



**TOWN OF OKOTOKS  
UNADOPTED MINUTES  
FOR THE REGULAR COUNCIL MEETING  
HELD MONDAY, NOVEMBER 20, 2023  
AT THE OKOTOKS MUNICIPAL CENTRE  
COUNCIL CHAMBER**

**COUNCIL MEMBERS  
PRESENT**

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

**COUNCIL MEMBERS  
ABSENT**

Councillor Actemichuk

**ADMINISTRATION  
PRESENT**

Elaine Vincent, Chief Administrative Officer  
Patty Huber, Legislative Services Administrator

**1. CALL TO ORDER**

Mayor Thorn called the meeting to order at 2:01 p.m. and provided a traditional land acknowledgement.

**2. ADOPTION OF AGENDA**

The following item was added to the agenda:

7.5 Governance and Priorities Committee Meeting Start/End Time

MOTION 23.C.346

By Councillor Swendseid

That the agenda for the November 20, 2023 Regular Council Meeting be adopted as amended.

Carried Unanimously

### 3. CLOSED SESSION

#### MOTION 23.C.347

By Councillor Hallmark

That the meeting go into Closed Session as the matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 2:03 p.m.

Carried Unanimously

3.1 Intermunicipal Approvals (*FOIP* s. 21(1)(a)(iii)(b), 23(1), 24(1))

3.2 Land Update (*FOIP* s. 24(1)(g), 25(1)(c)(ii)(iii))

#### In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Chief Financial Officer Ralph Ettenauer

Community Growth, Investment & Sustainability Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Corporate Services Director Angela Whitney

People & Organizational Effectiveness Manager Paula Bernat

Community Growth & Investment Manager Chris Sargent

Communications & Government Relations Strategic Advisor Ben Morgan

Corporate Analyst Tom Kerr

Planner Colton Nickel

IT Support Analyst Spencer Tarrant

Legislative Services Administrators Patty Huber and Janice Storch

3.4 Water Update (*FOIP* s. 24(1)(c))

#### In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Chief Financial Officer Ralph Ettenauer

Community Growth, Investment & Sustainability Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Corporate Services Director Angela Whitney

People & Organizational Effectiveness Manager Paula Bernat

Community Growth & Investment Manager Chris Sargent

Communications & Government Relations Strategic Advisor Ben Morgan

Corporate Analyst Tom Kerr

IT Support Analyst Spencer Tarrant

Legislative Services Administrators Patty Huber and Janice Storch

**MOTION 23.C.348**

By Councillor Heemeryck

That the meeting come out of Closed Session at 2:51 p.m.

Carried Unanimously

Break at 2:52 p.m. Reconvene at 3:04 p.m.

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

4.2.1 Okotoks resident Allan Herchek was in attendance to provide his concerns regarding aggressive deer and resident safety.

4.2.2 Okotoks resident John Nobes was in attendance to request elimination of the utility paper billing fee and the issuance of retroactive refunds.

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

None

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

6.1.1 Regular Council Meeting - October 23, 2023

6.1.2 Organizational Council Meeting - October 23, 2023

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

6.2.1 2023 Third Quarter Variance Report

6.2.2 Financial Indicator Report

6.2.3 Fire Services Medical Responses

**6.3 FIRST READING BYLAWS**

6.3.1 Bylaw 09-24 - Fees, Rates and Charges

**6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS**

6.4.1 Councillor Swendseid - Parking Vehicles on Front Lawns

**6.5 CORRESPONDENCE FOR INFORMATION****6.6 BOARD AND COMMITTEE MINUTES**

6.6.1 Family and Community Support Services Committee - November 1, 2023

6.6.2 Okotoks Public Library Board - July 27 and September 28, 2023

6.6.3 United Way / Okotoks Partnership Committee - October 17 and November 14, 2023

**6.7 DISCLOSURE OF CLOSED SESSION ITEMS**

None

**MOTION 23.C.349**

By Councillor Lang

That items 6.2.1 and 6.4.1 be exempt from the Consent Agenda and added to Business Items for Action; the minutes under 6.1.1 and 6.1.2 be adopted as presented; Bylaw 09-24 be given first reading; and the remaining items be received as information.

Carried Unanimously

**7. BUSINESS ITEMS FOR ACTION****7.1 Okotoks Public Library Chair Presentation and Budget Requisition**

Special Projects, Events & Library Liaison Janette Messer introduced Okotoks Public Library Acting Board Chair Randy Angle and Library Director Sarah Gillie who were in attendance to provide the annual presentation of Board activities and deliver the Library's 2024 budget requisition.

**MOTION 23.C.350**

By Councillor Robinson

That the Okotoks Public Library Board Chair Presentation be received as information; and that further written information on the Library's 2024 budget requisition be provided prior to the November 27, 2023 Special Council Meeting to help inform budget discussions.

Carried Unanimously

**7.2 Municipal Role in Housing**

Social Planner Michelle Grenwich reviewed the report containing the issue that reliance on the non-profit and private sectors to deliver below market rental housing is not addressing the gaps that persist in the market.

**MOTION 23.C.351**

By Councillor Heemeryck

That Administration be directed to initiate business planning and financial modelling in support of creating a Municipally Controlled Corporation in order to implement action 2.10 of the Affordable Housing Strategy Action Plan, thereby taking an active role in the delivery of below market rental housing units; and that the planning and financial modelling be completed by March 31, 2024 and presented to Council by April 30, 2024.

Carried Unanimously

Break at 4:16 p.m. Reconvene at 4:30 p.m.

### 7.3 Active Transportation Incentive Pilot Program

Environment & Sustainability Coordinator Jinny Toffelmire reviewed the report containing the issue that the Active Transportation Incentive Pilot Program is presented to Council for discussion and approval.

#### MOTION 23.C.352

By Councillor Hallmark

That the Active Transportation Incentive Pilot Program be approved with an annual budget of \$20,000 per year for all Okotoks residents; and that an evaluation of the program be brought back to Council in March 2026 after two (2) years of operation.

Defeated

#### MOTION 23.C.353

By Councillor Robinson

That the Active Transportation Incentive Pilot Program be approved with an annual budget of \$20,000 per year; that the program be established based upon LICO thresholds; that an evaluation of the pilot program be brought to Council in March 2026 after two (2) years of operation; and that the ebike line incentive be changed to 75% or up to \$2,000.

Defeated

Break at 5:05 p.m. Reconvene at 5:07 p.m.

#### MOTION 23.C.354

By Councillor Heemeryck

That the Active Transportation Incentive Pilot Program be received as information.

Carried

### 7.4 Foothills Councillor Appointment to the Okotoks Public Library Board

Legislative Services Administrator Patty Huber reviewed the report containing the issue that the Town of Okotoks Council is required to appoint Foothills County Councillors to the Okotoks Public Library Board.

#### MOTION 23.C.355

By Councillor Hallmark

That Foothills County Councillor Barb Castell be appointed to the Okotoks Public Library Board for a term expiring October 31, 2024.

Carried Unanimously

## 7.5 Governance and Priorities Committee Start/End Time

Legislative Services Administrator Patty Huber reviewed the report containing the issue that Council approval is required to change the start and end time of the December 2023 Governance and Priorities Committee meeting.

### MOTION 23.C.356

By Councillor Swendseid

That the December 4, 2023 Governance and Priorities Committee meeting be changed to start at 6:00 p.m. and adjourn at 8:30 p.m. if required.

Carried Unanimously

## 7.6 2023 Third Quarter Variance Report

Chief Financial Officer Ralph Ettenauer responded to questions from Council regarding the 2023 Third Quarter Variance Report.

### MOTION 23.C.357

By Councillor Swendseid

That the 2023 Third Quarter Variance Report be received as information.

Carried Unanimously

## 7.7 Response to Councillor Inquiry - Parking Vehicles on Front Lawns

Municipal Enforcement Manager Vikram Kulkarni responded to questions from Council regarding the Response to Councillor Inquiry - Parking Vehicles on Front Lawns.

### MOTION 23.C.358

By Councillor Swendseid

That the Response to Councillor Inquiry - Parking Vehicles on Front Lawns be received as information.

Carried Unanimously

Break at 5:20 p.m. Reconvene at 6:00 p.m.

## 4. DELEGATIONS (RESUMED)

### 4.1 REQUESTED DELEGATIONS

#### 4.1.1 Awesome Kid Award

Okotoks student Eureka Mamaril was in attendance to be recognized as a talented artist featured in the Okotoks' Nooks and Crannies Festival, for winning the Redeemer School Division curated competition, and pursuing a career in art.

## **8. BYLAWS**

### **8.1 Bylaw 37-23 -Grading and Landscaping**

Environment & Sustainability Coordinator Jinny Toffelmire reviewed the report containing the issue that the purpose of Bylaw 37-23 is to regulate grading and landscaping in the Town of Okotoks.

MOTION 23.C.359

By Councillor Swendseid

That Bylaw 37-23 be read a third time and passed.

Carried Unanimously

## **9. NOTICES OF MOTION**

None

## **10. MOTIONS RE NOTICES**

None

## **11. CORRESPONDENCE FOR ACTION**

11.1 Jenny Yermiy, Calgary Climate Hub, Re: Moratorium on Logging in Southern Alberta for Updated Forests Act - October 25, 2023

MOTION 23.C.360

By Councillor Robinson

That a letter of support be issued to Calgary Climate Hub regarding a moratorium on logging in the Kananaskis County Upper Highwood drainage.

Carried

## **12. COUNCILLOR INQUIRIES AND SUGGESTIONS**

Councillor Lang provided an inquiry regarding the procedure for placing a temporary stop sign in a neighbourhood for testing purposes.

Chief Administrative Officer Elaine Vincent provided a response that if a member of the community has a concern regarding traffic flow the first point of contact is with Engineering Services. Engineering Services will then work with Municipal Enforcement to review the concern and determine what is happening, why it is happening, and what the options are to rectify the concern. Options considered may include speed control initiatives, the addition of temporary signage or permanent signage, etc.

Councillor Swendseid provided information from a resident concerned for public safety, specifically small children and animals, due to a bobcat in their neighbourhood and inquired what the procedure is to have animals relocated and the relationship between the Town and Fish and Wildlife.

Chief Administrative Officer Elaine Vincent provided a response that Council is responsible for animals within the Town's jurisdiction, and the province is responsible for animals outside of our jurisdiction (wildlife). An assessment of probabilities of what needs to be legislated, based on complaints, is completed. Sightings of bobcats in Town are rare. When the Town receives a complaint of this nature, the resident is referred to the province's Report a Poacher line. If the province sees a trend-line or increase in complaints, the Town is informed and together with the province, a recommendation is made on how residents are notified depending on the type of incident, length, severity, and expected duration.

Councillor Robinson provided information that the 2023 Light Up Okotoks was very successful and inquired how many people were in attendance.

Chief Administrative Officer Elaine Vincent provided a response that the 2023 Light Up Okotoks event was extremely successful adding that the attendance number has not been determined but estimated to be higher than 20,000 people.

Mayor Thorn provided an inquiry requesting an update on the gateway signs and when they will all light up consistently.

Chief Administrative Officer Elaine Vincent provided a response that the contractor is trying to diagnose the issue and has been given a deadline to the weekend to find a resolution or the Town will pursue alternate means under the contract to ensure the gateway signs work properly. There is a hold-back on the account and if the Town has to engage another service provider, the hold-back will be applied.

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

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

### **14. PUBLIC HEARING(S)**

None

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

None



### 3. CLOSED SESSION (RESUMED)

MOTION 23.C.361

By Councillor Hallmark

That the meeting go into Closed Session as the matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP) Act* as 6:47 p.m.

Carried Unanimously

#### 3.3 Human Resources Update (*FOIP* s. 24(1)(a)(b)(i))

##### In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Community Growth, Investment & Sustainability Director Jeff Greene

Corporate Services Director Angela Whitney

People & Organizational Effectiveness Manager Paula Bernat

Communications & Government Relations Strategic Advisor Ben Morgan

Corporate Analyst Tom Kerr

Legislative Services Administrators Patty Huber and Janice Storch

#### 3.5 Chief Administrative Officer's Annual Performance Evaluation (*FOIP* s. 17(2)(e))

##### In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent (until 7:28 p.m.)

MOTION 23.C.362

By Councillor Hallmark

That the meeting come out of Closed Session at 7:55 p.m.

Carried Unanimously

Break at 7:56 p.m. Reconvene at 8:02 p.m.

**16. ADJOURNMENT**

MOTION 23.C.363

By Councillor Lang

That the November 20, 2023 Regular Council Meeting adjourn at 8:03 p.m.

Carried Unanimously