



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, MAY 13, 2024
AT THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

**COUNCIL MEMBERS
PRESENT**

Mayor Thorn (until 7:02 p.m.)
Councillor Hallmark
Councillor Heemeryck
Councillor Lang
Councillor Robinson
Councillor Swendseid

**ADMINISTRATION
PRESENT**

Chief Administrative Officer Elaine Vincent
Legislative Services Administrator Janice Storch

1. CALL TO ORDER

Mayor Thorn called the meeting to order at 2:17 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION 24.C.148

By Councillor Hallmark

That the agenda for the May 13, 2024 Regular Council Meeting be adopted as presented.

Carried Unanimously

3. CLOSED SESSION

MOTION 24.C.149

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 2:19 p.m.

Carried Unanimously

3.1 First Quarter Intermunicipal Referrals Update (*FOIP* s. 21(1), 24(1)(a)(c))

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Community Safety & Organizational Excellence Acting Director Paula Bernat

Chief Financial Officer Ralph Ettenauer

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Fire Chief Trevor Brice

Senior Planner Colin Gainer

Development Planner Colton Nickel

IT Support Analyst Spencer Tarrant

Network Specialist Jake Dyer

Payroll & Benefits Specialist Jana Giger

Legislative Affairs Officer Janice Storch

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

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Community Safety & Organizational Excellence Acting Director Paula Bernat

Chief Financial Officer Ralph Ettenauer

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Fire Chief Trevor Brice

Legislative Affairs Manager Cathy Duplessis (arrived at 2:56 p.m.)

Senior Planner Colin Gainer
IT Support Analyst Spencer Tarrant
Network Specialist Jake Dyer
Payroll & Benefits Specialist Jana Giger
Legislative Affairs Officer Janice Storch

MOTION 24.C.150

By Councillor Lang

That the meeting come out of Closed Session at 3:12 p.m.

Carried Unanimously

Break at 3:13 p.m. Reconvene at 3:22 p.m.

4. DELEGATIONS

4.1 REQUESTED DELEGATIONS

None

4.2 PUBLIC DELEGATIONS

4.2.1 Okotoks resident Don Sharpe was in attendance to provide his concerns regarding Alberta Health Services' provision of ambulance dispatch and services in Okotoks.

5. MOTION(S) ARISING FROM CLOSED SESSION

None

6. CONSENT AGENDA

6.1 MINUTES OF PREVIOUS MEETING

6.1.1 Regular Council Meeting - April 22, 2024

6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1 Scholarship Awards Policy GP-F-2.8

6.3 FIRST READING BYLAWS

6.3.1 Bylaw 18-24 - Land Use Bylaw Amendment

6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS

- 6.4.1 Mayor Thorn - Investing in Mitigation
- 6.4.2 Mayor Thorn - Downtown Parking Limits
- 6.4.3 Councillor Lang - Residential Trailer Parking
- 6.4.4 Councillor Robinson - Rooftop Assessments
- 6.5 CORRESPONDENCE FOR INFORMATION
 - 6.5.1 Honourable Rebecca Schulz, Minister of Environment and Protected Areas, Re: Small water license holders water conservation measures
 - 6.5.2 Lauren Ingalls, Chief Administrative Officer, Westwinds Communities, Re: 2023 Financial Statements - April 23, 2024
 - 6.5.3 Honourable Ric McIver, Minister of Municipal Affairs, Re: By-election Ministerial Order No. MSD:026/24 - April 24, 2024
 - 6.5.4 Honourable R.J. Sigurdson, MLA Highwood, Re: Recognition of Age-Friendly Alberta Award - April 24, 2024
 - 6.5.5 Family and Community Support Services Committee Member Resignation - May 2, 2024
 - 6.5.6 Lynne Price, Chief Executive Officer, Marigold Library System, Re: 2023 Annual Report - May 2, 2024
- 6.6 BOARD AND COMMITTEE MINUTES
 - 6.6.1 United Way/Okotoks Partnership Committee - April 9 and 25, 2024
- 6.7 DISCLOSURE OF CLOSED SESSION ITEMS
 - None

MOTION 24.C.151

By Councillor Hallmark

That items 6.2.1, 6.4.2, and 6.5.1 be exempt from the Consent Agenda and added to Business Items for Action; the minutes under 6.1.1 be adopted as presented; Bylaw 18-24 Land Use Bylaw Amendment be given first reading; and the remaining items be received as information.

Carried Unanimously

7. BUSINESS ITEMS FOR ACTION

7.1 2024 Operating Budget Amendment

Chief Financial Officer Ralph Ettenauer reviewed the report containing the issue that a One-Time 2024 Operating Budget project amendment to grant fund the installation of Electric Car charging stations is required. Climate Change & Energy Analyst Valerie Ekelund was in attendance and provided responses to questions from Council.

MOTION 24.C.152

By Councillor Swendseid

That the one-time 2024 Operating Budget increase of \$0.125M be approved.

Funding Source: Grants

Carried Unanimously

7.2 Council's Community Engagement Policies

Community Engagement Manager Melanie Heemeryck and Communications Specialist Marni Hutchison reviewed the report containing the issue that Council's Community Engagement draft Policy GP-D-2.6, draft Community Engagement Policy EL-B-2.6, and 2024 Council Engagement Opportunities Plan are provided to Council for approval.

MOTION 24.C.153

By Councillor Robinson

That Council's Community Engagement Policy GP-D-2.6 and Community Engagement Policy EL-B-2.6 be approved as presented and Community Engagement Policy CMD-R-4.6 and Council Community Connector Policy and Plan GP-D-2.3 be rescinded as recommended by the Governance and Priorities Committee; and that the 2024 Council Engagement Opportunities Plan be approved as presented.

Carried Unanimously

7.3 Bill 20 Letter of Response to the Province

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that a letter of advocacy has been drafted for Council consideration in response to the Province tabling Bill 20 on April 25, 2024.

MOTION 24.C.154

By Councillor Heemeryck

That Administration be directed to amend the draft letter as discussed and the letter be sent to the Minister of Municipal Affairs regarding the noted concerns with Bill 20.

Carried Unanimously

7.4 Sponsorship Policy CMD-F-2.7 Amendments

Parks & Recreation Director Christa Michailuck reviewed the report containing the issue that amendments to Sponsorship Policy CMD-F-2.7 are provided to Council for approval.

MOTION 24.C.155

By Councillor Lang

That amendments to Sponsorship Policy CMD-F-2.7 be approved as presented.

Carried Unanimously

7.5 Scholarship Awards Policy GP-F-2.8

Legislative Affairs Manager Cathy Duplessis responded to questions from Council regarding Scholarship Awards Policy GP-F-2.8.

MOTION 24.C.156

By Councillor Robinson

That draft Scholarship Awards Policy GP-F-2.8 be approved by inserting the words "academic achievement" after "volunteer activities" in clause 2.

Defeated

MOTION 24.C.157

By Councillor Heemeryck

That draft Scholarship Awards Policy GP-F-2.8 be approved as presented, as recommended by the Governance and Priorities Committee.

Carried

7.7 Response to Councillor Inquiries and Suggestions, Mayor Thorn -
Downtown Parking Limits

Municipal Enforcement Manager Vikram Kulkarni and Senior Planner Colin Gainer responded to questions from Council regarding Response to Councillor Inquiry and Suggestions, Mayor Thorn - Downtown Parking Limits.

MOTION 24.C.158

By Councillor Swendseid

That the Response to Councillor Inquiry and Suggestions, Mayor Thorn -
Downtown Parking Limits be received as information.

Carried Unanimously

7.8 Correspondence for Information - Honourable Rebecca Schulz, Minister of
Environment and Protected Areas, Re: Small water license holders water
conservation measures - April 19, 2024

Mayor Thorn provided further information regarding the water conservation
measures outlined in the Minister's letter to municipalities.

MOTION 24.C.159

By Councillor Lang

That the Correspondence for Information - Honourable Rebecca Schulz, Minister
of Environment and Protected Areas, Re: Small water license holders water
conservation measures - April 19, 2024 be received as information.

Carried Unanimously

8. BYLAWS

None

9. NOTICES OF MOTION

None

10. MOTIONS RE NOTICES

None

11. CORRESPONDENCE FOR ACTION

None

12. COUNCILLOR INQUIRIES AND SUGGESTIONS

Councillor Swendseid provided an inquiry on behalf of the Foothills Regional Services Commission regarding the final destination of the solar panels from the Drake Landing Solar Community once decommissioning of the project occurs. Chief Administrative Officer Elaine Vincent provided a response that the decommissioning plan for the Drake Landing Solar Community is not approved and the final destination of the solar panels will be made public once approval is given.

Councillor Swendseid provided an inquiry regarding the absence of the Drought Monitoring Monthly Statistics report in recent Council agenda packages. Operations & Utilities Director Jeremy Huet provided a response that the next report will be provided in the May 27, 2024 Council agenda and will be included in the second Council agenda package of each month going forward. Director Huet added that the April report was not included in the Council package, but it is available on the on the Town's website.

Councillor Lang provided an inquiry regarding the possibility of using a more effective and permanent method of marking crosswalks annually. Chief Administrative Officer Elaine Vincent provided a response that Alberta weather conditions make it challenging for manufacturers of the paint to develop a product that will have more durability, adding that occasionally the Town helps manufacturers test new products. Operations & Utilities Director Jeremy Huet supplemented the response by adding that on arterial roadways the Town sometimes uses a thermoplastic inlay that is more durable than paint, but still has mixed results. The thermoplastic is a more expensive product and costs more to install when compared to annual repainting.

Councillor Lang provided an inquiry regarding the timeline for pothole repairs and crack sealing. Operations & Utilities Director Jeremy Huet provided a response that crews are in the process of switching their focus from street sweeping to pothole repairs and crack sealing with work underway throughout the community.

13. COUNCIL REPRESENTATIVE REPORTS

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

Break at 4:45 p.m. Reconvene at 4:57 p.m.

3. CLOSED SESSION (RESUMED)

MOTION 24.C.160

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 4:58 p.m.

Carried Unanimously

3.3 Human Resources Matter (*FOIP* s.17(4), 24(1)(a)(c))

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Community Safety & Organizational Excellence Acting Director Paula Bernat

3.4 Chief Administrative Officer Objectives (*FOIP* s. 17(2)(e))

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

MOTION 24.C.161

By Councillor Lang

That the meeting come out of Closed Session at 6:03 p.m.

Carried Unanimously

Break at 6:04 p.m. Reconvene at 7:00 p.m.

14. PUBLIC HEARING(S)

14.1 Bylaw 14-24 - North Okotoks Area Structure Plan

Mayor Thorn requested the Deputy Mayor assume the Chair.

Deputy Mayor Heemeryck assumed the Chair and Mayor Thorn left the meeting at 7:02 p.m.

Deputy Mayor Heemeryck opened the Public Hearing for Bylaw 14-24 – North Okotoks Area Structure Plan at 7:04 p.m.

Development Planner Colton Nickel reviewed the report containing the issue that the purpose of Bylaw 14-24 is to adopt the North Okotoks Area Structure Plan which provides a framework for future urban development of approximately +/- 129.4 hectares (+/- 320.0 acres), encompassing the two quarter-sections of NW-33-20-29-W4M and NE-33-20-29-W4M.

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

Ground Cubed Principal and Planner Tracy Bealing spoke in favour of the proposed Bylaw.

Deputy Mayor Heemeryck called for questions from Council of the presenters and the questions were answered.

Anthem Properties, Planning & Sales representative Steve LePan spoke in favour of the proposed Bylaw.

Deputy Mayor Heemeryck called for questions from Council of the presenters and the questions were answered.

Administration stated that there were no virtual participants.

Deputy Mayor Heemeryck called for those present in the Council Chamber who wished to speak in objection to the proposed Bylaw and there were none.

Deputy Mayor Heemeryck called for questions from Council of Administration and the questions were answered.

Deputy Mayor Heemeryck called for Administration to provide a summary of submissions received after 12:00 p.m. on May 8, 2024 to 7:00 p.m. on May 13, 2024 and there were none.

Deputy Mayor Heemeryck 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 7:47 p.m. Reconvene at 8:02 p.m.

Deputy Mayor Heemeryck called for Administration to provide a summary of submissions received during the break and there were none.

Deputy Mayor Heemeryck called for questions of clarification from those present in the Council Chamber and there were none.

Deputy Mayor Heemeryck called for further questions of clarification from Council and there were none.

MOTION 24.C.162

By Councillor Hallmark

That the Public Hearing for Bylaw 14-24 close at 8:04 p.m.

Carried Unanimously
Mayor Thorn absent

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

15.1 Bylaw 14-24 - North Okotoks Area Structure Plan

MOTION 24.C.163

By Councillor Robinson

That Bylaw 14-24 be read a second time.

Carried Unanimously
Mayor Thorn absent

16. ADJOURNMENT

MOTION 24.C.164

By Councillor Lang

That the May 13, 2024 Regular Council Meeting adjourn at 8:07 p.m.

Carried Unanimously

Mayor Thorn absent