's Growth Strategy seeks to spatially align expected growth with servicing opportunities, capital budgets and expected operating costs, and as the project proceeds refine tactics to further social and environmental equity. While some start-up challenges were experienced, the Growth Strategy is now proceeding well with the development of baseline

reports through to the end of 2024. These reports will serve as inputs into scenario evaluation in 2025 based on testing the combined impacts of population growth at varied rates, servicing availability or opportunities and costs, and several other requirements to adequately provide for a growing community while maintaining Okotoks' character and identity. This involves the use of a growth model which considers Town geographies and development types, known financial expenses and revenues, variable growth rates and demographic trends and is supported by a Population and Employment Forecast, a Land Suitability Study, and an updated Servicing Brief. The expected outcome will be a spatial growth sequences, while parameters such as residential and non-residential land use balances, unit and population density, and housing need will assess the expected land absorption over time. Refined growth principles and criteria, including affordability, will recommend growth management by growth rates. This in turn is expected to shape the Town's discussions with stakeholders around expanding planned land supply in consideration of the Town's capital and operating cost impacts.

#### 2024 Bylaw Stewardship, Redesignations, Subdivision and Development Applications (Current Planning)

##### Land Use Bylaw

The Land Use Bylaw (LUB) is a regulatory instrument for site-specific development. Implementation of the LUB has identified several amendment needs. In 2024, this included an initial omnibus amendment, which clarified several use categories and provided administrative corrections, which have already shown positive improvements in the consideration of recent development permits or pre-application inquiries. Several land use designation inconsistencies were identified and are currently being addressed.

##### Redesignations

In terms of the planning hierarchy, land use redesignations follow the adoption of an NASP. They must be consistent with the direction in NASP and create the zoning or land use district based on which subdivision and development occurs. As extensive community engagement occurs with the development of overarching ASPs and again through NASPs, community engagement for redesignations is limited to intermunicipal referrals and notice posting (newspaper and Town website) of the public hearing. At each planning stage, further cross-functional technical reviews are undertaken to ready the lands for future subdivision and development permitting, which follows redesignation. Redesignations have no physical impact and cannot be 'conditioned', however they set in motion the ability to subdivide lands and apply for development permits, which are conditioned in accordance with NASP policy and development standards contained in the LUB. To date in 2024, PUD progressed 7 applications for redesignations.

##### Subdivision and Development Permit Applications

Over the course of 2024 and to date, PUD with cross-functional support, has received, and reviewed 5 subdivision applications and 79 development permit applications. Some applications remain in progress, or, where approved, are awaiting the completion of approval conditions by the applicant. Decisions to approve may be conditioned, including requiring

infrastructure upgrades or extensions as per detailed designs, which must conform to the land use pattern and servicing strategies set out at the ASP/NASP stage. Securities are payable in accordance with a Development Agreement. While the Town's Land Use Districts create some flexibility for the development type that may be built, it is the responsibility of the development industry to phase and design development to facilitate area density requirements as approved through ASPs and NASPs over the course of time. PUD manages build-out statistics to monitor build out.

Attachment 1 provides detailed status and progress updates of 2024 Applications.

#### 2024 Intermunicipal and Regional Planning

Intermunicipal and Regional Planning involves coordination, collaboration, and consultation with Calgary Metropolitan Region Board (CMRB) and Foothills County. In 2024, PUD supported the CMRB to advance the goals and objectives of the Growth Plan. This involved regular attendance at land use and transit/transportation work group meetings, reviews and provision of input on updates to the Regional Evaluation Framework (REF), CMR workshops (e.g. integration of Growth Plan place-types), and review of REF applications circulated to the Town. Intermunicipal planning with Foothills County saw frequent engagement and consultation as part of the intermunicipal referral process of all types of applications within the Intermunicipal Development Plan boundaries. This included the reciprocal referral of ASPs and land use amendments. In terms of priority growth area reviews, the Town and Foothills County progressed the JPA3 framework with further discussions at the Intermunicipal Committee meeting in October.

#### 2024 Process Improvements and Organizational Excellence

##### Business Licensing

Starting in 2023 and through 2024, the need to adapt application processes became apparent, and work plans were created to facilitate several initiatives. Most recently, PUD presented alternative approaches to business licensing, with proposed amendments to the Business License Bylaw being brought to Council in November 2024, and, subject to adoption, the transition to a more customer-centric and less complex licensing system. PUD is working closely with process stakeholders, including Building Services, Fire, Economic Development, Corporate Analytics, IT and Communications to adjust systems, information and messages and facilitate training. Our external business partners will receive information following Council's Business License Bylaw decisions.

##### Planning and Compliance Reviews

A similar approach is currently underway for various planning processes including development permitting and compliance reviews, improvements to cross-functional processing, communications, and identifying and implementing opportunities for simplification while considering an appropriate balance of liabilities and responsibilities. Process improvements of this kind support the Town's corporate priority of organizational excellence through our customer-focus lens, removes of administrative complexity and supports employee well-being.

### Summarized Q4 2024 and 2025 Outlook:

Through to the end of 2024, several of the above discussed projects and initiatives will proceed and take shape, with completion in 2025. The following is expected:

- Downtown ARP and capital works public open house in late October/early November 2024; first reading expected in early 2025.
- Proposed Business License Bylaw amendment before Council on November 12, 2024
- The Ridgmont NASP proceeds to first reading with the public hearing tentatively scheduled for November 25, 2024.
- Update report on Land and Leasing to Council in December 2024.
- Completion of growth strategy baseline reports to commence scenario evaluation in January 2025.
- Process revisions and implementation of a new business licensing approach subject to Council's adoption of a revised Business Licensing Bylaw in November 2024.
- In 2025 PUD will deliver further process and communications improvements focusing primarily on high volume core services, commencing with compliance reviews.
- In 2025, the MDP will be reviewed for alignment with the Growth Plan.
- 2025 will see greater alignment of land use planning with social development goals in Okotoks to achieve more holistic and sustainable community planning, where physical infrastructure and land use policies actively support social well-being.

### **Strategic Plan Goals**

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input checked="" type="checkbox"/>	Demonstrated Environmental Leadership
<input checked="" type="checkbox"/>	Strong Local Economy		
<input checked="" type="checkbox"/>	Organizational Excellence	<input checked="" type="checkbox"/>	Enhanced Culture & Community Health

### **Equity/Diversity/Inclusivity Impacts and Strategy**

Discussed within the body of this report.

### **Environmental Impacts**

Discussed within the body of this report.

### **Community Engagement Strategy**

Discussed within the body of this report.

### **Alternatives for Consideration**

n/a

**CAO Comments**

This is a monitoring report to highlight activity in the planning and development areas. This is the first report of its kind and feedback is welcome.

**Attachment(s)****1. 2024 Q3 PUD Development Summary**

Prepared by:  
Lauren Gagatsek, Planner and  
Chris Sargent, Community Planning Manager  
Community Growth & Identity  
September 25, 2024

## **2024 Q3 PUD Development Summary**

### **Area Structure Plans and Neighbourhood Area Structure Plans**

In 2024, the Town of Okotoks has progressed the following plans:

<b>Proposal</b>	<b>Plan alignment</b>	<b>Purpose</b>	<b>Description</b>	<b>Status</b>	<b>Implementation</b>	<b>Statistics</b>
North Point ASP	<ul style="list-style-type: none"> <li>• MDP</li> </ul>	<ul style="list-style-type: none"> <li>• land use and servicing framework to guide detailed planning and future development</li> </ul>	<ul style="list-style-type: none"> <li>• enables employment and business opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• 2nd reading on July 15, 2024; referred to CMRB for approval.</li> <li>• CMRB amendment considered at Council Sept 9 2024</li> <li>• 3rd reading pending</li> </ul>	<ul style="list-style-type: none"> <li>• NASP pending (not started)</li> </ul>	<ul style="list-style-type: none"> <li>• Gross area: ±272 ha</li> <li>• Gross developable area: ±246 ha</li> </ul>
North Okotoks ASP (Amendment)	<ul style="list-style-type: none"> <li>• MDP               <ul style="list-style-type: none"> <li>◦ North Okotoks ASP - North Okotoks Outline Plan</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• land use and servicing framework to guide detailed planning and future development</li> </ul>	<ul style="list-style-type: none"> <li>• Amendment adds eastern quarter section into the ASP</li> <li>• provides a mix of housing and employment</li> </ul>	<ul style="list-style-type: none"> <li>• Adopted</li> <li>• 3rd reading on August 19, 2024</li> </ul>	<ul style="list-style-type: none"> <li>• West: Outline Plan               <ul style="list-style-type: none"> <li>◦ SB and DP</li> </ul> </li> <li>• East: NASP pending</li> </ul>	<ul style="list-style-type: none"> <li>• Gross area: 126.33ha</li> <li>• Gross dev area: 125.00ha (11.33ha ER)</li> <li>• Employment Area: 4.51ha</li> <li>• MR/MSR: 8.10ha</li> <li>• Gross Res Area: 112.39 ha</li> <li>• Blended res density target: 10upa</li> <li>• Res units: 2,777 (2.9 people)</li> </ul>

Proposal	Plan alignment	Purpose	Description	Status	Implementation	Statistics
						<ul style="list-style-type: none"> <li>Population: 8,054</li> <li>jobs: 627</li> </ul>
Downtown ARP	<ul style="list-style-type: none"> <li>MDP</li> </ul>	<ul style="list-style-type: none"> <li>land use and servicing framework to guide detailed planning and future development</li> </ul>	<ul style="list-style-type: none"> <li>to revitalize Okotoks' Downtown and create a statutory planning framework</li> </ul>	<ul style="list-style-type: none"> <li>Public engagement;</li> <li>1st reading pending early 2025</li> </ul>	<ul style="list-style-type: none"> <li>Future DP/SB</li> </ul>	<ul style="list-style-type: none"> <li>Not yet available</li> </ul>
Ridgemont NASP	<ul style="list-style-type: none"> <li>MDP               <ul style="list-style-type: none"> <li>Trilogy Plains ASP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>detailed land use and servicing framework to guide detailed planning and future development</li> </ul>	<ul style="list-style-type: none"> <li>residential neighbourhood centred around a high quality open space, parks and amenities system</li> <li>supported by neighbourhood commercial uses</li> </ul>	<ul style="list-style-type: none"> <li>1st reading October 28, 2024;</li> <li>Public hearing scheduled for November 25, 2024</li> </ul>	<ul style="list-style-type: none"> <li>Land Use Amendment proceeding to public hearing November 25, 2024.</li> </ul>	<ul style="list-style-type: none"> <li>Gross area: 63.82 ha</li> <li>Gross dev area: 53.7ha</li> <li>Res area: 21.42</li> <li>Employment: 3.76ha</li> <li>MR: 5.12ha</li> <li>Roads and Utilities: 17.12ha</li> <li>Jobs: 171 (FAR 0.35)</li> <li>Res units: 1400-1730</li> <li>Population: 4000-5000</li> <li>Density 11.5 to 14.3 upa</li> </ul>

### **Land Use Amendment Applications**

In 2024, the following Land Use Amendment Application are underway:

<b>Proposal</b>	<b>Plan alignment</b>	<b>Purpose</b>	<b>Description</b>	<b>Status</b>	<b>Implementation</b>	<b>Statistics</b>
LU2022-04 D'Arcy Phase 4	<ul style="list-style-type: none"> <li>MDP               <ul style="list-style-type: none"> <li>NW Okotoks ASP                   <ul style="list-style-type: none"> <li>D'Arcy Outline Plan</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Redesignation (Bylaw 17-22)</li> </ul>	<ul style="list-style-type: none"> <li>4.19 ha from ALH to TN</li> </ul>	<ul style="list-style-type: none"> <li>3rd reading February 26, 2024</li> </ul>	N/A	77 detached lots expected
LU23-07 Tillotson Phase 2	<ul style="list-style-type: none"> <li>MDP               <ul style="list-style-type: none"> <li>West Okotoks ASP                   <ul style="list-style-type: none"> <li>Tillotson NASP</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Redesignation (Bylaw 02-24)</li> </ul>	<ul style="list-style-type: none"> <li>9.58 ha from ALH to TN and NC</li> </ul>	<ul style="list-style-type: none"> <li>3<sup>rd</sup> Reading date not yet set</li> </ul>	<ul style="list-style-type: none"> <li>Water allocated</li> <li>Subdivision application in process</li> </ul>	N/A
LU23-06 Election Signage	<ul style="list-style-type: none"> <li>MDP</li> <li>Election Signage Bylaw</li> </ul>	<ul style="list-style-type: none"> <li>Text amendments (Bylaw 12-24)</li> </ul>	<ul style="list-style-type: none"> <li>LUB amendment to coincide with Election Signage Bylaw Amendments</li> </ul>	<ul style="list-style-type: none"> <li>3rd reading on March 25, 2024</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	N/A
LU24-01 Wedderburn Ph 9	<ul style="list-style-type: none"> <li>MDP               <ul style="list-style-type: none"> <li>North Okotoks ASP                   <ul style="list-style-type: none"> <li>Wedderburn Outline Plan</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Redesignation (Bylaw 17-24)</li> </ul>	<ul style="list-style-type: none"> <li>2.77 hectares from ALH to TN and ROS</li> </ul>	<ul style="list-style-type: none"> <li>3rd reading received on June 10, 2024</li> </ul>	<ul style="list-style-type: none"> <li>Subdivision application in process</li> </ul>	
LUA23-08	<ul style="list-style-type: none"> <li>MDP</li> </ul>	<ul style="list-style-type: none"> <li>Administrative amendments (Bylaw 18-24)</li> </ul>	<ul style="list-style-type: none"> <li>address gaps in clarity, consistency, and organization</li> </ul>	<ul style="list-style-type: none"> <li>3rd reading on June 10, 2024</li> </ul>	N/A	N/A
LU24-02 Wedderburn Ph 12	<ul style="list-style-type: none"> <li>MDP               <ul style="list-style-type: none"> <li>North Okotoks ASP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Redesignation (Bylaw 26-24)</li> </ul>	<ul style="list-style-type: none"> <li>2.44 hectares from ALH to NC</li> </ul>	<ul style="list-style-type: none"> <li>2nd reading on Sept 23, 2024;</li> </ul>	<ul style="list-style-type: none"> <li>Subdivision and construction pending 3rd reading</li> </ul>	86 proposed units expected at the time of DP(dependent on DP submission)



Proposal	Plan alignment	Purpose	Description	Status	Implementation	Statistics
	- Wedderburn Outline Plan			• 3rd reading scheduled for Oct 15th, 2024		
LU24-03 D'Arcy Phase 14	<ul style="list-style-type: none"> <li>• MDP               <ul style="list-style-type: none"> <li>○ Northwest Okotoks ASP</li> <li>- D'Arcy Outline Plan</li> </ul> </li> </ul>	• Redesignation (Bylaw 27-24)	• 1.66 hectares ALH to NC	<ul style="list-style-type: none"> <li>• 2nd reading on Sept 23, 2024;</li> <li>• 3rd reading scheduled for October 15th, 2024</li> </ul>	• Subdivision and construction pending	71 proposed units expected at the time of DP
LU 24-04 Ridgemont Ph1	<ul style="list-style-type: none"> <li>• MDP               <ul style="list-style-type: none"> <li>○ Trilogy Plains ASP</li> <li>- Ridgemont NASP</li> </ul> </li> </ul>	• Redesignation	• 12.82 ha from ALH to NC, TN and ROS	• Public hearing and 2nd reading scheduled for November 25, 2024	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> reading of the Ridgemont NASP pending;</li> <li>• Water verification and 3<sup>rd</sup> reading of the LUA pending</li> </ul>	4.9-5.4 UPA proposed density
LU24-05 149 Elizabeth Street	• MDP	<ul style="list-style-type: none"> <li>• Redesignation</li> <li>• (Bylaw 24-24)</li> </ul>	• From D and TN to GC.	• Public hearing on September 23, 2024; tabled expecting further information	<ul style="list-style-type: none"> <li>• Pending presentation of alternative options to redesignate.</li> <li>• To return to Council on Oct 15.</li> </ul>	N/A

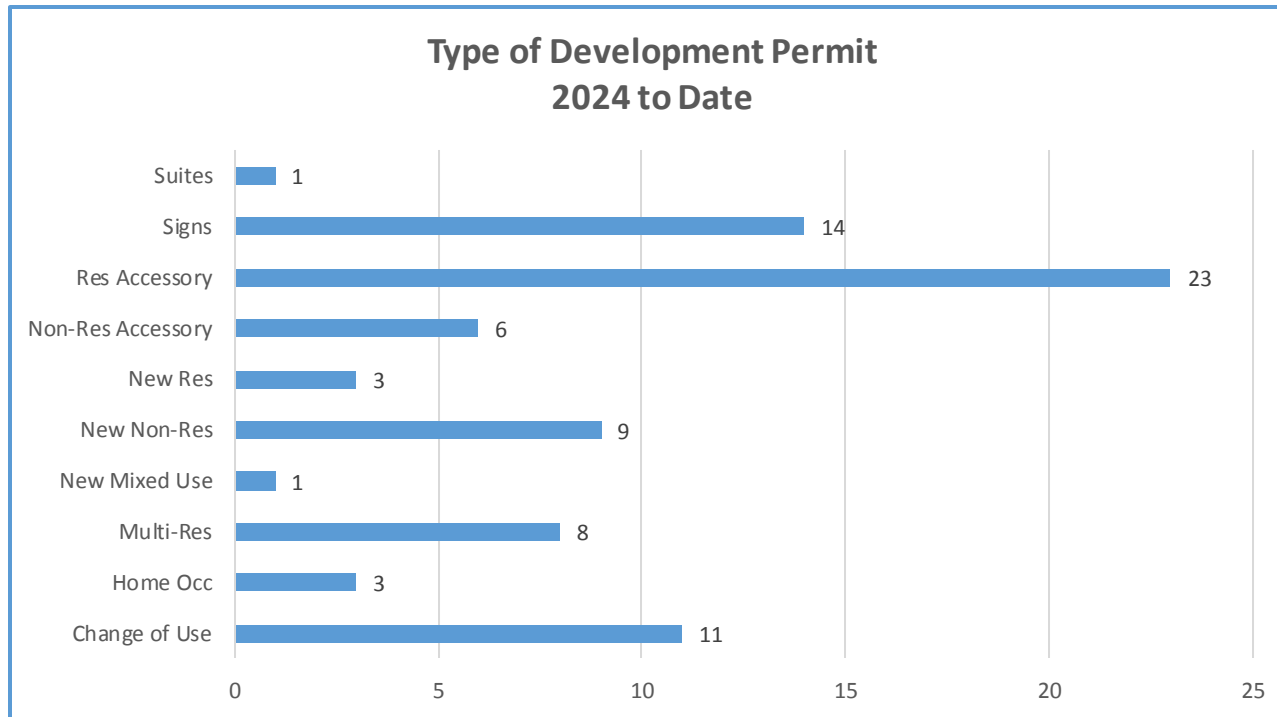
## **Subdivision Permit Applications**

In 2024, the following subdivision permit applications are in process:

<b>Proposal</b>	<b>Plan alignment</b>	<b>Status</b>	<b>Implementation</b>	<b>Statistics</b>
SD2024-1 Wedderburn Ph 9	<ul style="list-style-type: none"> <li>• MDP               <ul style="list-style-type: none"> <li>○ North Okotoks ASP                   <ul style="list-style-type: none"> <li>- Wedderburn Outline Plan</li> <li>- Bylaw 17-24</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Approved on June 13, 2024;</li> <li>• Endorsement under review</li> </ul>		<ul style="list-style-type: none"> <li>• 33 TN lots</li> </ul>
Where is SD2024-2 D'Arcy Ph 4	<ul style="list-style-type: none"> <li>• MDP               <ul style="list-style-type: none"> <li>○ Northwest Okotoks ASP                   <ul style="list-style-type: none"> <li>- D'Arcy Outline Plan</li> <li>- Bylaw tbc</li> </ul> </li> </ul> </li> </ul>	Approved on February 28, 2024; endorsement under review	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	<ul style="list-style-type: none"> <li>• 77 lots</li> </ul>
SD2024-3 9 Southbank Crescent	<ul style="list-style-type: none"> <li>• MDP               <ul style="list-style-type: none"> <li>○ South Okotoks ASP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Approved on July 12, 2024.</li> <li>• Endorsement under review</li> </ul>	<ul style="list-style-type: none"> <li>• DP received</li> <li>• Building permit received</li> </ul>	<ul style="list-style-type: none"> <li>• 1 additional lot</li> </ul>
SD2024-4 Wedderburn Ph 12	<ul style="list-style-type: none"> <li>• MDP               <ul style="list-style-type: none"> <li>○ North Okotoks ASP                   <ul style="list-style-type: none"> <li>- Wedderburn Outline Plan</li> <li>- Bylaw 26-24</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Approval pending, subject to Council adoption of redesignation (Bylaw 26-24 on Oct 15, 2024)</li> </ul>	<ul style="list-style-type: none"> <li>• DP pre-application has taken place</li> <li>• Proposed multi-unit residential (townhome) development site</li> </ul>	<ul style="list-style-type: none"> <li>• 86 proposed units to be confirmed with DP submission</li> <li>• 20.96 UPA for subject site</li> </ul>
SD2024-5 D'Arcy Ph 14	<ul style="list-style-type: none"> <li>• MDP               <ul style="list-style-type: none"> <li>○ Northwest Okotoks ASP                   <ul style="list-style-type: none"> <li>- D'Arcy Outline Plan</li> <li>- Bylaw 24-03</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Approval pending, subject to Council adoption of redesignation (Bylaw 27-24 on Oct 15, 2024)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed multi-unit residential development site</li> </ul>	<ul style="list-style-type: none"> <li>• 71 proposed units to be confirmed with DP submission</li> <li>• 21.95 UPA for subject site</li> </ul>

## **Development Permits**

To date, the PUD has received, put in processed and rendered decisions on up to 79 development permit applications. The distribution of uses is illustrated in the below graph. The respective table below provides application specific details for applications leading to use diversification in Okotoks.



DP	Proposal	Location	District	Activity	Variances	Water verification required	Status
DP2024-0115	8 individual dwelling units. (Low income housing).	10 Poplar Ave	Downtown	permitted	<ul style="list-style-type: none"> <li>• Several including: lot size</li> <li>• Setbacks</li> <li>• Active transportation (side walk protrusion and need for accessibility ramp)</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Notice of Decision (Approval) issued July 11, 2024</li> </ul>
DP2024-0116	Change (addition) of Use; Retail and Service - Large	149 Elizabeth St	Downtown & Traditional Neighbourhood split zoning	Discretionary	<ul style="list-style-type: none"> <li>• Bylaw check not yet completed</li> </ul>	No	<ul style="list-style-type: none"> <li>• On hold, pending land use amendment</li> </ul>
DP2024-0117	Industrial – Light (3 Building Industrial Condo Facility)	40 Southbank Crescent	Industrial Business Park	Permitted	<ul style="list-style-type: none"> <li>• Building height, ground floor transparency (windows)</li> <li>• Fencing height;</li> <li>• Number of cycle stalls</li> <li>• Parking and loading location; requires addressing</li> </ul>	No	<ul style="list-style-type: none"> <li>• Notice of Decision (Approval) issued on September 19, 2024 (required amendment)</li> </ul>
2024-0118	Change of Use – Office to Human Services	Suite 105, 106 Southbank Road	Industrial Business Park	Discretionary	<ul style="list-style-type: none"> <li>• Access to parking without direct pedestrian connection</li> </ul>	No	<ul style="list-style-type: none"> <li>• Notice of Decision (Approval) issued on March 12, 2024</li> </ul>
2024-0119	Education (School)	200 D'Arcy Boulevard	Recreation Open Space	Discretionary	<ul style="list-style-type: none"> <li>• Loading and waste proposed on primary frontage</li> <li>• Lighting levels</li> </ul>	No	<ul style="list-style-type: none"> <li>• Notice of Decision issued on May 14, 2024</li> </ul>

2024-0120	Short-Term Lodging – General	66 Ranch Road	Traditional Neighbourhood	Discretionary	No	No	• Notice of Decision (Approval) issued March 12, 2024
DP2024-0127	Change of Use – Home Occupation Major to Restaurant / Cafe	67 McRae Street	Downtown District (D) – Main Street Character Area	Permitted	<ul style="list-style-type: none"> <li>• Reduced entrance depth</li> <li>• Landscaping</li> <li>• Bike parking stalls</li> </ul>	No	• Notice of Decision (Approval) issued July 11, 2024.
DP2024-0128	Home Occupation Major	28 Cimarron Estates Link	Traditional Neighbourhood	Permitted	No	No	• TBC
2024-0130	Home Occupation Major	29 Drake Landing Boulevard	Traditional Neighbourhood	Permitted	No	No	• Notice of Decision (Approval) issued on May 23, 2024
2024-0131	Change of Use (Human Services)	#104, 14 Crystal Ridge Drive	Industrial Business District	Discretionary	No	No	• Notice of Decision (Approval) issued on April 30, 2024
2024-0134	Short Term Lodging - General	5 Downey Bay	Traditional Neighbourhood	Discretionary	No	No	• Notice of Decision (Approval) issued on April 17, 2024
2024-0140	Education (Daycare)	#105, 116 Southbank Boulevard	Industrial Business Park	Discretionary	No	No	• Notice of Decision (Approval) issued on July 10, 2024
2024-0143	Change of Use - Restaurant/Café & Signage	82 Elma St w	Downtown (D) District (Elma Street West Character Area)	Permitted	<ul style="list-style-type: none"> <li>• Loading space width</li> </ul>	No	• Notice of Decision (Approval) issued on July 25, 2024
2024-0150	Light Industrial, Office, and Retail Service – General (2	9 Southbank Crescent	Industrial Business Park	Discretionary	<ul style="list-style-type: none"> <li>• Setbacks</li> <li>• Landscaping</li> <li>• Parking</li> <li>• Bike parking location</li> </ul>	No	• Notice of Decision (Approval) issued on August 8, 2024

	buildings with 14 units)				• Signage.		
2024-0157	Light Industrial (Warehouse, Outdoor Storage), Office	33 Southbank Crescent	Industrial Business Park	Permitted	<ul style="list-style-type: none"> <li>• Setbacks</li> <li>• No loading stall</li> <li>• Front yard parking</li> </ul>	No	<ul style="list-style-type: none"> <li>• Notice of Decision (Approval) issued on August 13, 2024</li> </ul>
DP2024-0158	36 Dwelling Units in a 3rd building and amendments to site and buildings 1 and 2.	53 Avens Way	Neighbourhood Core (NC)	Permitted	TBC	Yes	<ul style="list-style-type: none"> <li>• On hold</li> </ul>
2024-0160	Change of Use – Education (Pre-school)	209 Stockton Avenue	Industrial Business Park	Discretionary	• Landscaping	No	<ul style="list-style-type: none"> <li>• Notice of Decision (refusal) issued on July 15, 2024. Refusal.</li> <li>• SDAB appeal with subsequent approval issued on October 4, 2024</li> </ul>
2024-0161	Change of Use – Education	83 Suntree Lane	Traditional Neighbourhood	Discretionary	• Bicycle stall provision	No	<ul style="list-style-type: none"> <li>• Notice of Decision (Approval) issued on July 25, 2024</li> </ul>
DP2024-0166	Apartment Building – 5 Storeys, 75 Dwelling Units	103 McRae Street	Downtown District (D) – Main Street Character Area	Permitted	<ul style="list-style-type: none"> <li>• Building Height: 5th storeys not proposed. Recommendation to redesignate.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• On hold pending request for further information.</li> </ul>
DP2024-0166	Recreation Active: Addition to Duvernay Field House (south side)	256 Don Seaman Way	Industrial Business Park (IBP) District	Permitted	No variances	TBD	<ul style="list-style-type: none"> <li>• On hold pending request for further information.</li> </ul>

2024-0168	New Commercial Building (Retail and Service - General)	98 Elizabeth	Downtown	Permitted	<ul style="list-style-type: none"> <li>• Reduced side yard setback</li> <li>• Reduced parking stall dimensions</li> <li>• Reduced loading stall dimensions</li> <li>• Reduced sidewalk dimensions</li> </ul>	TBD	<ul style="list-style-type: none"> <li>• Notice of Decision (Approval) issued on September 23, 2024</li> </ul>
2024-0178	New Industrial-Light use building consisting of approximately 40,936 square feet	261 & 265 Don Seaman Way	Industrial Business Park	Permitted	TBD	TBD	TBD

### **Pre-application Proposals**

Several Pre-Application Proposals are currently being considered across several districts, including:

- Mixed use developments in the Downtown with commercial on the ground floor and residential development above (up to 4 storeys in height)
- Additional commercial space development in the Downtown
- Tillotson Village Centre Mixed Use / Commercial - Sites 1 & 2
- Multi-family residential developments in new communities (Tillotson)
- Additional Industrial Business Park developments



## **NON-PROFIT AFFORDABLE HOUSING TAX EXEMPTIONS**

### **Issue**

The impacts on taxpayers of the Province having expanded property tax exemptions to non-profit affordable housing providers are provided for information.

### **Motion Proposed by Administration**

That the Non-Profit Affordable Housing Tax Exemptions report be received as information.

### **Report, Analysis and Financial Implications**

In May 2024, the Government of Alberta passed Bill 20, the *Municipal Affairs Statutes Amendment Act* which amends section 363 of the *Municipal Government Act* to provide property tax exemptions for affordable housing accommodations as defined by the *Alberta Housing Act*. Ministerial Order No. 2024-011 (Attachment 1) clarifies the definition of an affordable housing accommodation as a unit that must:

- Be subject to an agreement between the owner and operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
- Have rental rates which are below market rates, pursuant to the agreement with an order of government; and
- Be owned and operated by a not-for-profit organization.

These additional tax exemptions will come into effect on January 1, 2025. Municipalities do have the ability to remove these additional exemptions by bylaw, but the education property tax portion would remain exempt.

These expanded property tax exemptions will mean that an additional 19 near market properties in Okotoks will qualify for a property tax exemption in 2025. Using the 2024 taxation year, the value of these exemptions is \$27,991 in municipal taxes, and \$13,061 in education taxes. As more not-for-profit affordable housing units are added in Okotoks it is expected that this figure will increase; however, as affordable housing agreements expire, over time, some properties will no longer be eligible for exemption. Attachment 2 is a report from the July 15, 2024 Regular Council Meeting which includes a broader discussion on the implications of these additional expanded exemptions for not-for-profit affordable housing.

In addition to these new exemptions, lodge accommodations and property owned by the Alberta Social Housing Corporation are already exempt. The estimated value (based on 2024 taxation year) of these longstanding tax exemptions is \$54,300 in municipal taxes and \$23,400 in education taxes.



## Strategic Plan Goals

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy		
<input type="checkbox"/>	Organizational Excellence	<input type="checkbox"/>	Enhanced Culture & Community Health

## Equity/Diversity/Inclusivity Impacts and Strategy

n/a

## Environmental Impacts

n/a

## Community Engagement Strategy

n/a

## Alternatives for Consideration

Council could choose to direct Administration to prepare a bylaw to remove the additional property tax exemptions that have been enabled by the *Municipal Affairs Statutes Amendment Act*.

## CAO Comments

This report highlights the impacts of this decision. This decision will be tracked in a new document which will capture the impacts of provincial decisions on taxpayers, as ultimately these decisions are paid for by all ratepayers.

## Attachment(s)

1. Ministerial Order No. 2024-011
2. Council Report – July 15, 2024

Prepared by:  
Michelle Grenwich  
Social Planner  
October 07, 2024



ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES  
Office of the Minister

## Ministerial Order No. 2024-011

WHEREAS, pursuant to section 1(a) of the *Alberta Housing Act* (the Act), "affordable housing accommodation" means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);

AND WHEREAS, pursuant to section 31.1(1) of the Act, the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation;

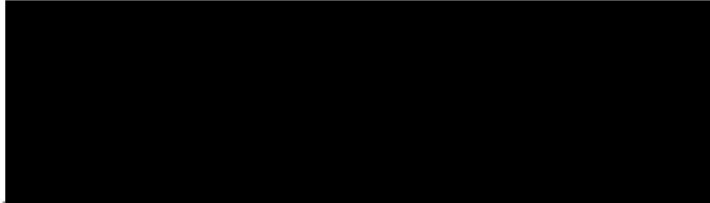
AND WHEREAS, pursuant to section 3(3) of the Act, the Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister under the Act.

THEREFORE, I, JASON NIXON, Minister of Seniors, Community and Social Services, pursuant to section 31.1(1) of the *Alberta Housing Act*, hereby:

1. Establish the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation are that it must:
  - a. be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
  - b. have rental rates which are below market rates, pursuant to the agreement referred to in subclause (a); and,
  - c. be owned or operated by a not-for-profit organization incorporated under the *Societies Act*, *Companies Act*, or *Business Corporations Act*, a management body established under the *Alberta Housing Act*, or similar organization as determined under this Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*.
2. Delegate to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, in accordance with the circumstances set out in clause 1, including the authority to determine a similar organization under clause 1(c).

3. Direct the Assistant Deputy Minister, Housing Division, to create and maintain a list of designated affordable housing accommodations to be reviewed and updated at least annually, or upon notification of the transfer of a housing accommodation designated as an affordable housing accommodation under this Ministerial Order.

DATED this 2 day of August, 2024.



Jason Nixon  
Minister of Seniors, Community and Social Services



## **PROPERTY TAX EXEMPTIONS FOR NON-PROFIT ORGANIZATIONS**

### **Issue**

The Province is seeking input to improve the way non-profits are evaluated when they apply for a property tax exemption.

### **Motion Proposed by Administration**

That Administration be directed to send the draft letter to Municipal Affairs regarding feedback on the review of the Community Organization Property Tax Exemptions Regulation.

### **Report, Analysis and Financial Implications**

In Alberta, property tax exemptions are governed by the *Municipal Government Act (MGA)* and the *Community Organization Property Tax Exemption Regulation (COPTER)*. The Town must follow this legislation when determining what properties are eligible for property tax exemptions. In the spring of 2024, the Province passed amendments (Bill 20) to the *MGA* to fully exempt non-profit subsidized affordable housing from property taxation and to enable municipalities to offer multi-year residential property tax incentives. The amendments will become effective on January 1, 2025.

The Province is inviting feedback from municipalities, assessors, volunteer associations, and other affected property owner associations on their experiences with implementing COPTER. Bill 20 amendments to fully exempt non-profit subsidized housing will be incorporated into this regulation. COPTER provides municipalities with criteria and conditions to use for determining property tax exemption eligibility for non-profit community organizations that provide a public benefit. The intent of this regulation is to facilitate consistent decision-making across the Province in reviewing applications for tax exemptions.

### Full Exemption for Non-Profit Subsidized Housing

Currently, lodge accommodations as defined in the *Alberta Housing Act* are exempt from taxation in addition to property owned by the Alberta Social Housing Corporation. Bill 20 amendments enable full property tax exemptions (municipal and provincial) for non-profit subsidized housing, in addition to the exemptions previously noted. It is unclear how non-profit subsidized housing will be defined, as the level of affordability of these properties to tenants can vary considerably. This further exemption will amount to nearly \$50,000 of annual tax burden that will be shifted to other ratepayers. This figure will grow as more units of non-profit subsidized housing are added.

As the affordable housing crisis continues, municipalities are being asked to provide greater contributions to support the creation of new units. These contributions are generally tax supported. Expanding eligibility for tax exemptions to all subsidized affordable housing owned by non-profits raises a philosophical question regarding if the municipality should also be funding operating expenses. Municipalities have limited options to generate revenue

outside of property taxes and for every exemption made, the tax burden is transferred to other ratepayers. Furthermore, smaller municipalities such as Okotoks have less ability to absorb tax exemptions compared to larger centers such as Calgary and Edmonton.

Introducing further tax exemptions for non-profit subsidized housing represents a further downloading of the financial responsibility for affordable housing to local ratepayers and may not support investment in the creation of new units. The Province should consider introducing provisions for a grant in lieu of taxes to support these exemptions and a limit on the number of years post construction that a property can be eligible for an exemption. Furthermore, clarity on the definition of subsidized affordable housing should be provided including parameters on the degree of affordability to qualify for an exemption.

#### Multi-Year Residential Property Tax Incentives

Currently, municipalities may offer multi-year incentives for non-residential development, but not for residential development. Bill 20 enables municipalities to offer multi-year tax incentives on residential property. There is no requirement that municipalities offer this incentive, but it is an available tool should the Town choose to utilize it.

#### Experiences Implementing COPTER

The Town receives on average three (3) to four (4) applications per year for property tax exemptions. As a smaller municipality with few applications, it can be challenging to interpret the criteria and consistently determine eligibility for an exemption. In some circumstances, legal review is sought to assist Administration in determining if a property qualifies for an exemption under the regulation. Smaller municipalities such as Okotoks would benefit from greater Provincial support in interpreting and consistently applying the criteria in COPTER to applications for property tax exemptions.

#### **Strategic Plan Goals**

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

#### **Equity/Diversity/Inclusivity Impacts and Strategy**

n/a

#### **Environmental Impacts**

n/a

#### **Governing Policies/Bylaws/Legislation or Agreements**

*Community Organization Property Tax Exemption Regulation*

#### **Community Engagement Strategy**

n/a

**Alternatives for Consideration**

n/a

**CAO Comments**

I support forwarding this feedback to the Province as they consider the proposed regulatory changes.

**Attachment(s)**

1. Community Organization Property Tax Exemption Regulation Discussion Guide
2. Draft COPTER Response

Prepared by:  
Michelle Grenwich  
Social Planner  
July 08, 2024

September 20, 2024

Town of Okotoks  
5 Elizabeth St, Okotoks, AB  
T1S 1K1

To Mayor Thorn and Council Members

I am submitting my resignation from the Assessment Review Board. I have appreciated the opportunity to serve the people of Okotoks over the last years.

Sincerely

Anne Eastham

[REDACTED]

Okotoks, AB

[REDACTED]



ALBERTA  
TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister  
MLA, Innisfail-Sylvan Lake*

September 24, 2024

AR 98759

Her Worship Tanya Thorn  
Mayor  
Town of Okotoks  
PO Box 20  
Okotoks, AB T1S 1K1  
[tthorn@okotoks.ca](mailto:tthorn@okotoks.ca)

Dear Mayor Thorn:

The Government of Canada formally launched the Canada Public Transit Fund (PTF) on July 17, 2024, with \$3 billion allocated annually starting in 2026-27. The funds are intended to increase the use of public transit, improve transportation options, and increase housing supply and affordability. These are shared objectives that align with provincial priorities to improve public transit in Alberta.

The PTF has three streams: Metro Region Agreements (MRA), Targeted Funding, and Baseline Funding. MRA will support the long-term development of public transit infrastructure in large urban areas. Targeted funding will provide flexible, call-specific funding to address federal priorities that meet local needs. The Baseline Funding stream is intended to provide predictable funding focusing on routine growth and rehabilitation of transit projects. Funding will be available to communities with a public transit system that includes fixed route service that meet the minimum eligibility criteria related to ridership, population, and capital investment. For more information, please visit the PTF webpage at <https://housing-infrastructure.canada.ca/cptf-ftcc/index-eng.html>.

The federal government advised that transit agencies and municipalities would first need to complete an expression-of-interest (EOI) for Baseline Funding via the Housing, Infrastructure and Communities Canada (HICC) funding portal at <https://housing-infrastructure.canada.ca/cptf-ftcc/index-eng.html>. Eligible applicants would then receive an invitation from HICC to submit a capital plan application. The deadline for the EOI intake is **September 30, 2024, 3:00 p.m. EDT**.

.../2



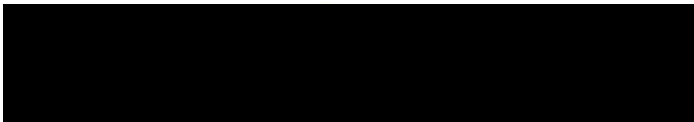
With Bill 18, the *Provincial Priorities Act* in force in Alberta, the Government of Canada will need to partner with the province to ensure that Alberta's priorities in the areas of public transit, transportation, green technologies and water and wastewater infrastructure upgrades are funded by all orders of government.

If the Town of Okotoks applies for Baseline Funding this year, I request the Town provide the province with a copy of its EOI submission after submission to HICC **no later than October 18, 2024**. This requirement will also apply if your Town decides to participate in future intakes. Dates for these future intakes have not been set yet. Should your Town be deemed eligible and invited to apply for the Baseline Funding, the province would appreciate receiving a copy of your proposed capital plan before it is submitted to HICC. This line of sight on local priorities will allow the province and the Town to ensure alignment between individual capital projects and shared goals for improving public transportation in Alberta.

If you or your staff have any questions regarding this process, please contact Ms. Lorraine Jonasi, Manager of Transit Funding Programs. Ms. Jonasi can be reached toll-free by first dialling 310-0000, then 825-993-2667, or at [lorraine.jonasi@gov.ab.ca](mailto:lorraine.jonasi@gov.ab.ca).

I look forward to our teams collaborating further as the PTF program progresses.

Sincerely,



Honourable Devin Dreeshen, ECA  
Minister of Transportation and Economic Corridors

cc: Honourable Pete Guthrie, ECA, Minister of Infrastructure  
Lorraine Jonasi, Manager, Transit Funding Programs, Transportation and  
Economic Corridors



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR116752

October 2, 2024

Dear Chief Elected Officials:

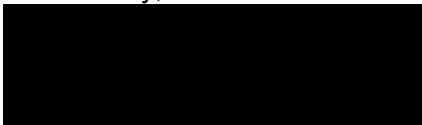
The Government of Alberta is increasingly concerned about the federal carbon tax's impact on municipalities. For the provincial government to better understand the pressures municipalities are facing and advocate to the federal government on your behalf, we are requesting that all Alberta municipalities share data relating to the impact of the carbon tax on your operations, both directly and indirectly.

I am inviting you to share your municipality's feedback through this online survey, <https://extranet.gov.ab.ca/opinio6/s?s=64826>, which will be open until 4:00pm on October 9, 2024.

If you have any questions regarding the survey, I encourage you to connect with us at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

I look forward to hearing your perspectives on this important issue.

Sincerely,



Ric McIver  
Minister of Municipal Affairs

cc: Chief Administrative Officers

**UNADOPTED MINUTES  
OF THE TOWN OF OKOTOKS  
FAMILY AND COMMUNITY SUPPORT SERVICES COMMITTEE  
HELD ON WEDNESDAY, OCTOBER 2, 2024  
IN THE OKOTOKS MUNICIPAL CENTRE  
COUNCIL CHAMBER**

**COMMITTEE MEMBERS  
PRESENT**

Angela Barber, Vice-Chair  
Councillor Heemeryck  
Peter Burrell  
Dan Proctor  
Smriti Thiruchitrambalam

**COMMITTEE MEMBERS  
ABSENT**

Brandon Bailey  
Chase Giroux

**STAFF PRESENT**

Community & Social Development Team Leader Sian  
Anderson  
Community & Social Development Administrator Nikki  
Hamilton

**1. CALL TO ORDER**

Chair Barber called the meeting to order at 7:03 p.m. and provided a traditional land acknowledgement.

**2. ADOPTION OF AGENDA**

The following item was added to the agenda:  
8.1 Closure of Eunoia Equine Assisted Learning

MOTION: By D. Proctor that the agenda for the October 2, 2024 Family and  
Community Support Services Committee be adopted as amended.  
Carried Unanimously

### **3. MINUTES OF PREVIOUS MEETING**

#### **3.1 Family and Community Support Services Committee - September 4, 2024**

MOTION: By P. Burrell that the minutes of the Family and Community Support Services Committee meeting held September 4, 2024 be adopted as presented.

Carried Unanimously

### **4. CLOSED SESSION**

None

### **5. MOTION(S) ARISING FROM CLOSED SESSION**

None

### **6. BUSINESS**

#### **6.1 Social Needs Assessment - Community Conversation**

Community & Social Development Team Leader Sian Anderson provided information on the engagement sessions for the Social Needs Assessment and guided the Committee through the Community Conversation Questions.

#### **6.2 Family and Community Support Services Funding**

Community & Social Development Team Leader Sian Anderson provided an overview of the updated 2025 Family and Community Support Services Funding Application. Funding Applications will open on October 21, 2024 and will close on November 22, 2024.

### 6.3 Round Table

The Chair thanked the outgoing Committee Members for their dedication and support to the Family and Community Support Services Committee.

MOTION: By P. Burrell that items 6.1 to 6.3 be received as information.

Carried Unanimously

## 7. REPORTS

### 7.1 Council Update

Councillor Heemeryck reported on the public awareness campaign regarding noise attenuation and the one year sound pressure level meter pilot.

### 7.2 Community & Social Development Team Leader

Community & Social Development Team Leader Sian Anderson gave an update on the Asset Based Community Development Workshop hosted on September 23, 2024 for service providers from the entire region, the Housing Needs Assessment going to Council at the end of the month, and the opening of the new Youth Centre in the Okotoks Recreation Centre.

### 7.3 Youth Representative

Youth Representative S. Thiruchitrabalam provided an update on the stresses of back to school and unit finals. S. Thiruchitrabalam discussed the Halloween dance put on at her school and the fun activities that are planned.

### 7.4 Youth Representative

None

MOTION: By D. Burrell that items 7.1 to 7.4 be received as information.

Carried Unanimously

## **8. CORRESPONDENCE FOR INFORMATION**

8.1 Closure of Eunoia Equine Assisted Learning – September 28, 2024

MOTION: By P. Burrell that correspondence item 8.1 be received as information.  
Carried Unanimously

## **9. NEXT MEETING**

The next meeting of the Family and Community Support Services Committee is November 6, 2024.

## **10. ADJOURNMENT**

MOTION: By S. Thiruchitrambalam that the October 2, 2024 Family and Community Support Services Committee meeting adjourn at 8:51 p.m.  
Carried Unanimously

**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday 25 July, 2024**

**Board members present:**

Kazem Mashkournia  
Randy Angle  
Oliver Hallmark  
Sara Maseko  
Sarah MacDonald  
Brad Cale

**Absent with regrets:**

Gloria Schwabe  
Barb Castell

**Staff present:**

Sarah Gillie – Library Director  
Sarah Lantry – Assistant Director  
Lisa Wright - Recording Secretary

All attendees were present in person.

The Chair called the meeting to order at 7:00pm.

**Indigenous Lands Acknowledgement** led by Randy Angle

**Adoption of the agenda**

The agenda was circulated prior to the meeting. An additional item was added, at the request of Town of Okotoks Legislative Services, to discuss the possible addition of a youth member to the Library Board.

**Motion:** by Sarah MacDonald that the agenda be accepted as amended.

**Carried**

**Consent Agenda**

The June 27, 2024, Board meeting minutes were circulated by email prior to the meeting.

**Motion:** by Sara Maseko to accept the minutes and reports in the Consent Agenda as presented.

**Carried**

## **Regular Agenda**

### **Town of Okotoks Report - Oliver Hallmark**

- Okotoks Town Council recently reviewed the Arts and Culture Activation Grant Policy, which relates to public events held in town, such as the Thursday Nights at the Plaza events.
- Town Council discussed the layout of the Howard Park playground and skate park at their recent meeting and directed Administration to move forward with planning for the skate park and inclusive playground..
- Town Council approved a report regarding Youth Committee member appointments to the Okotoks Public Library Board and United Way and asked that this report be brought back to the August 19, 2024 Council meeting. Feedback was requested from the relevant Boards.

**Motion:** by Brad Cale to accept Oliver Hallmark's report as information.

**Carried**

### **Youth Board Committee members**

Information from Town Legislative Services was circulated prior to the meeting together with information received by Sarah Gillie from Jordan DeSouza of PLSB noting that he was not aware of any other Library Boards which currently have youth members.

- Oliver Hallmark noted that Okotoks Town Council is looking at three options for appointing youth committee members: the first option would be to have a youth member sitting on the Board, but with no voting rights, the second option would be to have a youth member on the Board with full voting rights and the third option would be not to go ahead with the plan to include youth members at all.
- Oliver Hallmark provided some background, based on the FCSS committee which has had youth members for several years. He noted how positive the involvement of youth members has been on that committee.
- Board members discussed whether a youth member should have full voting privileges, particularly when this may refer to financial decisions.
- Board members had some concerns regarding lack of experience and legal responsibilities if the youth is not of the age of majority but noted that they would welcome the energy and commitment of a youth member, together with a fresh perspective.
- Board members would prefer a youth member to be a non-voting additional member, rather than a replacement for an adult member and would also like this to be a one-year trial which can be re-evaluated in a year's time, to potentially allow instating voting privileges.

**Motion:** by Sara Maseko to approve the Library Board's response to Town Council as discussed.

**Carried**



**Foothills County Report – Barb Castell**

The Foothills County report was circulated prior to the meeting.

**Motion:** by Sarah MacDonald to accept Barb Castell's report as information.

**Carried**

**Library Director's Report – Sarah Gillie**

The Library Director's report was circulated prior to the meeting.

- Sarah Gillie, Sarah Lantry, Dawn Perrault, Kazem Mashkournia and Gloria Schwabe recently studied the current library layout and discussed changes which would allow an increase in staff workspaces for future planning for the organization. Multiple options were discussed and the Director is working on obtaining quotes for the various work required.

**Motion:** by Sara Maseko to accept the Library Director's Report as information.

**Carried**

**Treasurer's Report – Sara Maseko**

The Treasurer's report and the June 2024 Interim Financial Statements were circulated prior to the meeting.

- Sara Maseko and Sarah Gillie recently discussed a potential reallocation of funds within the 2024 budget, based on the half year interim reports.

**Motion:** by Sarah MacDonald that the Treasurer's Report be accepted as information.

**Carried**

**Plan of Service Committee Report – Kazem Mashkournia**

The Plan of Service Committee report was circulated prior to the meeting.

**Motion:** by Brad Cale to accept the Plan of Service Committee Report as information.

**Carried**

**Policy Committee Report – Randy Angle**

The Policy Committee report was circulated prior to the meeting.

- A discussion was held regarding the dollar amount at which an asset should be classed as a capital asset, rather than an asset, from both an accounting perspective and a library asset management perspective. All assets within the library will be tagged for easier management, but will not necessarily be classed as capital assets, if their dollar cost was not particularly high.

**Motion:** by Randy Angle that the Board approve revised Policy 2800 – Asset Management.

**Carried**

**Motion:** by Randy Angle that the Board approve revised Policy 3300 – Staff Development.

**Carried**

**Motion:** by Sara Maseko to accept the Policy Committee Report as information.

**Carried**

### **2025 Budget**

Sarah Gillie presented three options for the 2025 Budget to the Board: the first option included a 6% increase in Town Appropriation request, the second included a 7% increase and the third included a 12% increase in Appropriation request.

Board members discussed a recent living wage presentation, which Sarah Gillie attended, and it was noted that most library staff do not receive a living wage. Based on this discussion, Sarah Gillie will draw up a possible budget option which moves towards parity with similar positions at the Town of Okotoks.

**Motion:** by Brad Cale to approve 2025 budget option 2, which incorporates a 7% increase in Appropriation request.

**Carried**

**Motion:** by Randy Angle that the Board continue the meeting in closed session to discuss matters that fall within the Freedom of Information and Protection of Privacy (FOIP) Act, Division 2, Exceptions to Disclosure harmful to personal privacy 17 (2)(e) and 17 (4)(f).

**Motion:** by Brad Cale to move out of closed session at 8:59pm.

**Carried**

### **Motions arising from closed session**

**Motion:** by Randy Angle that the Board approve the annual evaluation of the Library Director as discussed.

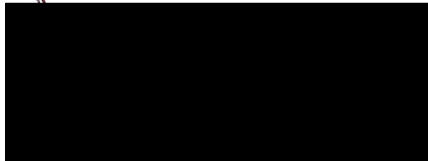
**Carried**

**Motion:** by Oliver Hallmark to adjourn the meeting at 9:02pm.

**Carried**

Next Board meeting will be on Thursday September 26, 2024 at 7:00pm.

**Certified Correct:**



Kazem Mashkournia  
Board Chair



Lisa Wright  
Recording Secretary



## **UNITED WAY/OKOTOKS PARTNERSHIP COMMITTEE CHAIR REPORT**

### **Issue**

Governance Committees of Council Bylaw 04-24 requires the Chair of Governance Committees to annually present a summary or highlight report of activities at a Regular Council Meeting.

### **Motion Proposed by Administration**

That the United Way/Okotoks Partnership Committee Chair report be accepted as presented.

### **Report, Analysis and Financial Implications**

The purpose of the United Way/Okotoks Partnership Committee is to sustain a partnership with the United Way of Calgary and Area, to oversee a community fundraising campaign and to distribute United Way funding to eligible organizations serving residents of Okotoks and surrounding areas, according to identified community priorities. The Committee ensures the terms of the Memorandum of Understanding between the Town and United Way of Calgary and Area are met.

Each year the United Way/Okotoks Partnership conducts several fundraising initiatives to increase the amount of funding available for community investment. In 2023, the Committee raised a total of \$5,340 which represented a 53% decrease from the \$11,313 raised in 2022. During 2023, the Committee focused on raising funds and promoting awareness in the community through the following initiatives:

- How to Connect with Anyone: Guest Speaker Event
- The Committee's annual coupon book

All donations and funds raised were added to the annual Community Investment Fund, resulting in \$79,500 being distributed in grants to ten eligible community agencies and programs in 2024:

- The Connections Program, Christ the Redeemer Catholic Schools
- Community Bereavement Boxes Program, Foothills Country Hospice
- Outreach Services, Cameron Crossing
- Family School Liaison Counsellors, Foothills School Division
- Family Support Program, Inclusion Foothills Association
- Physical Activity Registration Support, KidSport Okotoks
- Developing Your Wellness Toolkit for Building Resilience, Nurtured By Nature
- Okotoks Family Resource Centre
- Volunteer and Events Program, Rowan House Society
- Intake Coordinator and Individual Counselling Services, Solace Grief Support Society

The Committee had eleven regular meetings in 2023 and have had eight regular meetings from January to August 2024.

The Committee continues to regularly seek out new awareness and fundraising initiatives. The 2024-25 fundraising goal is to be able to grant \$90,000 for the 2025 Community Investment.

To achieve the 2024-25 fundraising goal the Committee is presently coordinating a talent show fundraiser that is inclusive for all ages and demographics. The event will be held in March 2025 and aims to raise \$20,000. Planning is also underway for additional guest speaker events and workplace campaigns. When selecting fundraising and awareness initiatives to pursue, the Committee strives to select events that help to contribute to strong community connections and cohesiveness.

### Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy		
<input type="checkbox"/>	Organizational Excellence	<input checked="" type="checkbox"/>	Enhanced Culture & Community Health

### Equity/Diversity/Inclusivity Impacts and Strategy

Providing funding for local social programs and engaging a committee of volunteers for fundraising can significantly contribute to community impact. Committed volunteers bring extra resources to local programs, while also building social capital.

### Environmental Impacts

n/a

### Governing Policies/Bylaws/Legislation or Agreements

Bylaw 04-24 Governance Committees of Council

Town of Okotoks and United Way of Calgary and Area Memorandum of Understanding

### Community Engagement Strategy

n/a

### Alternatives for Consideration

n/a

### CAO Comments

Thank you to the committee for their work and the presentation of their activities over the last year.

### Attachment(s)

n/a

Prepared by:  
Magan Braun  
Community Wellness Specialist  
October 02, 2024



## PROPERTY TAX PENALTY CANCELLATION REQUEST

### **Issue**

A request from a property owner to remove tax penalties levied on unpaid 2024 taxes, has been received and is provided to Council for direction.

### **Motion Proposed by Administration**

That the request to remove the property tax penalty charges applied to tax roll number 0104810 regarding unpaid 2024 property taxes in the amount of \$230.81 be denied.

### **Report, Analysis and Financial Implications**

The request from the property owner relates to penalty charges added to the account for failure to pay 2024 property taxes by June 30, 2024. Payment for taxes was made on July 3, 2024 excluding the penalty. The property owner has had a property tax account since 2014.

A letter from the property owner is attached indicating they would like the late penalty removed and their concern in regards to receiving the 2024 Property Tax Notice after June 17, 2024.

In response Administration provides the following:

1. In regards to receipt of 2024 Property Tax Notice - For each property owner within the Town of Okotoks the following applies:
  - A Property Tax Notice is sent in May of each year. Due date is stated on the Property Tax Notice and the break down of penalties that will be levied is stipulated. For the paper tax notices, it is on the back of the notice; and the email option has two attachments; the tax notice and the back of the tax notice in which the penalties are stipulated. In 2024, the property tax notices were mailed on May 29<sup>th</sup>.
  - In accordance with the *Municipal Government Act* Section 337 – A tax notice is deemed to have been received seven (7) days after it is sent
  - Extensive advertising is conducted from May to June that taxes are due the last day of June. The advertising is through the Western Wheel, the Town's social media outlets, on three (3) Town owned electronic messaging boards (South Emergency, Operations Building and the Recreational Centre).

Unless owners have opted to participate in the monthly tax installment payment plan, those who have not paid their taxes in full by June 30 of the current year, their accounts are now considered to be in arrears and the following steps are followed:

- At the beginning of July, arrears letters are mailed to all property owners in arrears on their current year's taxes.
- In September, arrears letters are mailed should the account continue to be in arrears at the beginning of September of the current year.

- If account remains in arrears another letter is sent in January of the following year. Property owners are mailed all arrears letter via Canada Post.

### Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy		
<input checked="" type="checkbox"/>	Organizational Excellence	<input type="checkbox"/>	Enhanced Culture & Community Health

### Equity/Diversity/Inclusivity Impacts and Strategy

n/a

### Environmental Impacts

n/a

### Governing Policies/Bylaws/Legislation or Agreements

Part 10 – Division 1 of the *Municipal Government Act*

Tax Penalty Bylaw 10-20

Property Tax Cancellation Policy GP-F-2.2

### Community Engagement Strategy

n/a

### Alternatives for Consideration

n/a

### CAO Comments

Administration does not have authority to waive taxes. About 93% of the Town's 12,000 tax accounts are paid on time. For 2024, approximately 850 accounts did not pay their taxes on time. Council has established policy to guide their decisions with the overriding principle contained in Council's policy being fairness and equity to all taxpayers. Council direction is required on the request to waive the property taxes penalty.

### Attachment(s)

1. Letter from Mr. Wojtas
2. Letter from Mr. Wojtas – July 3, 2024
3. Tax Penalty Bylaw 10-20
4. Property Tax Cancellation Policy GP-F-2.2

Prepared by:  
Ralph Ettenauer  
Chief Financial Officer  
October 07, 2024

**From:** Slawomir Wojtas <[REDACTED]>  
**Sent:** Saturday, September 28, 2024 3:49 PM  
**To:** LegislativeServices <legislativeservices@okotoks.ca>; LegislativeServices <legislativeservices@okotoks.ca>  
**Subject:** Property Tax penalty cancellation

**\*\* External Message \*\* - Please be cautious when opening links or attachments in email**

Afternoon

Please consider this my official letter in writing to the Council pertaining my Taxes being late by one day.

As I stated in the below thread, near bottom, I dropped off the taxes on July 2nd, I explained on the bill why it was late and I don't know how long Canada Post held on to your letter when you mailed it out. Up to June 16th we did not receive the tax bill for payment and we went on vacation on June 17th, when we came back on the Saturday June 29th, we found it in the mail box.

We dropped off the payment July 2nd since Canada Day you were closed. Anyway I would like to challenge the late penalty please since according to your policy a letter is deemed delivered by 7 days after being mailed. I could understand this if it was sent registered and or signature required. Someone who sends letters on a regular basis knows that Canada Post does not guarantee regular mail being delivered in 7 days, and as such this was my case.

I would like to have this fee cancelled, or please advise how further I can contest this.

Slawomir Wojtas

Roll# 0104810

The Town of Okotoks has a policy regarding Property Tax Cancellation, which outlines the process for submitting a request to have the penalties cancelled. Based on the policy, you will need to send a request to Council in writing at [legislativeservices@okotoks.ca](mailto:legislativeservices@okotoks.ca), and it will then be presented to Council for review. If you decide to submit a letter to Town Council, Legislative Affairs

[Sent from Yahoo Mail on Android](#)



On Thu, Sept 19, 2024 at 7:50, LegislativeServices

<[legislativeservices@okotoks.ca](mailto:legislativeservices@okotoks.ca)> wrote:

Dear Slawomir,

Yes that is correct.

Thank you.

**Janice Storch, B.A., R.T.**

Legislative Affairs Officer

P: 403-938-8905

**From:** Slawomir Wojtas <[REDACTED]>

**Sent:** Thursday, September 19, 2024 6:09 AM

**To:** LegislativeServices <[legislativeservices@okotoks.ca](mailto:legislativeservices@okotoks.ca)>; LegislativeServices <[legislativeservices@okotoks.ca](mailto:legislativeservices@okotoks.ca)>

**Subject:** Re: Late penalty

**\*\* External Message \*\*** - Please be cautious when opening links or attachments in email

I just want to confirm from below email, the letter is to be written and sent to this same email correct .

Slawomir

[Sent from Yahoo Mail on Android](#)

On Tue, Aug 13, 2024 at 10:37, Slawomir Wojtas

<[REDACTED]> wrote:

Sept 4th it is, thanks.

Slawomir

[Sent from Yahoo Mail on Android](#)

On Tue, Aug 13, 2024 at 18:16, LegislativeServices

<[legislativeservices@okotoks.ca](mailto:legislativeservices@okotoks.ca)> wrote:

Dear Slawomir Wojtas:

As promised, below is information regarding the process to appeal your property tax late penalty fees.

The Town of Okotoks has a policy regarding Property Tax Cancellation, which outlines the process for submitting a request to have the penalties cancelled. Based on the policy, you will need to send a request to Council in writing at [legislativeservices@okotoks.ca](mailto:legislativeservices@okotoks.ca), and it will then be presented to Council for review. If you decide to submit a letter to Town Council, Legislative Affairs would need to receive it by tomorrow at noon for it to be included in the next Council meeting which is Monday, August 19, 2024. The meeting after this one is September 9<sup>th</sup> and your letter would need to be received by September 4<sup>th</sup> to be included in that agenda for Council's consideration.

The policy including what is considered during a request for cancellation of penalties (clause 3.1) is on the Town's website at the following link: [Property Tax Cancellation Policy](#).

Every year, property tax notices are mailed the last week of May and are due June 30. This year the Town mailed tax notices on May 29, 2024. A notice is deemed received seven (7) days after it is mailed out as outlined in clause 337 of the *Municipal Government Act (MGA)*. This provincial legislation ensures that municipalities provide at least 30 days after the tax notice is mailed out before a penalty is imposed for non-payment as outlined in clause 344(3) of the *MGA*.

The *MGA* can be viewed at the following link: [https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg\\_type=Acts&isbncln=9780779848546&display=html](https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&isbncln=9780779848546&display=html).

Please let me know if you have any questions.

Sincerely,

Patty Huber

Senior Legislative Affairs Officer

**From:** LegislativeServices  
**Sent:** Friday, August 9, 2024 3:45 PM  
**To:** 'Slawomir Wojtas' <[REDACTED]>  
**Subject:** RE: Late penalty

Good Afternoon Slawomir Wojtas:

Thank you for your question regarding overdue property taxes and what I assume to be a late penalty fee invoice you have received.

I have reached out to our Accounting/Tax Department for an answer to your question and will get back to you next week.

Sincerely,

Patty Huber

Senior Legislative Affairs Officer

**From:** Slawomir Wojtas <[REDACTED]>  
**Sent:** Thursday, August 8, 2024 1:09 PM  
**To:** LegislativeServices <[legislativeservices@okotoks.ca](mailto:legislativeservices@okotoks.ca)>  
**Subject:** Late penalty

**\*\* External Message \*\*** - Please be cautious when opening links or attachments in email

Morning, I just wanted to find out how I officially challenge the overdue property taxes. What is the process since when I dropped it off on July 2nd, I explained on the bill why it was late and I don't know how long Canada Post held on to your letter when you mailed it out. But obviously this was not taken into consideration. Up to June 16th we did not receive even the bill and we went on vacation, when we came back on tje Saturday the bill was finally in with the mail.

We dropped it off July 2nd since Canada Day you are closed. Anyway I would like to challange the late penalty please.

Slawomir Wojtas

Roll # 0104820



2024  
PROPERTY TAX NOTICE

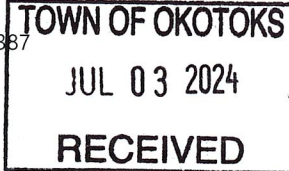
TOWN OF OKOTOKS

PO Box 20 Stn. Main, 5 Elizabeth Street  
Okotoks, AB T1S 1K1  
P: 403.938.8919 F: 403.938.7387

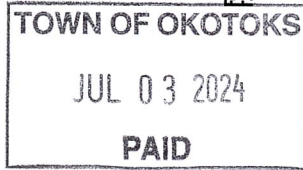
Account #: 0104810

Legal Description: 28 -21 -1113732

Lot/Block/Plan



1363



WOJTAS SLAWOMIR  
WOJTAS RUTH

OKOTOKS AB T1S 0L4

23068 9001

Current Bill Due Date  
June 30th, 2024

AMOUNT NOW DUE  
6

Amount Paid

PLEASE RETURN THIS PORTION  
WITH YOUR PAYMENT.

I WAS AWAY FROM JUNE 16 -  
JULY 1 ST. UP TO JUNE 16  
THERE WAS NOTHING IN MY  
MAIL BOX, NOT SURE WHEN  
IT ARRIVED. PLEASE HAVE  
SOMEONE CALL ME AS I  
WILL NOT BE PAYING THE  
LATE FEE.

96

BV

**ADMINISTRATIVE CONSOLIDATION OF BYLAW 10-20  
AS OF MAY 13, 2021**

**BYLAW 10-20**

**A BYLAW OF THE TOWN OF OKOTOKS  
IN THE PROVINCE OF ALBERTA  
TO IMPOSE PENALTIES ON UNPAID CURRENT TAXES  
AND TAX ARREARS**

**(As amended by Bylaw 22-20 and Revised Bylaw 16-21)**

**WHEREAS** pursuant to sections 344 and 345 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 (*MGA*) and amendments thereto, Council may pass a Bylaw for the purpose of imposing penalties on unpaid current taxes and tax arrears; and

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

**1. SHORT TITLE**

This Bylaw may be known as the “Tax Penalty Bylaw”.

**2. DEFINITIONS**

- 2.1 “**tax arrears**” means an amount upon which penalties can be assessed which consists of unpaid taxes, penalties and utility arrears that have been transferred to the tax roll.

**3. PENALTIES ON CURRENT TAXES AND TAX ARREARS**

In this Bylaw, unless the context otherwise requires:

- 3.1 All current annual property taxes, local improvement and frontage taxes shall be paid in full on or before the last business day in June and when any portion of such taxes remain unpaid, there shall be imposed by way of penalty for the non-payment of the taxes, or any portion thereof, an amount equal to four per centum (4%) thereof on the first day of July.
- 3.2 In the event of any current annual taxes and associated penalties remaining unpaid on the thirty-first of July there shall be added thereto by way of penalty an amount equal to four and one half per centum (4.5%) thereof on the first day of August.
- 3.3 In the event of any current annual taxes and associated penalties remaining unpaid on the thirty-first day of August there shall be added thereto by way of penalty an amount equal to five per centum (5%) thereof on the first day of September.

- 3.4 In the event of any current annual taxes and associated penalties remaining unpaid on the first day of September until the last day of December there shall be added thereto by way of penalty an amount equal to one and one half per centum (1.5%) thereof on the first day of October, November, December, and January.
- 3.5 In the event of any tax arrears remaining unpaid after the thirty-first day of December of the year for which the same are levied, there shall be added by way of penalty an amount equal to one and one half per centum (1.5%) on each of the first days of January, February, March, April, May, June, July, August, September, October, November and December, on the balance outstanding at the end of the previous month.
- 3.6 Unpaid current tax penalties will be waived for those individuals that have selected tax payment by monthly instalment and adhered to the conditions of that payment option. Unpaid tax penalties will apply to instalment taxpayers that have not adhered to the payment conditions of the tax instalment payment plan.
- 3.7 Despite sections 3.1 and 3.2 and due to the COVID-19 pandemic, no penalties (0%) will be charged on current taxes for 2020 due June 30, 2020 until August 31, 2020 at which time any current taxes remaining unpaid, there shall be imposed by way of penalty for the non-payment of the taxes, or any portion thereof, an amount equal to: 4% as of September 1, 2020; 4.5% as of October 1, 2020; 5% as of November 1, 2020; and 1.5% as of December 1, 2020.  
**(Bylaw 22-20)**
- 3.8 Despite sections 3.1, 3.2, 3.3 and 3.4, unpaid current taxes due June 30, 2021 shall be imposed by way of penalty an amount equal to: 2% as of July 01, 2021; 2.25% as of August 01, 2021; 2.5% as of September 01, 2021; and 0.75% as of October 01, 2021, November 01, 2021, and December 01, 2021 respectively. **(Revised Bylaw 16-21)**
- 3.9 Despite section 3.5, in the event of any unpaid taxes from previous years' levies, there shall be imposed by way of penalty an amount equal to 0.75% on each of the first days of July through December 2021, on the balance unpaid at the end of the previous month. **(Revised Bylaw 16-21)**

#### 4. SEVERABILITY

- 4.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

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

Bylaw 10-20 received third and final reading January 13, 2020.

ORIGINAL BYLAW SIGNED BY  
MAYOR AND CHIEF ADMINISTRATIVE OFFICER

Bylaw 22-20 received third and final reading May 13, 2020.


ORIGINAL BYLAW SIGNED BY  
MAYOR AND CHIEF ADMINISTRATIVE OFFICER

Bylaw 16-21 received third and final reading May 10, 2021.

ORIGINAL BYLAW SIGNED BY  
MAYOR AND CHIEF ADMINISTRATIVE OFFICER

Revised Bylaw 16-21 signed May 13, 2021 by the Chief Administrative Officer as  
authorized by Bylaw 21-17.

ORIGINAL BYLAW SIGNED BY  
CHIEF ADMINISTRATIVE OFFICER

	<b>Property Tax Cancellation</b>	
	<b>Policy Type:</b>	Governance Process
	<b>Number:</b>	GP-F-2.2
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	April 26, 2021
	<b>Motion Number:</b>	21.C.167 23.C.072
	<b>Revised Date(s):</b>	February 27, 2023

### Policy Statement:

Under section 347(1) of the *Municipal Government Act*, if Council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- Cancel or reduce tax arrears
- Cancel or refund all or part of a tax;
- Defer the collection of the tax.

When considering a request for cancellation of property taxes in the current year, Council will take into account the following *Generally Accepted Principles of Taxation*:

- Fairness and Equity to All Taxpayers;
- Sustainability of Revenues Raised;
- Simplicity, Transparency, and Efficiency of the Tax System;
- Predictability and Stability;
- Competitiveness.


### 1. General:

- 1.1 All requests for municipal tax levy or penalty cancellation in the current year must be presented to Council in writing.
- 1.2 Council will review all requests for municipal tax levy and penalty cancellation upon receipt in the current year.
- 1.3 All property types may be considered for tax relief.

### 2. Municipal Tax Levy Cancellation:

- 2.1 When extenuating circumstances result in the building and/or improvements being destroyed (partially or completely), uninhabitable, or unusable, Council will apply the following in determining the direction to take with respect to a request for municipal tax levy cancellation:
  - 2.1.1 The property owner will be responsible for any requisition portions of the tax bill and only the municipal portion of the taxes will be considered for cancellation.
  - 2.1.2 Only the building/improvements portion of the taxes will be considered for cancellation.



	<b><i>Property Tax Cancellation</i></b>	
	<b>Policy Type:</b>	Governance Process
	<b>Number:</b>	GP-F-2.2
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	April 26, 2021
	<b>Motion Number:</b>	21.C.167 23.C.072
	<b>Revised Date(s):</b>	February 27, 2023

2.1.3 Any municipal tax cancellation attributed to the extenuating circumstances will be prorated from the time the extenuating circumstance occurs to the end of the taxation period.

3. Property Tax Penalty Cancellation:

3.1 The Town of Okotoks will not cancel property tax penalties unless it can be demonstrated that the Town has made an error or failed to fulfill statutory requirements of the *Municipal Government Act*.



## **EXTENDED PRODUCER RESPONSIBILITY RECOMMENDATIONS**

### **Issue**

To support the provincial roll out of Extended Producer Responsibility legislation the Town is required to make decisions on whether it will be a service provider.

### **Motion Proposed by Administration**

That Administration be directed to implement the transition to Extended Producer Responsibility Programs for curbside single-use products, packaging and paper products, and continue to manage the recycling collection contract through a service agreement with Circular Materials.

And

That Administration be directed to implement the transition to Extended Producer Responsibility Programs for Hazardous and Special Products with the respective Producer Responsible Organizations (PRO's) using a combined approach whereby the Town continues to collect both HSP and Household Hazardous Waste.

### **Report, Analysis and Financial Implications**

Extended Producer Responsibility (EPR) is an environmental/economic policy approach in which producers of products bear responsibility for ensuring those products are properly managed at the end of their life cycle. EPR covers materials in two categories, Single-Use Products, Packaging and Paper Products (PPP) and Hazardous and Special Products (HSP). EPR regulation was the result of years of lobbying to the province for producers to take responsibility for their waste; a joint letter of support for EPR legislation was sent to the province by the Town on February 14, 2018.

The proposed PPP program covers the kinds of items currently recycled through a community's recycling program with five designated material types:

- Paper
- Rigid Plastic
- Flexible Plastic
- Metal
- Glass

Alberta's EPR framework does not include PPP from the industrial, commercial and institutional sectors. PPP materials regulated under existing regulated stewardship programs (beverage containers, electronics, paint, tires, and used oil materials) are not included in EPR PPP to avoid duplicating requirements.

Currently, the Government of Alberta and Alberta municipalities jointly fund the management of household hazardous wastes. Alberta's EPR system for HSP will replace Alberta's existing household hazardous waste (HHW) program and expand upon the materials accepted. HSP covers a portion of the items currently handled through the Household Hazardous Waste program and include the following five designated material types:

- Batteries
- Corrosive Products
- Flammable Products
- Toxic Products
- Pesticides

During the June 17, 2024 Governance and Priorities Committee Meeting the following motion was made:

That a recommendation be forwarded to Council that Administration be directed to implement the transition to Extended Producer Responsibility programs for single-use products, packaging, and paper products, with Circular Materials contracting directly with service providers; and

That a recommendation be forwarded to Council that Administration be directed to implement the transition to Extended Producer Responsibility programs for hazardous and special products, with Circular Materials using a combined approach whereby the Town continues to be the service provider for Extended Producer Responsibility and non-Extended Producer Responsibility materials.

After this recommendation was made to Council, additional information was provided by Circular Materials that has led administration to an alternative recommendation. A significant change is that contamination cost risk is not being transferred to the municipality

#### Transition Collection Options (PPP)

Two options are available for blue cart curbside pickup of PPP.

The service model options considered were as follows:

##### 1) Opt-in:

- Administration will continue managing the current recycling collection contract.
- Payment provided by the PRO is based on a cost per stop
- Administration will manage customer service under current contract.
- We will continue to manage P&E with support from the PRO, and a top-up will be provided for P&E and contract administration

## 2) Opt-out:

- The PRO will manage collection and post-collection responsibilities for the recycling program.
- The PRO will negotiate directly with a collection service provider and administer the collection contract.
- The collection service provider will be responsible for customer service, with escalated inquiries managed by the PRO.
- The PRO will directly lead P&E in collaboration with the community.

To maintain the current service for the cart collection program, Administration recommends Option 1 (Opt-in). Administration has received proposed rates and is expecting to receive draft contracts in the coming weeks from Circular Materials that cover basic costs and overhead. Administration is recommending Option 1 as this option provides the least impact to the ratepayer and provides cost recovery for the program.

## Hazardous and Special Products (HSP)

The regulation for HSP will limit the collection of certain consumer materials that municipalities (including Okotoks) have accepted in the household hazardous waste (HHW) program for a number of years. In light of the current practice, safety and environmental outcomes the following options were selected and analyzed:

- 1) Combined Approach: In addition to Hazardous and Special Products (HSP) Okotoks collects additional Household Hazardous Waste (HHW) Options. This will leave the Eco Center collecting similar materials with partial provincial funding.
- 2) Direct: Okotoks is the service provider and only collects materials as outlined within EPR regulations
- 3) No collection of HSP/HHW material (likely option for disposal will be landfill/drain)

Administration recommends Option 1 as this will ensure that HSP and HHW materials will continue to be managed responsibly.

## **Strategic Plan Goals**

<input type="checkbox"/>	Responsibly Managed Growth	<input checked="" type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy		
<input type="checkbox"/>	Organizational Excellence	<input type="checkbox"/>	Enhanced Culture & Community Health

## **Environmental Impacts**

n/a

### **Governing Policies/Bylaws/Legislation or Agreements**

Extended Producer Responsibility is driven by *Alberta Regulation 194/2022* which in part mandates producers to be responsible for the life cycle management of items they supply/distribute into the Alberta market.

Administration is likewise guarded by the Environmental Master Plan (EMP) page 48 (Waste Systems) which emphasises the need to support diversion initiatives at different levels of government. Point #1 under key strategies (pg. 50) identifies EPR program as one avenue to achieving increased waste diversion.

Changes to the residential program will require amendments to Okotoks Waste Bylaw 18-16 as part of this process.

### **Community Engagement Strategy**

Community engagement will be required in the broader context of proposed waste service level changes. The recommendations above reflect the smallest change to ratepayers and specific to this report engagement is expected to focus on helping ratepayers understand any new EPR and/or HSP requirements.

### **CAO Comments**

This item was previously considered by Council. Information has changed significantly since then that has resulted in risk avoidance and accountable service delivery positions that will ensure continued client service delivery expectations are met. As a result, Administration is recommending that the Town continues as the service provider, providing more time for the regional provider to develop alternate service delivery models.

### **Attachment(s)**

n/a

Prepared by:  
Jeremy Huet  
Operations & Utilities Director  
October 04, 2024



## AMENDMENTS TO THE PURPOSE STATEMENT POLICIES

### Issue

In order to remove services and service level inventory information, amendments to the Purpose Statement policies are provided to Council for approval.

### Motion Proposed by Administration

That amendments to Purpose Statement policies PS A 2.1 Sustainable Okotoks; PS A 2.2 Community Life; PS A 2.3 Strong Local Economy; and PS A 2.4 Integrated and Accessible Transportation be approved as presented.

### Report, Analysis and Financial Implications

With the move of services and service level inventory information to the new GP E 2.1 Program and Service Level Policy, the Purpose Statement policies now require amendments.

A future amendment to move the snow and ice control detailed service levels from PS A 2.4 Integrated and Accessible Transportation Policy is scheduled to come forward at Council's November 25<sup>th</sup> meeting, as portions of this policy will be transitioned to the Traffic Bylaw.

### Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input checked="" type="checkbox"/>	Organizational Excellence		

### Equity/Diversity/Inclusivity Impacts and Strategy

n/a

### Environmental Impacts

n/a

### Governing Policies/Bylaws/Legislation or Agreements

GP-E-2.1 Program and Service Review

### Community Engagement Strategy

n/a

### Alternatives for Consideration

n/a

**CAO Comments**

As the governance update and the addition of service levels has now been completed they can be removed from the originating documents, which were a placeholder until the service level inventory was completed.

**Attachment(s)**

1. Appendix A – Services and Service Level Inventory as of September 4, 2024
2. PS A 2.1 Sustainable Okotoks Policy REDLINED VERSION
3. Draft PS A 2.1 Sustainable Okotoks Policy
4. PS A 2.2 Community Life Policy REDLINED VERSION
5. Draft PS A 2.2 Community Life Policy
6. PS A 2.3 Strong Local Economy Policy REDLINED VERSION
7. Draft PS A 2.3 Strong Local Economy Policy
8. PS A 2.4 Integrated and Accessible Transportation Policy REDLINED VERSION
9. Draft PS A 2.4 Integrated and Accessible Transportation Policy

Prepared by:  
Bernice Gordon  
Corporate Planning Specialist  
September 25, 2024

Services	Description	Sub-Services	Description	Level of Service
Programs				
A. Community Life				
Sub - Programs				
A.1 Community Amenities				
A.1.1 Cemetery Management	Cemetery internment sales and service.	A.1.1.a Cemetery Sales and Service	Provide assistance, advice and resources to visitors and clients. Facilitate the sale of cemetery plots, columbarium niches and the memorial bench, tree, and plaque program at the cemetery and throughout the community. Manage on-site burial logistics. Keep records for plot purchase and burial deeds.	Cemetery requests provided by appointment 8:00 am to 4:30 pm, Monday to Friday. Closed on holidays and weekends.  Compliance with Okotoks Fees, Rates and Charges Bylaw. Maintain records and services in full compliance with the Alberta Cemetery Act.
A.1.2 Cultural Amenities	Provision of facilities or amenities for participation or engagement in cultural activities by members of the general public	A.1.2.a Okotoks Art Gallery	Access to Art Gallery exhibits, bookable classroom/studio space, multi-craft equipment and supplies. Location of Okotoks Visitor Information Centre.	Free public admission for drop in viewing of art exhibits. Two gallery spaces for exhibitions.  Hours of operation as outlined below. Closed annually the last week of December and the first week of January. Open during Downtown Community Events.  Bookable classroom/studio space is available to guilds, schools, not-for-profit, and commercial use. List of appropriate facility bookings types are available on the Town Website. Compliance with Okotoks Fees, Rates and Charges Bylaw.  Gallery Memberships offered to community members to display and sell art.
		A.1.2.b Okotoks Museum and Archives	Access to historical information relevant to the Town of Okotoks and region.	The Museum has a collection of historical archives and artifacts used for display and research. Virtual exhibits are also available.  Free public admission for drop in viewing. Hours of operation as outlined below. Closed annually the last week of December and the first week of January. Children's playhouse accessible during open hours, on the third floor.
		A.1.2.c Old Church Theatre	Entertainment, rehearsal and meeting venue offering a variety of live stage performances by amateur and professional performing artists.	Facility is staffed and opens only during events and rentals. Eligible facility booking types are listed on the Town Website. Liquor license available for paid ticketed events.  Technical services including sound, light and video systems. A piano is also available.  Contract technicians are supplied for events and rentals. Self-service for rental groups may be available upon inquiry. Ticketing services are provided for Town and some partner shows.
		A.1.2.d Public Art Collection	The acquisition and display of artworks through purchases, commissions, donations, or loans. The Public Art Collection includes paintings, murals, sculpture, audio visual, and mixed media.	The public art collection is governed by Okotoks Public Art Policy. Public art is considered in the design objectives of all new municipal capital and building projects.



Services	Description	Sub-Services	Description	Level of Service
		A.1.2.e Heritage Building, Sites and Tours	Access to various building or sites of historic relevance to the Town and various tours. Some of these include: <ul style="list-style-type: none"><li>• Sheep River</li><li>• Salute to our Veterans Memorial</li><li>• Downtown Historic Walking Tours</li></ul>	Access and interpretive features are provisioned through internal supports or through partnership agreements.
A.1.3 Specialty Amenities	Provision of dedicated facilities or amenities for participation or engagement of specific groups.	A.1.3.a Okotoks Youth Centre	Provide a youth-friendly facility.	Access to youth aged 12-18 (teens aged 18 are welcome until they graduate Grade 12).  Amenities include a leisure activity lounge, homework area and multi-purpose area for games, programs, and activities.  Supervision is provided by on-site trained staff during all operational hours.
		A.1.3.b Environmental Education Centre	Access to environmental education opportunities on water, biodiversity, waste and energy.	Open as per Hours below. Virtual Tour also available through the Town Website. Classroom available where environmental focused events and multi-age lectures are provided. Tours and classroom programs are available to school and community groups.
		A.1.3.c Electric Vehicle (EV) Charger Access	Access to EV Chargers for electric vehicle owners.	Level 2 EV Chargers available as a pay per use service at various Municipal facilities.  Compliance with Okotoks Fees, Rates and Charges, Bylaw
A.1.4 Parks, Open Spaces and Recreation Sites	Provision of recreation and park sites for community users in a safe and comfortable environment.	A.1.4.a Parks, Open Spaces and Pathway System	A dedicated park or open space that may include a collection of recreation amenities and natural features that provides opportunities for scheduled and spontaneous use.	Access to Parks, Open Spaces as per the Okotoks Open Spaces and Recreation Facilities Bylaw.  Park access permits provided in compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.1.4.b Recreation Sites	A dedicated recreation site that may include a collection of recreation amenities that provides opportunities for scheduled and spontaneous use.	Campground facilities located on Sheep River inside Town of Okotoks town limits are leased to a third party to manage and maintain grounds. Trees and infrastructure maintenance done by the Town.  Site amenities include tent and trailer sites, access to sewer, water and electrical service, on-site dump station, washrooms, coin-operated showers, picnic tables, fire pits and playground facilities.  Compliance with provincial and federal regulatory/legislative requirements.
		A.1.4.c Primary Function Site Amenities	Amenities that support the primary function(s) of recreation and park sites such as parking lots, bike racks, or benches.	Primary function amenities are in alignment with Okotoks Wayfinding Design Development guide, Okotoks General Design and Construction Specifications Landscape and Engineering Edition and provincial and federal regulatory/legislative requirements.

Services	Description	Sub-Services	Description	Level of Service
A.1.5 Recreation and Sport Amenities	Ensure the provision of scheduled and spontaneous use of recreation amenities for community users in a safe and comfortable environment.	A.1.5.a Indoor Aquatics Amenities	Provision of public access indoor aquatics amenities for scheduled and spontaneous recreation and sport activity.	<p>Aquatics amenities are offered based on the hours of operations for Okotoks Recreation Centre as outlined below.</p> <p>Lifeguarding and pool standards are provided in compliance with Lifesaving Society Alberta and Northwest Territories Policies and Procedures, the Lifesaving Society Alberta Northwest Territories Public Aquatic Facility Safety Standards and provincial and federal regulatory/legislative requirements.</p> <p>Indoor aquatics amenities are offered for scheduled and spontaneous use or a combination based on a balance of community and operational need.</p> <p>Compliance with Okotoks Fees, Rates and Charges Bylaw.</p>
		A.1.5.b Indoor Aquatics Amenities - Hot Tub	Provision of public access to a Hot Tub.	<p>Spontaneous use only based on the hours of operations for Okotoks Recreation Centre as outlined below.</p> <p>Compliance with provincial and federal regulatory/legislative requirements.</p>
		A.1.5.c Indoor Aquatics Amenities - Sauna	Provision of public access to a Sauna.	<p>Spontaneous use only based on the hours of operations for Okotoks Recreation Centre as outlined below.</p> <p>Compliance with provincial and federal regulatory/legislative requirements.</p>
		A.1.5.d Outdoor Spray Parks	Provision of public access outdoor spray park amenities for spontaneous use.	<p>Outdoor aquatics amenities operate seasonally as weather permits within the guidelines and recommendations of Environment Canada for spontaneous use.</p> <p>Compliance with provincial and federal regulatory/legislative requirements..</p>
		A.1.5.e Indoor Fitness Amenities	Provision of indoor equipment for the purpose of physical exercise such as sport equipment and fitness centre.	<p>Fitness amenities are offered for spontaneous use, booked use or a combination based on a balance of community and operational need and are offered based on the Hours of Operations as outlined below and the Okotoks Open Spaces and Recreation Facilities Bylaw.</p> <p>On site staffing and amenities varies based on the site.</p> <p>Compliance with Okotoks Fees, Rates and Charges Bylaw.</p>
		A.1.5.f Indoor Walking Tracks	Provision of indoor walking tracks.	Indoor Walking Track for spontaneous use based on the hours of operations for Okotoks Recreation Centre as outlined below.
		A.1.5.g Park Amenities	Provision of spontaneous use amenities to enhance the overall experience in and use of park spaces such as dog waste bag dispensers, seating areas, picnic tables, recreational zones, waste bins.	<p>Park amenities are offered based on the Okotoks Open Spaces and Recreation Facilities Bylaw.</p> <p>Park amenities are offered for spontaneous use based on a balance of community and operational need.</p>

Services	Description	Sub-Services	Description	Level of Service
		A.1.5.h Playgrounds	Provide recreational play structures for public use.	Playgrounds are offered for spontaneous use based on a balance of community and operational need.  Daily, weekly and monthly inspections. Cleaning as required. Maintaining surface for fall protection.  Compliance with the Okotoks Open Spaces and Recreation Facilities Bylaw and the Canadian Standards Association playground standards.
		A.1.5.i Ice Surfaces	Provision of maintained indoor and outdoor ice dedicated to use for recreation and sport activities.	Ice surfaces are offered for spontaneous, scheduled use or a combination based on a balance of community and operational need. Indoor arenas are available for use based on facility scheduling seven days a week.  On site staffing and amenities varies based on the site. Must be 18 years old to book the ice.  Ice surface is maintained to industry standards for public safety. Curling rink is operated through a lease partnership.  Compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.1.5.j Sport Fields and Dry Pads	Provision of maintained dry pad and natural turf fields dedicated to recreation and sport activities.	Outdoor Sport Fields and dry pads are offered based on the Hours of Operations in the Okotoks Open Spaces and Recreation Facilities Bylaw and the Joint Use Agreement. Spring natural turf field opening occurs when turf suitable for sporting activity.  Indoor sport fields and dry pads are offered for scheduled and spontaneous use or a combination based on a balance of community and operational need, per facility hours.  Outdoor Sport Fields are offered for spontaneous use, booked use or a combination based on a balance of community and operational need. Specific sports fields are operated through partnership agreement.  Seaman and Tourmaline Stadiums are managed and maintained through partnership agreements. Town maintains infrastructure.  Compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.1.5.k Indoor and Outdoor Sports Courts	Provision of dedicated maintained indoor and outdoor sport courts, dedicated to recreation and sport activities such as Pickleball, tennis, basketball, and beach volley ball.	Outdoor Sports courts are offered based on the Hours of Operations in the Okotoks Open Spaces and Recreation Facilities Bylaw.  Indoor Sports courts are available based on the hours of operations for Okotoks Recreation Centre as outlined below.  Sport courts are offered for spontaneous use, booked use or a combination based on a balance of community and operational need.  Specific sports courts are operated through partnership agreements with provision for public drop in. Operational guidelines as per agreements. Hours of service provision as per agreements.  Compliance with the Okotoks Fees, Rates and Charges Bylaw.

Services	Description	Sub-Services	Description	Level of Service
		A.1.5.l Other Sport Amenities	A purpose-built recreational environment dedicated to recreation and sports activities.	Outdoor Skate Park, Toboggan Hills, Cross Country Ski trails, and Natural Ice Rinks are offered for spontaneous use.  BMX Bike Track is leased to third party to manage and maintain infrastructure with a provision for some public hours.  Temporary seating and garbage receptacle provided at outdoor skate park and ski trail locations. Outdoor natural ice rinks and Skate Park are inspected weekly. Toboggan hills are inspected for hazards prior to snow fall and monthly thereafter.  Amenities are offered based on the Hours of Operation in the Okotoks Open Spaces and Recreation Facilities Bylaw. Outdoor amenities are available seasonally as weather permits.
		A.1.5.m Multi-purpose Spaces	Multi-purpose spaces used for a variety of programming and booked use. Includes various sites such as Foothills Centennial Centre, and Okotoks Recreation Centre.	Multipurpose space offered for booked use.  On site staffing and amenities varies based on scheduled booking.  Compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.1.5.n Off Leash Areas	Designated park or open space, or portion thereof, for dog off leash activities.	Dogs are permitted off leash at designed off leash areas only.  Designated Off Leash Areas: 1. 229 Don Seaman Way - 38 Acres fully fenced including 2 parking lots (1 at 229 Don Seaman Way, the other at 132 Drake Landing Loop), 1 toilet building, garbage receptacles, seating, natural surface trails, and rules for use signage.  Off leash area(s) may or may not be fenced and have supporting amenities such as parking lot, toilet building, seating, shade areas, pathways, garbage receptacles, dog bag dispensers, dog training areas/equipment, and water stations. Compliance with Okotoks Responsible Pet Ownership and Open Spaces and Recreation Facilities Bylaws.
A.1.6 Management of Facility and Amenity Partnerships	Provision of management services related to facility and/or amenity partnerships.	A.1.6.a Facilities and Amenities Partnerships	Develop and manage commercial and non-commercial space opportunities through agreements between the Town and external organizations for Town owned and operated amenities and Town owned partner operated amenities.	Partner agreements with non-profit organizations and community groups are developed within six months prior to the agreement's expiry date or as needs are identified.  Community group's capital project inquiries related to capital applications, project statements, or business cases.  The signing of capital development/funding agreements with non-profit organizations and community groups is developed and facilitated prior to the execution phase of a project.
		A.1.6.b Joint Use and Planning Agreement	Agreement management between Town of Okotoks and Okotoks school divisions for collaborative use of Town recreation facilities and school facilities.	Requirements are fulfilled within the parameters of the Joint Use and Planning Agreement.

Services	Description	Sub-Services	Description	Level of Service
Sub - Programs				
A.2 User Experience				
A.2.1 Client Services	Provision of assistance, advice, resources and transactional support to users of municipal services.	A.2.1.a Front Line Information and Referrals	First point of contact, responding to general inquiries and directing clients to the appropriate resource from the Municipal Centre.	Provide access by phone, email, or in-person based on Municipal Centre hours as below. All clients are directed to the appropriate resource within one business day as required.  Main phone line after hours and on the weekends - emergency contact information is provided through automated response. Emergency numbers are also listed on the Town website.
		A.2.1.b Social Media Inquiries	First point of contact, responding to general inquiries and directing clients to the appropriate resource.	Social media monitored 8:30 a.m. to 4 p.m. Inquiries acknowledged within one business day. All requests are directed to the appropriate resource within one business day as required.
		A.2.1.c Inquiries, Issues and Service Requests	Respond to inquiries, issues and service requests.	Depending on the service, inquiries, issues and service requests may be submitted by phone, email, in-person and where possible, online.
		A.2.1.d Bookings and Sales	Provide transactional support to the community for purchases, bookings, reservations, program registrations, and access to recreation facilities, community facilities and parks.	Bookings and sales are available in person, phone, email and if possible, online.  Compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.2.1.e Recreation Access	Provide transactional support to access recreational facilities.	All Okotoks Recreation Centre Facility passes include admission for drop-in arena, pool & gymnasium activities. The pass also includes membership to Natural High fitness Centre and all dryland and aquatic fitness classes.  A daily, monthly or annual All Facility Pass for recreation is available.  Admission and sales are available at Okotoks Recreation Centre during regular operating hours as below. Compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.2.1.f Regional Bookings and Sales, Payments and Collection	Provide transactional support to Diamond Valley for access to the swimming pool.	As per contract.
		A.2.1.g Facility Service Assistance	Provision of assistance, advice and resources to visitors and users at municipally owned, community and recreation facilities.	On site staffing and services vary based on the site.  Assistance is available during regular operating hours of each facility.

Services	Description	Sub-Services	Description	Level of Service
		A.2.1.h File Search and Environment Site Assessment (non FOIP)	Provide documentation or copies of documentation for external use only such as a Letter of Zoning, Real Property Report, Property Tax Information to Lending Institutions, GIS and mapping etc.	Requests may be submitted by phone, email, in-person and where possible, online.  Compliance with Okotoks Fees, Rates and Charges Bylaw and all other related provincial and federal regulatory/legislative standards.
		A.2.1.i Freedom of Information and Protection of Privacy (FOIP) Requests	Processing formal requests to access records based on the FOIP Act.	Request service levels are managed in accordance with the Freedom of Information and Protection of Privacy Act (FOIP).
		A.2.1.j Payment and Collection - Non Tax Revenues	Excluding Utilities, provide billing and collection for non-tax revenues and payments of goods and services for Town services, fees and fines including vendor payments and coordination of cash collection.	Depending on the good, service and or the facility, payments can be made online (online banking or through Okotoks online services) or in person by cash, cheque, debit or credit.
		A.2.1.k Visitor Information	Provision of comprehensive information on tourist attractions in and around the Town of Okotoks.	Act as a visitor information provider. Services are provided following Alberta Visitor Services Provider guidelines as applicable.
		A.2.1.l Dog Licensing Purchase and Renewals	Services provided to residents related to purchase and renewal of dog licenses to help reunite dogs with their owners.	Any dog over the age of three months that takes up residence in Okotoks must be licensed within seven days of moving to the Town. Lost Dog Tags can be replaced for an additional fee. Dog license invoices are mailed out in December (for the upcoming year) and payment for the dog license is due by the end of January of each year.  Compliance with the Okotoks Fees, Rates and Charges Bylaw and Responsible Pet Owner Bylaw.
A.2.2 Provision of Commercial and Retail Services	Provision of food, beverage, professional and retail services in Town facilities, amenities and spaces to enhance the customer experience at Town sites.	A.2.2.a Food and Beverage Services	Services provided to the public within Town owned facilities to enhance the client/visitor experience.	Direct and third party provision of food and beverage services at select cultural and recreation facilities and amenities.  Compliance with Okotoks Fees, Rates and Charges Bylaw, all related Okotoks Bylaws and Policies and provincial and federal regulatory/legislative standards.
		A.2.2.b Retail and Professional Services	Provision of retail and professional services at select Town sites.	Service is provided through third party operation and Town staff. Operational guidelines as per agreements. Hours of service provision as per agreements and facility hours.  Compliance with Okotoks Fees, Rates and Charges Bylaw.

Services	Description	Sub-Services	Description	Level of Service
Sub - Programs				
A.3 Recreation Development				
A.3.1 Recreation Programming	The provision of recreation programming for registered and drop-in participants at parks, open spaces and recreation facilities.	A.3.1.a Aquatics Programming	The direct provision of aquatics registered and drop-in programs.	All programs are open for registration for Town of Okotoks and Foothills County residents are eligible to register 7 days prior to open registration.  Programs offered in alignment with the Lifesaving Society Alberta and Northwest Territories Policies and Procedures, Red Cross Program Standards and/or Fitness Alberta.  Compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.3.1.b Fitness Programming	The direct provision of fitness registered and drop-in programs.	All programs are open for registration for Town of Okotoks and Foothills County residents seven days prior to open registration. Programs offered in alignment with Lifesaving Society of Alberta Policy and Procedures.  Compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.3.1.c Recreation Programming	The direct provision of recreation registered and drop-in programs.	All programs are open for registration for Town of Okotoks and Foothills County residents seven days prior to open registration. Programs offered in alignment with Lifesaving Society of Alberta Policy and Procedures.  Compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.3.1.d Regional Aquatic Programming	The direct provision of aquatics registered and drop-in programs for Dr. Lander Memorial Pool in Diamond Valley.	As per the contract.
Sub - Programs				
A.4 Cultural Development				
A.4.1 Cultural Programming	The provision of cultural programming for participants.	A.4.1.a Community Cultural Programming	Access to cultural experiences, artistic development and performance opportunities.  A range of diverse and relevant arts is provided to the community.	Activities hosted throughout the Town annually to support, connect and cultivate artists and creative industries. Programming selection is based on demand and community needs. Programs are available for all age groups at the levels of ability.  Classes are provided by internal and external experts. Classes are eligible for fee assistance through Okotoks Recreation Fee Assistance Policy. Compliance with Okotoks Fees, Rates and Charges Bylaw.
		A.4.1.b Art Collection Displays	Display Town of Okotoks Public Art Collection.	Artworks are displayed at Town owned properties in accessible and visible public spaces as well as offices on a rotating basis.

Services	Description	Sub-Services	Description	Level of Service
A.4.2 Municipal Heritage Designation Program	Support for the preservation and maintenance of privately-owned, municipally-designated Heritage resources. Eligible rehabilitation work must conform to the Standards and Guidelines for the Conservation of Historic Places in Canada.	N/A	N/A	Assist with program inquiries and facilitate contact with the Province of Alberta toward designation. Municipally designated properties are eligible for provincial funding to assist in the maintenance of the property. Municipally Designated Properties are protected by Municipal Bylaw.
Sub - Programs				
A.5 Community Organizations and Groups Support				
A.5.1 Community Organization Supports	Facilitation and support to non-profit organizations and community groups to provide advice, educate, communicate, inform and build capacity and support to program delivery in the community.	A.5.1.a Leadership Development	Support to community groups to create and maintain healthy, self sustaining community groups that effectively meet identified goals and objectives.	Facilitate networking opportunities for non profit organizations and community groups with similar service objectives to connect regularly (at least once a year) Networking groups such as the Foothills Region Interagency and Volunteer Managers Partnership.
A.5.2 Housing Investment and Development Facilitation	Liaise between external housing providers and the municipality to help expedite and simplify development within the Town of Okotoks to meet community needs.	A.5.2.a Housing Application Supports	Assist housing providers with navigating the Town's regulatory processes, including facilitation of meetings, problem solving, and interpretation of statutory documents and Town guidelines. Provide supporting documents to support grant applications from external funders.	Host or facilitate requests or meetings between internal Town staff and prospective housing developers as required.
		A.5.2.b Housing Networking and Partnerships	Foster a housing ecosystem in the Town of Okotoks that helps create opportunities for additional housing including creation of partnerships; and identifying and working to remove housing barriers.	Create or host opportunities for networking and partnerships.  Facilitate ad hoc meetings with housing providers to understand community needs.  Celebrate housing success stories throughout the year.
Sub - Programs				
A.6 Social Development				
A.6.1 Individual and Family Support Services	Assist individuals and families with resources, support and individualized services.	A.6.1.a Licensed Child Care	The direct provision of licensed child care for school aged children - kindergarten to grade six.	Registered out of school care programming providing before and after school care to school age children in addition to full day care to Kindergarten children on days that they are not scheduled to attend school.  Schools serviced are those that are within walking distance of the Okotoks Recreation Centre and include Percy Pegler, Dr. Morris Gibson and Good Shepherd.



Services	Description	Sub-Services	Description	Level of Service
		A.6.1.b Community Resource Support	Assist individuals and families with information, referrals, help with forms and/or connections to other supports.	This service is provided to residents from Okotoks and surrounding areas, including Diamond Valley and the Foothills County.  Hours of operation of the Okotoks Family Resource Centre as outlined below.
A.6.2 Community Capacity Building	The development of skills and competencies to enable all Town residents to achieve their greatest potential and strengthen the community as a whole. Promote positive social and neighbourhood connections.	A.6.2.a Enhance Community Well-Being	Town residents are supported with community led initiatives to enhance neighbour to neighbour connections aimed at positive social interactions are promoted.	Initiatives are reviewed annually and updated to meet community need.
		A.6.2.b Education and Training	Social programs that are preventative in nature that promote and enhance well-being among individuals, families, and communities. Examples include mental health and/or suicide intervention.	Annually host or partner presentations, facilitate workshops on social based topics relevant to the community to educate and support residents. Initiatives are reviewed annually and updated to meet community need.
		A.6.2.c Volunteer Services	Service offered to the community to sign up for volunteer opportunities with the Town of Okotoks.	Recruitment, hire, develop policies, place in appropriate volunteer positions and track volunteer hours to support Town volunteer activities.
Sub - Programs				
A.7 Grants, Loans, Incentives and Support				
A.7.1 Civic Grants and Loans	Provision of loans, funding or in-kind support to eligible applicants in the areas of special events, sport and culture development, environmental initiatives, renovations, operational funding and capital renovations and development.	A.7.1.a Affordable Housing Incentives	Provide financial incentives to support non-profit organizations in their efforts to construct, redevelop or purchase affordable rental, supportive or transitional housing in Okotoks.	Offers financial incentives in the form of building permit fee rebates and capital grants for projects that have been approved by a federal or provincial affordability focused program.  Compliance with Okotoks Affordable Housing Incentives Policy
		A.7.1.b Secondary Suite and Accessory Dwelling Unit Grant	Provide funds for the development of secondary suites or accessory dwelling units that meet Safety Codes requirements.	Offers grants on a first-come first-served basis, subject to funding availability. Applications will be accepted at the beginning of each calendar year, with funds for eligible expenses payable upon successful completion of the project in the same calendar year. Available grant funding is determined annually through the Council budget.  Compliance with Okotoks Secondary Suites and Accessory Dwelling Unit Grant Program Policy.

Services	Description	Sub-Services	Description	Level of Service
		A.7.1.c Arts Activation Grant	Provide funds for the creation of new artistic events in Okotoks.	Compliance with Okotoks Arts Activation Grant Policy.
		A.7.1.d Water Conservation Rebate	An incentive / rebate program for residential and commercial water efficiency upgrades.	Accepts applications between March and December each year on a first-come, first-served basis or until the fund is fully depleted.
		A.7.1.e LEED® Building Incentive	An incentive / rebate program for the construction of environmentally sustainable commercial and institutional buildings.	Incentive program that provides a percentage return to project’s building permit fee when specific levels of LEED® Certification (Leadership in Energy and Environmental Design) are achieved.
		A.7.1.f Clean Energy Improvement Program (CEIP)	Provision of loans and grant support to approved eligible residential property owners for implementation of energy efficiency projects.	Project approval timelines with CEIP program administrator from Alberta Municipalities (ABmunis).  Complete development of agreements for property owners within three days of approval from ABmunis.  Provide annual reporting to Federal Canadian Municipalities (FCM). Compliance with Okotoks Clean Energy Improvement Tax Bylaw.
		A.7.1.g Targeted Industrial Tax Incentive	A property tax incentive program to incentivize the development of new industrial buildings in Okotoks.	Compliance with Okotoks Targeted Industrial Tax Incentive Policy.
		A.7.1.h Sports Tourism Grant	Supports events that contribute to the local economy outside of the normal sporting activities of the community. The grant provides a stimulus to assist with extraordinary sporting events that have economic spin-offs.	Compliance with the Okotoks Sport Tourism Grant Policy.
		A.7.1.i Ancillary Facility Fee Waiver	Supports non-profit, not-for-profit charitable organization events serving Okotoks residents when renting a Town primary facility such as an ice surface.	Provide an annual report to Council on use.  Compliance with Okotoks Fee Waiver Policy.
		A.7.1.j Youth Services Recreation Access	Offer fun, free ways to learn and experience the activities available at the Okotoks Recreation Centre.	Free Okotoks Recreation Centre access pass for Grade 5 and Grade 8 students.  A Grade 5 Gets Active or Active8 pass holder can participate in all drop-in public swims, skate and gym times.

Services	Description	Sub-Services	Description	Level of Service
A.7.2 Individual and Family Support Services	Financial support or subsidy programs for eligible applicants.	A.7.2.a Recreation Fee Assistance	Recreation fee assistance supports for low-income individuals and families to participate in the Town's recreation programs and facilities.	Fee Assistance applications are accepted year-round and subsidy is valid for one year from date of approval.  Compliance with the Okotoks Recreation Fee Assistance Policy.
		A.7.2.b Subsidized Transportation	A subsidized taxi and volunteer driver programs to provide transportation for eligible participants.	Provided to Okotoks residents who are seniors or persons with permanent disabilities are able to remain active participants in the community.  <b>Subsidized Taxi Program:</b> A subsidy is provided to a contracted taxi company for each trip taken and provides users with a reduced taxi fare.  <b>Volunteer Driver Program:</b> Provide free transportation to medical appointments outside of Okotoks through a pool of volunteer drivers. Compensation paid to volunteer drivers at established rates.  Compliance with the Okotoks Subsidized Transportation Policy.
		A.7.2.c Emergency Funds	Provide emergency financial assistance to Individuals or families.	This service is provide to residents from Okotoks and surrounding areas, including Diamond Valley and the Foothills County. Hours of operation of the Okotoks Family Resource Centre as outlined below. Emergency financial support from donated funds/grants.
		Sub - Programs		
A.8 Funding Partnerships				
A.8.1 Management of Partnerships for Delivery of Social Services	Provision of funding to deliver preventive social services in the community.	A.8.1.a Program Funding	Provide a framework for the delivery of funding to eligible community organizations for the provision of preventive social programs.	Annually identify funding support through United Way and Family and Community Support Services requirements. Provide support to potential applicants and funded agencies.
A.8.2 Institutional Partnerships	Provision of funding or in-kind support to provincially regulated organizations to provide services to the community.	A.8.2.a Town of Okotoks Public Library	Ensuring adherence and implementation of lease. Municipal support is provided as required by Marigold Library System that provides progressive library services to Okotoks.	The appointed Member of Council and the dedicated Library Liaison attend monthly meetings and provide community updates as required. Provide year round support for library programs and initiatives.
Sub - Programs				
A.9 Truth and Reconciliation				
A.9.1 Calls to Action Implementation	Management and oversight of Calls to Action efforts	N/A	N/A	To Be Determined.

Services	Description	Sub-Services	Description	Level of Service
Sub - Programs				
A.10 Public Education				
A.10.2 Indigenous Awareness	Review and identify resources, awareness information, and learning opportunities to share with the community.	A.10.2.a Indigenous Ceremonies and Annual Days of Recognition	Provide Indigenous ceremonies and annual days of recognition. Includes collaboration with Indigenous peoples, Administration and Council.  Including but not limited to Missing and Murdered Indigenous Women Day, National Indigenous Peoples Day, National Day for Truth and Reconciliation, Métis Week, etc.	To Be Determined.
		A.10.2.b Indigenous Culture and Educational Opportunities	Provide opportunities to learn about Indigenous Culture through events created for the Okotoks community. Further the community's understanding of the Truths of the land they now live on. Including but not limited to: Tipi Camp, Indigenous Artisan Market, Dream Catcher and Hand Drum Workshops, School presentations, etc.	To Be Determined.
		A.10.2.c Painted Lodge (Tipi)	Set up and provide access to Mayor Thorn's Tipi.	Weather permitting, Mayor Thorn's Tipi will be raised at a minimum of 4 events per year including, but not limited to: Tipi transfer anniversary, first Saturday in June, Missing and Murdered Indigenous Women Day , National Indigenous Day, Truth and Reconciliation Day.  Compliance with the Okotoks Tipi Administrative Guidelines.
Sub - Programs				
A.11 Public Safety				
A.11.1 Fire and Rescue Response	Response to all types of emergency events including fire, rescue, medical first response, service calls, dangerous goods releases, motor vehicle accidents and ice/water rescue.	A.11.1.a Public Hydrant Inspection & Maintenance	Maintain public hydrants to provide a readily accessible and pressurized source of water for firefighting purposes.	Inspection and maintenance completed as per industry standards.  Compliance with provincial and federal regulatory/legislative requirements.
		A.11.1.b Fire and Rescue Dispatch	Receive and evaluate calls for fire/rescue response.	Third party contracted service available 24/7/365.

Services	Description	Sub-Services	Description	Level of Service
		A.11.1.c Alarm Investigation	Investigation to determine cause of alarm and paperwork is issued to require a repair thereby assuring public reliance on the alarm system.	Follow Alberta Occupational Health and Safety Provincial Firefighting Guidelines (2019).  Inside the municipal boundaries of Okotoks, arrive on scene within 10 minutes, 90% of the time - (Alberta Building Codes).  Service availability 24/7/365.  Investigations are started immediately. Compliance with Okotoks Fire Services Bylaw.
		A.11.1.d Fire Suppression	Provide response to reported fire, explosion, smoke or activated alarms in structures, vehicles, or wildland areas. Removing persons from the affected area to prevent loss of life or additional injury. Determining origin, suppressing fire to extinguishment, and limiting spread to adjacent property. Activities to prevent or mitigate loss of value to property from water or smoke. Firefighters and public safety are the number one priority.	Follow Alberta Occupational Health and Safety Provincial Firefighting Guidelines (2019).  Inside the municipal boundaries of Okotoks, arrive on scene within 10 minutes, 90% of the time - (Alberta Building Codes).  Service availability 24/7/365. Shelters are set up if required.  Fire-caused investigation is initiated immediately. Property is generally released within 48 hours with more complex fires requiring more time. Compliance with Okotoks Fire Services Bylaw.
		A.11.1.e Medical First Response	Provide medical care to ill and injured persons within Town of Okotoks Boundaries until EMS arrival, and to augment EMS crews during treatment and transport for life threatening emergencies.	Inside the municipal boundaries of Okotoks, arrive on scene within 10 minutes, 90% of the time for delta/echo severity.  Service availability 24/7/365.  Compliance with Okotoks Fire Services Bylaw.
		A.11.1.f Confined Space Rescue	Response to persons entrapped in enclosed areas with limited access and egress, and potentially hazardous atmospheres. Utilizes specialized equipment to access, assess, treat, package, and remove patients safely.	Perform basic techniques in uncomplicated confined spaces. Limited atmospheric monitoring.  Follow Alberta occupational health and safety provincial firefighting guidelines (2019).  Inside the municipal boundaries of Okotoks, arrive on scene within 10 minutes, 90% of the time.  Service availability 24/7/365.  Compliance with Okotoks Fire Services Bylaw.

Services	Description	Sub-Services	Description	Level of Service
		A.11.1.g Dangerous Goods	The sub-service includes on-scene environmental risk assessment and management in addition to dangerous goods incident response and recovery of hazardous materials.	Clean up is determined according to complexity and severity of the spill and/or release.  Follow Alberta Occupational Health and Safety Provincial Firefighting Guidelines (2019).  Inside the municipal boundaries of Okotoks, arrive on scene within 10 minutes, 90% of the time.  Service availability 24/7/365.  Compliance with Okotoks Fire Services Bylaw.
		A.11.1.h High Angle/Elevated Rescue	Response to person(s) entrapped on buildings, towers, pylons, antennas, or cliffs. Utilizes specialized techniques to access, assess, package, treat and remove patients safely.	Access simple terrain and perform basic extrication techniques.  Follow Alberta Occupational Health and Safety Provincial Firefighting Guidelines (2019).  Inside the municipal boundaries of Okotoks, arrive on scene within 10 minutes, 90% of the time.  Service availability 24/7/365.  Compliance with Okotoks Fire Services Bylaw.
		A.11.1.i Urban Rescue	Response to person(s) entrapped in structurally unstable buildings and collapsed or unstable excavations. Utilizes specialize techniques and equipment to access, assess, package, treat and remove patients safely.	Access simple terrain and perform basic extrication techniques.  Follow Alberta Occupational Health and Safety Provincial Firefighting Guidelines (2019).  Inside the municipal boundaries of Okotoks, arrive on scene within 10 minutes, 90% of the time.  Service availability 24/7/365.  Compliance with Okotoks Fire Services Bylaw.
		A.11.1.j Water/Ice Rescue	Response to person(s) in distress who are located near, or on a body of water. Utilizes specialized techniques and equipment to access, assess, package, treat and remove safely.	Follow Alberta Occupational Health and Safety Provincial Firefighting Guidelines (2019).  Inside the municipal boundaries of Okotoks, arrive on scene within 10 minutes, 90% of the time.  Service availability 24/7/365.  Compliance with Okotoks Fire Services Bylaw.

Services	Description	Sub-Services	Description	Level of Service
A.11.2 Mutual Aid	<p>Negotiate and maintain contracted partnerships with partner municipalities to provide and receive emergency services where and when required.</p> <p>Two types of partnership agreements:</p> <ul style="list-style-type: none"><li>- Contract - Fire services are provided by a contractor within a defined service area.</li><li>- Mutual aid - Fire service apparatus may be provided, upon request, if resources are available.</li></ul>	N/A	N/A	<p>The Town's mutual aid partnership agreements are renewed as required.</p> <p>Compliance with Okotoks Fire Services Bylaw.</p>
A.11.3 Fire Prevention	As an accredited municipality under the Safety Code Act, Okotoks Fire Services assesses risk and provides services oriented to minimizing fire and explosion risk and addressing injury prevention.	A.11.3.a Fire Investigation	All fires with damaged or destroyed property, and injury, or a fatality, are investigated for cause, origin, and circumstances.	<p>All fires with any dollar amount of loss are investigated and reported to the Province of Alberta.</p> <p>Investigations are conducted by certified Fire Investigators through the Safety Codes Council of Alberta.</p> <p>Compliance with Okotoks Fire Services Bylaw.</p>
		A.11.3.b Fire Prevention and Risk Education	Provide information to the public using a variety of channels (social media, website, in person etc.) on request.	<p>Respond to requests for information and education within two business days.</p> <p>By Appointment only:</p> <ul style="list-style-type: none"><li>Business and Home Fire Risk Assessments</li><li>School safety presentations.</li><li>Fire truck tours at both fire stations.</li><li>Car Seat Check.</li></ul> <p>Compliance with Okotoks Fire Services Bylaw.</p>

Services	Description	Sub-Services	Description	Level of Service
		A.11.3.c Fire Inspection and Compliance	Provide industrial, commercial and institutional fire safety inspections. Occupancies are inspected for compliance with Fire Code requirements on a risk assigned basis for type of occupancy and frequency of inspections. As required by the Town of Okotoks Fire and Rescue Quality Management Plan, all occupancies are inspected based on their assigned frequency of inspections using certified and qualified personnel. Inspections may also be carried out on request or complaint on any property as permitted by the Safety Codes Act.	Frequency is based upon the potential risk of the property use and function and as per Okotoks Fire Quality Management Plan as filed with Municipal Affairs Safety Code Council.  Required inspections are completed on a risk based rotation Low< every three years, medium, every two years and high risks, every year, also as part of business licensing or prior to final occupancy approval. Home inspection on request.  Compliance with related provincial regulatory/legislative standards.
		A.11.3.d Burn Permit	Provide a permit to have large fires such as bonfires, thawing fires, or fires required for other reasons on rural property in annexed areas of the Town of Okotoks.	Compliance with Okotoks Fees, Rates and Charges Bylaw and provincial legislation and requirements.  The Town may ban all fires if conditions become dry enough.
		A.11.3.e Community Relations - Fire & Rescue	Foster a culture of safety and collaboration through active participation with the community.	Participation at community events such as the Santa's Christmas Eve Parade and school spray downs.
A.11.4 Building Permit Application Review and Compliance	Review and processing of applications for approval and compliance with Safety Codes Act	A.11.4.a Building Permits Issuance	Issuance of Building, Electrical, Plumbing, HVAC and Gas permits in accordance with the Alberta Safety Codes Act. This includes the review of drawings and documents before every building permit application is made to ensure compliance.	Time required to fulfill the request will be based on the scope and detail of the work required.  Compliance with the Town of Okotoks Safety Codes Council Quality Management Plan and Safety Codes Municipal accreditation. Okotoks Fees, Rates and Charges Bylaw and provincial and federal regulatory/legislative requirements.
		A.11.4.b Building Inspections	Inspection of buildings to ensure compliance with the Alberta Safety Codes Act. Re-inspections may be required based on outcomes.	Requests for inspections are scheduled upon receiving request. Time required to fulfill the request will be based on the scope and detail of the work required.  Compliance with the Town of Okotoks Safety Codes Council Quality Management Plan and Safety Codes Municipal accreditation. Okotoks Fees, Rates and Charges Bylaw and provincial and federal regulatory/legislative requirements.
		A.11.4.c Technical Advice	Provision of technical advice related to the Alberta Safety Codes Act in the following disciplines: Building, Electrical, Plumbing, HVAC and Gas.	Time required to fulfill the request will be based on the scope and detail of the work required.  Compliance with Town of Okotoks Safety Codes Council Quality Management Plan - Building Permits, Safety Codes Municipal accreditation, Okotoks Fees, Rates and Charges Bylaw and provincial and federal regulatory/legislative requirements.



Services	Description	Sub-Services	Description	Level of Service
A.11.5 Emergency Management	Provincial legislation and regulation requires the Town of Okotoks to maintain Emergency Management plans and programs. This service addresses preparation, approval, maintenance and coordination of local authority emergency plans and programs required by the province.	A.11.5.a Incident Command Post	The Incident Command Post (ICP) coordinates effective response and recovery outside of normal operations. Emergency Management legislation identifies training requirements needed for staff to participate in the ICP.	Once it is determined that the ICP is needed, setup begins within an hour. Compliance with provincial Emergency Management legislation and regulations.
		A.11.5.b Emergency Management Planning	The Town of Okotoks municipal Community Emergency Management Program (CEMP) provides a framework for how the Town conducts its comprehensive Emergency Management program. Planning involves: Hazard, Risk and Vulnerability Assessment; Incident Command Post Plan; Training and Exercise Plans; Emergency Social Services Plan; Emergency Preparedness Communication Plans; Crisis Communication Plan; and Flood Action Plan etc.	The Town of Okotoks' CEMP is reviewed and approved annually or after activations to ensure compliance with provincial Emergency Management legislation and regulations.
		A.11.5.c Emergency Management Public Education and Preparedness	Education and awareness is provided to residents for both preparing for and recovering from a disaster.	Online resources and information sessions on Emergency Preparedness and recovery are provided for residents before and after disasters.  Once a year Emergency Preparedness Open House is provided.
A.11.6 Policing	Response by RCMP and Municipal Enforcement as an integrated policing service with a model that focuses on public safety, community relationships and community wellness.	A.11.6.a Municipal Enforcement Dispatch	Receive and evaluate calls for bylaw and traffic safety.	Third party contracted service available 24/7/365.
		A.11.6.b Policing Support	Services provided to the public such as responding to general inquiries, filing reports, Criminal record and Vulnerable Sector checks, collision reporting, fine payments, parking ticket processing/inquiries.	Inquiries and requests received in-person, phone, or by email. Municipal complaint line is a contracted call in service provided 24/7/365.  Criminal Record and Vulnerable Sector checks for local residents (Okotoks and De Winton).  Compliance with Okotoks Fees, Rates and Charges Bylaw, Municipal Police Services Agreement between the Town Okotoks and Public Safety Canada and provincial and federal regulatory/legislative standards.

Services	Description	Sub-Services	Description	Level of Service
		A.11.6.c Bylaw Compliance	Responding to public complaints and enforcing Municipal Bylaws including but not limited to community standards and animal safety. Also provide call response and enforcement of select Provincial Statutes including but not limited to Traffic Safety Act, Trespass to Premises Act, Dangerous Dog, etc.	Hours of Service Mon - Thursday: 7 a.m. to 10 a.m. Friday - Saturday: 9 a.m. to Midnight Sunday: 9 a.m. to 9 p.m.  Calls for service are prioritized as available resources allow.  Compliance with Okotoks Fees, Rates and Charges Bylaw and provincial and federal regulatory/legislative standards.
		A.11.6.d Community Peace Officer - Traffic Safety Services	Community Peace Officers provide traffic enforcement including but not limited to speeding, distracted driving, and seatbelt offenses and sections of the Alberta Gaming, Liquor and Cannabis Act.	Hours of Service Mon - Thursday: 7 a.m. to 10 a.m. Friday - Saturday: 9 a.m. to Midnight Sunday: 9 a.m. to 9 p.m.  Calls for service are prioritized as available resources allow.  Compliance with provincial and federal regulatory/legislative standards.
		A.11.6.e Youth Centre Supports	Support a safe and active recreation centre.	One dedicated officer during Okotoks Recreation Centre weekend hours as outlined below.  Compliance with Okotoks Open Spaces and Rec Facilities bylaw.
		A.11.6.f Community Relations - Municipal Enforcement	Foster a culture of safety and collaboration through active participation with the community.	Participation at community events such as the Okotoks Soap Box Derby, positive ticketing and charity check stop.  Ad hoc issues management with the Foothills school division on school safety initiatives.
		A.11.6.g RCMP Police Services	As per the Municipal Police Service Agreement (MPSA), the RCMP provides services necessary to preserve the peace, protect life and property, prevent crime and offences against the laws of Canada and Alberta. The RCMP determines appropriate policing responses in accordance with the MPSA. Various RCMP units are included in this service such as community policing and victim services, crime reduction, general duty policing, traffic enforcement, and general investigation.	Availability 24/7/365.

Services	Description	Sub-Services	Description	Level of Service
A.11.7 Law Enforcement Training	Services to support people starting a career in law enforcement.	A.11.7.a Physical Ability Requirement Evaluation (PARE) Testing	Provide PARE testing to meet the physical demands of law enforcement promoting a culture of fitness and wellness within law enforcement agencies.	Testing provided monthly.  Compliance with Okotoks Fees, Rates and Charges Bylaw and provincial standards.
		A.11.7.b Municipal Enforcement Practicum Students	Municipal Enforcement provides students the opportunity to apply learnings from the Criminal Justice Degree program to municipal bylaws and build experience towards a career in law enforcement.	During the four month practicum, students work alongside peace officers to educate and enforce bylaws, preserve and maintain the public peace and support community safety activities.
A.11.8 Traffic Management	Review traffic concerns. Perform inspections, setup and evaluate traffic count data, determine eligibility and produce options. Includes management of traffic signals and systems, traffic signs and markings to support safe and efficient integrated transportation.	N/A	N/A	Concerns received through Engineering, Okotoks Municipal Enforcement and Transportation are reviewed and addressed on a priority basis. Emergency issues are the top priority for public safety.  Compliance with Okotoks Fees, Rates and Charges Bylaw.
Sub - Programs				
A.12 Community Events				
A.12.1 Town Delivered Events	The coordination and delivery of events to the community.	A.12.1.a Town Delivered Events - Street Activation & Community Building	Designed and hosted to provide maximum access for local businesses, service providers, residents, and visitors depending on the event.  Events include: Okotoks Parade, Children's Festival, Spring into Summerfest, Canada Day, Taste of Okotoks, Summer Roundup, Alberta Culture Days, Light Up Okotoks.	Participation is supported by the Town of Okotoks for low cost - no cost.  Compliance with Okotoks Fees, Rates and Charges Bylaw.
A.12.2 Community Event Support	Advise and support provided to community groups hosting public events	A.12.2.a Events Liaison	Support to third party organizers with event administration/application. Advise event organizers regarding available civic supports and requirements. Annual Events such as Show and Shine, Pride, the Rolling Barage, etc.	Formal approval is granted to the event organizer through the Special Permit application process.  Support and service is dependent on location and availability of Town support, taking into consideration other competing priorities. Provide event organizers with the opportunity to list events on various Town communication mediums.
		A.12.2.b Event Supports	Provision of logistical supports and resources to community organized events. Provide support as required for event locations and layouts, road closures, emergency management plan development, ticketing, access to town resources, etc.	Support and service is dependent on location and availability of Town support taking into consideration other competing priorities.

Services	Description	Sub-Services	Description	Level of Service
Programs				
B. Sustainable Okotoks				
Sub - Programs				
B.1 Environmental Protection				
B.1.1 Tree Planting and Maintenance	Maintenance of tree canopy, including tree planting, maintenance and inspections.	B.1.1.a Tree Planting	Planting of trees to ensure the health of the urban forest.	Use design standards for planting including planting practices and acceptable species. Maintain the Tree Canopy at 6%.
		B.1.1.b Tree Care and Maintenance (Urban Forest)	Routine maintenance to ensure the health of the urban forest.	Parks, open spaces and boulevard trees are inspected and pruned for tree health and encroachments blocking signage and sidewalks for safety. Tree inspections are conducted cyclically based on priorities as per Okotoks Asset Management Policy.
		B.1.1.c Tree Care and Maintenance (Natural Areas)	Routine maintenance to ensure the health of the natural forest.	Trees in natural and naturalized areas are not pruned for structure or pest and disease management. Clearance for trail system and open space is maintained with public safety being the primary concern. Wildlife trees are retained where practical. Tree inspections are conducted cyclically based on priorities as per Okotoks Asset Management Policy.
B.1.2 Vegetation and Pest Control	Maintenance of healthy turf and urban forests and public safety.	N/A	N/A	<p>Remove or control of vegetation and pests as governed by legislation and as outlined in the Town's Integrated Pest Management Plan and Traditional Knowledge and Land Use Assessment Report.</p> <p>Compliance with provincial and federal legislative/regulatory standards. Note: The Town has the right, but not the obligation, to control additional invasive species not required for control by the Alberta Weed Control Act &amp; Regulation.</p> <p><b>Thresholds for Broadleaf Weed Control: Parks, Pathways and Roadways - 15%</b> - Mowed park areas, parkways, pathway connectors, boulevards and medians, except within 15m of playgrounds.</p> <p><b>Sports Fields - 5%</b> - Includes irrigated and non-irrigated ball diamonds and rectangular fields.</p> <p><b>Commercial Sites - 5%</b> - Town owned and operated building sites not associated with designated parks.</p> <p><b>School Grounds - 15%</b> - The Town may contribute to integrated pest management measures on School Reserve (SR) and Municipal School Reserve (MSR).</p> <p><b>Industrial Areas - 15%</b> - Town owned parking lots and storage compounds.</p> <p><b>Undeveloped - 15%</b> - Lands that may come under Town ownership.</p> <p><b>Non-manicured areas</b> - Control noxious and prohibited noxious weeds - Roadsides, boulevards, medians, and some steep slopes that don't receive regular mowing.</p> <p><b>Natural Areas - Control noxious and prohibited noxious weeds</b> - Riverbanks, gullies, escarpments, islands, and wetlands that don't receive regular mowing.</p>

Services	Description	Sub-Services	Description	Level of Service
<b>B.1.3 Decommissioned Site Management</b>	Post closure care of decommissioned sites that includes monitoring and addressing any regulatory or environmental issues that may arise. This service manages decommissioned sites such as landfills and brownfields.	N/A	N/A	Compliance with Alberta Environmental Protection and Enhancement Act and all related provincial and federal legislation and requirements.
<b>B.1.4 Release Reporting and Response</b>	Direct release or spill response, support and reporting and maintenance of the spills and release database. The service includes corporate wide environmental risk and opportunities assessment and management in addition to on-scene spill response and mitigation of hazardous materials.	<b>B.1.4.a Release Reporting</b>	Reporting all environmental releases to the provincial regulatory authorities.	All releases and spills are reported and documented immediately upon discovery.  Report all releases as required by the Environmental Protection and Enhancement Act (2000). Comply with any additional reporting requirements that may be requested by the province.
		<b>B.1.4.b Release Response Management</b>	Activities required to respond to an environmental release. Collaborate with Fire Services or Utilities depending on nature of release. Procure third-party contractor should release response require specialized materials or support.	Immediately respond to environmental releases upon notification or discovery and engage Town supports or Contractor depending on the nature of the release.  Compliance with Alberta Environmental Protection and Enhancement Act and all related provincial and federal legislation and requirements.
Sub - Programs				
B.2 Environmental Stewardship				
<b>B.2.1 Environmental Awareness</b>	Provision of public education campaigns and programs to support conservation of environment.	<b>B.2.1.a Environmental Activities</b>	Annual activities and events designed to encourage community involvement in environmental protection and conservation.	Deliver or support activities and events encouraging community involvement. Repair Cafes four times a year. Okotoks Clean Up annually Several swap events to support the circular economy.
		<b>B.2.1.b Education and Outreach</b>	Environmental resources, information, and learning opportunities shared with the public. Attend events to provide information and promotion of waste and recycling services and other areas including water, biodiversity, energy.	Deliver or support activities and programs that encourage community involvement. Examples include - Nature Friday and school programs. Presentations and tours of the Eco Centre are provided to schools, residents and interest groups on enhanced waste management practices  Special emphasis is given each summer to water conservation and helping the community reduce water consumption to stay within outdoor water use targets set by the Town. Attendance at Town delivered events such as:  Bike Valet available at: Okotoks Parade, Spring into Summer, Canada Day, Taste of Okotoks, Summer Round Up

Services	Description	Sub-Services	Description	Level of Service
		B.1.1.c Environmental Resources	Environmental resources shared with the public.	Do-It-Yourself Home Energy Audit Kits and radon monitors are loaned out for one week to Okotoks Residents and Businesses. Various publications are produced and provided on a yearly basis to educate and encourage community involvement.
		B.1.1.d Presentations/ Speaking Engagements	Provide presentations to external organizations to share information about Okotoks’ successes in environmental initiatives and programs.	As requested.
B.2.2 Environmental Strategy, Planning and Policies	The curation of environmental data and consultation to help inform the development of strategies, plans, and policies related to environmental stewardship.	B.2.2.a Environmental Data	Curation and provision of environmental data for decision-making.	Data is updated annually or as needed and shared annually through a Council report.
Sub - Programs				
B.3 Waste Management				
B.3.1 Solid Waste Collection	Collection, processing and disposal of garbage, organic waste and recyclable material for residents and Town facilities.	B.3.1.a Garbage Collection & Disposal	Curbside collection, processing and disposal of landfill material for Okotoks residents and Town facilities.	Residents are provided a minimum of one Town owned waste cart, available in three sizes (240L, 120L and 180L). An official Town excess garbage bag is available for any occasional excess.  Garbage Carts are picked up weekly.  Compliance with Okotoks Waste Management Bylaw, Fees, Rates and Charges Bylaw, Okotoks Utility Policy, and provincial and federal regulatory/legislative requirements.
		B.3.1.b Organic Collection	Collection, processing and disposal of organic waste for residents and Town facilities.	Residents are provided a minimum of one Town owned organic cart, available in three sizes (240L, 120L and 360L).  Collection of organic carts: <ul style="list-style-type: none"><li>• April to October - weekly</li><li>• November to March - every two weeks</li></ul> Compliance with Okotoks Waste Management Bylaw, Okotoks Utility Policy, Okotoks Fees, Rates and Charges Bylaw and provincial and federal regulatory/legislative requirements.
		B.3.1.c Recycling Collection	Collection, processing and disposal of recyclable material for residents, and Town facilities.	Residents are provided a minimum of one Town owned recycling cart, available in two sizes (240L and 360L).  Carts are picked up weekly from residences and Town facilities. Multi-family buildings pick-up available at some locations (service level in development).  Compliance with Okotoks Waste Management Bylaw, Fees, Rates and Charges Bylaw, Okotoks Utility Policy, and provincial and federal regulatory/legislative requirements.

Services	Description	Sub-Services	Description	Level of Service
		B.3.1.d Recycling Depot	A centralized site where residents can bring recycling, hazardous waste and electronics for proper disposal.	The Eco Centre is a staffed depot. Hours of Operation as outlined below.  Compliance with Okotoks Waste Management Bylaw, Fees, Rates and Charges Bylaw, Okotoks Utility Policy, and provincial and federal regulatory/legislative requirements.
		B.3.1.e General Waste Collection	Collection of waste from manicured parks and open spaces (including civic buildings and boulevards), and sport fields.	Manicured parks and open spaces - Litter picking and single stream waste bins collected up to 18 times per year.  Sports Fields: single stream waste bin collected up to 27 times per year.  Beverage recycling bins provided in select locations.
		B.3.2 Solid Waste Programming	Targeted annual or seasonal community events designed to encourage appropriate disposal of solid waste.	B.3.2.a Compost Giveaway Compost distributed to residents for household use.  Organized two months a year; spring and fall for residents to pick up for household use.
		B.3.2.b Christmas Tree Drop Off	Real Christmas tree drop-off for use at the landfill as amendment in their composting process.	Provide drop-off locations for real Christmas trees and chip at drop-off sites annually.
		B.3.2.c Reduction of Solid Waste Generation	Provide an environment to improve waste diversion efforts.	Audit of waste carts regularly scheduled.  Compliance with Okotoks Waste Management Bylaw and provincial and federal regulatory/legislative requirements.
		B.3.3 Regional Solid Waste Collection	Collection, processing and disposal of garbage, organic waste and recyclable material for residents and Town facilities.	B.3.3.a Regional Garbage Collection & Disposal Curbside collection, processing and disposal of landfill material for Diamond Valley.  As per contract.  Compliance with provincial and federal regulatory/legislative requirements.
		B.3.3.b Organic Collection	Collection, processing and disposal of organic waste for Diamond Valley.	As per contract.  Compliance with provincial and federal regulatory/legislative requirements.
		B.3.3.c Recycling Collection	Collection, processing and disposal of recyclable material for Diamond Valley.	As per contract.  Compliance with provincial and federal regulatory/legislative requirements.

Services	Description	Sub-Services	Description	Level of Service
Sub - Programs				
B.4 Water Services				
B.4.1 Meter Operations	Operation and maintenance of Town utility water meters.	N/A	N/A	<p>Standard meter readings are done automatically through a 'remote reading device' and reflect real-time water consumption. Residents can access their consumption information through the online customer water portal. Upon request, manual meter reading service is provided.</p> <p>New customer meters are installed upon request.</p> <p>Compliance with Okotoks Water Bylaw, Fees, Rates and Charges Bylaw, Okotoks Utility Policy and provincial and federal regulatory/legislative requirements.</p>
B.4.2 Utility Locates	Location and marking of underground Water, Sanitary and Storm Utilities.	N/A	N/A	<p>Marking locations of underground Town-owned utility infrastructure as requested through the Alberta One Call system and requirements.</p> <p>Emergency locate requests are given priority.</p>
B.4.3 Water Supply, Treatment and Distribution	Supply, operation and maintenance of the treatment and distribution of drinking water within the Town of Okotoks.	B.4.3.a Potable Water	Provide safe and reliable access to potable water to all residents and business connected to the water distribution system.	<p>Potable water is provided 24/7/365 for essential use to all residents and businesses who are connected to a Town water service.</p> <p>Potable water is provided for non-essential use in accordance with water conservation stages as outlined in the Okotoks Water Bylaw.</p> <p>Compliance with Okotoks Water Bylaw, Fees, Rates and Charges Bylaw, Okotoks Utility Policy, and provincial and federal regulatory/legislative requirements.</p>
		B.4.3.b Non-potable Bulk Water	Supply, operation and maintenance of non-potable bulk water station to commercial and industrial customers for non-potable irrigation & construction needs.	<p>Non-Potable bulk water is provided to account holders. New account holders must be Industrial or Commercial users within Town limits.</p> <p>Compliance with Okotoks Water Bylaw, Fees, Rates and Charges Bylaw, Okotoks Utility Policy, Okotoks and provincial and federal regulatory/legislative requirements.</p>
		B.4.3.c Potable Water Treatment	Treatment of water to remove impurities and make the water safe for human consumption before being distributed to the client.	<p>Testing of water completed as mandated through Alberta Environment &amp; Protected Areas (AEPA) 7,156 water quality test completed annually as per AEPA approval to operate.</p> <p>Compliance with Okotoks Water Management Bylaw, Okotoks Utility Policy, Okotoks and provincial and federal regulatory/legislative requirements.</p>
B.4.4 Stormwater Drainage Service	Stormwater Drainage manages the flow of rainfall, snowfall and surface water runoff from properties and roadways through the Town of Okotoks to mitigate the possibility of flooding, erosion, property damage and other unintended impacts.	B.4.4.a Stormwater Diversion	Respond to and mitigate the impact of stormwater after a weather event.	<p>Provide service to customers connected to the stormwater drainage system 24/7/365.</p> <p>Compliance with Okotoks Storm Drainage Bylaw, Okotoks Utility Policy, and provincial and federal regulatory/legislative requirements.</p>



Services	Description	Sub-Services	Description	Level of Service
B.4.5 Wastewater Collection and Treatment	Wastewater Collection and Treatment provides the safe and effective collection, treatment and disposal of wastewater from all properties within the Town of Okotoks that are connected to the municipal wastewater system.	B.4.5.a Wastewater Collection	Provide a reliable service of wastewater conveyance through the operation and maintenance of underground collection systems.	Provide 24/7/365 service to customers connected to the wastewater collection system.  Compliance with Okotoks Sanitary Sewer Bylaw, Okotoks Utility Policy, and provincial and federal regulatory/legislative requirements.
		B.4.5.b Wastewater Treatment	Treatment of wastewater collected before being discharged to the receiving environment	Testing of wastewater completed as mandated through Alberta Environment & Protected Areas (AEPA). 2,454 wastewater quality tests completed annually as per AEPA approval to operate.  Compliance with Okotoks Sanitary Sewer Bylaw, Okotoks Utility Policy, and provincial and federal regulatory/legislative requirements.
Sub - Programs				
B.5 Land Use Planning and Development				
B.5.1 Current Planning - Application Processing	Processing and coordination of the approval of statutory plans and amendments, development, subdivision and condominiums applications.	B.5.1.a Development Permit Application Review	The review and processing of development applications as per the Alberta Municipal Government Act (MGA).	Respond to applicants within 20 days to verify the completeness of the application or with agreed upon extensions as per the MGA.  Applications processing time is 40 days following the formal acceptance of the application or with agreed upon extensions as per the MGA.  Compliance with Okotoks Land Use Bylaw, the Alberta Municipal Government Act and all other related provincial and federal regulatory/legislative standards.
		B.5.1.b Compliance Certificate Applications	The review and processing of compliance certificate applications.	Compliance with the Okotoks Fees, Rates and Charges, and Land Use Bylaws, Okotoks Encroachment Policy and all other
		B.5.1.c Subdivision Applications	The review and processing of subdivision applications as per the Alberta Municipal Government Act (MGA).	Respond to applicants within 20 days to verify the completeness of the application or with agreed upon extensions as per the MGA.  A decision on a subdivision is made within 60 days or with agreed upon extensions as per the MGA.  Compliance with the Okotoks Fees, Rates and Charges, and Land Use Bylaws and the Alberta Municipal Government Act and all other related provincial and federal regulatory/legislative standards.
		B.5.1.d Condominium Certificates	The review and processing of condominium certificate applications as per the Alberta Municipal Government Act (MGA).	Compliance with the Okotoks Fees, Rates and Charges, and Land Use Bylaws, the MGA and Condominium Property Act and all other related provincial and federal regulatory/legislative standards.

Services	Description	Sub-Services	Description	Level of Service
		<b>B.5.1.e Land Use Bylaw Amendments</b>	The review and processing of applications for changes to the Land Use Bylaw.	Compliance with the Okotoks Land Use Bylaw, Okotoks statutory plans and the Alberta Municipal Government Act and all other related provincial and federal regulatory/legislative standards.
		<b>B.5.1.f Statutory Plan Amendments</b>	The review and processing of applications for changes to Statutory Plans including Area Structure Plans and Neighbourhood Area Structure Plans, and the Municipal Development Plan.	Compliance with Okotoks statutory plans, Calgary Region Metropolitan Board (CMRB) Regional Growth Plan and the Alberta Municipal Government Act and all other related provincial and federal regulatory/legislative standards.
		<b>B.5.1.g Telecommunication Towers - reviewing and issuing concurrence and non-concurrence</b>	Provide a letter of concurrence and non-concurrence based on the application process that is required by Okotoks Telecommunication Antenna Structures Siting Protocols.	Compliance with Okotoks Telecommunication Antenna Structures Siting Protocols and the Innovation, Science and Economic Development (ISED) Canada under the Radio Communication Act.
		<b>B.5.1.h Permanent Road Closure</b>	Review and process applications for permanent road closures.	Compliance with Okotoks Disposal of Roadway, PUL Lots and Walkways Policy, and the Municipal Government Act and all related regulations.
		<b>B.5.1.i Reserve Land Disposal</b>	Review and process applications for disposal of municipal, school or community reserves, or a combination of.	Compliance with Municipal Government Act and all related regulations.
		<b>B.5.1.j Assignment and Changes to Addressing</b>	Assignment of addresses for properties in Okotoks.	<div>A property owner can apply to have their address changed. If the Town determines the change can be accommodated without violating sequence or parity, the change is permitted.</div> <div>Compliance with Okotoks Naming of Roadways, Parks, Neighbourhoods and Facilities Policy, Okotoks Assigning or Revising Addresses for Parcels and Structures Policy, Okotoks Addressing Bylaw and the Municipal Government Act and all related regulations.</div>
		<b>B.5.1.k Technical Reviews</b>	Review drawings of related infrastructure required to service lands in subdivisions.	Review and provide comments back to the applicant within six to eight weeks subject to complexity and volume of requests.
		<b>B.5.1.l Development and Site Servicing Plans</b>	Processing and coordination of Development Site Servicing Plans and supporting technical information.	Review and provide comments back to the applicant within four to six weeks subject to complexity and volume of requests.

Services	Description	Sub-Services	Description	Level of Service
		<b>B.5.1.m On-Street Construction Applications</b>	Review and provide approval of on-street construction and associated traffic accommodation plans.	Review and provide comments back to the applicant within one to two weeks subject to complexity and volume of requests.
		<b>B.5.1.n Water Allocation System</b>	Manage the water allocation system including issuing of the Water Verification and Assignment Process Certificates.	Compliance with the Okotoks Water Allocation Policy and Administrative Guidelines and the Okotoks Fees, Rates and Charges Bylaw.
		<b>B.5.1.o Shallow Utility Line Assignment</b>	Review and approve applications for installation of shallow utilities	Review and provide comments back to the applicant within four weeks subject to complexity and volume of requests.
<b>B.5.2 Development Permit Inspections</b>	Review and inspect developer infrastructure as per approved Development Agreements and Engineering Standards.	<b>N/A</b>	N/A	An inspection will be scheduled upon request subject to the terms per the Development Agreement.
<b>B.5.3 Lot Grading Certificates</b>	Review and approval of lot grading certificates.	<b>N/A</b>	N/A	Compliance with Grading and Landscaping Bylaw.
<b>B.5.4 Long Range Land Use Planning</b>	Management of long range land use plans such as the Municipal Development Plan (MDP), statutory and regulatory planning.	<b>B.5.4.a Development, Management and Implementation of Long Range Statutory Plans</b>	Planning for future municipal growth. This work includes long range planning, statutory and regulatory planning, creation and management of guidelines and procedures, infill planning, etc.	Plans, policies and strategies are reviewed as set out in each plan, policy or strategy or as required.  Compliance with provincial and federal regulatory/legislative standards.
<b>B.5.5 Business Licensing</b>	Processing of business license applications and provision of industry specific requirements and regulations for businesses looking to operate in Okotoks.	<b>B.5.5.a Business License Issuance</b>	Assist business owners in obtaining the required municipal approvals for a business license to legally operate. This includes informing and assisting businesses in applying for required permits and licenses, directing them to other resources/services when applicable, processing applications/renewals, and issuing business licenses.	Compliance with Okotoks Business Licensing Bylaw.

Services	Description	Sub-Services	Description	Level of Service
		B.5.5.b Business Licensing Bylaw Stewardship	Research and monitor new industry trends and business innovations. Recommend bylaw/policy updates to address new issues arising from new trends/innovations. Inform relevant parties of new bylaw/policy updates.	Bylaw reviewed as required.
B.5.6 Compliance and Complaint Investigations	Respond to, investigate, and follow up with complaints regarding activity that does not comply with the Business License and Land Use Bylaws.	B.5.6.a Business Licensing Compliance	Respond to, investigate, and follow up with complaints regarding business activity that does not comply with the Business License Bylaw.	Determine response and escalate as required.  Compliance with Okotoks Business Licensing Bylaw.
		B.5.6.b Land Use Bylaw Compliance	Respond to, investigate, and follow up with complaints regarding activity that does not comply with the Land Use Bylaw.	Determine response and escalate as required.  Compliance with Okotoks Land Use Bylaw.
B.5.7 Intermunicipal and Regional Relations	Consultation, coordination, and collaboration with regional partners.	B.5.7.a Intermunicipal and Regional Planning	Regular coordination, collaboration, and consultation with Calgary Metropolitan Region Board (CMRB) related to regional economic development and planning initiatives.	Attend CMRB Meetings including working groups. Participation as required within provided timelines. Review and respond to regional Intermunicipal circulations within the required timelines. Provide updates and information to Council as required.  Complete required studies and planning documents in alignment with CMRB Growth Plan deadlines such as joint area planning.  Compliance with the CMRB Growth Plan.
B.5.8 Property Administration	Maintain an inventory of all municipally-owned buildings, land and land rights/interests.  Create and manage occupancy agreements (e.g. land and facility space lease agreements).  Purchase or lease of land/building or interests to provide space to Town activities including special projects, public and / or operational needs.  Dispose of building or land holdings.	N/A	N/A	Monitor compliance with lease agreements as required.  Lease agreements are reviewed as per renewal dates.  Purchase, sales and leasing handled through a third party vendor as required.

Services	Description	Sub-Services	Description	Level of Service
Sub - Programs				
B.6 Infrastructure Planning				
B.6.1 Off-Site Levy Program	Administration of off-site levy policy on all development and planning applications including calculation of levies.	B.6.1.a Off-site Levy Program Administration	Administration of off-site levy bylaw on all development and planning applications including calculation of levies, and providing an annual report.	Compliance with Okotoks Off-Site Levy Bylaw.
		B.6.1.b Off-site Levy Bylaw Update	Updates to the Offsite Levy Bylaw such as calculation of new levies and any changes to off-site levy requirements.	Update frequency as required by the Okotoks Off-Site Levy Bylaw.
Programs				
C. Economic Development				
Sub - Programs				
C.1 Economic Development				
C.1.1 Economic and Market Data	Curation and provision of local economic and market data for business decision-making.	N/A	N/A	Data is shared regularly on the Town website, through the business newsletter, in public presentations, and directly with businesses.
Sub - Programs				
C.2 Business Retention and Expansion				
C.2.1 Business Support Programs	Offer programs that support business growth, provide business revitalization within key business districts such as the downtown and recognize Okotoks business achievements. This includes encouraging and driving local business tourism efforts through the creation of shop local campaigns and providing a reliable source of information to visitors and residents.	N/A	N/A	Shop local marketing campaigns conducted annually.  Okotoks Visitor Guide and Destination Okotoks website updated as required. Advertise throughout the year through various mediums, (newspaper, external tourism websites and publications)
C.2.2 One on One Business Support	Provide direct contact to help businesses navigate challenges that come with starting a new business, relocating or expanding their business in Okotoks.  Develop, manage and maintain relationships with local businesses through formal and informal liaising opportunities.	N/A	N/A	Response times may vary due to the complexity of the request or the volume of requests.

Services	Description	Sub-Services	Description	Level of Service
C.2.3 Business Education and Information Sharing	Offer timely and valuable information and learning opportunities that strengthen and support the growth of local businesses such as referrals and connections.	N/A	N/A	Offer a monthly newsletter to the business community.
C.2.4 Business Supports	Offer timely and valuable information and learning opportunities that strengthen and support the growth of local businesses such as referrals and connections.	N/A	N/A	Offer a monthly newsletter to the business community.
Sub - Programs				
C.3 Investment and Attraction				
C.3.1 Economic Opportunities	Provide assistance to external economic opportunities to promote the Town of Okotoks and local business.	C.3.1.a Film Permitting	Facilitation of film permits for filming in Town streets, recreational and cultural spaces.	Response and level of support is dependent on the type of request, complexity of work and requested timelines.
		C.3.1.b Government Referred Economic Opportunities	Review viability of government referred economic opportunities with potential private partners and internal business areas and complete an application if required.	Respond to opportunities within required timelines.
		C.3.1.c Investment Opportunities	Liaison between developers, realtors, investors and other interested parties to identify new opportunities.	Represent the Town at regular association meetings such as the Okotoks Chamber of Commerce, and public events such as Small Business Month. Attend tradeshow s or conferences as deemed necessary.  Response times may vary due to the complexity of the opportunity.
C.3.2 Investment and Attraction Facilitation	Assist new businesses, developers, and investors in navigating the Town's regulatory processes, including facilitation of meetings, problem solving, and interpretation of statutory documents and Town guidelines.	N/A	N/A	Doing Business in Okotoks publication available online and print copies available throughout the community and the Municipal Centre.  Host or facilitate meetings between internal Town staff and prospective businesses/developers as required.
C.3.3 Economic Development Relations	Consultation, coordination and collaboration with external business and economic development organizations	C.3.3.a Consultation with Business	Provide regular consultation and liaison services to improve the Town's understanding of local business interests and perspectives.  This includes consultation and meeting with businesses, groups, and conducting surveys.	Business Survey conducted every two years. Meet monthly with the Chamber Board of Directors Meet regularly with support network (OEE) that includes Community Futures, Attend regular conferences with Industry Associations such as the Economic Development Association

Services	Description	Sub-Services	Description	Level of Service
		C.3.3.b Regional Economic Development	Regular coordination, collaboration and consultation with regional economic development organizations related to regional economic development.	Coordinating, collaborating and consulting where there is an organizational requirement or strategic alignment.  Meet monthly with Calgary Regional Economic Development, (a branch of the Calgary Regional Metropolitan Board)
Programs				
D. Integrated and Accessible Transportation				
Sub - Programs				
D.1 Public Transportation				
D.1.1 Transit	Provision of convenient, affordable and effective public transit services within Okotoks	D.1.1.a On-Demand Transit	Direct door-to-door pick up and drop off service to all destinations within Okotoks.	Vehicles owned by the Town, Service provided by a contracted third party.  Only available within the developed Okotoks boundary. Operating Hours: Monday - Friday 5:30 am - 11:30 pm, Saturday, Sunday & holidays 6:00 am - 11:30 pm. Cashless system. Riders are able to create accounts, book trips book bike racks and purchase bulk ride credits in advance using the Okotoks Transit application.  Books of 10 paper tickets are available at the following locations only: Okotoks Municipal & Recreation Centres, Medicine Shoppe, Save-On-Foods, Safeway and Sobeys using cash, debit, or credit cards.  All owned vehicles are wheelchair accessible.  Compliance with Okotoks Fees, Rates and Charges Bylaw and; provincial and federal regulatory/legislative standards.  Domestic animals are permitted on vehicles either on-leash or in a travel kennel and must be under the care and control of the owner.
		D.1.1.b Public Transit Inquiries and Assistance	Providing information and resources related to transit including general inquiries, and lost and found.	Contracted service through a third party. Operating Hours: Monday - Friday 5:30 am - 11:30 pm, Saturday, Sunday & holidays 6:00 am - 11:30 pm.
D.1.2 Shared Micromobility - E-scooters	Provision of convenient, affordable and effective e-scooters within Okotoks to encourage people to walk more often and reduce impact on the environment. They bridge gaps in travel that personal vehicles, transit, or infrastructure may not cover.	N/A	N/A	Contracted service through a third party. Only available within the developed Okotoks boundary.  A typical e-Scooter season runs from April to October, weather permitting. Cashless system. Riders are able to create accounts and book trips.

Services	Description	Sub-Services	Description	Level of Service
Sub - Programs				
D.2 Road Accessibility				
D.2.1 Snow Clearing and Ice Control	Snow clearing and ice control of Town priority one pedestrian crossings, parking lots, roads, pathways and sidewalks as identified in the Okotoks Integrated and Accessible Transportation Policy.	N/A	N/A	Compliance with the Okotoks Integrated and Accessible Transportation Policy - Snow and Ice Control Detailed Service Level, reviewed annually.
D.2.2 Street Cleaning	Street cleaning to all paved roadways and town parking lots.	N/A	N/A	Street Cleaning to all paved roadways and town parking lots once annually to a swept standard. Higher priority locations cleaned first, in spring with additional summer and fall debris cleaning, as required.
Programs				
E. Business and Financial Management				
Sub - Programs				
E.1 Asset Management				
E.1.1 Recreation Asset Management and Maintenance	Maintenance of the Town's recreation assets including indoor and outdoor facilities and amenities.	E.1.1.a Recreation Facility and Amenities Maintenance	Maintenance and asset renewal of recreation facilities and amenities to ensure safe, well-maintained, well-functioning facilities for residents' enjoyment.	Legislated, corrective, preventative, and emergent maintenance repairs and replacement based on best practices, operational needs and approved lifecycle programs.  Compliance with provincial and federal legislative/regulatory standards.
E.1.2 Parks Asset Management and Maintenance	Maintenance of the Town's Park assets including healthy turf.	E.1.2.a Maintenance of Cemetery Grounds, Sport Fields, Parks and Manicured Areas	Grass cutting, fertilizing, aerating, sweeping, of sports fields, parks and manicured Areas.	Firebreak strip provided adjacent private property line where topography permits. Mowing strip along primary pathways.  Cemetery grounds, manicured parks and open spaces (including civic buildings and boulevards adjacent public parcels) - includes regular mowing/trimming up to 18 times per year.  Sports Fields: Regular mowing/trimming up to 27 times per year. Cutting levels at 2 1/2" length. Spring sweeping and fertilizing. Aerating, sod replacement, over seeding, verti-cutting, topdressing as needed. Standard and Premier fields are irrigated.
		E.1.2.b Park Facility and Amenities Maintenance	Maintenance and upgrade asset renewal of park facilities and amenities to ensure safe, well-maintained, well-functioning facilities for residents' enjoyment.	Legislated, corrective, preventative, and emergent maintenance repairs and replacement based on best practices, operational needs and approved lifecycle programs.  Compliance with provincial and federal legislative/regulatory standards.
E.1.3 Building Asset Management and Maintenance	Maintenance of the Town's building assets.	E.1.3.a Emergent Building Repair	Emergent repairs to provide environmentally responsible, safe and efficient building sites for client enjoyment.	Emergent repairs to maintain minimum industry standards.  Compliance with provincial and federal legislation/regulatory standards.



Services	Description	Sub-Services	Description	Level of Service
		E.1.3.b Building Maintenance	Planning, budgeting and scheduling of appropriate preservation and maintenance activities to meet service levels and standards. Actual materials and processes are dependent on asset type and "need".	Maintenance according to manufactures specifications and industry standards, within approved budgets.  Compliance with provincial and federal legislation/regulatory standards, codes & best practices.
E.1.4 Transportation Network Asset Management and Maintenance	Management and stewardship of the Town's Transportation Network. This includes the establishment of strategic asset management plans and the operational processes required to maintain existing assets.	E.1.4.a Emergent Sidewalk Repair and Maintenance	Emergent repairs to provide safe surfaces for pedestrian travel  Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	The sidewalk network is evaluated on a three year cycle. Repair on a priority basis in accordance with Town standards, within an approved annual operating budget.  Compliance with provincial and federal regulatory/legislative requirements.
		E.1.4.b Maintenance of Bridge Structures	Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	Bridge structures inspections are scheduled and evaluated as per Alberta Transportation Regulations and Standards. Maintenance work is prioritized based on evaluation results.  Compliance with provincial and federal regulatory/legislative requirements.
		E.1.4.c Maintenance of Roadways	Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	Condition Assessment of Priority roadways is assessed on a 4 year basis and an overall condition index is assigned.  Maintenance activities are scheduled to maintain road condition and extend service life based upon priority of roadway, condition and visual inspection within the approved maintenance budget.
		E.1.4.d Maintenance of Traffic Signs, Traffic Signals and Road Markings for Road Safety	Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	Annual formal inspection and repair of all traffic signals including all lights and push buttons. Ongoing condition review of traffic signs and signals for repair or replacement. Road markings are repainted on an annual basis, as required.  Emergent repairs and maintenance on an as required basis.

Services	Description	Sub-Services	Description	Level of Service
E.1.5 Public and Permanent Art Collection	Facilitate procurement and maintenance of the Town's public and permanent art collection.	E.1.5.a Management of Public and Permanent Art Collection	Plan, commission, project manage, record, inspect, assess and maintain the Town of Okotoks public and permanent art collection.	Provide service in accordance with Alberta Museums Association and CARFAC (Canadian Artists Representation) standards.
E.1.6 Transit Fixed Asset Management and Maintenance	Maintenance and upgrade of transit fixed assets to ensure safe, well-maintained, well-functioning assets for residents' enjoyment.	N/A	N/A	Preventative maintenance and repairs as required
E.1.7 Water Distribution System Asset Management	Management and stewardship of the Town's water supply, treatment and distribution assets.	E.1.7.a Water Source & Transmission Assets	Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	Condition review completed based on asset type and criticality. Ongoing condition review of water source and transmission assets for repair or replacement.  Compliance with provincial and federal regulatory/legislative requirements.
		E.1.7.b Water Treatment Assets	Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	Condition review completed based on asset type and criticality. Ongoing condition review of water treatment assets for repair or replacement.  Compliance with provincial and federal regulatory/legislative requirements.
		E.1.7.c Water Distribution Assets	Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	Condition review completed based on asset type and criticality. Ongoing condition review of water distribution assets for repair or replacement.  Compliance with provincial and federal regulatory/legislative requirements.
E.1.8 Wastewater Collection and Treatment Asset Management	Management and stewardship of the Town's wastewater collection and treatment assets.	E.1.8.a Wastewater Collection Assets	Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	Condition review completed based on asset type and criticality. Ongoing condition review of water source and transmission assets for repair or replacement.  Compliance with provincial and federal regulatory/legislative requirements.

Services	Description	Sub-Services	Description	Level of Service
		E.1.8.b Wastewater Treatment Assets	Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	Condition review completed based on asset type and criticality. Ongoing condition review of wastewater treatment assets for repair or replacement.  Compliance with provincial and federal regulatory/legislative requirements.
E.1.9 Stormwater Drainage Assets	Management and stewardship of the Town's stormwater drainage assets.	E.1.9.a Stormwater Drainage Assets	Planning, budgeting and scheduling of appropriate preservation, restoration and rehabilitation activities to meet service levels and standards. Actual materials and processes are dependent on asset type, and most up-to-date condition level assessments and 'need'.	Condition review completed based on asset type and criticality. Ongoing condition review of stormwater drainage assets for repair or replacement.  Compliance with provincial and federal regulatory/legislative requirements.
Sub - Programs				
E.2 Business Development				
E.2.1 Fund Development	Raising funds to support the delivery of Town of Okotoks services to the community.	E.2.1.a Advertising Opportunities	Provide businesses with advertising opportunities through agreements for Town of Okotoks physical spaces.	Inventory varies based on availability and market demand and promotes the purchaser's brand, product or service.  Terms and conditions are as identified in the Town of Okotoks Sponsorship and Naming Rights Policy.
		E.2.1.b Sponsorship Opportunities	Provide businesses with sponsorship opportunities through agreements for Town of Okotoks naming rights, physical spaces, programs, services and events.	Partnerships will be ongoing continuation of funds or in-kind.  Inventory varies based on availability and market demand and provides opportunities for activation with specific use of branding/advertising.  Opportunities will leverage the commercial benefit of a program, service, performance, event or facility.  Sponsorship opportunities are available for various events.  Terms and conditions are as identified in the Town of Okotoks Sponsorship and Naming Rights Policy.

Services	Description	Sub-Services	Description	Level of Service
Sub - Programs				
E.3 Strategic and Business Planning				
E.3.1 Corporate Alignment and Business Planning	Align the Town's short, medium and long-term efforts to the Town's Strategic Plan and Municipal Development Plan	E.3.1.a Strategic Planning	<p>Town of Okotoks Strategic Plan is the primary directional plan that establishes Council's strategic priorities and expected outcomes. The Plan guides Town administration's corporate, business and financial planning activities.</p> <p>The Okotoks Council Strategic Plan priorities will be informed by the Town's Vision, Mission, Values, Municipal Development Plan, Long-Range Strategies, Council's knowledge of the community and community consultation through various community engagement methods.</p>	<p>Council develops the Town's four year Strategic Plan within 13 to 15 months following the municipal election. (Example Election October 2025 the Strategy is developed January to March 2027).</p> <p>Council meets every two years to formally review progress towards the achievement of expected strategic outcomes (priorities), to discuss emergent items and re-prioritize outcomes if required.</p>
		E.3.1.b Corporate Business Plan	<p>Development and monitoring of a four year plan that contains the priority initiatives the organization is working on from the Council's Strategic Plan, the Municipal Development Plan, internal long term and medium plans, and organizational improvement initiatives.</p>	<p>The Corporate Business Plan is a rolling four-year plan that is updated annually or as required.</p> <p>It is posted on the Town website within one week of Council approval.</p>
		E.3.1.c Non-Statutory Plans	<p>Development, management and implementation of medium and long range plans such as master plans, technical service plans, strategics, frameworks and Business Centre Plans. This includes development of studies as needed. Examples include the Sanitary Servicing Master Plan, Environmental Master Plan and the Recreation, Parks and Leisure Master Plan.</p>	<p>Plans, strategies and frameworks are reviewed as required. Where applicable progress reporting completed through the Corporate Progress Report biannually.</p>

Services	Description	Sub-Services	Description	Level of Service
E.3.2 Inter-governmental Relations and Advocacy	Administrative liaise with other orders of government, other municipalities, and municipal partners to promote and progress the Town's advocacy strategy and priorities.	N/A	N/A	Items are addressed on a priority and impact basis.  Quarterly Okotoks/Foothills County Intermunicipal committee meetings with representatives from Town of Okotoks and Foothills County.  Attendance at Alberta Municipalities and other municipal partnership committees as required.  Compliance with Okotoks Mayor and Deputy Mayor's Roles Policy GP-B-2.1
Sub - Programs				
E.4 Financial Operations and Management				
E.4.1 Utility Account Management	Management of utility accounts for water, wastewater, stormwater and solid waste (garbage, organics and recycling).	E.4.1.a Account Set up and Closure	Management of set up and closure of utility accounts.	Utility accounts are set up with confirmed notification of change.  Accounts are set up and closed within 5 business days. Service is provided in-person, by phone and online.
		E.4.1.b Utility Customer Billing Issuance and Payment Collection	Management of billing and payment of utility accounts.	Bills are processed and issued every two months. Paper and electronic options are available. Payment must be received by the Town on or before the payment due date to avoid late fees, and transfers to property tax customer accounts.  When closing accounts, final bills are processed upon request. Payments are collected through pre-authorized withdrawals, online, by mail and in person at the Okotoks Municipal Centre as per hours below.
E.4.2 Accounts Payable	Provision of accurate, timely processing of all vendor invoices and staff expense claims while ensuring policies and procedures are followed.	N/A	N/A	Acknowledge response to vendor inquiries within 2 business days. Provide cheque runs once a month, Electronic Funds Transfer (EFT) runs bi-weekly.
E.4.3 Procurement	Acquisition of goods and/or services, including the development and execution of contracts and managing the competitive bid process.	E.4.3.a Procurement - Contracts	Offering support to the Corporation in terms of the acquisition of goods and/or services, including the development and execution of contracts and managing the competitive bid process.	Ensure the integrity of the competitive bid process through process control, transparency and competition in compliance with relevant Trade Agreements.
Sub - Programs				
E.5 Community, Business and Financial Reporting				
E.5.1 Corporate Budgeting and Reporting	Provide transparency and accountability through corporate budgeting and reporting to Council and the community. It also helps monitor and report on results against plans, including strategic plans, long-term plans, business centre plans and budgets.	E.5.1.a Town's Annual Report	An Annual Business and Financial Report that includes progress towards the City's Strategic Plan and the City's Audited Financials, in accordance with the Government Finance Officer Association (GFOA) criteria and timelines.	Audited financial statements are provided annually by an external auditor. The Town's Annual Report is available on line by June 30th of each year.  Compliance with GFOA criteria and timelines.

Services	Description	Sub-Services	Description	Level of Service
		E.5.1.b Corporate Progress Report	Provide progress and organizational performance reporting on initiatives listed in the Corporate Business Plan.	Reports are provided to Council twice a year to meet the needs for regular and formal communication.  The Corporate Progress Report is posted on the Town website within one week of presenting to Council.
		E.5.1.c Town Budget	Okotoks Proposed Budget is the coordination of the operating and capital budgets and forecasts. This provides information on the Strategic Plan and MDP of the Corporation and proposed budget for the upcoming year. The report is used by Council when approving the budget.	Four year budget with amendments annually or as required.  Operating and Capital budget amendments are processed as required.  Proposed budget of the next year provided in October-November to be deliberated and approved by Council by end of November. The Budget document is updated with Council's approved budget by the second week of January of the following year.
		E.5.1.d Quarterly Variance Reports	Financial Reports outline the Town's financial performance for a quarter.  Corporate reports are provided to Council and Strategic Leadership Team on a quarterly basis to meet needs for regular and formal communication.	Reports are provided within two months of the quarter being completed to Council.
Sub - Programs				
E.6 Municipal Assessment and Taxation				
E.6.1 Property Assessment	The delivery of accurate and equitable property assessments that are essential for the distribution of the annual tax levy.	E.6.1.a Assessment Notice Roll Development	Development of the annual assessment and taxation roll used internally for forecasting purposes and for the preparation of the annual tax levy process as per the Municipal Government Act requirements.	Completed by February 28th of the year following the valuation year. Annual tax roll is completed by June 1st of the year in which the taxes are imposed.  Ensure compliance in the provision of assessment values to the general public, the Town, and legislative bodies as per requirements of the Municipal Government Act and all associated regulations, guidelines and Ministerial orders.
		E.6.1.b Assessment Inquiries	Response to assessment inquiries. 60 days after Combined Assessment and Tax Notices are mailed property owners have the opportunity to review and appeal the assessed value.	Compliance with Municipal Government Act and all associated regulations, guidelines and Ministerial orders.

Services	Description	Sub-Services	Description	Level of Service
		E.6.1.c Maintenance of the Assessment Roll	Re-inspection of existing property to help maintain accurate and up-to-date property data. This includes a Request for Information mail-out and updating building permit data.	Re-inspection of all residential improved properties is done within provincial audit standards. Permits are responded to on a quarterly basis, with all new construction permits reviewed prior to Dec 31st of the current year.
E.6.2 Tax Account Management	Administration of the annual and supplementary tax levy, pre-authorized payment system, school support declarations, property tax collection process and land title changes.	E.6.2.a Annual and Supplemental Tax Levy Administration	Collection of levies from property owners. Includes administration of property tax billing, school support declarations.	Property Tax Notices are issued as per the Municipal Government Act by May 30th of each year.
		E.6.2.b Annual Property Tax Levy	Prepare tax rates for the review and approval by Council. The municipal property tax rates are set by Council annually through the Okotoks Property and Supplemental Tax Rates Bylaw.	Okotoks Property and Supplemental Tax Rates Bylaw updated annually. Compliance with the Municipal Government Act.
		E.6.2.c Climate Energy Improvement Projects (CEIP) Tax Levy	Prepare tax rates for climate energy improvement projects (CEIP).	Added to the Property Tax Notice, provided by May 30th of each year.
		E.6.2.d Tax Payment and Collections	Provide access to payment systems and conduct collections for tax accounts.	Tax Installment Payment Plan (TIPP) accounts are administered semi-monthly, on an as-required basis. Pay taxes: Monthly by automatic bank withdrawals or post-dated cheques using TIPP. By cheque, money through the mail or in our 24-Hour Drop Off Box at the Municipal Centre. By debit card at the Municipal Centre as per hours below or through a bank or credit union.  Taxes can not be paid by credit card or e-transfer. Payment must be received by the Town on or before the payment due date to avoid late fees.
		E.6.2.e Registered Land Title Updates	Bi-monthly updates from the Province to the Town for property owner title changes.	Process on the 2nd and 16th of each month.

Services	Description	Sub-Services	Description	Level of Service
Sub - Programs				
E.7 Communications, Marketing and Brand Management				
E.7.1 External Communications and Marketing	Distribution of information externally with the intent to inform and educate the public or to promote and encourage the public to take a certain action.	E.7.1.a Marketing	Create and distribute material with the intent to promote and encourage the public to purchase memberships; sign up for classes; buy tickets to shows; visit amenities; attend events; and promote the town as a place to invest, shop, live and visit.	Information will be provided through various channels including: <ul style="list-style-type: none"><li>• Website</li><li>• Social Media</li><li>• Publications</li><li>• Advertising and Promotion</li><li>• Video, Photography and Multimedia</li></ul>
		E.7.1.b Communications and Public Relations	Create and distribute information externally with the intent to inform and educate the public on various matters related to the Town's and Council's business, programs, services, projects, and amenities.	Information will be provided through various channels including: <ul style="list-style-type: none"><li>• Website</li><li>• Social Media</li><li>• Publications</li><li>• Advertising and Promotion</li><li>• Video, Photography and Multimedia</li></ul> Newspaper ads - biweekly full-page Town Page ad plus business centre ads.
		E.7.1.c Media Relations	All media relations activities are arranged including management of media relations, contacts and interviews; preparation of key messages, monitoring Town related media coverage, preparation and distribution of news releases, public service announcements and media advisories and media training. Also includes acting as a media liaison of the Mayor, and upon request for Council.	Media services are available 24/7/365.  Provide notice to media at least 24 hours prior to an event. For an emergent event, notice is immediate.  Media inquiries are acknowledged within two hours whenever possible and always within one business day from the time of contact.  Town responds to media inquiries and/or accommodates interview requests within requested or negotiated timelines.  News releases are posted on the Town website, and emailed to each media outlet.
E.7.2 Brand Management	Oversee and preserve integrity of the brand internally and externally (logo, typeface, messaging and tone). Application includes advertising, printed and digital materials, signage, and social media to ensure the brand is consistently applied and protected.	N/A	N/A	Requests for usage of the Town of Okotoks logo by a third party will be reviewed to meet Okotoks Brand Style Guide.



Services	Description	Sub-Services	Description	Level of Service
E.7.3 Digital Communications and Publications	Develop, advise, and oversee standards for corporate external and internal websites, electronic communications, including advertisements and social media presence. Develop and maintain digital assets such as video and images. Develop and maintain content on Websites.	N/A	N/A	The Town's internal and external websites are available 24/7/365 outside of regular scheduled maintenance.
E.7.4 Special Communication Events	Develop, advise, and oversee standards for corporate external and internal websites, electronic communications, including advertisements and social media presence. Develop and maintain digital assets such as video and images. Develop and maintain content on Websites.	N/A	N/A	Communication of event within two weeks notice where possible.
Programs				
F. Local and Regional Governance				
Sub - Programs				
F.1 Local Governance				
F.1.1 Council Representation	Provide governance and financial oversight through legislated activities of Council including setting policy and priorities, and by determining appropriate service levels provided by the Town of Okotoks.	N/A	N/A	Compliance with Municipal Government Act, Okotoks Governing Principles Policy GP-A-1.0 and Okotoks Council's Roles and Responsibilities Policy GP-B-2.0
Sub - Programs				
F.2 Municipal Elections and Democratic Processes				
F.2.1 Administrative Tribunals	Provision of advice regarding legislative and procedural processes and processing of required information for Subdivision and Development Appeal Board (SDAB) and Assessment Review Boards (ARB).	F.2.1.a Assessment Review Boards (Local, Composite and Preliminary)	Statutorily mandated administrative tribunals to hear appeals of tax and assessment matters.	<p>Appeals are received, and hearings are scheduled within legislated timelines. One provincially trained Legislative Affairs Officer attends all ARB hearings to facilitate the orderly flow of the hearing and provide procedural advice.</p> <p>Local appeals must be submitted 21 days (complainant), seven days (assessor), and three days (complainant) prior to the hearing. Composite appeals must be submitted 42 days (complainant), 14 days (assessor) and seven days (complainant) prior to the hearing. All proceedings are record. Decisions must be written and distributed within 30 days.</p>

Services	Description	Sub-Services	Description	Level of Service
		F.2.1.b Subdivision and Development Appeal Board	Statutorily mandated administrative tribunals to hear appeals of subdivision and development decisions of Planning and Development.	Appeals are received, and hearings are scheduled within 30 days of receipt of the appeal. Applicants, appellants, business centres and Board members receive notices and agendas at least five days prior to the hearing.  All proceedings are recorded. One provincially trained Legislative Affairs Officer attends all appeal hearings to facilitate the orderly flow of appeals and provide procedural advice.  Decisions are provided to the parties of the appeal within 15 days of the hearing.
F.2.2 Council Committees	Provision of advice regarding legislative and procedural processes for various Council committees.	F.2.2.a Governance Committees	Provision of support for the Committees as listed in the Okotoks Governance Committees of council Bylaw. Committee support includes procedural advice and other supports as required.	Compliance with the Okotoks Governance Committees of Council Bylaw.
		F.2.2.b Committee Administrative Liaison	Provide administrative support to Family and Community Support Services Committee And United Way/Okotoks Partnership Committees.	Compliance with Okotoks Governance Committees of Council Bylaw.
		F.2.2.c Council Member(s) Appointments	The appointment of Council members to committees/boards is at the Mayor's discretion.	Done annually at the organizational meeting.
		F.2.2.d Council Member(s) Appointments	The appointment of Council members to committees/boards is at the Mayor's discretion.	Done annually at the organizational meeting.
		F.2.2.e Recruitment of Public Members	Council committee Nomination Panel review applications and makes recommendations to Council on who to who to appoint.	Advertising for recruitment of public members is done annually or when vacancies occur.  Postings are advertised for three weeks or as required. Selected candidates are interviewed and recommended to Council at a regular meeting. Letters are sent to successful and unsuccessful applicants to inform them of the decision after the Council meeting.
F.2.3 Council Meetings	Management of Council Meetings including development of agendas, drafting minutes, and circulating agenda packages, and other services as required.	F.2.3.a Council Meeting Streaming	The online streaming of all public Council and Council Committee meetings.	All Town Council meetings will be streamed live. One Legislative Officer manages this service during each meeting.


Services	Description	Sub-Services	Description	Level of Service
		F.2.3.b Council Meeting Management	Management of Council Meetings including development of agendas, drafting minutes, and circulating agenda packages, assignment of action items after the Council meeting, and other Services as required.	Two Legislative Affairs Officers attend all Council meetings (one for streaming of meeting management).  The agenda is published the Thursday before a regular Council meeting.  Provision of advice regarding legislative and procedural processes as required.
F.2.4 Municipal Elections	Organization, coordination and delivery of municipal elections.	F.2.4.a Election Voting Opportunities	Facilitate the process of collecting and counting ballots cast by eligible voting residents to determine which candidates are elected to serve as Councillors or school trustees.	The general election is organized and conducted every four years as per legislation.  Compliance with the Alberta Local Authorities Election Act, Municipal Government Act, School Act and Okotoks Election Procedures Bylaw.
		F.2.4.b Election Candidates Nominations	Management of established election standards and processes to election candidates.	The general election is organized and conducted every four years as per legislation.  Compliance with the Alberta Local Authorities Election Act, Municipal Government Act, School Act.  Additional services provided include a candidate's information handbook, education session, daily candidate Q & A's and posting of the same to the Town website.
F.2.5 Public Notices and Advertisements	Notices are developed and advertised to inform the public of hearings, meetings and workshops.	N/A	N/A	Compliance with the Alberta Municipal Government Act.
F.2.6 Municipal Census	Organization and coordination of municipal census.	N/A	N/A	Census is open for at least six weeks to allow residents time to provide information.  Census information can be completed in person (at the door) or online. Census results are submitted to the provincial government by September 1 in the year the census was conducted.
F.2.7 Community Engagement	Planning, development of methods, coordination and guidance based on the Community Engagement Strategy and Toolkit. Lead the corporate level community engagement process related to informing; gauging; and increasing awareness of residents' and business' perceptions and opinions of the community, Council priorities, Town services and budget.	F.2.7.a Community Engagement Stewardship	Stewardship of the Town's Community Engagement Practice to ensure the Town's Community Engagement Policy meets the Municipal Government Act requirements and follows the practice established by the International Association for Public Participation.	Compliance with the Okotoks' Community Engagement Policy, and Administrative Guidelines.
		F.2.7.b Budget Consultation	Community engagement conducted to inform Town budget decision-making.	Provide decision-making information to create the approved budget as required.  Results are shared with Council and available to the public within 14 days following the presentation to Council.

Services	Description	Sub-Services	Description	Level of Service
		F.2.7.c Community Survey	Opportunity for households/businesses to provide their opinion, perceptions and levels of satisfaction with services, quality of life and governance tax strategies.	Community survey is conducted every four years. Survey is offered online or by phone with a target of a minimum of 400 households.  Results are shared with Council and available to the public within 14 days following the presentation to Council.
		F.2.7.d Shape Our Town Okotoks	An online platform to provide residents an opportunity to inform various Town issues, projects, initiatives and plans from across the organization. A range of engagement activities is provided, such as discussion forums, idea-generation boards, polls and surveys.	Content monitoring occurs 24/7/365 to address any challenges/issues that arise through a third party provider.
		F.2.7.e MGA Community Engagement Opportunities	Provide opportunities for residents to provide input into various community opportunities as required by the Alberta Municipal Government Act (MGA).	Compliance with the Municipal Government Act.  Community engagement activities are developed to adhere to principles within Okotoks Community Engagement Policy and Administrative Guidelines.  The Town provides at least one week notice prior to community engagement activity taking place.  Formal reports on community engagement input are shared with the public.
		F.2.7.f Other Community Engagement Opportunities	Town offers opportunities for residents to provide input into community design, capital projects, customer client satisfaction and other items that have an impact on the community.	Community engagement activities are developed to adhere to principles within Okotoks Community Engagement Policy and Administrative Guidelines.  The Town provides at least one week notice prior to community engagement activity taking place.  Formal reports on community engagement input are shared with the public.

Services	Description	Sub-Services	Description	Level of Service
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Town Facility Operating Hours

<b>Okotoks Eco Centre</b>		<b>Okotoks Family Resource Centre</b>		<b>Okotoks Municipal Centre</b>
Tuesday to Saturday 9:00am - 5:00pm		Monday - Friday 12:00 p.m., 1p.m. - 4:00p.m. closed holidays		Monday - Friday: 8:00 am - 4:00p.m. closed holidays
<b>Okotoks Recreation Centre</b>		<b>Okotoks Museum and Archives</b>		<b>Okotoks Southridge Centre</b>
Monday to Friday	5:30 a.m. – 10:00 p.m.	Monday - Saturday: 10:00 am - 5:00 pm		Monday - Friday: 8:00 am - 4:00p.m. closed holidays
Saturday	5:30 a.m. – 10:00 p.m.			
Sunday	8:00 a.m. – 6:00 p.m.	<b>Okotoks Arts Gallery</b>		<b>Environmental Education Centre</b>
		Monday - Saturday: 10:00 am - 5:00 pm		Friday: 9:00 am - 4:00 pm and/or prebooked programs

	<b>Sustainable Okotoks</b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.1
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 8, 2021
	<b>Motion Number:</b>	21.C.094 22.C.283 22.C.435
	<b>Revised Date(s):</b>	July 18, 2022 December 12, 2022

### Policy Statement:


Okotoks prioritizes, protects, conserves and restores our environment and creates strong community connections to nature.

1. Natural resources and natural places are preserved and protected.
  - 1.1. Urban and natural spaces are integrated.
    - 1.1.1. The urban forest is managed with industry best practices for resilience.
  - 1.2. Land use maximizes the potential of the natural environment.
  - 1.3. Neighbourhoods have interconnected networks of open spaces that include existing or enhanced natural and conservation areas or are a response to natural features.
  - 1.4. Environmentally sensitive lands are preserved and protected.
    - 1.4.1. Conservation of environmentally sensitive and valuable areas including the Sheep River Valley, wetlands, riparian areas, wildlife corridors and natural vegetation is championed.
  - 1.5. Energy efficiencies and low-carbon environments are created to improve the health of our environment.
  - 1.6. Public lands are maintained and managed using effective environmentally sound land stewardship practices and using various integrated pest management practices to prevent and manage weeds and pests. Weeds are managed within the acceptable threshold levels as set out in Schedule A.
2. Okotoks is recognized locally, regionally, nationally and internationally for its environmental stewardship.
  - 2.1. An environment is fostered where citizens and businesses actively contribute to reducing the ecological footprint.
  - 2.2. Land Use and infrastructure provide the foundations for sustainable growth.
    - 2.2.1. Careful neighbourhood design allows residents to live, work and play in place.
    - 2.2.2. Higher density housing is clustered and located with mixed uses and public transit.
  - 2.3. Infrastructure is designed for resiliency and adaptable to alternative energy sources and servicing.

### Service Level Descriptions:

~~Within the description and context noted below, the following service levels will be adhered to:~~


- ~~• utility services are provided with an environmental lens;~~
- ~~• development services including planning and engineering;~~
- ~~• operations services including management of parks, open spaces and sensitive lands~~

	<b>Sustainable Okotoks</b>	
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### Schedule A

<b>Site Type</b>	<b>Long Description</b>	<b>Threshold Levels of Weeds</b>
Parks, Pathways and Roadways	Mowed park areas, parkways, pathway connectors, boulevards and medians, except within 15m of playgrounds.	15%
Sports Fields	Includes irrigated and non-irrigated ball diamonds and rectangular fields.	5%
Commercial Sites	Town-owned and operated building sites not associated with designated parks.	5%
School Grounds	The Town may contribute to integrated pest management measures on School Reserve (SR) and Municipal School Reserve (MSR).	15%
Industrial Areas	Town-owned parking lots and storage compounds.	15%
Undeveloped	Lands that may come under Town ownership.	15%
Non-manicured areas	Roadsides, boulevards, medians, and some steep slopes that don't receive regular mowing.	Control noxious and prohibited noxious weeds
Natural Areas	Riverbanks, gullies, escarpments, islands, and wetlands that don't receive regular mowing.	Control noxious and prohibited noxious weeds

Note: The Town has the right, but not the obligation, to control additional invasive species not required for control by the the *Alberta Weed Control Act & Regulation*.

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	<b>Number:</b>	PS-A-2.1
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<b>Service</b>	<b>Service Level Descriptions</b>	<b>Service Level</b>
Eco-Services	To protect and support the environmental health and vibrancy of the community's natural assets and resources.	<ul style="list-style-type: none"> <li>• Operate the Eco-Centre as a centralized site where residents can bring yard waste, recycling, hazardous waste, electronics, and other goods for proper disposal during their hours of operation which is Tuesdays to Saturdays.</li> <li>• Educate users for waste initiatives and water consumption issues.</li> <li>• Provide public land management as set out under the Integrated Pest Management Plan.</li> <li>• Provide urban forest services.</li> <li>• Record and report on corporate environmental initiatives including education programs and events.</li> <li>• Operate the Conservation Educator Program.</li> <li>• Provide environmental rebate/incentive programs.</li> </ul>
Development Services	In support of the conservation of the community's environment and to mitigate the impact of growth and development in the built environment.	<ul style="list-style-type: none"> <li>• Administer the Land and Corporate Properties Program including administration and acquisition for capital and infrastructure projects that align corporate objectives with strategic goals.</li> <li>• Provide inspections and issue construction completion and final acceptance certificates.</li> <li>• Provide long range planning services, growth management, and master planning.</li> <li>• Provide current planning services for development.</li> </ul>





## Sustainable Okotoks

<b>Policy Type:</b>	Purpose Statement
<b>Number:</b>	PS-A-2.1
<b>To be Reviewed:</b>	Once per term
<b>Approval Date:</b>	March 8, 2021
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<b>Revised Date(s):</b>	July 18, 2022 December 12, 2022

### Policy Statement:

Okotoks prioritizes, protects, conserves and restores our environment and creates strong community connections to nature.

1. Natural resources and natural places are preserved and protected.
  - 1.1. Urban and natural spaces are integrated.
    - 1.1.1. The urban forest is managed with industry best practices for resilience.
  - 1.2. Land use maximizes the potential of the natural environment.
  - 1.3. Neighbourhoods have interconnected networks of open spaces that include existing or enhanced natural and conservation areas or are a response to natural features.
  - 1.4. Environmentally sensitive lands are preserved and protected.
    - 1.4.1. Conservation of environmentally sensitive and valuable areas including the Sheep River Valley, wetlands, riparian areas, wildlife corridors and natural vegetation is championed.
  - 1.5. Energy efficiencies and low-carbon environments are created to improve the health of our environment.
  - 1.6. Public lands are maintained and managed using effective environmentally sound land stewardship practices and using various integrated pest management practices to prevent and manage weeds and pests. Weeds are managed within the acceptable threshold levels as set out in Schedule A.
2. Okotoks is recognized locally, regionally, nationally and internationally for its environmental stewardship.
  - 2.1. An environment is fostered where citizens and businesses actively contribute to reducing the ecological footprint.
  - 2.2. Land Use and infrastructure provide the foundations for sustainable growth.
    - 2.2.1. Careful neighbourhood design allows residents to live, work and play in place.
    - 2.2.2. Higher density housing is clustered and located with mixed uses and public transit.
  - 2.3. Infrastructure is designed for resiliency and adaptable to alternative energy sources and servicing.

	<b>Community Life</b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.2
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 8, 2021
	<b>Motion Number:</b>	21.C.094 22.C.084 22.C.110
	<b>Revised Date(s):</b>	Feb. 28, 2022 March 14, 2022
		23.C.300 23.C.387 Sept. 25, 2023 Nov. 27, 2023

### **Policy Statement:**

Okotokians needs are met and they have opportunities to live safe, healthy, and happy lives. Okotokians experience a welcoming and inclusive community where they can actively contribute to civic decision making.

1. Citizens have access to utilities and affordable housing options to meet their basic needs.
2. People and property are safe from crime, harmful activities, or other hazards.
  - 2.1 Emergency situations are addressed in a timely manner.
  - 2.2 Public safety priorities are founded in community wellness and neighbourhood strengthening initiatives.
    - 2.2.1 Community safety needs are met through established policing and municipal enforcement standards.
    - 2.2.2 Community safety needs are met through fire and emergency response standards.
  - 2.3 Community permit and safety processes are in compliance with regulatory requirements.
  - 2.4 Community Emergency Management Plan is maintained to ensure capacity to mitigate risks, respond, and recover from community disasters.
  - 2.5 Overarching Social Response Framework is maintained to ensure capacity to address long term social recovery from community disasters, pandemics, and other crises.
3. Citizens have opportunities for healthy, active, and creative lifestyles.
  - 3.1. A broad range of recreation and culture activities are available.
    - 3.1.1. Opportunities are accessible, in high quality facilities, multi-use civic buildings and a complete parks and open spaces network.
    - 3.1.2. Programs are affordable and barriers to participation are reduced.
    - 3.1.3. Okotoks provides a balance between structured and unstructured activities.


	<b>Community Life</b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.2
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 8, 2021
	<b>Motion Number:</b>	21.C.094 22.C.084 22.C.110
	<b>Revised Date(s):</b>	Feb. 28, 2022 March 14, 2022
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4. Citizens have a sense of pride and belonging in their community.
  - 4.1. Citizens and visitors have access to a diversity of community events.
  - 4.2. Citizens view the community, municipal places, and spaces as safe and welcoming.
    - 4.2.1. Municipal spaces and programs strive to be inclusive and barrier free for all citizens.
  - 4.3. Citizens have access to and the ability to contribute artworks that helps support the local economy, and builds healthy and thriving public spaces where creativity flourishes.
5. Citizens have access to their community's history and significant historical resources are preserved.
  - 5.1. Education and preservation of our history is supported.
  - 5.2. The Municipal Heritage Designation Program supports education and preservation of our history.
  - 5.3. Culturally significant lands are secured and protected.
6. Citizens actively contribute to civic decision making.


#### **Service Level Descriptions:**

~~Within the description and context noted below, the following service levels will be adhered to:~~


- ~~• Recreation services including arenas, parks, community events, and outdoor facilities.~~
- ~~• Cultural services including the Rotary Performing Arts Centre, Okotoks Art Gallery and Museum, Foothills Centennial Centre, and community event/project facilitation.~~
- ~~• Protective services including Fire and Enforcement Services and management of the contract for policing services with the RCMP.~~
- ~~• Community social development including the Social Wellness Framework, Family and Community Support Services, and community/volunteer support programs.~~
- ~~• Infrastructure and operations services including utilities, parks, and affordable housing options.~~

	<b>Community Life</b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.2
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 8, 2021
	<b>Motion Number:</b>	21.C.094 22.C.084 22.C.110
	<b>Revised Date(s):</b>	Feb. 28, 2022 March 14, 2022


<b>Service</b>	<b>Service Level Descriptions</b>	<b>Service Level</b>
<del>RCMP Contract Management</del>	<del>To protect people from violence and/or crime through the provisions of police services.</del>	<ul style="list-style-type: none"> <li>• <del>RCMP 24/7/365 crime and safety response.</del></li> <li>• <del>Contract management with the RCMP for the level of service and enforcement of federal and provincial laws with local priorities established through an annual RCMP performance plan.</del></li> <li>• <del>Promote and support education and proactive safety programs.</del></li> </ul>
<del>Enforcement Services</del>	<del>To protect the safety of citizens, regulate the operations of business owners, and encourage positive neighbourhood relationships; and to promote and support education and proactive safety programs so that citizens know their rights and responsibilities in helping to make Okotoks a safe and livable Town.</del>	<ul style="list-style-type: none"> <li>• <del>Dog licensing program.</del></li> <li>• <del>Commercial vehicle inspection program.</del></li> <li>• <del>School zone patrols.</del></li> <li>• <del>Enforcement of the Town of Okotoks bylaws.</del></li> <li>• <del>Provincial legislation enforcement.</del></li> <li>• <del>Traffic enforcement.</del></li> <li>• <del>Animal and responsible pet ownership enforcement.</del></li> <li>• <del>School Resource Officer</del></li> <li>• <del>Okotoks Municipal Enforcement response available Mondays to Saturdays 0600-0200 Hours and Sundays 0800-0000 Hours.</del></li> </ul>

	<b>Community Life</b>	
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<b>Fire &amp; Rescue Services</b>	<p>To effectively and efficiently mitigate a diverse range of emergencies including structural, wildland, and industrial fires while prioritizing life, safety, reduction of environmental impact, and property conservation.</p>	<ul style="list-style-type: none"> <li>• Following occupational health and safety provincial firefighting guidelines (2019), respond to any incident location inside the municipal boundaries within 10 minutes, 90% of the time. Service availability 24/7/365. This includes responsibility for medical first response calls for delta/echo severity.</li> <li>• Commercial and residential fire inspections completed by certified Safety Code Officers as per the provincial Quality Management Plan and legislation.</li> <li>• Rescue services including motor vehicle collisions, water rescue, and other emergencies.</li> <li>• Provide back up medical response to Alberta Health Services medical/first responder incidents.</li> <li>• Respond to regional initiatives and partnerships including mutual aid agreements.</li> <li>• Emergency response/disaster services management, preparation, education, and operation of events.</li> <li>• The Emergency Operations Centre is opened and manned according to event needs and as</li> </ul>
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	<b>Community Life</b>	
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		<del>per the approved the Community Emergency Management Plan.</del>
<del>Utilities</del>	<del>To provide safe, sustainable utilities to ensure the basic health and needs of residents are met.</del>	<ul style="list-style-type: none"> <li><del>• Provide clean, potable, reliable drinking water for all residents and facilities within the urban developed areas inside Town boundaries.</del></li> <li><del>• Ensure water quality and compliance with all legislated standards.</del></li> <li><del>• Operation and maintenance of the storm water collection systems, management of facilities and outfalls that support the flow of rainfall and snowmelt.</del></li> <li><del>• Provide weekly curbside waste collection including garbage, recycling, organic waste for residential and non-residential locations on a contract basis in the urban developed areas inside Town boundaries.</del></li> </ul>
<del>Community Social Support</del>	<del>Community social development is planned and provided to support long term positive effects on community change and evolution and to address the needs of vulnerable populations.</del>	<ul style="list-style-type: none"> <li><del>• Family and Community Support Services supports others in coming together to address a common cause by fostering connections, developing partnerships, building capacity, and acting as a catalyst for new initiatives and social preventative programs and services to align with</del></li> </ul>


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		<p><del>the Town's Social Wellness Framework outcomes:</del></p> <ul style="list-style-type: none"> <li><del>• Coordinate the Town's volunteer services based on community needs.</del></li> <li><del>• Allocate Family and Community Support Services funding to support external agencies and programs that meet provincial criteria and builds capacity in the voluntary non-profit sector.</del></li> <li><del>• Provide support and connection to residents by connecting people to other community resources using walk in and outreach approaches through the Okotoks Family Resource Centre.</del></li> <li><del>• Provide affordable housing policy initiatives to encourage affordable housing options through granting/incentive programs.</del></li> <li><del>• Emergency Social Services management, preparation, education, and implementation.</del></li> <li><del>• Ensure Social Recovery Framework is maintained for long term recovery.</del></li> </ul>
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<del>Community Development</del>	<p><del>To provide opportunities that aim to achieve a socially progressive and diverse community that offers abundant social and cultural enrichment opportunities and the opportunity to live a healthy and active lifestyle.</del></p>	<ul style="list-style-type: none"> <li><del>• Delivery of community events for residents to connect and celebrate.</del></li> <li><del>• Provide, manage, coordinate, and program heritage, arts, cultural facilities, and community facilities (Foothills Centennial Centre, Rotary Performing Arts Centre) and special events and initiatives including managing associated volunteer resources.</del></li> <li><del>• Provide a variety of drop in and registered programs for youth and adults that provide social, recreational, and learning opportunities.</del></li> <li><del>• Manage, operate, and maintain indoor and outdoor Town owned recreation facilities including aquatics programs and all equipment and systems as appropriate and as per legislation, best practices, and programs aligned with community needs.</del></li> <li><del>• Operate customer services information centres at the Okotoks Recreation Centre and the Pason Centennial Arenas and to act as a liaison between customers and users.</del></li> <li><del>• Market, advertise, and provide public education for community and public services through a</del></li> </ul>
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		<p><del>variety of media to promote and support community initiatives, programs, and events.</del></p> <ul style="list-style-type: none"> <li><del>• Plan, deliver, and maintain sportfields, parks, trails, open spaces, and natural areas to meet residents, customers, and sporting groups' needs including grass cutting, fertilizing, aerating, sweeping, and litter collection.</del></li> <li><del>• Promoting public artworks as a focus on arts and culture as an economic driver as set out under Council policy.</del></li> </ul>
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	<b>Community Life</b>	
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	<b>Revised Date(s):</b>	<div>Feb. 28, 2022</div> <div>March 14, 2022</div> <div>Sept. 25, 2023</div> <div>Nov. 27, 2023</div>


### Policy Statement:

Okotokians needs are met and they have opportunities to live safe, healthy, and happy lives. Okotokians experience a welcoming and inclusive community where they can actively contribute to civic decision making.

1. Citizens have access to utilities and affordable housing options to meet their basic needs.
2. People and property are safe from crime, harmful activities, or other hazards.
  - 2.1 Emergency situations are addressed in a timely manner.
  - 2.2 Public safety priorities are founded in community wellness and neighbourhood strengthening initiatives.
    - 2.2.1 Community safety needs are met through established policing and municipal enforcement standards.
    - 2.2.2 Community safety needs are met through fire and emergency response standards.
  - 2.3 Community permit and safety processes are in compliance with regulatory requirements.
  - 2.4 Community Emergency Management Plan is maintained to ensure capacity to mitigate risks, respond, and recover from community disasters.
  - 2.5 Overarching Social Response Framework is maintained to ensure capacity to address long term social recovery from community disasters, pandemics, and other crises.
3. Citizens have opportunities for healthy, active, and creative lifestyles.
  - 3.1. A broad range of recreation and culture activities are available.
    - 3.1.1. Opportunities are accessible, in high quality facilities, multi-use civic buildings and a complete parks and open spaces network.
    - 3.1.2. Programs are affordable and barriers to participation are reduced.
    - 3.1.3. Okotoks provides a balance between structured and unstructured activities.

	<b>Community Life</b>	
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4. Citizens have a sense of pride and belonging in their community.
  - 4.1. Citizens and visitors have access to a diversity of community events.
  - 4.2. Citizens view the community, municipal places, and spaces as safe and welcoming.
    - 4.2.1. Municipal spaces and programs strive to be inclusive and barrier free for all citizens.
  - 4.3. Citizens have access to and the ability to contribute artworks that helps support the local economy, and builds healthy and thriving public spaces where creativity flourishes.
5. Citizens have access to their community's history and significant historical resources are preserved.
  - 5.1. Education and preservation of our history is supported.
  - 5.2. The Municipal Heritage Designation Program supports education and preservation of our history.
  - 5.3. Culturally significant lands are secured and protected.
6. Citizens actively contribute to civic decision making.

	<b>Strong Local Economy</b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.3
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 8, 2021
	<b>Motion Number:</b>	21.C.094
	<b>Revised Date(s):</b>	22.C.106 March 14, 2022


### **Policy Statement:**

Okotoks based employment and resilient businesses strengthen the economy. Thoughtful, collaborative economic development will allow dismantling of barriers and support of local entrepreneurs. Okotoks provides a high level quality of life through its many amenities that entice businesses to locate to the community.


1. Okotoks fosters conditions that are conducive to a diversified, stable, resilient economy.
  - 1.1 An environment conducive to business health including land and building development, taxation, and licensing policy.
  - 1.2 An environment conducive to being locally and nationally competitive for talent and investment.
  - 1.3 An environment conducive to local and regional business retention, growth, and expansion.
  - 1.4 An environment conducive to supporting a thriving downtown Okotoks.
  - 1.5 An environment conducive to attracting visitors.
2. Okotoks fosters conditions that are conducive to building strong relationships with the local business community.

### **Service Level Descriptions:**

~~Within the description and context the economic development service levels including business services will be adhered to.~~

	<b>Strong Local Economy</b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.3
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 8, 2021
	<b>Motion Number:</b>	21.C.094 22.C.106
	<b>Revised Date(s):</b>	March 14, 2022


<b>Service</b>	<b>Service Level Descriptions</b>	<b>Service Level</b>
Economic Development	To support the economic health, stability, diversity, and prosperity of our community.	<ul style="list-style-type: none"> <li>• Business licensing.</li> <li>• Investment attraction by attracting new target sector businesses and investors.</li> <li>• Regional and intermunicipal planning and development and coordination.</li> <li>• Provide planning and development advice.</li> <li>• Deliver visitor information services including wayfinding processes.</li> <li>• Facilitate business opportunities at community events and festivals.</li> <li>• Support business development for retention and expansion.</li> <li>• Manage and develop land and corporate properties.</li> <li>• Facilitate filming opportunities and promote Okotoks as a film-friendly community.</li> </ul>

	<b><i>Strong Local Economy</i></b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-23
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 8, 2021
	<b>Motion Number:</b>	21.C.094 22.C.106
	<b>Revised Date(s):</b>	March 14, 2022

**Policy Statement:**

Okotoks based employment and resilient businesses strengthen the economy. Thoughtful, collaborative economic development will allow dismantling of barriers and support of local entrepreneurs. Okotoks provides a high level quality of life through its many amenities that entice businesses to locate to the community.

1. Okotoks fosters conditions that are conducive to a diversified, stable, resilient economy.
  - 1.1 An environment conducive to business health including land and building development, taxation, and licensing policy.
  - 1.2 An environment conducive to being locally and nationally competitive for talent and investment.
  - 1.3 An environment conducive to local and regional business retention, growth, and expansion.
  - 1.4 An environment conducive to supporting a thriving downtown Okotoks.
  - 1.5 An environment conducive to attracting visitors.
2. Okotoks fosters conditions that are conducive to building strong relationships with the local business community.

	<b><i>Integrated and Accessible Transportation</i></b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.4
	<b>To be Reviewed:</b>	Annually
	<b>Approval Date:</b>	December 11, 2017
	<b>Motion Number:</b>	<div>17.C.496</div> <div>18.C.524 (P 17-04)</div> <div>21.C.094</div> <div>21.C.457</div> <div>22.C.052</div> <div>22.C.028</div> <div>22.C.414</div> <div>23.C.052</div> <div>23.C.385</div>
	<b>Revised Date(s):</b>	<div>Dec. 10, 2018</div> <div>March 8, 2021</div> <div>Dec. 13, 2021</div> <div>Jan. 24, 2022</div> <div>Feb. 14, 2022</div> <div>Nov. 23, 2022</div> <div>Feb. 13, 2023</div> <div>Nov. 27, 2023</div>


### **Policy Statement:**

Okotoks has integrated, connected, multi-modal, sustainable transportation options to better support active transportation and people walking, bicycling, and rolling, and transit riders, while also facilitating automobile access for the benefit of our citizens and the environment.

1. Citizens have alternatives for movement throughout the Town.
  - 1.1. Routes are conducive to motorized vehicles.
  - 1.2. Routes are conducive to pedestrians and self-propelled transportation.
  - 1.3. Public transit is an attractive alternative to vehicle ownership and/or single occupant vehicles and meets citizen's needs.
2. Citizens have a safe, integrated, and accessible transportation network.
  - 2.1. Citizens can access connections to trails, parks, and other municipal spaces.
  - 2.2. Citizens can access connections to provincial, regional, and national transportation systems.
3. Routes enable safe mobility throughout Okotoks.
  - 3.1. Routes are in good repair.


### **Service Level Descriptions:**

~~Within the description and context noted, the infrastructure and operations service levels including transit, and route operations will be adhered to.~~

	<b>Integrated and Accessible Transportation</b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.4
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<b>Service</b>	<b>Service Level Descriptions</b>	<b>Service Level</b>
Integrated, Safe Transportation	To protect motorists, pedestrians, and cyclists from accident and/or injury while navigating roads or public routes and supporting the safe movement of people in and around Town.	<ul style="list-style-type: none"> <li>• Provide an accessible public transit system including curb-to-curb on-demand transit and community access program transit.</li> <li>• Facilitate safe and appropriate e-scooter services</li> <li>• Provide safe roadway networks including maintenance, safety controls/standards, traffic signals, snow and ice controls (detailed in Appendix A), and street sweeping.</li> <li>• Review of roadway locations of concern will be prioritized based on a transportation network screening tool which takes a data-driven approach to determining which locations are most likely to require improvements for safety and level of service with a consistent, unbiased approach.</li> <li>• Traffic engineering, planning, and modelling.</li> <li>• Deliver Community Access program as the subsidized tax services for eligible residents.</li> <li>• Provide pathway snow clearing.</li> <li>• Provide snow clearing of the Priority 1 Pedestrian Crossings</li> </ul>



	<b><i>Integrated and Accessible Transportation</i></b>	
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	<b>Revised Date(s):</b>	<div>Dec. 10, 2018</div> <div>March 8, 2021</div> <div>Dec. 13, 2021</div> <div>Jan. 24, 2022</div> <div>Feb. 14, 2022</div> <div>Nov. 23, 2022</div> <div>Feb. 13, 2023</div> <div>Nov. 27, 2023</div>

### **~~Appendix A – Snow and Ice Control Detailed Service Level~~**

~~When the snowfall accumulation is in excess of a normal snowfall event, appropriate operational adjustments will be made to ensure public roads continue to be clear of snow and enable adequate traction as expeditiously as possible.~~

#### **Priorities and Standards:**

~~Except for emergency conditions, snow and ice control operations may be modified or adjusted when the daily high temperature including wind chill factor is lower than minus thirty five degrees Celsius (-35°C).~~


~~When storms are continuous or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority route. The snow and ice control program essentially will “reset” when continuous snow events are experienced.~~

~~Snow clearing will result in the creation of windrows on both sides of the road or within the center of the road. Windrows in front of driveways left behind by snow clearing and plowing equipment shall be the responsibility of the property owner or affected individual, company or corporation.~~

~~Parking bans may be implemented from time to time and as required to assist with snow and ice control activities. Areas where parking is to be banned will be signed in advance. Vehicles that do not adhere to the parking ban and in accordance with applicable bylaws may be subject to ticketing or towing at the expense of the owner of the vehicle.~~

#### **Priority 1: Arterial Roads and Downtown**

- ~~• Sanding operations shall commence within four (4) hours when snowfall accumulation under approximately 4cm has occurred.~~
- ~~• Snow clearing will commence within four (4) hours when approximately 4cm or more has accumulated.~~
- ~~• Once snow clearing / plowing of Priority 1 routes commences, all routes within this category within twenty four (24) hours after the snow event has ceased shall be cleared of snow and ice generally from the edge of road to edge of road (curb to curb) or around parked vehicles and other objects to ensure that the largest extent of the~~

	<b><i>Integrated and Accessible Transportation</i></b>	
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	<b>Revised Date(s):</b>	<div>Dec. 10, 2018</div> <div>March 8, 2021</div> <div>Dec. 13, 2021</div> <div>Jan. 24, 2022</div> <div>Feb. 14, 2022</div> <div>Nov. 23, 2022</div> <div>Feb. 13, 2023</div> <div>Nov. 27, 2023</div>

road has been reasonably cleared.


- ~~Additional snow clearing (widening) along these routes may occur once all other priority and secondary routes have received initial snow clearing response.~~
- ~~Snow removal may be initiated when compacted snow on the road is sufficient to impede the flow of traffic, causes drainage concerns, or when windrows along the side of the road become excessive as determined by the Chief Administrative Officer. The Town will assume no liability whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right of way without a permit.~~

#### Priority 2: Collector Roads

- ~~Sanding operations shall commence within twenty-four (24) hours when snowfall accumulation under approximately 4cm has occurred.~~
- ~~Snow clearing will commence within twenty-four (24) hours when approximately 4cm or more has accumulated.~~
- ~~Once snow clearing / plowing of Priority 2 routes commences, all routes within this category within forty-eight (48) hours after the snow event has ceased shall be cleared of snow and ice generally from the edge of road to edge of road (curb to curb) or around parked vehicles and other objects to ensure that the largest extent of the road is reasonably cleared.~~
- ~~Additional snow clearing (widening) along route will occur once all other priority and secondary routes have received initial snow clearing response.~~
- ~~Snow removal may be initiated when compacted snow on the road is sufficient to impede the flow of traffic, causes drainage concerns, or when windrows along the side of the road become excessive as determined by the Chief Administrative Officer. The Town will assume no liability whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right of way without a permit.~~

#### Priority 3: Residential Roads and Alleys

- ~~Snow and ice control operations are activated when the road is rendered impassable, extenuating circumstances exist, or as required.~~
- ~~Routes in this category are sanded and bladed flat to minimize rutting when identified but snowpack of varying depths may be left in accordance with what is required to minimize driving difficulty and when extenuating circumstances exist.~~
- ~~Snow removal and / or snow storage operations may be implemented when the road~~

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~~is rendered impassable, poses significant safety concerns, drainage is impacted, other extenuating circumstances as determined, or when compacted snow exceeds 25cm. The Town will assume no liability whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right-of-way without a permit.~~

#### Sidewalk and Primary Pathway Priorities and Standards

- ~~• To facilitate active transportation, primary pathways and sidewalks are cleared once snowfall accumulation of approximately 2cm or greater has occurred and is completed within twenty-four (24) hours after the snow event has ceased.~~
- ~~• Pathway and sidewalk snow clearing commences as a 7-day service from November 1 through March 31, except December 25, 26 and January 1.~~
- ~~• Pathway sanding operations commence on an as-needed basis after snow-clearing activities are completed on normal operational weekdays.~~

#### Priority 1 Pedestrian Crossings


- ~~• To facilitate active transportation, pedestrian crossings are cleared once snowfall accumulation of approximately 4cm or greater has occurred and is completed within twenty-four (24) hours of the completion of Priority 1: Arterial Roads and Downtown.~~
- ~~• Priority 1 Pedestrian Crossings snow clearing commences as a 5-day service on normal operational weekdays from November 1 through to March 31.~~
- ~~• Priority 1 Pedestrian Crossings will be cleared of snow to a sufficient width to accommodate crossing by persons with accessibility needs (e.g. wheelchair or stroller).~~

#### **Definitions:**

~~Unless the context otherwise requires, the following definitions are applicable:~~

**Alley:** ~~Refers to a narrow road right-of-way also referred to as a lane that provides access to the rear of buildings and parcels of land.~~

**Anti-Icing:** ~~Refers to the application of chemicals that not only de-ice, but also remain on a surface and continue to delay the reformation of ice for a certain period of time, or prevent adhesion of ice in order to make the driving surface safer and the mechanical removal of ice or snow easier.~~

	<b><i>Integrated and Accessible Transportation</i></b>		
	<b>Policy Type:</b>	Purpose Statement	
	<b>Number:</b>	PS-A-2.4	
	<b>To be Reviewed:</b>	Annually	
	<b>Approval Date:</b>	December 11, 2017	
	<b>Motion Number:</b>	17.C.496 18.C.524 (P 17-04) 21.C.094 21.C.457 22.C.052	22.C.028 22.C.414 23.C.052 23.C.385
	<b>Revised Date(s):</b>	Dec. 10, 2018 March 8, 2021 Dec. 13, 2021 Jan. 24, 2022	Feb. 14, 2022 Nov. 23, 2022 Feb. 13, 2023 Nov. 27, 2023

**Arterial Roads:** Refers to major roadways that expedite the movement of vehicles between communities and major destinations, carry the highest traffic volume, and serve as essential to providing access to neighbourhood entrances.

**Boulevards:** Refers to the portion of space within the road right-of-way that is commonly referred to as the landscaped area located between the edge of the road and the edge of the road right-of-way or the road right-of-way property line.

**Collector Roads:** Refers to the roadways that connect local streets to arterial roads; carry moderate volumes of traffic; this type of roadway carries vehicles between arterial and residential roadways.

**Compacted Snow:** Refers to snow accumulation on the roadway that has been packed by vehicle traffic.

**Downtown:** Refers to the area generally referred to as the central business district which includes Elizabeth Street, McRae Street, and North Railway Street between Northridge Drive and Lineham Avenue and also including Veterans Way between South Railway Street and Mountain Street.


**Parking Lots:** Refers to Town-owned or operated site or part of a site for the parking of vehicles and includes the parking spaces and all other areas required for access and circulation within the facility.

**Pedestrian Crossings:** Refers to a concrete or asphalt sloped ramp, which enables a safe and accessible transition for pedestrians and pathway vehicles between sidewalks/pathways and a roadway.

**Primary Pathway:** Means an asphalt pathway or concrete walk located on or adjacent to public lands that is interconnected to the greater pathway/sidewalk system and is typically 2.5-4m in width.

**Residential Road:** Refers to an undivided roadway that provides direct access and collects traffic from abutting residential properties and distributes this traffic to collector roads

**Road Right-of-Way:** Refers to the space over the land that is reserved for transportation purposes and contains among other things the driving surface (paved or unpaved), concrete

	<b><i>Integrated and Accessible Transportation</i></b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.4
	<b>To be Reviewed:</b>	Annually
	<b>Approval Date:</b>	December 11, 2017
	<b>Motion Number:</b>	<div>17.C.496</div> <div>18.C.524 (P 17-04)</div> <div>21.C.094</div> <div>21.C.457</div> <div>22.C.052</div> <div>22.C.028</div> <div>22.C.414</div> <div>23.C.052</div> <div>23.C.385</div>
	<b>Revised Date(s):</b>	<div>Dec. 10, 2018</div> <div>March 8, 2021</div> <div>Dec. 13, 2021</div> <div>Jan. 24, 2022</div> <div>Feb. 14, 2022</div> <div>Nov. 23, 2022</div> <div>Feb. 13, 2023</div> <div>Nov. 27, 2023</div>

~~curbs and gutters, drainage ditches, sidewalks, street lights, boulevards, and utility infrastructure such as manholes, water valves, and fire hydrants, etc.~~

~~**Routes:** Refers to public roadways.~~

~~**Rutting:** Refers to troughs formed by vehicle traffic in compacted snow and / or ice which may make maneuvering a vehicle difficult or dangerous.~~

~~**Sanding:** Refers to the application of abrasive material for traction control.~~

~~**Sidewalk:** Refers to a concrete walkway located within the road right of way (boulevard) and adjacent to a Town-owned premise.~~

~~**Snow Clearing / Plowing:** Means to clear to the side or level snow after a snowfall to make travel easier and safer.~~


~~**Snow Removal:** Refers to the act of physically removing, typically by hauling, deposited or accumulated snow from a roadway or parking lot.~~

~~**Snow Storage:** Refers to the activity of relocating and permanently storing snow within areas within the road right of way in order to ensure a safe and accessible transportation network is reasonably maintained.~~

~~**Windrows:** Refers to long continuous rows of accumulated snow left behind within boulevard or median areas following snow clearing / plowing activities.~~

#### **REFERENCED DOCUMENTS:**

- ~~• Snow Clearing Routes (2023–2024)~~
- ~~• Snow Clearing Pathways & Sidewalks (2023–2024)~~
- ~~• Priority 1 Pedestrian Crossings (2023)~~

	<b><i>Integrated and Accessible Transportation</i></b>	
	<b>Policy Type:</b>	Purpose Statement
	<b>Number:</b>	PS-A-2.4
	<b>To be Reviewed:</b>	Annually
	<b>Approval Date:</b>	December 11, 2017
	<b>Motion Number:</b>	<div>17.C.496</div> <div>18.C.524 (P 17-04)</div> <div>21.C.094</div> <div>21.C.457</div> <div>22.C.052</div> <div>22.C.028</div> <div>22.C.414</div> <div>23.C.052</div> <div>23.C.385</div>
	<b>Revised Date(s):</b>	<div>Dec. 10, 2018</div> <div>March 8, 2021</div> <div>Dec. 13, 2021</div> <div>Jan. 24, 2022</div> <div>Feb. 14, 2022</div> <div>Nov. 23, 2022</div> <div>Feb. 13, 2023</div> <div>Nov. 27, 2023</div>

### **Policy Statement:**

Okotoks has integrated, connected, multi-modal, sustainable transportation options to better support active transportation and people walking, bicycling, and rolling, and transit riders, while also facilitating automobile access for the benefit of our citizens and the environment.

1. Citizens have alternatives for movement throughout the Town.
  - 1.1. Routes are conducive to motorized vehicles.
  - 1.2. Routes are conducive to pedestrians and self-propelled transportation.
  - 1.3. Public transit is an attractive alternative to vehicle ownership and/or single occupant vehicles and meets citizen's needs.
2. Citizens have a safe, integrated, and accessible transportation network.
  - 2.1. Citizens can access connections to trails, parks, and other municipal spaces.
  - 2.2. Citizens can access connections to provincial, regional, and national transportation systems.
3. Routes enable safe mobility throughout Okotoks.
  - 3.1. Routes are in good repair.



## **BYLAW 24-24 - LAND USE BYLAW AMENDMENT 149 ELIZABETH STREET**

### **Purpose**

The purpose of Bylaw 24-24 is to amend Land Use Bylaw 17-21 by redesignating 149 Elizabeth Street (Plan 1420L, Block F, Lots 25-37) from Downtown District and Traditional Neighbourhood District to General Commercial District.

### **Readings**

This Bylaw is ready for second and third reading.

### **Report, Analysis and Financial Implications**

A Public Hearing was held September 23, 2024 for this Bylaw, which proposes to redesignate Lots 25-37, Block F, Plan 1420L (149 Elizabeth Street) from Downtown District (D) and Traditional Neighbourhood District (TN) to General Commercial District (GC). The subject site is located one lot west of Northridge Drive and is bound by the Canadian Pacific Kansas City (CPKC) Railway corridor to the south, a single detached home to the west, and a service station and convenience store to the east.

Consisting of a single parcel, the subject site has two land use designations: the east half of the parcel is designated Downtown District, and the west is designated Traditional Neighbourhood District. The parcel presently accommodates a car and truck washing business operating out of two buildings. Under Land Use Bylaw 40-98 the parcel was designated Direct Control, allowing for the single use of a car and truck washing establishment. However, when the parcel was transitioned to the current Land Use Bylaw 17-21 it was inadvertently split zoned into the Traditional Neighbourhood District and Downtown District even though the entire site is designed and used as a car and truck wash. Neither district allows for the use of a car and truck wash, resulting in the established activity being a legal non-conforming use.

In order to address the issue of split-zoning of the site, Bylaw 24-24 proposed to redesignate the parcel to General Commercial (GC) District which better suits the current development of the site and addresses the non-confirming use as a vehicle wash station, which is a discretionary use in the GC District. The GC District would also allow for increased flexibility of development on the site and allow consideration of a vehicle rental business as a discretionary use. The site was not proposed to be designated Downtown District as the site extends beyond the west boundary the downtown area identified in the Municipal Development Plan.

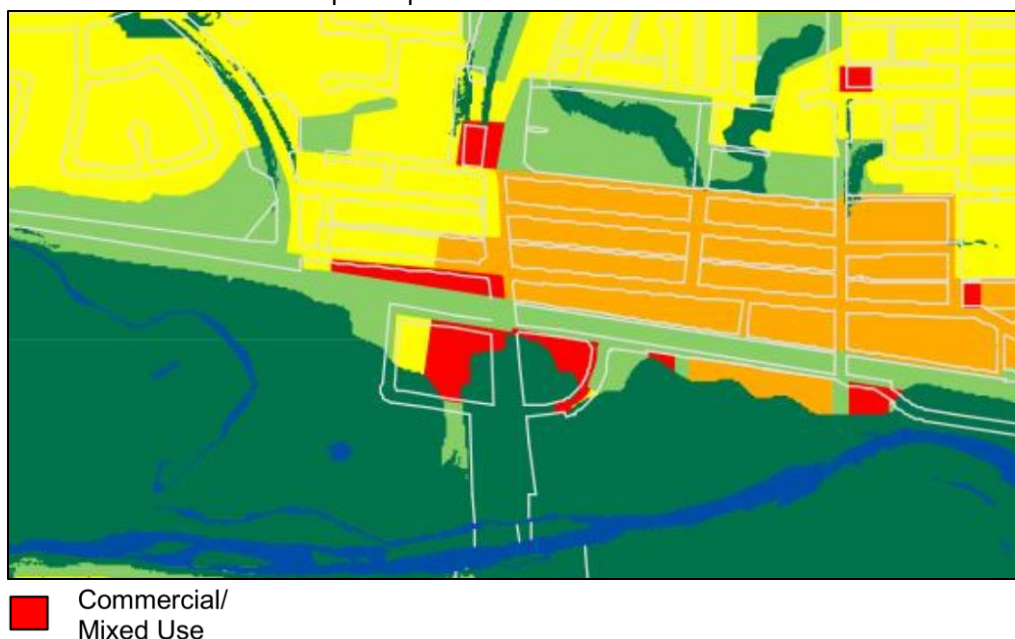
Following the public hearing on September 23, 2024, Administration was directed to bring a report regarding potential options for land use designation of the subject property to the October 15, 2024 Council Meeting. Administration examined four different options for land use districts on the subject site: General Commercial District (GC), Downtown District (D), Direct Control District (DC), and retaining the existing split zoning.



### Option 1 – Redesignate to General Commercial District (GC)

Redesignating the subject site to General Commercial District would align with the Municipal Development Plan. The subject site is identified as future commercial/mixed use in the Municipal Development Plan (MDP) (Map D.9: Future Land Use Concept Map) and is located outside of the downtown area as delineated in the Municipal Development Plan.

Map D.9: Future Land Use Concept Map



The Land Use Bylaw (17-21) provides the following general description of the General Commercial District:

“The Primary intent is to provide employment opportunities through various commercial and office Buildings with provisions for higher density residential opportunities as either a town-wide destination or neighbourhood destination.”

The mix of uses or activities may include a “a blend of office, commercial and residential in a variety of configurations.”

The General Commercial District and Downtown District share 32 permitted and discretionary land uses. Of these uses, only a wash station and service station are not allowed in the Downtown District, while they are discretionary uses in the General Commercial District. Uses that are permitted in the General Commercial District but discretionary in the Downtown District include short-term lodging – large, entertainment establishment, animal boarding & breeding and death care.



A development permit application for a permitted use that conforms with all provisions of the Land Use Bylaw must be approved. However, the development authority may refuse a development permit application for a discretionary use even if the proposal conforms with the Land Use Bylaw if the development authority has a sound planning basis for concluding the use is inappropriate or incompatible at a particular location.

General Commercial (GC) District is the best fit with the current development of the site and addresses the non-conforming use as a vehicle wash station. The GC District would also allow for increased flexibility of development on the site to allow for consideration of a vehicle rental business as a discretionary use.

#### Option 2 – Redesignate the entire site to Downtown District (D)

The western extent of the Downtown District as identified in the Municipal Development Plan and Land Use Bylaw is the gas bar and convenience store located immediately east of the subject parcel and the RBC located across the street to the north. The east half of the subject parcel is presently designated Downtown District. The Land Use Bylaw provides the following general description for the Downtown District:

“The Primary intent is to support local business activities and encourage sensitive infill Development with a high-quality design and pedestrian connectivity in the Okotoks downtown area. Heritage resources should be preserved, respected and enhanced where possible.”

The mix of uses or activities include “a blend of business, commercial, community and residential in a variety of configurations with active Uses located on ground levels and service or residential Uses located on higher Storeys.”

The existing car and truck wash is not a listed use in the Downtown District and is therefore currently a legal non-conforming use. A legal non-conforming use is a use that conformed with the Land Use Bylaw when the use was approved but due to a change to the land use bylaw for the property is no longer allowed. The non-conforming use can continue to operate on the property provided it does not discontinue operating for a period of six consecutive months, is not enlarged or added to within the site, no structural alterations are made to buildings containing the non-conforming use, and no additional buildings are constructed on the site. Any future uses must conform with the current Land Use Bylaw. A non-conforming use is not affected by a change of ownership or tenancy of the land or building.

The Downtown District is intended to reflect the core downtown area and is broken into four separate character areas. The subject site is currently beyond the Main Street Character area of the Downtown District as well as the proposed boundaries of the Downtown Area Redevelopment Plan, which is currently under development. If Council is of the view that the subject site should be designated Downtown District, the Character Areas of the Downtown District will be updated to include this site. The change would also be factored into the upcoming Downtown Area Redevelopment Plan boundaries to ensure consistent policy and land use bylaw alignment.

### Option 3 – Redesignate to Direct Control District

Under the previous Land Use Bylaw 40-98 the parcel was designated Direct Control District for the single use of a car and truck washing establishment. When Land Use Bylaw 17-21 was adopted all of the previous 35 Direct Control Districts were also transitioned to standard districts in order all for more flexibility, streamline approval processes, and better align with the Municipal Development Plan. Direct control districts often resulted in complex and time intensive development applications before Council for even minor changes to a property if there was limited or little direction provided in the Direct Control District. A Direct Control District remains an option in accordance with the provisions of the *Municipal Government Act* and the Land Use Bylaw (17-21), which states “the purpose of a Direct Control District is to provide for Development that, because of its unique characteristics, innovative ideas or unusual site constraints requires specific regulation unavailable in other Districts”. Council would also need to establish appropriate development standards in the bylaw approving a Direct Control District and also identify whether Council will remain the Development Authority or be delegated to the Development Officer. It is Administration’s opinion that a direct control district is not required as development on the subject site can be regulated with one of the existing land use districts.

### Option 4 – Abandon Bylaw 24-24 and retain existing land use designations

The subject property is presently split zoned with the eastern portion of the site designated Downtown District and the western portion designated Traditional Neighbourhood District. As land use districts typically follow defined property lines, split zoning can make it difficult to determine exactly where the boundary between the land uses is located. Split zoning may also result in a parcel that is more challenging to develop, as each half of the lot would have different permitted and discretionary uses and different development standards.

Administration proposed the redesignation of the subject site to General Commercial District (GC) to align with the Municipal Development Plan and the Downtown Character Area Map in the Land Use Bylaw. If an alternative option for the redesignation of the subject lands is preferred by Council, a revised bylaw will be brought back to Council for consideration.

### **Strategic Plan Goals**

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input checked="" type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

### **Community Engagement Strategy**

A Public Hearing was held September 23, 2024, second reading of the Bylaw was put on the floor, however a motion to postpone decision on second reading was approved with a request for further information from Administration.

In accordance with section 216.4 of the *Municipal Government Act*, Council may pass the bylaw, make any amendment to the bylaw it considers necessary, or defeat the bylaw without further advertisement or hearing.

### **Alternatives for Consideration**

n/a

### **CAO Comments**

I support the recommendation to advance Bylaw 24-24 to second and third reading. The overall intent of this Bylaw is to correct an administrative error which occurred. Having split zoning on one site is not appropriate and provides no certainty to the property owner. The proposed commercial district most closely reflects that actual use of the site today and provides limited ability for a change in use that is most consistent with the current operating conditions.

### **Attachment(s)**

1. Bylaw 24-24 - First Reading Version

Prepared by:  
Craig Davies  
Planner  
September 27, 2024

**BYLAW 24-24**  
**A BYLAW IN THE TOWN OF OKOTOKS**  
**IN THE PROVINCE OF ALBERTA**  
**TO AMEND LAND USE BYLAW 17-21**

**WHEREAS** pursuant to the provisions of Part 17, Division 5 of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto the Council of the Town of Okotoks (hereinafter called Council) has adopted Land Use Bylaw 17-21 (hereinafter called the Land Use Bylaw); and

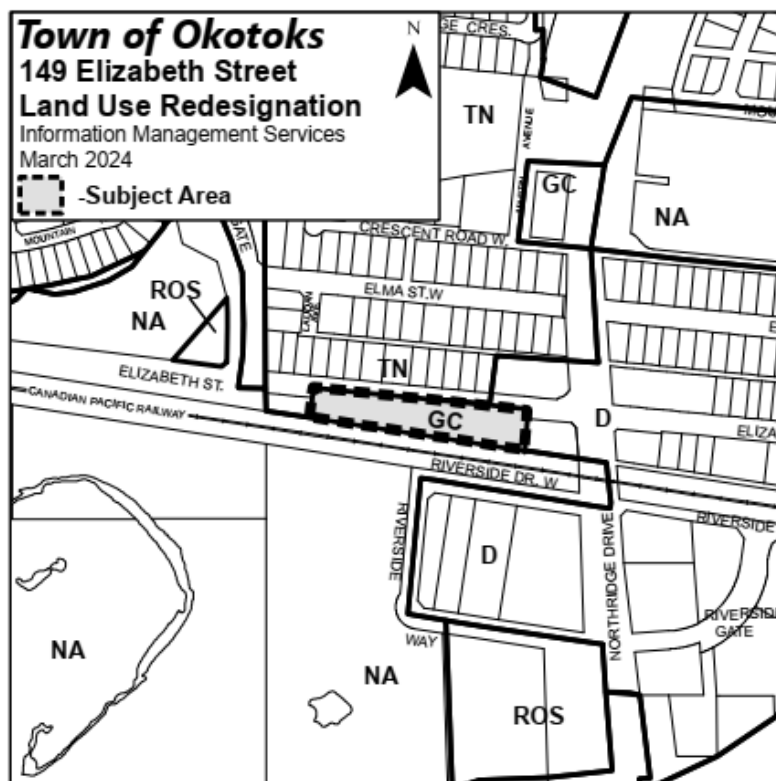
**WHEREAS** Council deems it necessary to amend the Land Use Bylaw by amending the land use designation of certain lands within the Town of Okotoks; and

**WHEREAS** notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *MGA*; and

**WHEREAS** Council has held a public hearing as required by Section 692 of the *MGA*.

**NOW THEREFORE** Council enacts that the Land Use Bylaw is amended as follows:

1. Map 2.1 and Map 2.7 (Key Map 7), all within Section 2.1 LAND USE MAPS, are amended by redesignating Lots 25-37, Block F, Plan 1420L (194 Elizabeth Street) from Downtown District (D) and Traditional Neighbourhood District (TN) to General Commercial District (GC) as shown on the sketch map below:



This Bylaw shall come into full force and effect upon third and final reading, and Bylaw 17-21 and any amendments thereto are hereby amended upon this Bylaw coming into effect.

READ A FIRST TIME this 19<sup>th</sup> day of August 2024.

READ A SECOND TIME this     day of     2024.

READ A THIRD TIME AND PASSED this     day of     2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

First Reading Version



**Council**  
October 15, 2024

## BYLAW 26-24 – LAND USE BYLAW AMENDMENT WEDDERBURN PHASE 12

### Purpose

The purpose of Bylaw 26-24 is to amend Land Use Bylaw 17-21 by redesignating approximately +/- 2.44ha (+/- 6.02 acres) from Agricultural and Land Holdings District to Neighbourhood Core District.

### Readings

This Bylaw is ready for third reading.

### Report, Analysis and Financial Implications

The Town has received an application for Land Use Redesignation of +/- 2.44 hectares (+/- 6.02 acres) from Agricultural and Land Holdings District (ALH) to Neighbourhood Core (NC) District within the Wedderburn area. This application will facilitate the development of Wedderburn Phase 12.

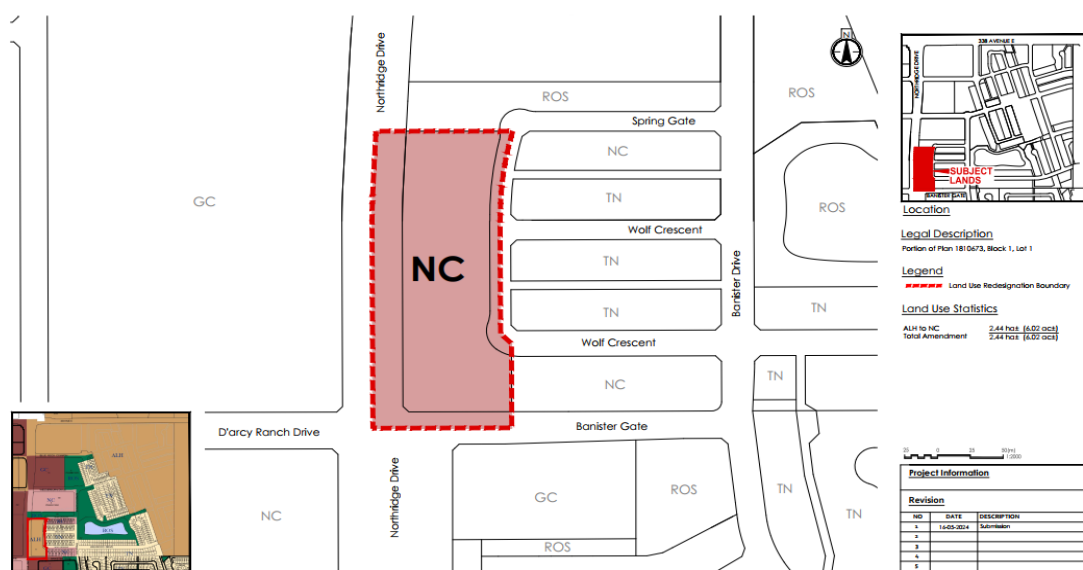


FIGURE 1.0 | WEDDERBURN  
**Land Use Amendment  
Phase 12**  
PREPARED FOR: ANTHEM

**Anthem** **Stantec**  
11-600078  
May 2024

### Plans and Policy Considerations

**Regional and Intermunicipal Plans:** Bylaw 26-24 is consistent with the South Saskatchewan Regional Plan and the Calgary Metropolitan Region Growth Plan. The lands are located within the IDP referral area, however the Intermunicipal Development Plan (IDP) does not provide any specific direction regarding the development of the subject lands. The proposed redesignation was circulated to Foothills County on May 31, 2024, and a response was provided indicating the County has no concerns with the application.

Municipal Development Plan (MDP): Bylaw 26-24 supports the direction to maintain a supply of land for balanced growth (Policy 1.2.1) and prioritize and sequence growth (Policy 1.2.2) as the subject land provides an efficient extension of existing servicing infrastructure and supports the five-year supply of serviced residential housing lots target. The MDP has a strong focus on increasing housing diversity across the Town and integrating it throughout a community. The housing type will likely be for a form of townhome developments, however until an application is submitted through the development permit process, the range of uses within the proposed Neighbourhood Core (NC) District are possible. Given the range of multi-residential uses in this district, this proposal further increases housing diversity in alignment with the MDP's policies and objectives.

North Okotoks Area Structure Plan (NOASP): The subject area is located within the NOASP as part of the neighbourhood area, which will contain a diversity of residential housing types. Bylaw 26-24 is consistent with the direction of the Area Structure Plan policies in terms of providing additional multi-residential housing options and increasing the housing diversity and unit types within the community of Wedderburn. Currently, the housing mix within Wedderburn includes attached villas, duplexes, single-detached homes and condominiums under construction. These proposed townhomes will add another housing option within the community.

Wedderburn Outline Plan: The Outline Plan contemplated 186 units on the subject parcel. The proposed redesignation contemplates 82 townhome units; this falls within the acceptable range of the height and density of the Neighbourhood Core (NC) District. For row units, the NC District requires a minimum of three (3) units per parcel and a minimum of four (4) units per parcel for stacked units.

Water Allocation Policy CMD-P-3.10: The application is subject to Water Allocation Policy CMD-P-3.10, which requires a Water Verification and Assignment Process (WVAP) Clearance Certificate to be issued for the lands prior to adoption of Bylaw 26-24. Issuance of the WVAP Clearance Certificate is subject to sufficient availability of water allocation and payment of the water allocation costs for this site. This phase of development requires an allocation of 14,268 m<sup>3</sup>/year and there is currently 33,819 m<sup>3</sup>/year available in the Water Allocation System. The water allocation has now been paid which allows this Bylaw to proceed to third reading.

### Strategic Plan Goals

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

### Community Engagement Strategy

The Public Hearing for this Bylaw was held on September 23, 2024. The developer and their consultant spoke in support of the Bylaw at the Public Hearing. There was no one who spoke in opposition to the redesignation application and no written submissions were received.

**Alternatives for Consideration**

n/a

**CAO Comments**

As payment for the water clearance certificate has been received, Council can now proceed to third reading.

**Attachment(s)**

1. Bylaw 26-24 - Land Use Bylaw Amendment - Second Reading Version
2. Proposed Land Use Map

Prepared by:  
Colton Nickel  
Planner  
September 23, 2024



**BYLAW 26-24**  
**A BYLAW IN THE TOWN OF OKOTOKS**  
**IN THE PROVINCE OF ALBERTA**  
**TO AMEND LAND USE BYLAW 17-21**

**WHEREAS** pursuant to the provisions of Part 17, Division 5 of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto the Council of the Town of Okotoks (hereinafter called Council) has adopted Land Use Bylaw 17-21 (hereinafter called the Land Use Bylaw); and

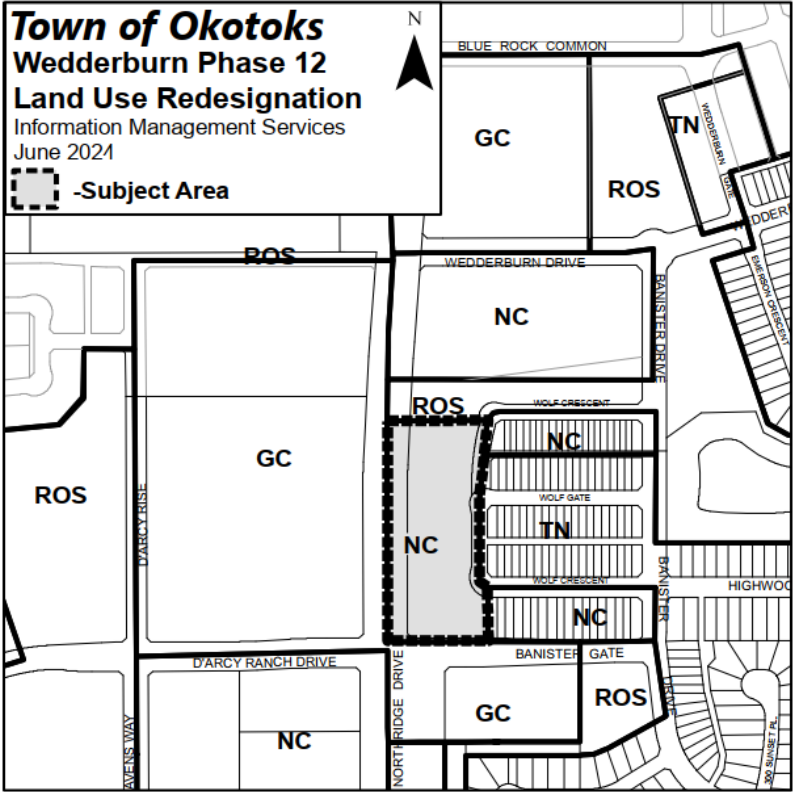
**WHEREAS** Council deems it necessary to amend the Land Use Bylaw by amending the land use designation of certain lands within the Town of Okotoks; and

**WHEREAS** notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *MGA*; and

**WHEREAS** Council has held a public hearing as required by Section 692 of the *MGA*.

**NOW THEREFORE** Council enacts that the Land Use Bylaw is amended as follows:

1. Map 2.1 and Map 2.2 (Key Map 1), within Section 2.1 LAND USE MAPS, are amended by redesignating approximately 2.44 hectares (6.02 acres) of Lot 1, Block 1, Plan 181 0673 from Agriculture and Land Holdings District (ALH) to Neighbourhood Core (NC) District as shown on the sketch map below:



This Bylaw shall come into full force and effect upon third and final reading, and Bylaw 17-21 and any amendments thereto are hereby amended upon this Bylaw coming into effect.

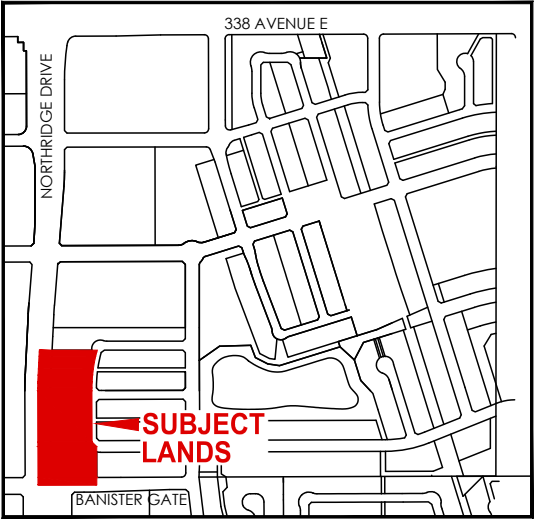
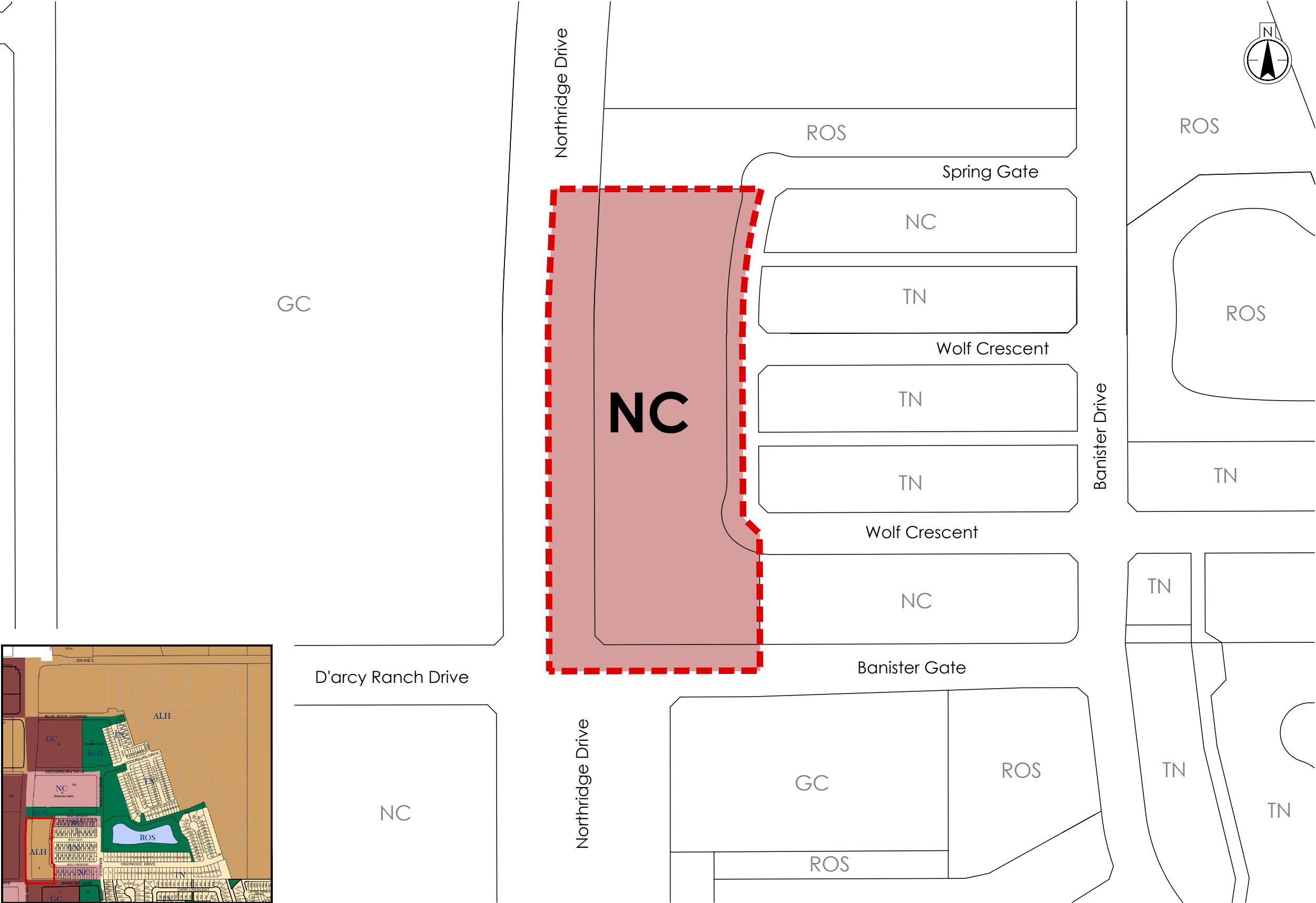
READ A FIRST TIME this 19<sup>th</sup> day of August 2024.

READ A SECOND TIME this 23<sup>rd</sup> day of September 2024.

READ A THIRD TIME AND PASSED this      day of                      2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



Location

Legal Description

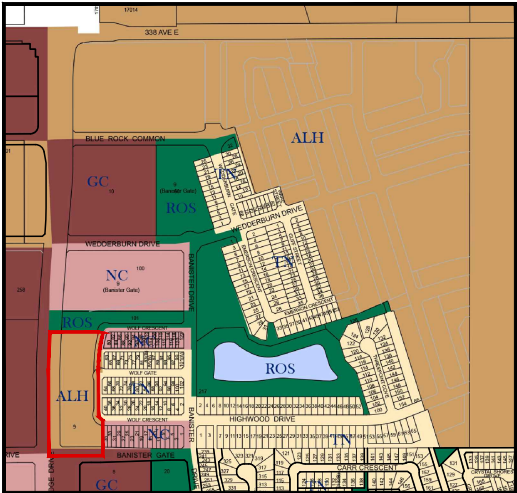
Portion of Plan 1810673, Block 1, Lot 1

Legend

----- Land Use Redesignation Boundary

Land Use Statistics

ALH to NC	2.44 ha± (6.02 ac±)
Total Amendment	2.44 ha± (6.02 ac±)



Existing Land Use



Project Information		
Revision		
NO	DATE	DESCRIPTION
1	16-05-2024	Submission
2		
3		
4		
5		

FIGURE 1.0 | WEDDERBURN

Land Use Amendment  
Phase 12

PREPARED FOR: ANTHEM

V:\1165\active\116500878\200\_planning\240\_phase\_12\_lua\00\_cad\116500878\_lua-ph12.dwg Layout: lua



116500878  
May 2024

CONCEPT ONLY: THIS DRAWING IS AN ARTISTIC REPRESENTATION OF DESIGNS PREPARED BY STANTEC CONSULTING LTD. IT IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE. COPYRIGHT RESERVED.



**Council**  
October 15, 2024

## BYLAW 27-24 – LAND USE BYLAW AMENDMENT D'ARCY PHASE 14

### Purpose

The purpose of Bylaw 27-24 is to amend Land Use Bylaw 17-21 by redesignating approximately +/- 1.66ha (+/- 4.10 acres) from Agricultural and Land Holdings District to Neighbourhood Core District.

### Readings

This Bylaw is ready for third reading.

### Report, Analysis and Financial Implications

The Town has received an application to amend Land Use Bylaw 17-21 by redesignating approximately +/- 1.66 hectares (+/- 4.10 acres) of land comprising Lot 3, Block 9, Plan 181 0640 from Agriculture and Land Holdings District (ALH) to Neighbourhood Core (NC) District. This land use redesignation will facilitate the development of D'Arcy Phase 14 and includes the area illustrated in the map below.



FIGURE 1.0 | D'ARCY LANDS  
**Land Use Amendment  
Phase 14**  
PREPARED FOR: ANTHEM

**Anthem** **Starbuck**  
116500879  
May 2024

The proposed redesignation is consistent and aligns with statutory plans and policies for the area, including the South Saskatchewan Regional Plan, the Calgary Metropolitan Region Growth Plan, the Municipal Development Plan, and Northwest Okotoks Area Structure Plan. The redesignation also aligns with the D'Arcy Ranch Outline Plan approved by the Municipal Planning Commission on February 16, 2017.

The D'Arcy Ranch Outline Plan anticipated 42 units on the subject parcel. The proposed redesignation contemplates 71 units which falls within the acceptable density range of the Neighbourhood Core (NC) District. These increased numbers support the MDP's policy goals of increasing densities to provide transit-supportive communities with a range of housing types for all life stages, socioeconomic backgrounds and demographics.

The application is subject to Water Allocation Policy CMD-P-3.10, which requires a Water Verification and Assignment Process (WVAP) Clearance Certificate to be issued for the lands prior to adoption of Bylaw 26-24. Issuance of the WVAP Clearance Certificate is subject to sufficient availability of water allocation and payment of the water allocation costs for this site. This phase of development requires an allocation of 12,354 m<sup>3</sup>/year and there is currently 33,819 m<sup>3</sup>/year available in the Water Allocation System. The developer has now paid for their water allocation which allows this to move forward to third reading.

<input checked="" type="checkbox"/>	Responsibly Managed Growth
<input type="checkbox"/>	Strong Local Economy
<input type="checkbox"/>	Organizational Excellence

<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Enhanced Culture & Community Health

### **Community Engagement Strategy**

The Public Hearing for this Bylaw was held on September 23, 2024. The developer and their consultant spoke in support of the Bylaw at the Public Hearing. There were two (2) written submissions and eight verbal presentations at the hearing in opposition to the redesignation application.

### **Alternatives for Consideration**

n/a

### **CAO Comments**

As the Town has now received payment for the Water allocation, this can proceed to third reading.

### **Attachment(s)**

1. Bylaw 27-24 - Land Use Bylaw Amendment - Second Reading Version

Prepared by:  
Lauren Gagatek  
Planner  
September 26, 2024

**BYLAW 27-24**  
**A BYLAW IN THE TOWN OF OKOTOKS**  
**IN THE PROVINCE OF ALBERTA**  
**TO AMEND LAND USE BYLAW 17-21**

**WHEREAS** pursuant to the provisions of Part 17, Division 5 of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto the Council of the Town of Okotoks (hereinafter called Council) has adopted Land Use Bylaw 17-21 (hereinafter called the Land Use Bylaw); and

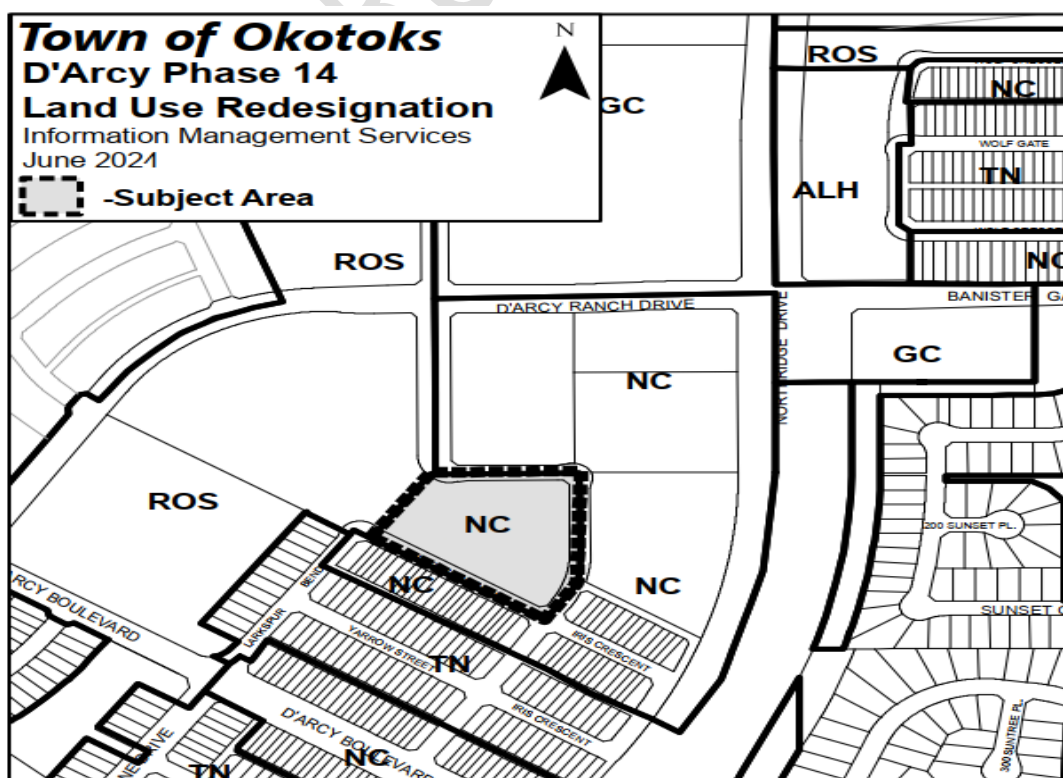
**WHEREAS** Council deems it necessary to amend the Land Use Bylaw by amending the land use designation of certain lands within the Town of Okotoks; and

**WHEREAS** notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *MGA*; and

**WHEREAS** Council has held a public hearing as required by Section 692 of the *MGA*.

**NOW THEREFORE** Council enacts that the Land Use Bylaw is amended as follows:

1. Map 2.1 and Map 2.2 (Key Map 1), within Section 2.1 LAND USE MAPS, are amended by redesignating approximately 1.66 hectares (4.10 acres) of Lot 3, Block 9, Plan 181 0640 from Agriculture and Land Holdings District (ALH) to Neighbourhood Core (NC) District as shown on the sketch map below:



This Bylaw shall come into full force and effect upon third and final reading, and Bylaw 17-21 and any amendments thereto are hereby amended upon this Bylaw coming into effect.

READ A FIRST TIME this 19<sup>th</sup> day of August 2024.

READ A SECOND TIME this 23<sup>rd</sup> day of September 2024.

READ A THIRD TIME AND PASSED this      day of                      2024.

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Mayor

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Chief Administrative Officer



## **BYLAW 34-24 COMMUNITY STANDARDS BYLAW AMENDMENT**

### **Purpose**

The purpose of Bylaw 34-24 is to amend Bylaw 31-23 by providing a clearer definition of a graphic image and provide updates to the Bylaw regarding the distribution of graphic images.

### **Readings**

This Bylaw is ready for three readings.

### **Report, Analysis and Financial Implications**

Subsection 2.9 of the Community Standards Bylaw 31-23 defines a graphic image as "any subject matter that is not in compliance with the *Canadian Code of Advertising Standards* and offends the standards of public decency prevailing among a significant segment of the population." It then goes on to state in subsection 14.6 that "any advertising with graphic imagery must be in compliance with the *Canadian Code of Advertising Standards*." This becomes circular and may render the Bylaw in its current form unenforceable.

Municipalities such as Calgary, Airdrie, and Chestermere define a graphic image in their equivalent bylaws as or along similar lines as "an image or photograph showing, or purporting to show, a fetus or any part of a fetus".

Association for Reformed Political Action (ARPA), a Christian, pro-life organization that advocates for what it terms "pre-born human rights" commonly uses ultrasound photos of unborn babies in its online and printed material. The wording of the definition used by the municipalities listed above prohibits the use of ultrasound images of which, it is difficult to uphold in court the effect ultrasound images have on the well-being of residents.

ARPA countered the City of St. Catharines in Ontario who use this definition with an application for a legal review of the bylaw asserting that the City acted *ultra vires*, beyond its powers, and that the bylaw is a violation of the Canadian Charter, sections 2(a) and (b), freedom of religion, conscience, thought and expression. ARPA were successful in this action and St. Catharines repealed their bylaw. This now places other municipalities who do not properly encompass the definition and rights to graphic image distribution at risk for legal action as the ruling would likely impact similar bylaws.

The individuals affected by these images include a child collecting the mail for a parent who could be traumatized by viewing images of a fetus that has passed away as well as individuals who have been traumatized by a similar event. For example, if an individual has tried and failed to become pregnant, become pregnant and suffered a miscarriage or stillbirth, or become pregnant and made the choice to terminate that pregnancy, graphic images of a fetus outside of the womb, aborted or not, may cause distress. The same transfers to partners



or family members related to the pregnancy. Members of the public who simply do not want to view these images when collecting the mail must also be taken into consideration.

Every individual has the democratic right to free speech and should not be silenced by the law therefore, it must be noted that graphic images on flyers are not prohibited for distribution to residences without a sign stating “no flyers” rather, they must be sealed in an opaque envelope with a legible warning that states: “Contains a graphic image that may be offensive or disturbing”, and the exterior of the envelope must clearly identify the sender and sender’s address. This does not mean individuals cannot carry out advocacy work; there is simply a specific extent to which one can go with the images used to do so within this bylaw amendment proposal.

The proposed amendment to the definition of a graphic image under subsection 2.9 of the Community Standards Bylaw 31-23 is as follows:

- Delete “**graphic image** means a visual image showing, or purporting to show any subject matter that is not in compliance with the *Canadian Code of Advertising Standards* and offends the standards of public decency prevailing among a significant segment of the population.”
- Insert “**graphic image** means a visual image that offends the standards of public decency prevailing among a significant segment of the population or showing, or purporting to show a fetus, or any part of a fetus outside of the womb, aborted or not.”

The need to add specificity to this definition is to ensure that the Town could prove, if necessary, that the reason for this definition in the first place was to deal with a pressing and substantial issue. It can be argued that the previous definition, if it was not circular to the Bylaw, was too big a blanket capturing images that have not been an issue in the Town. If other graphic images were to circulate and concern was raised by residents that could serve as proof that it is a pressing and substantial issue the Bylaw could be brought forward for another proposed amendment. This is because a government body such as a municipality can only interfere with a Charter right such as the right to free speech if:

1. It is doing this in order to deal with a “pressing and substantial” issue;
2. The approach taken is a reasonable approach to dealing with the issue; and
3. The interference with the Charter right is the minimum necessary to address the issue.

A visual image of a fetus, or any part of a fetus outside of the womb, aborted or not, can be proved to have been a pressing and substantial issue in Okotoks in 2023 when the online petition started by Okotokians on July 24, 2023: “Stop Graphic Abortion Flyers in Okotoks” which holds 1,829 signatures was brought to Administration’s attention.

#### Data collected to date:

Okotoks Municipal Enforcement Services (OME) had also received two (2) calls for service in 2023 pertaining to graphic images of a fetus, or any part of a fetus outside of the womb, aborted or not on flyers in Okotoks. These complaints led to the initial addition of the

definition to Bylaw 31-23 regarding graphic images. Following the adoption of the amendment one (1) call for service was received. These complaints were investigated and OME contacted the printing company who explained they were sub-contracted to produce the flyers and were not aware of where the flyers were being placed.

As the amendment proposed is simply updating the definition to provide clarity on an issue that has been proved to have been a pressing and substantial issue, it is viable to amend the definition.

An additional issue with the current Bylaw 31-23 is an oversight that relates to the regulation of flyers. The federal government controls the mail system, whereas municipalities get their powers from the provinces and are decidedly provincial in nature. Provincial entities (provinces and municipalities) can only do things that impact federal powers if they are working within their provincial scope and just have incidental effects on the federal activity. It could be argued that this Bylaw, as it stands, interferes with the ability of Canada Post to deliver the mail. Therefore, the following amendment is proposed to be added to Section 14: Flyers:

- Insert "This section does not apply to mail that is delivered to a residence by Canada Post."

The proposed amendments have successfully passed through review by the Town's legal team.

### Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy		
<input type="checkbox"/>	Organizational Excellence	<input checked="" type="checkbox"/>	Enhanced Culture & Community Health

### Community Engagement Strategy

n/a

### Alternatives for Consideration

n/a

### CAO Comments

I support these recommendations.

### Attachment(s)

1. Bylaw 34-24 Community Standards Bylaw Amendment Draft
2. Bylaw 31-23 Community Standards Bylaw - Redlined Version

Prepared by:  
Legislative Affairs  
September 27, 2024

## BYLAW 34-24

### A BYLAW OF THE TOWN OF OKOTOKS IN THE PROVINCE OF ALBERTA TO AMEND COMMUNITY STANDARDS BYLAW 31-23

**WHEREAS** pursuant to the provision of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council of the Town of Okotoks (Council) has adopted Bylaw 31-23, being a bylaw for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property; and

**WHEREAS** Council deems it desirable to amend Bylaw 31-23.

**NOW THEREFORE** Council enacts the following:

1. Under section 2. DEFINITIONS, subsection 2.9 graphic image is deleted in its entirety and replaced with the following:

**graphic image** means a visual image that offends the standards of public decency prevailing among a significant segment of the population, or showing or purporting to show a fetus, or any part of a fetus outside of the womb, aborted or not.

2. Under section 14. FLYERS:

1.2.1. Subsection 14.6 is amended by deleting the words "with graphic imagery"; and

1.2.2. Adding subsection 14.7 as follows:

"This section does not apply to mail that is delivered to a residence by Canada Post."

This Bylaw shall come into full force and effect upon third and final reading and Bylaw 31-23 and any amendments thereto are hereby amended.

READ A FIRST TIME this     day of     2024.

READ A SECOND TIME this     day of     2024.

READ A THIRD TIME AND PASSED this     day of     2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

## BYLAW 31-23

### BEING A BYLAW OF THE TOWN OF OKOTOKS IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING NEIGHBOURHOOD NUISANCE, SAFETY, AND QUALITY OF LIFE MATTERS

**WHEREAS** pursuant to the provisions of the *Municipal Government Act (Act)*, RSA 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property; and

**WHEREAS** the *Act* authorizes a Council to pass bylaws for municipal purposes respecting nuisances; and

**WHEREAS** the intent of this Bylaw is that all noises shall be reduced as much as possible compatible with the normal activities of urban life and that unnecessary noise be eliminated; and

**WHEREAS** Council believes the regulation of nuisances through a Community Standards Bylaw would benefit the community as a whole.

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

#### 1. SHORT TITLE

1.1 This Bylaw shall be known as the "Community Standards Bylaw".

#### 2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

2.1 **bullying** means verbal or physical abuse, threats, taunts, teasing, name calling, and put downs, written or electronically transmitted, or repeated abusive communication, directly or indirectly through any medium whatsoever.

2.2 **Chief Administrative Officer (CAO)** means the person appointed to the position of the chief administrative officer for the Town of Okotoks, within the meaning of the *Act* and the Town's CAO Bylaw.

- 2.3 **Council** means the Mayor and Councillors of the Town of Okotoks duly elected pursuant to the provisions of the *Local Authorities Election Act*.
- 2.4 **distributor** means any person, owner of a business, company, or organization that distributes, permits to be distributed, or causes to be distributed, any flyer that promotes the distributor's activities.
- 2.5 **drinking establishment** means any business, organization, or individual that holds a liquor license issued by the Alberta Gaming, Liquor and Cannabis Commission.
- 2.6 **fare** means the cost of a journey on any public transportation vehicle.
- 2.7 **flyer(s)** means any printed or written matter, and includes a circular, leaflet, pamphlet, paper, booklet, postcard, or any other printed or otherwise reproduced matter of literature.
- 2.8 **graffiti** means the defacement or disfigurement of any property or object, through the performance of any of the following acts:
- 2.8.1 the application of any substance, including paint, ink, stain, or whitewash to any surface; or
  - 2.8.2 the affixing of any substance including paper, fabric, or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
  - 2.8.3 the marking, scratching, etching, or other alteration or disfigurement of any surface.
- 2.9 ~~**graphic image** means a visual image showing, or purporting to show any subject matter that is not in compliance with the *Canadian Code of Advertising Standards* and offends the standards of public decency prevailing among a significant segment of the population.~~
- graphic image** means a visual image that offends the standards of public decency prevailing among a significant segment of the population, or showing or purporting to show a fetus, or any part of a fetus outside of the womb, aborted or not.
- 2.10 **holiday** includes every Sunday and every Statutory holiday observed by the Town.

- 2.11 **nuisance odour** means any odour caused by smoke, decomposing materials, animal feces, or other airborne matters that is excessive and deemed to be offensive, or reasonably interferes with the lawful enjoyment of another person's property.
- 2.12 **panhandling** means to communicate, in person, using the spoken, written, or printed word, a gesture or another means, for the purpose of receiving money or another thing of value, regardless of whether consideration is offered or provided in return but does not include a solicitation allowed or authorized pursuant to the *Charitable Fundraising Act*, or any other legislation permitting the solicitation of charitable donations.
- 2.13 **Peace Officer** means:
- 2.13.1 a member of the Royal Canadian Mounted Police;
  - 2.13.2 a Community Peace Officer as appointed by the Solicitor General of Alberta; or
  - 2.13.3 a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town.
- 2.14 **person** means any:
- 2.14.1 individual;
  - 2.14.2 proprietorship;
  - 2.14.3 corporation; or
  - 2.14.4 society.
- 2.15 **premises** means the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings.
- 2.16 **public place** means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access, and includes a public transportation vehicle.
- 2.17 **public transportation vehicle** means a vehicle which is being used by, or being offered for hire to, a passenger or passengers, and includes but is not limited to a:
- 2.17.1 school bus;
  - 2.17.2 bus;
  - 2.17.3 taxicab;
  - 2.17.4 limousine; or
  - 2.17.5 any other similar vehicle.

- 2.18 **telecommunication** means any transmission, emission, or reception of signs, signals, writing, images, or sounds, or intelligence of any nature by wire, radio, visual, or other electromagnetic system.
- 2.19 **Town** means the Corporation of the Town of Okotoks in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.
- 2.20 **Town tag** means a notice or tag in a form as approved by the CAO, issued by the Town allowing a voluntary payment option of a fine established under this Bylaw.
- 2.21 **violation ticket** means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*.
- 2.22 **youth** means an individual 12 to 17 years of age.

### 3. NOISE

- 3.1 No person shall cause or permit noise that annoys or disturbs the peace of any other person.
- 3.2 No person shall permit property that they own, occupy, or control to be used so that noise from the property annoys or disturbs the peace of any other person.
- 3.3 In determining what constitutes noise likely to annoy or disturb the peace of any other person, considerations may be given, but are not limited to:
- 3.3.1 type, volume, and duration of the sound;
  - 3.3.2 time of day, and day of the week;
  - 3.3.3 nature and use of the surrounding area.
- 3.4 No person shall yell, scream, swear, or conduct any other activity in any public place thereby creating a disturbance.
- 3.5 No person shall advertise events or merchandise by ringing bells or by use of mechanical, electrical, or sound amplification devices in a residential district between the hours of 9:00 p.m. and 9:00 a.m.
- 3.6 No drinking establishment shall permit any noise to emanate from the premises of such drinking establishment such that it annoys or disturbs any other person

outside the boundary of the drinking establishment. Section 3.3 of this Bylaw applies to this provision.

#### **4. INDUSTRIAL AND CONSTRUCTION NOISE**

- 4.1 Nothing in this Bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:
- 4.1.1 is a permitted use; or
  - 4.1.2 is an approved discretionary use; or
  - 4.1.3 is a non-conforming use as defined in the *Act*, but not illegal.
- 4.2 In the operation or carrying on of an industrial or construction activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

#### **5. PERMITTABLE HOURS**

- 5.1 With the exception of the activities referred to in section 4.1, no person shall use, operate, or allow to be used or operated, any tools, machinery, or equipment so as to create a noise or disturbance which may be heard in a residential building between the hours of 10:00 p.m. and 7:00 a.m. on Monday to Saturday and from 10:00 p.m. to 9:00 a.m. on holidays.

#### **6. EXCEPTIONS**

- 6.1 These provisions do not apply to:
- 6.1.1 work carried on by the Town, or by a contractor carrying out instructions of the Town, providing it is work of an emergent nature or circumstance;
  - 6.1.2 Town sanctioned events; and
  - 6.1.3 Special events which the CAO has approved or issued a special events permit, with conditions that the CAO deems appropriate for such special events.
- 6.2 Snow removal from school, commercial, or industrial sites located adjacent to or within residential districts may be allowed if it is in the best interest of the public and their safety and at a time when there will be minimal vehicular and/or pedestrian traffic that may obstruct such snow removal operations.



6.3 In the case of snow removal from commercial or industrial sites located adjacent to residential districts, the Town may require noise abatement practices including the following conditions:

6.3.1 A requirement that snow not be removed between the hours of 12:00 a.m. and 6:00 a.m.; or

6.3.2 a requirement that snow be removed from sites in a sequence which is least disruptive to the peace and quiet of residents.

## **7. GRAFFITI**

7.1 No person shall place any graffiti or cause it to be placed on any property.

7.2 Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view within seven (7) days.

7.3 A property owner, who breaches the provisions of Section 7.2, where, following the issuance of and failure to comply with an order under section 545 of the *Act*, shall be liable to payment of a penalty as prescribed in Schedule "A".

7.4 In prosecution for an offence under this section, the consent of the property owner of any premises to place graffiti shall not be a defense under this Bylaw.

## **8. ORDER**

8.1 An officer designated by the CAO may, by written order, require a person responsible for the contravention to remedy the contravention.

8.2 The written order shall:

8.2.1 state a time within which the owner must comply with the order; and

8.2.2 state that if the owner does not comply with the order within a specified time, the Town will take the action or measure at the expense of the owner.

8.3 The Town may, in respect of an order, register a caveat under the *Land Titles Act* against the certificate of title for the land that is the subject of the order.

## **9. CONSTRUCTION WASTE**

- 9.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 9.2 A waste container on a construction site must be designed and/or have the capacity to contain all waste construction material within the container to ensure that the waste construction material is not capable of blowing off the construction site.
- 9.3 No construction material is to be stored or accumulated on a construction site unless it is not capable of being blown away from the construction site.

## **10. REPAIR OF MOTOR VEHICLES**

- 10.1 For the purposes of this section "motor vehicle" means:
  - 10.1.1 a vehicle propelled by any power other than muscular power; or
  - 10.1.2 a moped; or
  - 10.1.3 off highway vehicles as defined by the *Traffic Safety Act* RSA 2000 Chapter T-6 Section 117; and
  - 10.1.4 includes, but is not limited to, the repair of any internal combustion engine.
- 10.2 No person may conduct any repair work on motor vehicles, including mechanical repairs, auto body work, frame repair, collision repair, auto painting or modifications to the body or rebuilding of a motor vehicle, on any premises in a residential district unless:
  - 10.2.1 the activity does not create a nuisance or noise complaints from the neighbourhood;
  - 10.2.2 there is no escape of offensive, annoying or noxious odours, fumes, or smoke from the premises;
  - 10.2.3 vehicle fluids, oil, gasoline products, or other hazardous material are properly disposed of and not swept or washed into lanes, streets, or down storm or sanitary sewers;
  - 10.2.4 all discarded vehicle parts and materials are properly stored and disposed of from the premises; and
  - 10.2.5 no power washing of motor or power train is performed on the premises.

- 10.3 This prohibition shall not apply to routine maintenance work done on any vehicles owned, operated, and registered in the name of the owner or occupant of the premises, provided that all building and fire code regulations are met.

## **11. LITTERING**

- 11.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Town property, including any street, lane, sidewalk, parking lot, park or other public place or water course:
- 11.1.1 a cardboard or wooden box, carton, container, or receptacle of any kind;
  - 11.1.2 a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionary;
  - 11.1.3 paper of any kind, whether or not containing written or printed matter thereon;
  - 11.1.4 any human, animal, or vegetable matter or waste;
  - 11.1.5 any glass, crockery, nails, tacks, barbed-wire, or other breakable or sharp objects;
  - 11.1.6 scrap metal, scrap lumber, tires, dismantled wrecked or dilapidated motor vehicles or parts there from;
  - 11.1.7 any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way, or other public place; or
  - 11.1.8 dirt, filth, or rubbish of any kind whether similar or dissimilar to the foregoing.
- 11.2 A person who has place, deposited, or thrown or caused to be placed, deposited, or thrown anything or any matter mentioned in subsection 11.1 shall forthwith remove it.

## **12. AUTHORITY TO REMOVE**

- 12.1 The CAO may authorize any Town employee, or delegate, to remove and put in storage or destroy anything placed upon Town property in contravention of this Bylaw.

## **13. SPITTING/HUMAN WASTE**

- 13.1 No person shall urinate or deposit human waste in any public place or in view of a public place, other than in a public washroom.

13.2 No person shall spit in or on any public place.

#### **14. FLYERS**

14.1 No person shall place, deposit, throw, or cause to be placed, deposited, or thrown onto or into any motor vehicle, which is parked on any street, lane, parking lot, or other public place; any leaflet, pamphlet, poster, handbill, flyer, or any other paper containing printed or written matter, whether advertising or not, with the exception of any violation ticket or Town tag issued pursuant to lawful authority.

14.2 No person shall deposit a flyer at or on a premises where a sign or notice has been posted and which is clearly visible at the entrance of a dwelling unit indicating that such flyers are not wanted.

14.3 No distributor shall distribute or cause to be distributed flyers for the purpose of depositing them at or on a premises where a sign or notice has been posted and which is clearly visible at the entrance of a dwelling unit indicating that such flyers are not wanted.

14.4 Section 14.2 and 14.3 do not apply to:

14.4.1 any election advertising material which is permitted to be transmitted or delivered pursuant to any applicable federal, provincial, or municipal legislation;

14.4.2 newspapers delivered to paid subscribers;

14.4.3 community association newsletters or newspapers;

14.4.4 information circulars produced by a federal, provincial, or municipal government or an agency of such government;

14.4.5 information circulars produced by a member of Okotoks Town Council, a member of the Alberta Legislative Assembly, or a member of the Federal Parliament.

14.5 No person or distributor shall deposit or distribute a flyer with a graphic image at or on a premises unless:

14.5.1 the graphic image is contained in a sealed opaque envelope;

14.5.2 the exterior of the envelope contains the following legible warning:

“Contains a graphic image that may be offensive or disturbing”; and

14.5.3 the exterior of the envelope clearly identifies the sender and the sender’s address.

14.6 Any advertising ~~with graphic imagery~~ must be in compliance with the *Canadian Code of Advertising Standards*.

14.7 This section does not apply to mail that is delivered to a residence by Canada Post.

## **15. FIGHTING/LOITERING/CONDUCT**

15.1 No person shall engage in a fight or any physical confrontation in any public place or any place to which the public is allowed access.

15.2 No person shall be a member of an assembly of three (3) or more persons in any public place or any place to which the public is allowed access where a Peace Officer has reasonable grounds to believe the assembly will disturb the peace of the neighbourhood, and any such person shall disperse as requested by a Peace Officer.

15.3 No person shall loiter and thereby obstruct any person in any public place.

15.4 No person in a public place shall:

15.4.1 cause anything to become damaged;

15.4.2 engage in any activity which is inconsistent with the intended use of such public place; and

15.4.3 behave in a manner that reasonably interferes with the comfort, convenience, enjoyment, or quiet use of any other person using such public place.

15.5 No person shall board, ride upon, or otherwise use any public transportation vehicle unless such person has paid the required fare to use such public transportation vehicle.

15.6 Any person who boards, rides upon, or otherwise uses any public transportation vehicle who:

15.6.1 refuses to; or

15.6.2 is unable to;

produce proof of valid payment of the required fare to use such public transportation vehicle shall be deemed to have not paid such fare.

**16. BULLYING**

- 16.1 No person shall bully any person in any public place.
- 16.2 No person shall participate in, or encourage by verbal or other means, the bullying of any person in any public place.
- 16.3 No person shall bully any person by means of telecommunication or writing.

**17. PANHANDLING**

- 17.1 No person shall engage in panhandling:
  - 17.1.1 as a group of two or more persons;
  - 17.1.2 from any person who at the time is an occupant or engaged in operating a motor vehicle;
  - 17.1.3 from a person who has refused or declined such solicitation;
  - 17.1.4 so as to obstruct the passage of, walk next to, ahead of, or follow the person being solicited;
  - 17.1.5 within 10 metres of the entrance to a bank, credit union, trust company, or other financial institution where cash can be withdrawn;
  - 17.1.6 within 10 metres of an automated teller machine or other device from which cash can be electronically accessed; or
  - 17.1.7 in, from, or near any public transportation vehicle.

**18. ODOUR**

- 18.1 No person shall cause, permit, or engage in any activity that allows any nuisance odour to originate from a premises or residential building that reasonably interferes with the lawful enjoyment of any other person's property.

**19. PENALTIES AND ENFORCEMENT**

- 19.1 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:
  - 19.1.1 a Town tag allowing a payment of the specified penalty to the Town; or
  - 19.1.2 a violation ticket allowing payment according to the provisions of the *Provincial Offences Procedures Act*.
- 19.2 Service of a Town tag will be sufficient if it is:
  - 19.2.1 personally served; or

- 19.2.2 served by regular mail to the person's last known mailing address.
- 19.3 If a violation ticket is issued in respect to an offence, the violation ticket may:
- 19.3.1 specify the fine amount established by this Bylaw for the offence; or
  - 19.3.2 require a person to appear in Court without the alternative of making a voluntary payment.
- 19.4 A person who commits an offence may:
- 19.4.1 if a violation ticket is issued in respect of the offence; and
  - 19.4.2 if the violation ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Courthouse specified on the violation ticket.
- 19.5 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than Ten Thousand (\$10,000.00) Dollars.
- 19.6 The minimum specified penalty for where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the minimum specified penalty for the offence.
- 19.7 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day or part of a day on which it continues.
- 19.8 The levying and payment of any fine provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which that person is liable under the provisions of this Bylaw or any other bylaw.
- 19.9 No person shall willfully obstruct, hinder, or interfere with a Peace Officer or any other person authorized to enforce and engaged in the enforcement of the provisions of the Bylaw.

## **20. GENERAL**

- 20.1 Any person who contravenes any provision of this Bylaw by:
- 20.1.1 doing any act or thing which the person is prohibited from doing; or
  - 20.1.2 failing to do any act or thing the person is required to do;

is guilty of an offence and any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.

- 20.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw, or any requirement of any lawful permit, order, or license.
- 20.3 Words in the singular include the plural and words in the plural include the singular.
- 20.4 This Bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.
- 20.5 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent, or preclude the Town from pursuing any other remedy in relation to a premises as provided by the *Act*, or any other law of the Province of Alberta.

## **21. SEVERABILITY**

- 21.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

This Bylaw shall come into full force and effect upon third and final reading and Bylaw 19-10 and any amendment thereto is hereby repealed.

Bylaw 31-23 received third and final reading August 21, 2023

ORIGINAL SIGNED BY  
MAYOR AND CHIEF ADMINISTRATIVE OFFICER



**Schedule "A"**

<b>Section</b>	<b>Offence</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence (in 1 year)</b>	<b>3<sup>rd</sup> and Subsequent (in 1 year)</b>
3.1	Cause/permit noise to disturb	250.00	500.00	1000.00
3.2	Property cause noise to disturb	250.00	500.00	1000.00
3.4	Yell, scream, swear, activity cause a disturbance	250.00	500.00	1000.00
3.5	Advertise with bells, etc.	150.00	250.00	500.00
3.6	Drinking establishment allow/cause noise	500.00	1000.00	1500.00
4.2	Industrial or construction noise	500.00	1000.00	1500.00
5.1	Noise outside permitted hours	500.00	1000.00	1500.00
7.1	Youth place/cause to be placed graffiti	1000.00	2000.00	5000.00
	Adult place/cause to be placed graffiti	2500.00	5000.00	7500.00
7.2	Fail to remove graffiti in 7 days	250.00	500.00	1000.00
7.3	Fail to comply with graffiti order (per day)	250.00	500.00	1000.00
9.1	Fail to contain construction waste	500.00	1000.00	1500.00
9.3	Improper storage of construction material	500.00	1000.00	1500.00
10.2	Repair vehicle in residential area	250.00	500.00	1000.00
11.1	Person place litter	250.00	500.00	1000.00
11.2	Person fail to remove litter	250.00	500.00	1000.00

13.1	Deposit human waste in public place	250.00	500.00	1000.00
13.2	Spit in public place	250.00	500.00	1000.00
14.1	Place flyer, etc. on vehicle	250.00	500.00	750.00
<b>Section</b>	<b>Offence</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence (in 1 year)</b>	<b>3<sup>rd</sup> and Subsequent (in 1 year)</b>
14.2	Deposit flyer contrary to sign	250.00	500.00	750.00
14.3	Distribute flyer contrary to sign	250.00	500.00	750.00
14.5	Deposit or distribute a Graphic Image not contained in a sealed opaque envelope	500.00	750.00	1000.00
14.5	Deposit or distribute a Graphic Image without identifying the sender or sender's address	500.00	750.00	1000.00
14.5	Deposit or distribute a Graphic Image without the legible warning	500.00	750.00	1000.00
14.6	Advertising does not comply with the <i>Canadian Code of Advertising Standards</i>	500.00	750.00	1000.00
15.1	Fight/physical confrontation in public place	500.00	1000.00	1500.00
15.2	Member of assembly fail to disperse	500.00	1000.00	1500.00
15.3	Loiter in public place	250.00	500.00	1000.00
15.4 a)	Cause damage in public place	250.00	500.00	1000.00
15.4 b)	Inconsistent activity in public place	250.00	500.00	1000.00
15.4 c)	Interfere with comfort, enjoyment in public	250.00	500.00	1000.00

15.5	Use public transportation without fare payment	250.00	500.00	1000.00
16.1	Youth bully person in public place	250.00	500.00	1000.00
	Adult bully person in public place	500.00	1000.00	1500.00
16.2	Encourage bullying of person in public	250.00	500.00	1000.00
<b>Section</b>	<b>Offence</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence (in 1 year)</b>	<b>3<sup>rd</sup> and Subsequent (in 1 year)</b>
16.3	Bully person through telecommunication	250.00	500.00	1000.00
17.1 a)	Panhandle as group of 2 or more	75.00	150.00	300.00
17.1 b)	Panhandle from person in vehicle	75.00	150.00	300.00
17.1 c)	Panhandle to person who has refused	75.00	150.00	300.00
17.1 d)	Panhandle so as to obstruct person	75.00	150.00	300.00
17.1 e)	Panhandle within 10 metres of entrance to financial institution	75.00	150.00	300.00
17.1 f)	Panhandle within 10 metres of cash dispensing machine	75.00	150.00	300.00
17.1 g)	Panhandle on/near public transportation	75.00	150.00	300.00
18.1	Cause or permit nuisance odour	250.00	500.00	1000.00
19.9	Interfere with enforcement of Bylaw provisions	500.00	1000.00	1500.00



**Council Representative Reports  
2024 Council Appointments to  
Boards, Commissions, and Committees**

<b>Council Member</b>	<b>Council Initiated Committees</b>	<b>Regional Committees</b>
Mayor Thorn	<ul style="list-style-type: none"> <li>• Governance and Priorities Committee</li> <li>• Emergency Advisory Committee</li> <li>• Youth Council</li> </ul>	<ul style="list-style-type: none"> <li>• Alberta Foothills Industrial Corridor Association</li> <li>• Calgary Metropolitan Region Board</li> <li>• Calgary Metropolitan Region Board – Governance</li> <li>• Mayors &amp; Reeves of Southwest Alberta</li> <li>• Okotoks/Foothills County Intermunicipal Committee</li> </ul>
Councillor Hallmark	<ul style="list-style-type: none"> <li>• Governance and Priorities Committee</li> <li>• Emergency Advisory Committee</li> <li>• Council Committee Nomination Panel</li> <li>• Okotoks Public Library Board</li> <li>• United Way/Okotoks Partnership Committee*</li> </ul>	<ul style="list-style-type: none"> <li>• Foothills-Okotoks Recreation Society</li> </ul>
Councillor Heemeryck	<ul style="list-style-type: none"> <li>• Governance and Priorities Committee</li> <li>• Emergency Advisory Committee</li> <li>• Family and Community Support Services Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Alberta Foothills Industrial Corridor Association</li> <li>• Okotoks/Foothills County Intermunicipal Committee</li> </ul>
Councillor Lang	<ul style="list-style-type: none"> <li>• Governance and Priorities Committee</li> <li>• Emergency Advisory Committee</li> <li>• Youth Council</li> </ul>	<ul style="list-style-type: none"> <li>• Foothills-Okotoks Recreation Society</li> <li>• Westwinds Communities</li> </ul>
Councillor Robinson	<ul style="list-style-type: none"> <li>• Governance and Priorities Committee</li> <li>• Emergency Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Alberta Foothills Industrial Corridor Association</li> <li>• Calgary Metropolitan Region Board – Land Use/Intermunicipal Servicing</li> <li>• Okotoks/Foothills County Intermunicipal Committee</li> </ul>
Councillor Swendseid	<ul style="list-style-type: none"> <li>• Governance and Priorities Committee</li> <li>• Emergency Advisory Committee</li> <li>• Youth Council</li> </ul>	<ul style="list-style-type: none"> <li>• Bow River Basin Water Council</li> <li>• Foothills Regional Emergency Services Commission</li> <li>• Foothills Regional Services Commission</li> <li>• Highwood Management Plan – Public Advisory Committee</li> </ul>

*\*Indicates active participation as the alternate Council Member due to a Councillor resignation.*