



**TOWN OF OKOTOKS  
UNADOPTED MINUTES  
FOR THE REGULAR COUNCIL MEETING  
HELD MONDAY, MARCH 25, 2024  
AT THE OKOTOKS MUNICIPAL CENTRE  
COUNCIL CHAMBER**

**COUNCIL MEMBERS  
PRESENT**

Mayor Thorn  
Councillor Hallmark  
Councillor Lang  
Councillor Robinson  
Councillor Swendseid

**COUNCIL MEMBERS  
ABSENT**

Councillor Heemeryck

**ADMINISTRATION  
PRESENT**

Chief Administrative Officer Elaine Vincent  
Legislative Services Administrator Patty Huber

**1. CALL TO ORDER**

Mayor Thorn called the meeting to order at 2:03 p.m. and provided a traditional land acknowledgement.

**2. ADOPTION OF AGENDA**

MOTION 24.C.089

By Councillor Hallmark

That the agenda for the March 25, 2024 Regular Council Meeting be adopted as presented.

Carried Unanimously

### 3. CLOSED SESSION

MOTION 24.C.090

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 2:05 p.m.

Carried Unanimously

3.1 Town Asset Review (*FOIP* s. 24(1)(g))

3.2 Foothills Okotoks Regional Water Project (*FOIP* s. 24(1)(c))

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

#### In Attendance

Mayor Thorn

Councillors Hallmark, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Corporate Services Acting Director Paula Bernat

Chief Financial Officer Ralph Ettenauer

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Legislative & Policy Services Manager Cathy Duplessis

Community Growth & Investment Manager Chris Sargent

Communications & Governmental Relations Strategic Advisor Ben Morgan

Land and Leasing Specialist Karen Humby

IT Support Analyst Spencer Tarrant

Legislative Services Administrators Patty Huber and Janice Storch

MOTION 24.C.091

By Councillor Lang

That the meeting come out of Closed Session at 2:56 p.m.

Carried Unanimously

Break at 2:57 p.m. Reconvene at 3:09 p.m.

#### **4. DELEGATIONS**

##### **4.2 PUBLIC DELEGATIONS**

- 4.2.1 Okotoks resident Mark Howery was in attendance to provide his concerns regarding low flying planes over Okotoks and the possibility of cloud seeding.

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

MOTION 24.C.092

By Councillor Robinson

That the recommendation contained in Closed Session report 3.1 be endorsed.

Carried Unanimously

MOTION 24.C.093

By Councillor Swendseid

That Administration be directed to investigate the municipality's role as discussed during Closed Session report 3.1.

Carried Unanimously

#### **6. CONSENT AGENDA**

##### **6.1 MINUTES OF PREVIOUS MEETING**

6.1.1 Regular Council Meeting - March 11, 2024

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

6.2.1 Fire Services Medical Responses 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 - Recreation Program Residency

By Councillor Swendseid

##### **6.5 CORRESPONDENCE FOR INFORMATION**

6.5.1 Honourable Ric McIver, Minister of Municipal Affairs, Re: 2024 Minister's Awards for Municipal and Public Library Excellence - March 7, 2024

6.6 BOARD AND COMMITTEE MINUTES

6.6.1 Finance and Audit Committee - March 20, 2024

6.6.2 Governance and Priorities Committee - March 18, 2024

6.6.3 Okotoks Public Library Board - January 25, 2024

6.7 DISCLOSURE OF CLOSED SESSION ITEMS

None

MOTION 24.C.094

By Councillor Swendseid

That items 6.4.1 be exempt from the Consent Agenda and added to Business Items for Action; 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 2023 Financial Operating Results with Variance

Chief Financial Officer Ralph Ettenauer reviewed the report containing the issue that the 2023 Financial Operating Results with Variance report is provided to Council for approval.

MOTION 24.C.095

By Councillor Lang

That upon approval of the 2023 Audited Financial Statements the \$1.145 Million surplus be transferred to Operating General Reserves, as recommended by the Finance and Audit Committee.

Carried Unanimously

MOTION 24.C.096

By Councillor Hallmark

That the 2023 Operating Projects report including the \$1.006 Million of budget remaining be relinquished back, as recommended by the Finance and Audit Committee.

Carried Unanimously

**MOTION 24.C.097**

By Councillor Lang

That the 2023 Capital Completed and Continuing Projects report including a reduction of \$4.864 Million for a net total of \$37.882 Million of budget remaining which is tied to these capital projects in progress at year end be approved and that the amounts carried forward be added to the 2024 Capital budget, as recommended by the Finance and Audit Committee.

Carried Unanimously

**7.2 Councillor Resignation**

Legislative & Policy Services Manager Cathy Duplessis reviewed the report containing the issue that Councillor Actemichuk has submitted her written resignation to the Town of Okotoks' Chief Administrative Officer effective March 21, 2024.

**MOTION 24.C.098**

By Councillor Swendseid

That the Mayor send a letter to the Minister of Municipal Affairs requesting an order to extend the time to fill the vacancy on Council to the next general election.

Carried Unanimously

**7.3 Water Allocation Policy Process**

Senior Planner Colin Gainer reviewed the report containing the issue that additional information regarding the Water Allocation Policy and water licensing is provided as requested by Council at the February 12, 2024 Council meeting when consideration of second reading of Bylaw 02-24 – Land Use Bylaw Redesignation Tillotson Phase 2 was postponed. Operations & Utilities Director Jeremy Huet was also in attendance and responded to questions from Council.

**MOTION 24.C.099**

By Councillor Lang

That the Water Allocation Policy Process report be received as information.

Carried Unanimously

#### 7.4 Recreation Program Residency Response to Inquiry

Mayor Thorn highlighted information contained in the report that Okotoks and Foothills County residents have priority when registering for recreation programs.

##### MOTION 24.C.100

By Councillor Swendseid

That the Recreation Program Residency Response to Inquiry be received as information.

Carried Unanimously

Break at 4:22 p.m. Reconvene at 4:30 p.m.

## 8. **BYLAWS**

### 8.1 Water Shortage and Drought Monitoring

#### 8.1.1 Water Shortage Response Plan

Operations & Utilities Director Jeremy Huet and Water Services Manager Davey Robertson reviewed the report containing the issue that the Water Shortage Response Plan outlines considerations and triggers for changes to water conservation staging within the Water Bylaw.

#### 8.1.2 Bylaw 15-24 - The Water Bylaw

Operations & Utilities Director Jeremy Huet and Water Services Manager Davey Robertson reviewed the report containing the issue that the purpose of Bylaw 15-24 is to provide for and regulate a water utility within the Town of Okotoks.

##### MOTION 24.C.101

By Councillor Lang

That Bylaw 15-24 be read a first time.

Carried Unanimously

**MOTION 24.C.102**

By Councillor Robinson

That Bylaw 15-24 be read a second time.

Carried Unanimously

**MOTION 24.C.103**

By Councillor Lang

That authorization be given to read Bylaw 15-24 a third time.

Carried

**9. NOTICES OF MOTION**

None

**10. MOTIONS RE NOTICES**

None

**11. CORRESPONDENCE FOR ACTION**

None

**12. COUNCILLOR INQUIRIES AND SUGGESTIONS**

Councillor Robinson provided an inquiry regarding why the Town does not facilitate on-demand broadcasting platforms of amateur and youth sports at venues such as the Okotoks Recreation Centre, Centennial Arenas, and Cavalry FC Regional Field House.

Councillor Swendseid provided information that across from Ecole Secondaire Foothills Composite High School a resident has erected signage on their front lawn and inquired if the Town has received complaints regarding this sign, if it is compliant with the Land Use Bylaw, etc.

Councillor Lang provided information that the Wayfinding signs on 32<sup>nd</sup> Street provide information for those travelling northbound, and inquired if there would be a sign for those travelling southbound.

Mayor Thorn provided information that the current Fees, Rates, and Charges Bylaw includes a fee increase for urban hens and inquired what the rationale for the increase is, and requested details of what the fee covers.

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

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

Break at 5:21 p.m. Reconvene at 6:00 p.m.

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

#### **4.1 REQUESTED DELEGATIONS**

4.1.2 Ecole Beausoleil Francophone School students were in attendance to be recognized for spending 24 hours in the cold to raise money for charity and awareness regarding homelessness.

4.1.1 Ecole Secondaire Foothills Composite High School students Boston Sanderson and Abigail Byrne were in attendance to be recognized for their outstanding dedication to academics, assistance to teachers, athletics, and overall school spirit.

### **8. BYLAWS (RESUMED)**

#### **8.1.2 Bylaw 15-24 - The Water Bylaw**

MOTION 24.C.104

By Councillor Swendseid

That reconsideration regarding authorization to read Bylaw 15-24 a third time be given.

Carried Unanimously



**MOTION 24.C.105**

By Councillor Robinson

That authorization be given to read Bylaw 15-24 a third time.

Carried Unanimously

**MOTION 24.C.106**

By Councillor Swendseid

That Bylaw 15-24 be read a third time and passed.

Carried Unanimously

**8.1.1 Water Shortage Response Plan****MOTION 24.C.107**

By Councillor Robinson

That the Water Shortage Response Plan be accepted as appropriate preparation for potential water shortages such as drought conditions.

Carried Unanimously

**3. CLOSED SESSION (RESUMED)****MOTION 24.C.108**

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 6:38 p.m.

Carried Unanimously

3.4 Human Resources - Organizational Health (*FOIP* s. 24(1))3.5 Interim Organizational Chart (*FOIP* s. 24(1))In Attendance

Mayor Thorn

Councillors Hallmark, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Corporate Services Acting Director Paula Bernat

Operations &amp; Utilities Director Jeremy Huet

Parks &amp; Recreation Director Christa Michailuck

Legislative &amp; Policy Services Manager Cathy Duplessis

Legislative Services Administrators Patty Huber and Janice Storch

MOTION 24.C.109

By Councillor Hallmark

That the meeting come out of Closed Session at 7:03 p.m.

Carried Unanimously

## **14. PUBLIC HEARING**

### **14.1 Bylaw 12-24 - Land Use Bylaw Amendment**

Mayor Thorn opened the Public Hearing for Bylaw 12-24 - Land Use Bylaw Amendment at 7:04 p.m.

Planner Matt Lalonde reviewed the report containing the issue that the purpose of Bylaw 12-24 is to amend the Land Use Bylaw (LUB) to exempt election signage from the requirements of a development permit and all sign standards of the LUB, provided it complies with the provisions of the Town of Okotoks proposed Election Signage Bylaw.

Mayor Thorn called for those present in the Council Chamber and virtually who wished to speak in favour to the proposed Bylaw 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 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 March 20, 2024 to 7:00 p.m. on March 25, 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 7:10 p.m. Reconvene at 7:25 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.110

By Councillor Robinson

That the Public Hearing for Bylaw 12-24 close at 7:26 p.m.

Carried Unanimously

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

### **15.1 Bylaw 12-24 - Land Use Bylaw Amendment**

MOTION 24.C.111

By Councillor Robinson

That Bylaw 12-24 be read a second time.

Carried Unanimously

MOTION 24.C.112

By Councillor Lang

That Bylaw 12-24 be read a third time and passed.

Carried Unanimously

### **15.2 Bylaw 11-24 - Election Signage**

Legislative & Policy Services Manager Cathy Duplessis reviewed the report containing the issue that the purpose of Bylaw 11-24 is to regulate election signage within the Town of Okotoks.

MAIN MOTION

By Councillor Lang

That Bylaw 11-24 be read a second time.

## AMENDING

## MOTION 24.C.113

By Councillor Robinson

That subsection 2.2 under Definitions of Bylaw 11-24 be amended to read as follows:

"candidate means an individual who has been nominated to run for election in a municipal, provincial, or federal government or as a school board trustee;"

Carried Unanimously

## AMENDING

## MOTION 24.C.114

By Councillor Swendseid

That subsection 4.1 of Bylaw 11-24 be amended to read that the maximum size of the election sign face be 1.5m<sup>2</sup> and subsection 4.2.1 be amended to read that "one (1) election sign that is the maximum size (1.5m<sup>2</sup>);"

Carried Unanimously

## AMENDING

## MOTION 24.C.115

By Councillor Swendseid

That section 4 of Bylaw 11-24 be amended to establish that the maximum size for election signage for both commercial and residential property be the same at 1.5m<sup>2</sup> and the height be less than 2.5m.

Defeated

## AMENDING

## MOTION 24.C.116

By Councillor Robinson

That section 4.4 of Bylaw 11-24 be amended to read that the maximum election sign size is 1.5m<sup>2</sup>.

Carried Unanimously

## AMENDING

## MOTION 24.C.117

By Councillor Swendseid

That section 4.3 of Bylaw 11-24 be amended to read that the maximum election sign size is 0.75m<sup>2</sup>.

Carried Unanimously

**MAIN MOTION****AS AMENDED 24.C.118**

By Councillor Lang

That Bylaw 11-24 be read a second time as amended.

Carried Unanimously

**MOTION 24.C.119**

By Councillor Robinson

That Bylaw 11-24 be read a third time and passed.

Carried Unanimously

**16. ADJOURNMENT****MOTION 24.C.120**

By Councillor Lang

That the March 25, 2024 Regular Council Meeting adjourn at 8:17 p.m.

Carried Unanimously