

THE FOOTHILLS COUNTY AND TOWN OF OKOTOKS  
INTERMUNICIPAL COMMITTEE MEETING  
AGENDA



Tuesday, November 26, 2024  
1:30 PM

Foothills County Administration Office  
309 Macleod Trail South – High River

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Pages

**1. CALL TO ORDER**

Foothills County Chief Administrative Officer Ryan Payne will Call to Order the November 26, 2024 Intermunicipal Committee Meeting at \_\_\_\_ p.m.

CAO Payne will call for names of the Co-Chair and Alternate Co-Chairs from each municipality.

Town of Okotoks Administration will indicate the Co-Chair and Alternate Co-Chair for the Town of Okotoks.

Foothills County Administration will indicate the Co-Chair and Alternate Co-Chair for Foothills County.

MOTION REQUESTED: That \_\_\_\_\_ from Foothills County and \_\_\_\_\_ from the Town of Okotoks be acknowledged as the Co-Chairs; and that \_\_\_\_\_ from Foothills County and \_\_\_\_\_ from the Town of Okotoks be acknowledged as the Alternate Co-Chairs of the Intermunicipal Committee.

The Co-Chair for Foothills County will assume the Chair for the November 26, 2024 Intermunicipal Committee Meeting.

**2. ADOPTION OF AGENDA**

MOTION REQUESTED: That the November 26, 2024 agenda for the Intermunicipal Committee Meeting be adopted as presented.

**3. MINUTES OF PREVIOUS MEETING**

**3.1 Intermunicipal Committee Meeting - October 8, 2024**

MOTION REQUESTED: That the minutes of the Intermunicipal Committee Meeting held October 8, 2024 be adopted as presented.

**4. BUSINESS**

**4.1 Foothills / Okotoks Regional Water Project Update**

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An update on the Foothills/Okotoks Regional Water Project is provided for information.

MOTION REQUESTED: That the Foothills / Okotoks Regional Water Project Update be received as information.

**4.2 2023 Master Shared Services Agreement Annual Report - Foothills County / Town of Okotoks**

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Administration from each municipality will lead a discussion on the 2023 Master Cost Sharing Services Agreement Report.

MOTION REQUESTED: That the 2023 Master Cost Sharing Services Annual Report be received as information.

**4.3 Big Rock Trail Update (Verbal Report)**

Town of Okotoks Administration will provide a verbal update on whether upgrades are planned for Big Rock Trail and if lighting will be installed.

MOTION REQUESTED: That the Big Rock Trail update be received as information.

**5. CLOSED SESSION**

(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*)

**6. MOTIONS ARISING**

**7. NEXT MEETING DATE**

The next meeting date of the Intermunicipal Committee is Tuesday, January 28, 2025, at 1:00 p.m. in Okotoks.

**8. ADJOURNMENT**

MOTION REQUESTED: That the November 26, 2024 Intermunicipal Committee Meeting adjourn at \_\_\_\_\_ p.m.

**UNADOPTED MINUTES  
OF THE FOOTHILLS COUNTY AND TOWN OF OKOTOKS  
INTERMUNICIPAL COMMITTEE MEETING  
HELD ON OCTOBER 8, 2024  
IN THE TOWN OF OKOTOKS COUNCIL CHAMBER AND VIA VIDEOCONFERENCE**

PRESENT:	<u>Foothills County</u> Reeve Delilah Miller Councillor Rob Siewert Councillor R.D. McHugh	<u>Town of Okotoks</u> Mayor Tanya Thorn Councillor Brent Robinson Councillor Ken Heemeryck
STAFF PRESENT:	Ryan Payne, Chief Administrative Officer Heather Hemingway, Director of Planning Julie McLean, Deputy Director of Planning Jeff Porter, Parks and Recreation Manager Krista Conrad, Legislative Services Garity Stanley, Legislative Services	Elaine Vincent, Chief Administrative Officer Ralph Ettenauer, Chief Financial Officer Jeff Greene, Community Growth & Identity Director Jeremy Huet, Operations & Utilities Director Christa Michailuck, Parks & Recreation Director Paula Bernat, People, Policy & Technology Senior Manager Colton Nickel, Planner Janice Storch, Legislative Affairs Officer
GUESTS:	Councillor Alan Alger (Alternate) Councillor Barb Castell (Alternate) Deputy Reeve Don Waldorf (Alternate) Councillor Suzanne Oel (Alternate) Leigh Chmilar, Urban Systems (via videoconference)	Councillor Rachel Swendseid

**1. CALL TO ORDER**

Mayor Thorn called the meeting to order at 1:03 p.m.

## 2. ADOPTION OF AGENDA

MOTION: By Councillor Siewert that the October 8, 2024 agenda for the Intermunicipal Committee Meeting be adopted as presented.

Carried Unanimously

## 3. MINUTES OF PREVIOUS MEETING

### 3.1 Intermunicipal Committee - July 5, 2024

MOTION: By Reeve Miller that the minutes of the Intermunicipal Committee Meeting held July 5, 2024 be adopted as presented.

Carried Unanimously

Mayor Thorn provided a traditional land acknowledgement.

## 4. BUSINESS

### 4.1 Foothills/Okotoks Regional Water Project Update

Urban Systems Project Manager Leah Chmilar provided an update on the Foothills/Okotoks Regional Water Project for information. Town of Okotoks Operations & Utilities Director Jeremy Huet provided responses to questions from Committee Members.

MOTION: By Councillor Heemeryck that the Foothills/Okotoks Regional Water Project update for October 2024 be received as information.

Carried Unanimously

### 4.2 Green Haven Estates

Foothills County Director of Planning Heather Hemingway provided a verbal update on the Green Haven Estates development.

MOTION: By Councillor McHugh that the Green Haven Estates update be received as information.

Carried Unanimously

#### 4.3 Champion Park Update

Foothills County Parks and Recreation Manager Jeff Porter provided a verbal update on the Friends of Champion Park and an offer that has been received to purchase a Park asset.

MOTION: By Councillor Robinson that approval be provided for the sale of the Champion Park owned Massey Ferguson 50hp tractor at the price of \$2,000.00

Carried Unanimously

#### 4.4 Cavalry FC Field House Future Allocation and Utilization Update

Foothills County Parks and Recreation Manager Jeff Porter and Town of Okotoks Parks & Recreation Director Christa Michailuck provided a verbal update on the Cavalry FC Field House future allocation and utilization report.

MOTION: By Councillor Robinson that joint administrations be directed to bring back a report to the Committee by June 30, 2025 that outlines potential capital upgrades at the Cavalry FC Field House based on each municipality's identified recreational needs and priorities with proposed timelines, costing, and potential impact on the utilization of the facility.

Carried Unanimously

MOTION: By Councillor McHugh that the meeting go into Closed Session as the matter to be discussed during this portion of the meeting 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* at 1:52 p.m.

Carried Unanimously

#### 4.4 Cavalry FC Field House (*FOIP* s. 24(1))

##### In Attendance

All Elected Officials and municipal staff present, remained in the room and online for the discussion.

MOTION: By Councillor Siewert that the meeting come out of Closed Session at 2:07 p.m.

Carried Unanimously

MOTION: By Councillor Heemeryck that the Nustadia contract update be received as information.

Carried Unanimously

#### 4.5 Joint Planning Area 3 Context Study - Boundary Discussion

Foothills County Deputy Director of Planning Julie Mclean provided an update and lead a discussion on the County's request for formal mediation regarding the Joint Planning Area 3 Context Study Boundary Discussion.

**MOTION:** By Reeve Miller that the meeting go into Closed Session as the matter to be discussed during this portion of the meeting 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* at 2:16 p.m.

Carried Unanimously

#### 4.5 Joint Planning Area 3 Context Study - Boundary Discussion (*FOIP* s. 24(1))

##### In Attendance

All Elected Officials and municipal staff present, remained in the room and online for the discussion.

**MOTION:** By Councillor Siewert that the meeting come out of Closed Session at 3:06 p.m.

Carried Unanimously

Break at 3:30 p.m. Reconvene at 3:38 p.m.

**MOTION:** By Reeve Miller that joint municipalities advise the Calgary Metropolitan Region Board on the joint approval that the south and east boundaries of Joint Planning Area 3 be moved to run across 418 Avenue East to the west side of Highway 2 between 370 Avenue and 418 Avenue; and that a joint letter be sent to the Calgary Metropolitan Region Board inquiring if the Board would be amendable to the two municipalities entering into an Intermunicipal Development Plan rather than adhering to the Joint Planning Area 3.

Carried Unanimously

#### 5. **CLOSED SESSION**

None

#### 6. **MOTIONS ARISING**

None

**7. NEXT MEETING DATE**

The next meeting of the Intermunicipal Committee is Tuesday, November 26, 2024.

**8. ADJOURNMENT**

MOTION: By Reeve Miller that the October 8, 2024 Intermunicipal Committee Meeting adjourn at 3:43 p.m.

Carried Unanimously

DRAFT

## **FOOTHILLS/OKOTOKS REGIONAL WATER PIPELINE UPDATE**

### **Issue**

An update on the Foothills/Okotoks Regional Water Project (FORW) is provided for information.

### **Motion Proposed by Administration**

That the Foothills/Okotoks Regional Water Project update for November 2024 be received as information.

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

Major updates to the FORW Project include:

1. Intake Design and Construction:
  - The contract for design-build of the horizontal collector well was signed and design is proceeding.
  - Works are underway on the site to prepare for construction start in December.
2. Pipeline Design and Construction:
  - Pipeline designs are at 60-70% completion.
  - Pipe C design-assist is nearly complete with the contractor (Whissell) and will begin construction in January 2025.
  - Two more Request For Proposals (RFPs) for design-assist services are being issued. Pipe B (the portion of the pipeline from the reservoir site to 370 Ave E) was issued to the market November 14<sup>th</sup> and Pipe A (from the Intake to the reservoir site) will be issued November 27<sup>th</sup>.
  - Construction is still on schedule to begin in March 2025.
  - All pipe segments are expected to be complete construction by early 2026.
3. Pump Stations:
  - Long-lead time equipment will be ordered by the owners in December 2024.
  - The pump station (intake and midline) design packages will be issued to the market via RFP in December 2025, to obtain market pricing by Christmas. Construction will begin in March / April 2025.
4. Raw Water Reservoir:
  - The raw water reservoir design is nearly complete and will be tendered in the market when the approval process is complete. The reservoir is not a critical path and not necessary for water to be conveyed to Okotoks and Aldersyde.

The Project is on schedule to be complete in mid-2026.

### **Attachment(s)**



n/a

Prepared by:  
Leigh Chmilar, P.Eng.  
Project Manager, Principal  
Urban Systems Ltd.

## 2023 Master Shared Services Agreement Report

This report is prepared as the annual 2023 summary for the Master Shared Services Agreement (MSSA) between the Town of Okotoks and Foothills County. This MSSA continues to be referenced as an exemplary model throughout the province of Alberta as an example of cooperation and collaboration between municipalities for the greater benefit of their citizens.

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

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

2023	% County Users for Okotoks Services	% Okotoks Users for County Services
Fire Population	15.7	
Indoor Recreation Users	17.8	28.26
Library Cardholders	21.9	

The total shared services costs for 2023 and budget projections for 2024 are provided below. These Okotoks numbers reflect the 2023 True up.

	Okotoks 2023 Actual	Okotoks 2024 Projected	County 2023 Actual	County 2024 Projected
Fire Services	1,192,950	1,129,013		
Eco Centre	168,610	152,193		
Library	302,862	278,756		
Cemetery	31,672	46,353		
Indoor Recreation	1,142,969	1,243,172	215,498	248,751
	<u>2,839,063</u>	<u>2,849,487</u>	<u>215,498</u>	<u>248,751</u>

### Upcoming Capital Projects

Okotoks:

The 2024 Capital Projects are as follows:

	Item	Cost
2024	Fire Self-contained Breathing Apparatus (SCBA)	800,000
2024	Fire Aerial Apparatus 100' (bucket truck) New	2,600,000
2024	Fire Bush Buggy Replacement	300,000
2024	Fire Water Tender Truck New	750,000
2024	Solar System - Firehall #1	450,000
2024	VRC Olympia Replacement ( Ice cleaning)	225,000

The 2025-2029 forecasted capital projects are as follows:

	Item	Cost
2025	Fire Rehab / Decontamination Unit New	300,000
2026	Fire Command Truck Replacement	75,000
2026	Centennial Centre Multi Purpose Space	600,000
2027	Fire Equipment Extraction Tools	100,000
2027	Solar System ORC PV Project	720,000
2027	Cemetery Development of New Lands	420,000
2028	Fire Emergency Response Traffic Light Preemption System	200,000
2028	Fire Engine Pumper Replacement	1,600,000
2028	2 Fire Rescue Water Craft	165,000
2029	Recreation Skid Steer Replacement	50,000

Foothills:

**SSSR Capital requests  
2022-2028**

	<b>Capital Item</b>	<b>Cost</b>
<b>2022</b>	Replace electric floor scrubber Facility IT	\$20,000
<b>2023</b>	Upgrades	\$50,000
<b>2024</b>	Replace Air Cooled Condenser	\$300,000
<b>2024</b>	Replace electric ice edger Replace Electric Ice	\$10,000
<b>2024</b>	Resurfacer Exterior upgrades (Sidewalks, Cement Pad,	\$150,000
<b>2025</b>	Fencing)	\$100,000
<b>2026</b>	New Washroom	\$80,000
<b>2028</b>	New Rubber Flooring	\$170,000

**Summary Comments from CAOs**

To date, the MSSA has worked well and provides a fair and equitable foundation for the provision of the suite of services offered to Town and County residents. There is no fixed term to this agreement; however, there is a commitment to review the agreement every five years. A 3-year notice period is required to terminate the agreement. The effective date of the agreement is December 28, 2018, and the review period was completed with no change in 2023.

**Recommendations to the IMC**

- Both parties will discuss outdoor recreation services during the five-year review in the context of requirements for Foothills County to begin compiling statistical information.
- Inclusion of any mutually agreed upon new or emergent services could be considered at the time the five-year review is completed or any other time mutually agreed by the parties.