

**UNADOPTED MINUTES
OF THE FOOTHILLS COUNTY AND TOWN OF OKOTOKS
INTERMUNICIPAL COMMITTEE
HELD ON NOVEMBER 24, 2020
VIA ZOOM VIDEO CONFERENCING**

PRESENT	<u>Foothills County</u> Councillor R.D. McHugh Councillor Alan Alger Reeve Suzanne Oel (Alt) Councillor Delilah Miller (Alt)	<u>Town of Okotoks</u> Mayor Robertson Councillor Tanya Thorn Councillor Ken Heemeryck
STAFF PRESENT	Harry Riva Cambrin, CAO/Municipal Manager Ryan Payne, CAO Heather Hemingway, Director of Planning Jeff Edgington, Supervisor of Infrastructure Julie McLean, Senior Planner Sherri Barrett, Legislative Services Jessica Clement, Legislative Services	Elaine Vincent, Chief Administrative Officer Ralph Ettenauer, Finance & Systems Director Jeff Greene, Development Services Director Susan Laurin, Community Services Director Chris Radford, Infrastructure and Operations Director Nancy Weigel, Corporate & Strategic Services Director Kelly Stienwand, Protective Services Director Jeremy Huet, Interim Engineering Manager Rob Dickinson, Growth & Water Security Manager Paul Lyons, Waste Services Manager Christa Michailuck, Corporate Strategist Janice Storch, Legislative Services Administrator

1. CALL TO ORDER

Councillor McHugh called the meeting to order at 1:06 p.m.

2. ADDITIONS TO AGENDA

The following item was added to the agenda:

- 5g) – CMRB Growth Plan Joint Planning Area 3

3. ADOPTION OF AGENDA

MOTION: By Mayor Robertson that the agenda for the November 24, 2020 Intermunicipal Committee be adopted as amended.

Carried Unanimously

4. ADOPTION OF THE MINUTES

MOTION: By Reeve Oel that the minutes of the Intermunicipal Committee held on October 27, 2020 be adopted as amended by adding to item 4.2 - 'Shared Services Agreement', reference to a discussion on the provincial plastic recycling program.

Carried Unanimously

5. BUSINESS

a) Review of the Intermunicipal Committee Terms of Reference

Julie McLean, Senior Planner with Foothills County, spoke to the review of the Intermunicipal Committee Terms of Reference. Ms. McLean stated that the Terms of Reference requires review after the annual organizational meetings of Council. Ms. McLean spoke to the proposed changes to the Terms of Reference submitted in the agenda package, highlighting the changes to the appointment of co-chairs and the electronic recording of meetings.

Councillor McHugh spoke to the Terms of Reference differences between the Town of Okotoks and Foothills County. Unlike the Town of Okotoks, Foothills County does not elect a Mayor or Reeve for a specific term therefore the Reeve of Foothills County may not consistently be appointed to the County's Intermunicipal Committees. Foothills County is proposing a change in the process of the election of co-chairs to have the election occur within independent Councils, and not within the Intermunicipal Committee.

Councillor Thorn questioned the benefit of the proposed changes and stated that a committee as a whole makes decisions on what is best for that committee and reports back to individual councils. Councillor Miller echoed Councillor Thorn's comments.

Mayor Robertson suggested and was supported by Reeve Oel, that the Intermunicipal Committee refrain from a decision regarding the Terms of Reference changes, and that the decision be brought back to the individual Council's for further discussion.

Discussion occurred regarding the merits of adding a section titled 'emergent items' to the Terms of Reference, however it was decided to forego this inclusion as it is an allowance in most committees.

MOTION: By Mayor Robertson that the review of the Intermunicipal Committee's Terms of Reference be brought back to respective Councils for discussion, and that the item be added to the next Intermunicipal Committee agenda for a resolution.

Carried Unanimously

b) Appointment of Co-Chairs

MOTION: By Reeve Oel that the appointment of co-chairs be postponed to the next Intermunicipal Committee meeting.

Carried Unanimously

c) Terms of Reference – Intra-regional Transportation Analysis

Jeff Edgington, Supervisor of Infrastructure with Foothills County, spoke to the Terms of Reference for an Intra-regional Transportation Analysis. This analysis is in regards to the planned median closures along the Highway 2 corridor and the impacts these closures will have on the regional transportation network. The terms of reference explains why the study is taking place, and what the main goals are. The study will be used to create the boundary transportation model and guide Alberta Transportation in making intersection improvements within the study area.

Administration from both Foothills County and the Town of Okotoks have been jointly speaking with Watt Consulting Group to discuss a scope of work and cost estimate for this analysis. The estimated cost for the terms of reference is \$30,100.00.

Jeremy Huet, Interim Engineering Manager with the Town of Okotoks, spoke to Watt Consulting Group's analysis of testing median closures at certain times and whether they will all be closed simultaneously or at different periods.

Reeve Oel suggested that a name should be chosen for the study, and expressed approval of the terms of reference.

MOTION: By Mayor Robertson that the Intermunicipal Committee accept the proposed Terms of Reference and recommend that the acceptance of the Terms of Reference be brought back to respective Councils for approval.

Carried Unanimously

MOTION: By Councillor Heemeryck that the Intermunicipal Committee approve the Watt Consulting Group report, and direct Administration to provide the Watt Consulting Group's report to the respective Councils for acceptance.

Carried Unanimously

d) Response to Foothills County Fire Chief's Letter regarding Median Closures

Kelly Stienwand, Protective Services Director with the Town of Okotoks, spoke to the issues surrounding the negative impacts of the emergency response times that may occur due to the median closures along the Highway 2 corridor. Mr. Stienwand and the Town of Okotoks' Fire Chief are in agreement regarding the negative impacts of the median closures, especially northbound highway access from the

Town of Okotoks. Mr. Stienwand understands that the decisions will be made by Alberta Transportation.

Rick Saulnier, Fire Chief with Foothills County, also spoke to the emergency response times stated within the provincial median closures report and stressed the importance of short response times within the region.

MOTION: By Mayor Robertson that the 'Foothills County Fire Chief's letter regarding median closures and ensuing discussion be received as information.

Carried Unanimously

e) Provincial Program Seeking Participants for Circular Use of Plastics, Opportunity for Eco Centre to Participate

Paul Lyons, Waste Services Manager with the Town of Okotoks, spoke to the opportunities and challenges with plastic recycling in the region due to problems with China. The Eco Centre managed 6-7 metric tons of plastic material in 2019, and the provincial government has continued to seek new and better ways of managing plastic. Mr. Lyons stated that the Town of Okotoks advocates for change to the current waste management system and continues to seek to participate in provincial waste diversion initiatives. Mr. Lyons stated that the Okotoks Eco Centre has participated in almost all government-led eco programs.

Councillor Thorn spoke to the Foothills Landfill and Resource Recovery Centre and inquired as to whether that facility can start accepting some more recycling materials. Mr. Lyons stated that the landfill is limited due to their permit allowances and can only accept wood waste products.

MOTION: By Reeve Oel that the discussion regarding the Provincial Program for Circular Use of Plastics be received as information.

Carried Unanimously

f) Raw Water Project

Rob Dickinson, Growth and Water Security Manager with the Town of Okotoks, spoke to the completion of the RFPs for the raw water project and informed the Committee that Urban Systems was chosen to complete the preliminary design and started the project last week. Upon commencement of the project, the Town is speaking with Alberta Environment regarding environmental approvals, grant opportunities, and the requirements to finalize the applications and complete the scope of work for phase two of the project in 2021. The Town estimates that the scope for phase two will be defined and priced prior to March 2021, enabling the project to stay on schedule. Separating the project into two phases has allowed for more detailed discussions, better pricing solutions, and extensions.

Elaine Vincent, CAO with the Town of Okotoks, provided information regarding an urgent resolution that will be requested of both Councils prior to November 30, 2020. A resolution is required from each Council in order for the 'Water for Life' grant submission to proceed.

MOTION: By Councillor Thorn that the discussion regarding the Raw Water Project be received as information.

Carried Unanimously

g) CMRB Growth Plan Joint Planning Area 3

Reeve Oel provided information regarding the Joint Planning Area 3 in the Calgary Metropolitan Regional Board Growth Plan. Reeve Oel explained that if Alberta Foothills Industrial Corridor Association is added in the regional growth plan, it would change the direction in which Foothills County would like to head toward with partners in the area. Foothills County believes that the AFICA corridor area should not be added in the Joint Planning Area 3 proposals and discussions.

Mayor Robertson suggested that the CMRB term 'regional significance' be defined and explained to the satisfaction of both municipalities. Furthermore, Mayor Robertson suggested a joint meeting with the Town of High River and to involve the Town with in CMRB discussions affecting the three municipalities.

Heather Hemingway, Director of Planning with Foothills County, stated that this discussion will be held with the Town of High River during the upcoming December 3, 2020 Intermunicipal Committee and the same motion will be proposed. Furthermore, if the Town of High River desires a joint meeting regarding the Growth Plan, it can be arranged. Councillor Miller suggested that the Intermunicipal Committee bring this subject to respective Councils for discussion, and that a letter be drafted by the Intermunicipal Committee in support of having the Joint Planning Area 3 removed from the Calgary Metropolitan Regional Board Growth Plan.

MOTION: By Reeve Oel that the Intermunicipal Committee refer a discussion of the costs and benefits of the AFICA corridor being a Joint Planning Area under the regional growth and servicing plan back to both Councils for discussion and report their respective position to each other at a future IMC Meeting or through other more timely communication.

Carried Unanimously

h) In Camera

MOTION: By Mayor Robertson that the meeting go In Camera as the matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in section 24(1)(a) of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 3:07 p.m.

Carried Unanimously

5.1 Functional Study for 338 Avenue Interchange (*FOIP* s. 24)

In Attendance

All Elected Officials and municipal staff present remained in the In Camera meeting except Councillor Thorn and Jeff Greene.

MOTION: By Councillor Miller that the Intermunicipal Committee move out of In Camera at 3:21 p.m.

6. ADJOURNMENT

MOTION: By Mayor Robertson that the November 24, 2020 Intermunicipal Committee Meeting adjourn at 3:24 p.m.

Carried Unanimously