



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, MAY 27, 2024
AT THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

**COUNCIL MEMBERS
PRESENT**

Mayor Thorn
Councillor Hallmark
Councillor Heemeryck
Councillor Lang
Councillor Robinson (until 4:43 p.m.)
Councillor Swendseid

**ADMINISTRATION
PRESENT**

Chief Administrative Officer Elaine Vincent
Senior Legislative Affairs Officer Patty Huber

1. CALL TO ORDER

Mayor Thorn called the meeting to order at 2:13 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION 24.C.172

By Councillor Hallmark

That the agenda for the May 27, 2024 Regular Council Meeting be adopted as presented.

Carried Unanimously

3. CLOSED SESSION

MOTION 24.C.173

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 2:15 p.m.

Carried Unanimously

3.1 Joint Planning Area Negotiations (*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 & Identity Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

People, Policy & Technology Senior Manager Paula Bernat

Legislative Affairs Manager Cathy Duplessis

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

Planning & Urban Design Team Leader Colin Gainer

Development Planner Colton Nickel

IT Support Analyst Trevor Laboucane

Senior Legislative Affairs Officer Patty Huber

Legislative Affairs Officer Janice Storch

MOTION 24.C.174

By Councillor Robinson

That the meeting come out of Closed Session at 3:25 p.m.

Carried Unanimously

Break at 3:26 p.m. Reconvene at 3:36 p.m.

4. DELEGATIONS

4.2 PUBLIC DELEGATIONS

None

5. MOTION(S) ARISING FROM CLOSED SESSION

None

6. CONSENT AGENDA

6.1 MINUTES OF PREVIOUS MEETING

6.1.1 Regular Council Meeting - May 13, 2024

6.1.2 Special Council Meeting - May 21, 2024

6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1 Subsidized Transportation Policy EL-F-2.3

6.2.2 Program and Service Review Policy GP-E-2.1

6.2.3 2024 First Quarter Variance Report

6.2.4 Drought Management Water Statistics Monthly Update

6.2.5 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 Tyler Gandam, President, Alberta Municipalities, Re: Letter to Premier Smith - May 13, 2024

6.6 BOARD AND COMMITTEE MINUTES

6.6.1 Family and Community Support Services Committee - May 1, 2024

6.6.2 Finance and Audit Committee - May 21, 2024

6.6.3 Governance and Priorities Committee - May 21, 2024

6.7 DISCLOSURE OF CLOSED SESSION ITEMS

None

MOTION 24.C.175

By Councillor Swendseid

That item 6.2.5 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; items 6.2.1 Subsidized Transportation Policy EL-F-2.3 and 6.2.2 Program and Service Review Policy GP-E-2.1 be approved as recommended by the Governance and Priorities Committee; and the remaining items be received as information.

Carried Unanimously

7. BUSINESS ITEMS FOR ACTION**7.1 Rotary Performing Arts Centre Renaming**

Culture & Heritage Team Leader Allan Boss reviewed the report containing the issue that the Governance and Priorities Committee approved a name change to the Rotary Performing Arts Centre and Council is required to choose the new name.

MOTION 24.C.176

By Councillor Robinson

That the Rotary Performing Arts Centre be renamed the Old Church Theatre.

Carried Unanimously

MOTION 24.C.177

By Councillor Swendseid

That additional funds are not used to change the name to Old Church Theatre on wayfinding signage and that the new exterior sign style at the facility remains as current.

Defeated

7.2 2025 Annual Budget Check-In Process

Chief Financial Officer Ralph Ettenauer reviewed the report containing the issue that the 2025 update to the four (4) year budget is complete and Council decisions are required regarding establishing the strategic and service level components and environment scanning of the annual check-in budget cycle.

MOTION 24.C.178

By Councillor Heemeryck

That the strategic and service level options be considered as on-ramps and off-ramps to the 2025 budget process and presented to Council for consideration by September 30, 2024.

Carried Unanimously

7.3 2024 Capital Budget Amendment - Project 63

Chief Financial Officer Ralph Ettenauer reviewed the report containing the issue that a budget amendment is requested to increase the approved budget for Project 63 due to changes in project scope and costs related to the paving of 48 Street.

Community Development & Engineering Manager James Cameron and Project Specialist Carolin Irving were in attendance to answer questions from Council.

MOTION 24.C.179

By Councillor Hallmark

That the 2024 Capital Budget be amended by increasing the approved budget for Project 63 – 48 Street Paving by an additional \$0.300M for a total of \$0.675M. Source of Funds: Grants/General Capital reserves.

Carried Unanimously

7.4 Chief Administrative Officer Approvals

Chief Administrative Officer Elaine Vincent responded to questions from Council regarding Menstrual Health Day 2024.

MOTION 24.C.180

By Councillor Swendseid

That the Chief Administrative Officer Approvals report 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 Heemeryck provided an inquiry regarding the merits of adding a painted yellow line on the pathways to indicate the area for bicycles and walkers. Parks & Recreation Director Christa Michailuck provided a response that the pathways in Town are mostly 3m wide and due to this, Administration does not recommend adding a middle yellow line as it may encourage users to tell other users to stay on their side (potentially causing friction between users), and would not be conducive to users walking side by side. Administration feels it is best to allow pathway users to use their own judgement while using the pathways. Most Town pathways are for recreational use versus active transportation and lining the pathways could create a culture challenge. In the future, should new standards be adopted and pathways expanded to 4m wide, adding a middle line could be considered.

Councillor Swendseid provided an inquiry regarding the possibility of expanding the off leash dog park by moving the fence to include the treed area south of the park to provide an area of shade.

Parks & Recreation Director Christa Michailuck provided a response that expanding the dog park by moving the fence is possible, but would be a budget consideration. Alternatively, instead of fencing the area off, the road could be marked as an off leash area with the expectation that owners have control of their dogs; however this would only apply to the road as there is an environmentally sensitive area beyond the road and the Town would not want dogs and foot traffic in these areas.

Mayor Thorn provided information that it is great to see that the Town entryway signs are lighting up, and inquired what has occurred for the signs to now work and if Administration had signed off with the contractor.

Chief Administrative Officer Elaine Vincent provided a response that the three entryway signs were not operating properly and through legal agreement and Town hold backs from the contractor, Administration believes repairs are now complete. However, the Town is now in a period of operational testing to ensure the signs are functioning as warranted. Once the testing period is over, Administration will sign off and settle claims. Community Growth & Identity Director Jeff Green added that the warranty for all three signs will be extended to make up for the time the signs were not functioning properly.

13. COUNCIL REPRESENTATIVE REPORTS

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

Break at 4:42 p.m.

Councillor Robinson left the meeting at 4:43 p.m.

Reconvene at 6:01 p.m.

4. DELEGATIONS (RESUMED)

4.1 REQUESTED DELEGATIONS

4.1.1 Sports Recognition

Members of the Carstar Okotoks Bisons were in attendance to be recognized for winning the Hockey Alberta Junior B Provincial Championship.

4.1.2 Awesome Kid Awards

Foothills Composite High School students MJ Hansen and Orianna Rodriguez-Saltron were in attendance to be recognized for winning gold at the Skills Canada Regional Competition in video production at the Southern Alberta Institute of Technology.

Break at 6:24 p.m. Reconvene at 6:55 p.m.

12. COUNCILLOR INQUIRIES AND SUGGESTIONS (RESUMED)

MOTION 24.C.181

By Councillor Swendseid

That Administration provide a report on the feasibility of designating the south road to the off leash dog park as an off leash area by the July 15, 2024 Council meeting.

Carried Unanimously
Councillor Robinson absent

Break at 6:58 p.m. Reconvene at 7:00 p.m.

14. PUBLIC HEARING(S)

14.1 Bylaw 17-24 - Land Use Bylaw Amendment

Mayor Thorn opened the public hearing for Bylaw 17-24 - Land Use Bylaw Amendment at 7:02 p.m.

Planner Craig Davies reviewed the report containing the issue that the purpose of Bylaw 17-24 is to amend Land Use Bylaw 17-21 by redesignating approximately 2.34 hectares (5.79 acres) of Lot 1, Block 1, Plan 181 0673 from Agricultural and Land Holdings District to Traditional Neighbourhood District and Recreation & Open Space District.

Mayor Thorn called for those present in the Council Chamber and virtually who wish to speak in favour of the proposed bylaw.

Administration stated that there were no virtual participants.

Christina Lombardo, Urban Planner, Community Development, Stantec Consulting Inc. spoke in favour of the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and there were none.

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 there were none.

Mayor Thorn called for Administration to provide a summary of submissions received after 12:00 p.m. on May 22, 2024 to 7:00 p.m. on May 27, 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 7:08 p.m. Reconvene at 7:23 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.182

By Councillor Hallmark

That the public hearing for Bylaw 17-24 close at 7:24 p.m.

Carried Unanimously
Councillor Robinson absent

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

15.1 Bylaw 17-24 - Land Use Bylaw Amendment

MAIN MOTION

By Councillor Swendseid

That Bylaw 17-24 be read a second time.

AMENDING

MOTION 24.C.183

By Councillor Hallmark

That Bylaw 17-24 be amended by deleting the land measurement of 2.77 hectares (6.85 acres), and adding the land measurement of 2.34 hectares (5.79 acres) as the redesignation area in clause 1.

Carried Unanimously
Councillor Robinson absent

MAIN MOTION

AS AMENDED 24.C.184

By Councillor Swendseid

That Bylaw 17-24 be read a second time as amended.

Carried Unanimously
Councillor Robinson absent

16. ADJOURNMENT

MOTION 24.C.185

By Councillor Lang

That the May 27, 2024 Regular Council Meeting adjourn at 7:28 p.m.

Carried Unanimously
Councillor Robinson absent