



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, FEBRUARY 12, 2024
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**

Chief Administrative Officer Elaine Vincent
Legislative Services Administrator Janice Storch

1. CALL TO ORDER

Mayor Thorn called the meeting to order at 2:10 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

The following Closed Session item was added to the agenda:

3.3 Regional Planning (*FOIP* s. 21(1), 24(1)(a)(c)) (verbal report)

MOTION 24.C.035

By Councillor Swendseid

That the agenda for the February 12, 2024 Regular Council Meeting be adopted as amended

Carried Unanimously

3. CLOSED SESSION

MOTION 24.C.036

By Councillor Lang

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 2:12 p.m.

Carried Unanimously

3.1 Citizen Member Appointments (*FOIP* s. 17(4)(d)(f), 17(5(i))

3.2 Land Sales (*FOIP* s. 16(1), 24(1)(c)(g), 25(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

Parks & Recreation Director Christa Michailuck

Transportation, Fleet & Facilities Manager D'Arcy Finlay

Legislative & Policy Services Manager Cathy Duplessis

Communications & Government Relations Strategic Advisor Ben Morgan

Planner Colton Nickel

IT Support Analysts Dean Chabot and Spencer Tarrant

Legislative Services Administrators Patty Huber and Janice Storch

MOTION 24.C.037

By Councillor Hallmark

That the meeting come out of Closed Session at 3:05 p.m.

Carried Unanimously

Break at 3:06 p.m. Reconvene at 3:10 p.m.

4. DELEGATIONS

4.1 REQUESTED DELEGATIONS

None

4.2 PUBLIC DELEGATIONS

4.2.1 Members of the Suntree Village Residents' Association were in attendance to build their relationship with the Town and discuss future partnering opportunities at Suntree Park.

4.2.2 Okotoks resident John Nobes was in attendance to inquire why the electrical franchise fees are not in Fees, Rates and Charges Bylaw 09-24 and provide comments on the upcoming 2025 municipal election process.

5. MOTION(S) ARISING FROM CLOSED SESSION

MOTION 24.C.038

By Councillor Hallmark

That Laura Dunbar-Proctor be appointed to the Assessment Review Board for a three year term ending October 31, 2027; and

That Art Lawson be appointed to the Finance and Audit Committee for a two year term ending October 31, 2026; and

That Kenny Valcourt be appointed to the Finance and Audit Committee for a one year term ending October 31, 2025; and

That Richard Nichols be appointed to the United Way/Okotoks Partnership Committee for a two year term ending October 31, 2026; and

That Carl Thiele be appointed to the United Way/Okotoks Partnership Committee for a two year term ending October 31, 2026; and

That Tian Renton be appointed to the Foothills-Okotoks Recreation Society as the Joint Member at Large for a two year term ending October 31, 2026 and this appointment recommendation be forwarded to Foothills County Council for approval.

Carried Unanimously

MOTION 24.C.039

By Councillor Heemeryck

That Option one (1) contained in Closed Session report 3.2 be endorsed as presented.

Carried Unanimously

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

6.1.1 Regular Council Meeting - January 22, 2024

6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1 Chief Administrative Officer Approvals

6.3 FIRST READING BYLAWS

None

6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS

None

6.5 CORRESPONDENCE FOR INFORMATION

6.5.1 Honourable Todd Loewen, Minister of Forestry and Parks, Re: Timber Harvesting - January 15, 2024

6.5.2 Friends of Champion Park Society - Financial Statements for the year ended December 31, 2022 - January 23, 2024

6.5.3 Dr. Theresa Tam, Chief Public Health Officer of Canada, Re: Pan-Canadian Age-Friendly Community Initiative - January 26, 2024

6.5.4 Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, Re: Nanton Regional Water Supply Funding Request - February 5, 2024

6.6 BOARD AND COMMITTEE MINUTES

6.6.1 Intermunicipal Committee - January 23, 2024

6.7 DISCLOSURE OF CLOSED SESSION ITEMS

None

MOTION 24.C.040

By Councillor Lang

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 Foothills Tourism Development Zone Report

Economic Development Specialist Lorie Watson introduced a representative from Travel Alberta to provide the Foothills Tourism Development Zone Report to Council as information.

Travel Alberta - Foothills & Canadian Rockies Destination Development Manager Cameron Spence was in attendance to review the Foothills Tourism Development Zone Report's key findings and provide insight on the Government of Alberta's goal to double tourism expenditures in the province by 2035.

MOTION 24.C.041

By Councillor Swendseid

That the Foothills Tourism Development Zone Report be accepted as presented and used as an economic development document to guide future planning that strengthens Okotoks' local economy.

Carried Unanimously

7.2 Provincial Police Governance Survey and Legislative Amendments

Legislative & Policy Services Manager Cathy Duplessis reviewed the report containing the issue that the Province is asking stakeholders to respond to a survey regarding the development of regulations related to the *Police Amendment Act, 2022*.

MOTION 24.C.042

By Councillor Lang

That the Provincial Police Governance Survey be completed based on Council's discussion and the draft letter sent to the Minister of Public Safety and Emergency Services.

Carried Unanimously

Break at 4:20 p.m. Reconvene at 4:26 p.m.

8. BYLAWS

8.1 Bylaw 13-24 - Fees, Rates, and Charges Bylaw Amendments

Legislative & Policy Services Manager Cathy Duplessis reviewed the report containing the issue that the purpose of Bylaw 13-24 is to amend Schedule 'A' of Revised Bylaw 09-24 Fees, Rates, and Charges by reordering specific items under the "Utilities" heading to provide increased clarity to stakeholders and establishing GST categories for previously undesignated items.

Further, a request to amend the associated Special Council Meeting Minutes of November 27, 2023 to correct errors regarding Council's direction for amendments to the Fees, Rates, and Charges Bylaw was made.

MOTION 24.C.043

By Councillor Hallmark

That Bylaw 13-24 be read a first time.

Carried Unanimously

MOTION 24.C.044

By Councillor Swendseid

That Bylaw 13-24 be read a second time.

Carried Unanimously

MOTION 24.C.045

By Councillor Lang

That authorization be given to read Bylaw 13-24 a third time.

Carried Unanimously

MOTION 24.C.046

By Councillor Robinson

That Bylaw 13-24 be read a third time and passed.

Carried Unanimously

MOTION 24.C.047

By Councillor Lang

That the Main Motion under agenda item "5.5 Bylaw 09-24 – Fees, Rates, and Charges Bylaw" in the Adopted Minutes for the Special Council Meeting held November 27, 2023 be amended to read:

That Bylaw 09-24 be read a second time as amended by eliminating the 2024 increase to the "Paper Billing Charge" under "Utilities" and maintaining the 2023 rate of \$2.00.

Carried Unanimously

MOTION 24.C.048

By Councillor Heemeryck

That the Main Motion as Amended 23.C.381 under agenda item "5.5 Bylaw 09-24 – Fees, Rates, and Charges Bylaw" in the Adopted Minutes for the Special Council Meeting held November 27, 2023 be amended to read:

That Bylaw 09-24 be read a second time as amended by eliminating the 2024 increase to the "Paper Billing Charge" under "Utilities" and maintaining the 2023 rate of \$2.00; and eliminating the 2024 increases to "On Demand Local Transit Fares" and maintaining the 2023 fares.

Carried Unanimously

9. NOTICES OF MOTION

None

10. MOTIONS RE NOTICES

None

11. CORRESPONDENCE FOR ACTION

- 11.1 Christine Oakes, Sheep River Health Trust Fund Development & Communications Coordinator, Re: Lighting of the Christmas Tree Raffle Request - February 2, 2024

MOTION 24.C.049

By Councillor Robinson

That the request from the Sheep River Health Trust to hold a "Lighting of the Christmas Tree" raffle for the opportunity to turn on the switch at the 2024 Light Up Okotoks event be approved and Administration be directed to work with the Health Trust personnel to facilitate the request.

Carried Unanimously

12. COUNCILLOR INQUIRIES AND SUGGESTIONS

Councillor Swendseid inquired regarding the number of tickets written to residents for feeding deer within Town limits and whether or not any fines have been issued.

Councillor Hallmark provided an inquiry from a resident regarding the Town's three (3) bin system for collecting waste/compost/recyclables and requested information on the composting and recycling of the items placed in the bins. Chief Administrative Officer Elaine Vincent provided a response that items placed in the green compost bins are composted. Items placed in the blue recycling bins may be recycled and sold immediately or may be held in storage at the Okotoks Eco Centre until the sale of the commodity ensures a profitable return. Some items placed in the blue recycling bins are not recyclable, these are removed and sent to the Foothills Regional Landfill.

13. COUNCIL REPRESENTATIVE REPORTS

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

3. CLOSED SESSION (RESUMED)

MOTION 24.C.050

By Councillor Robinson

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 4:55 p.m.

Carried Unanimously

3.3 Regional Planning (*FOIP* s. 21(1), 24(1)(a)(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

Parks & Recreation Director Christa Michailuck

Legislative & Policy Services Manager Cathy Duplessis (absent from 4:56 to 5:03 p.m.)

Communications & Government Relations Strategic Advisor Ben Morgan

Planner Colton Nickel

IT Support Analyst Dean Chabot (until 5:11 p.m.)

Legislative Services Administrators Patty Huber and Janice Storch

MOTION 24.C.051

By Councillor Swendseid

That the meeting come out of Closed Session at 5:25 p.m.

Carried Unanimously

Break at 5:26 p.m. Reconvene at 7:03 p.m.

14. PUBLIC HEARING(S)

14.1 Bylaw 06-24 - Road Closure

Mayor Thorn opened the Public Hearing for Bylaw 06-24 - Road Closure at 7:04 p.m.

Senior Planner Colin Gainer reviewed the report containing the issue that the purpose of Bylaw 06-24 is to permanently close and create title to an approximately 1.6 m wide portion of the Westland Street road right-of-way in accordance with the Tillotson Neighbourhood Area Structure Plan.

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

B&A Studios Senior Planner Kayla McCarthy representing Tristar Communities spoke 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 February 7, 2024 to 7:00 p.m. on February 12, 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 7:17 p.m. Reconvene at 7:32 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 and there were none.

MOTION 24.C.052

By Councillor Lang

That the Public Hearing for Bylaw 06-24 close at 7:33 p.m.

Carried Unanimously

14.2 Bylaw 02-24 - Land Use Redesignation

Mayor Thorn opened the Public Hearing for Bylaw 02-24 - Land Use Redesignation at 7:34 p.m.

Senior Planner Colin Gainer reviewed the report containing the issue that the purpose of Bylaw 02-24 is to amend Land Use Bylaw 17-21 by redesignating approximately 9.58 hectares (23.67 acres) of NW 20-20-29 W4M from Agricultural and Land Holdings District to Traditional Neighbourhood District and Neighbourhood Core District.

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

B&A Studios Senior Planner Kayla McCarthy representing Tristar Communities spoke in favour of the proposed bylaw.

Mayor Thorn called for questions from Council of the Presenter and the questions were answered by Kayla McCarthy and Tristar Communities General Manager Moez Moledina.

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 February 7, 2024 to 7:00 p.m. on February 12, 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 8:04 p.m. Reconvene at 8:19 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 and there were none.

MOTION 24.C.053

By Councillor Hallmark

That the Public Hearing for Bylaw 02-24 close at 8:21 p.m.

Carried Unanimously

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

15.1 Bylaw 06-24 - Road Closure

MOTION 24.C.054

By Councillor Robinson

That Bylaw 06-24 be read a first time.

Carried Unanimously

15.2 Bylaw 02-24 - Land Use Redesignation

Senior Planner Colin Gainer answered questions of clarification from Council.

MOTION 24.C.055

By Councillor Swendseid

That the meeting go into Closed Session as the matters to be discussed during this portion of the meeting are within sections 23(1), 24(1)(a)(g), 25(1)(b) in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 8:28 p.m.

Carried Unanimously

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Community Growth, Investment & Sustainability Director Jeff Greene

Legislative & Policy Services Manager Cathy Duplessis

Community Growth & Investment Manager Chris Sargent

Senior Planner Colin Gainer

Legislative Administrators Patty Huber and Janice Storch

MOTION 24.C.056

By Councillor Lang

That the meeting come out of Closed Session at 8:40 p.m.

Carried Unanimously

MOTION 24.C.057

By Councillor Swendseid

That second reading of Bylaw 02-24 be postponed pending additional information regarding the Water Allocation Policy and water licensing.

Carried Unanimously

16. ADJOURNMENT

MOTION 24.C.058

By Councillor Lang

That the February 12, 2024 Regular Council Meeting adjourn at 8:43 p.m.

Carried Unanimously