



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, JUNE 24, 2024
AT THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

**COUNCIL MEMBERS
PRESENT**

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

**ADMINISTRATION
PRESENT**

Chief Administrative Officer Elaine Vincent
Legislative Affairs Officer Janice Storch

1. CALL TO ORDER

Mayor Thorn called the meeting to order at 2:00 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION 24.C.213

By Councillor Robinson

That the agenda for the June 24, 2024 Regular Council Meeting be adopted as presented.

Carried Unanimously

3. CLOSED SESSION

MOTION 24.C.214

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 2:01 p.m.

Carried Unanimously

3.3 Committee Member Appointments (*FOIP* s. 17(4)(d)(f), 17(5)(f)(i))

3.1 Intergovernmental Relations (*FOIP* s. 21(1)(a), 23(1)(a), 24(1)(a)(c)(e)(g))

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

Parks & Recreation Director Christa Michailuck

Acting Protective Services Senior Manager Vikram Kulkarni

People, Policy & Technology Senior Manager Paula Bernat

Legislative Affairs Manager Cathy Duplessis

Community Planning Manager Chris Sargent

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

Planners Lauren Gagatsek and Colton Nickel

IT Support Analyst Dean Chabot

Payroll and Benefits Specialist Jana Giger

Legislative Affairs Officers Lucy Mundy and Janice Storch

MOTION 24.C.215

By Councillor Hallmark

That the meeting come out of Closed Session at 2:55 p.m.

Carried Unanimously

Break at 2:56 p.m. Reconvene at 3:05 p.m.

4. DELEGATIONS

4.2 PUBLIC DELEGATIONS

4.2.1 Friends of Foothills Schools Foundation

Friends of Foothills Schools Foundation Board Chair Larry Albrecht was in attendance to provide information regarding the Foundation and its work in the region to support public education.

5. MOTION(S) ARISING FROM CLOSED SESSION

MOTION 24.C.216

By Councillor Heemeryck

That Chase Giroux and Smriti Thiru be appointed to the Family and Community Support Services Committee for one (1) year terms ending June 30, 2025.

Carried Unanimously

MOTION 24.C.217

By Councillor Hallmark

That Administration be directed to prepare a report, no late than the August 19, 2024 Regular Council Meeting, outlining the feasibility of changing the membership of the Okotoks Public Library Board and the United Way/Okotoks Partnership Committee to require one (1) or two (2) members of each Board/Committee to be youth members.

Carried Unanimously

6. CONSENT AGENDA

- 6.1 MINUTES OF PREVIOUS MEETING
 - 6.1.1 Regular Council Meeting - June 10, 2024
- 6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE
 - 6.2.1 Greenhouse Gas Emissions Inventory Report
 - 6.2.2 Program and Service Review Policy GP E 2.1 - Appendix A Update
 - 6.2.3 Drought Management Water Statistics
 - 6.2.4 Doing Business in Okotoks Information Sheet
 - 6.2.5 Chief Administrative Officer Approvals
- 6.3 FIRST READING BYLAWS
 - 6.3.1 Bylaw 20-24 North Point Area Structure Plan
- 6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS
 - 6.4.1 Councillor Lang - Traffic Light Turn Signals
- 6.5 CORRESPONDENCE FOR INFORMATION
 - 6.5.1 Family and Community Support Services Committee Member Resignation - June 13, 2024
 - 6.5.2 Honourable Ric McIver, Minister of Municipal Affairs, Re: Canada Community-Building Fund - June 14, 2024
- 6.6 BOARD AND COMMITTEE MINUTES
 - 6.6.1 Family and Community Support Services Committee - June 5, 2024
 - 6.6.2 Governance and Priorities Committee - June 17, 2024
 - 6.6.3 Intermunicipal Committee - May 30, 2024
- 6.7 DISCLOSURE OF CLOSED SESSION ITEMS
 - None

MOTION 24.C.218

By Councillor Swendseid

That items 6.2.1, 6.2.4, and 6.5.2 be exempt from the Consent Agenda and added to Business Items for Action; the minutes under 6.1.1 be adopted as presented; item 6.2.2 Program and Service Review Policy GP E 2.1 - Appendix A Update be approved; item 6.3.1 Bylaw 20-24 North Point Area Structure Plan be read a first time; and the remaining items be received as information.

Carried Unanimously

7. BUSINESS ITEMS FOR ACTION

7.1 Affordable Housing Incentive Policy EL F 2.2

Social Planning Specialist Michelle Grenwich reviewed the report containing the issue that Affordable Housing Incentives Policy EL F 2.2 is provided for Council's approval.

MOTION 24.C.219

By Councillor Robinson

That Affordable Housing Incentives Policy EL F 2.2 be approved as recommended by the Governance and Priorities Committee including additional amendments recommended by Administration; and that Below Market Housing Incentives Policy CMD P 3.1 be rescinded as recommended by the Governance and Priorities Committee; and that Administration be directed to bring forward a report establishing a Housing Reserve Fund, including a recommended operating budget for the Secondary Suite Grant Program, before the 2025 budget is considered, as recommended by the Governance and Priorities Committee.

Carried Unanimously

7.2 Request for Extension - Municipally Controlled Corporation

Social Planning Specialist Michelle Grenwich reviewed the report containing the issue that Administration is requesting a time extension regarding a motion made at Council's April 22, 2024 Regular Council Meeting.

MOTION 24.C.220

By Councillor Heemeryck

That the date within the motion changed at the April 22, 2024 Regular Council meeting regarding the presentation of a business plan and financial model to support the creation of a Municipally Controlled Corporation (MCC) to accelerate the delivery of below market rental housing units be amended from June 30, 2024 to November 30, 2024.

Carried Unanimously

7.3 Designation of Voting Member

Special Projects, Events & Library Liaison Manager Janette Messer reviewed the report containing the issue that prior to the Friends of Champion Park Society Annual General Meeting on June 25, 2024, designation of the voting member for the Town of Okotoks voting is required.

MOTION 24.C.221

By Councillor Robinson

That Councillor Hallmark be designated as the Town of Okotoks' voting member for the June 25, 2024 Friends of Champion Park Society Annual General Meeting.

Carried Unanimously

7.4 Recreation Fee Assistance Policy CMD F 2.5 Amendment

Parks & Recreation Director Christa Michailuck reviewed the report containing the issue that an amendment to the Recreation Fee Assistance Policy CMD F 2.5 is provided to Council for approval.

MOTION 24.C.222

By Councillor Lang

That amendments to Recreation Fee Assistance Policy CMD F 2.5 be approved as presented.

Carried Unanimously

7.5 2024 Capital Budget Amendment - 338 Avenue Design

Engineering Manager James Cameron reviewed the report containing the issue that a Capital Budget amendment is requested to increase the approved budget for Project 260 for additional detailed design project work of 338 Avenue.

MOTION 24.C.223

By Councillor Swendseid

That the 2024 Capital Budget be amended by increasing the approved budget for Project 260 – Functional Plan and Detailed Design 338 Avenue (T9) as outlined below:

- Original Budget: \$0.750M
- Amendment: \$0.250M
- Total Project Cost: \$1.000M
- Source of Funds: OSL/Grants

Carried Unanimously

7.6 Greenhouse Gas Emissions Inventory Report

Climate Change & Energy Specialist Valerie Ekelund responded to questions from Council regarding the Greenhouse Gas Emissions Inventory Report.

MOTION 24.C.224

By Councillor Robinson

That the Greenhouse Gas Emissions Inventory Report be received as information.

Carried Unanimously

7.7 Doing Business in Okotoks Information Sheet

Community Growth & Identity Director Jeff Greene and Chief Administrative Officer Elaine Vincent responded to questions from Council regarding the Doing Business in Okotoks Information Sheet.

MOTION 24.C.225

By Councillor Lang

That the Doing Business in Okotoks Information Sheet be received as information.

Carried Unanimously

7.8 Honourable Ric McIver, Minister of Municipal Affairs, Re: Canada Community-Building Fund - June 14, 2024

Chief Administrative Officer Elaine Vincent responded to questions from Council regarding the Canada Community Building Fund correspondence from Minister McIver.

MOTION 24.C.226

By Councillor Swendseid

That the June 14, 2024 correspondence from the Honourable Ric McIver, Minister of Municipal Affairs, Re: Canada Community-Building Fund be received as information.

Carried Unanimously

Break at 4:05 p.m. Reconvene at 4:09 p.m.

8. BYLAWS

8.1 Livestock Emotional Support Animals One-Year Pilot Program

Acting Protective Services Senior Manager Vikram Kulkarni reviewed the report containing the issue that Bylaws 23-24 and 21-24 are provided for Council consideration for the purpose of facilitating a one-year pilot program offering residents the ability to keep livestock emotional support animals in the Town of Okotoks.

8.1.1 Bylaw 23-24 Livestock Emotional Support Animals

The purpose of Bylaw 23-24 is to regulate the keeping of livestock emotional support animals in the Town of Okotoks.

MOTION 24.C.227

By Councillor Lang

That Bylaw 23-24 be read a first time.

Carried Unanimously

MAIN MOTION

By Councillor Robinson

That Bylaw 23-24 be read a second time.

AMENDING

MOTION 24.C.228

By Councillor Hallmark

That Bylaw 23-24 subsection 2.3 be amended by reducing the weight in the definition of Livestock Emotional Support Animal from 225 kilograms to 180 kilograms.

Carried

MAIN MOTION

AS AMENDED

24.C.229

By Councillor Robinson

That Bylaw 23-24 be read a second time as amended.

Carried

MOTION 24.C.230

By Councillor Hallmark

That authorization be given to read Bylaw 23-24 a third time.

Carried Unanimously

MOTION 24.C.231

By Councillor Lang

That Bylaw 23-24 be read a third time and passed.

Carried Unanimously

8.1.2 Bylaw 21-24 Responsible Pet Ownership Bylaw Amendment

The purpose of Bylaw 21-24 is to amend Responsible Pet Ownership Bylaw 18-08 by adding provisions to allow residents to harbour livestock emotional support animals in the Town of Okotoks.

MOTION 24.C.232

By Councillor Swendseid

That Bylaw 21-24 be read a first time.

Carried Unanimously

MAIN MOTION

By Councillor Hallmark

That Bylaw 21-24 be read a second time.

AMENDING

MOTION 24.C.233

By Councillor Robinson

That Bylaw 21-24 subsection 1.5 be amended by reducing the weight in the definition of Livestock Emotional Support Animal from 225 kilograms to 180 kilograms.

Carried Unanimously

MAIN MOTION

AS AMENDED

24.C.234

By Councillor Hallmark

That Bylaw 21-24 be read a second time as amended

Carried Unanimously

MOTION 24.C.235

By Councillor Lang

That authorization be given to read Bylaw 21-24 a third time.

Carried Unanimously

MOTION 24.C.236

By Councillor Heemeryck

That Bylaw 21-24 be read a third time and passed.

Carried Unanimously

8.2 Bylaw 22-24 Governance Committees of Council Bylaw Amendment

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that the purpose of Bylaw 22-24 is to amend Governance Committees of Council Bylaw 04-24.

MOTION 24.C.237

By Councillor Hallmark

That Bylaw 22-24 be read a first time.

Carried Unanimously

MOTION 24.C.238

By Councillor Swendseid

That Bylaw 22-24 be read a second time.

Carried

MOTION 24.C.239

By Councillor Lang

That authorization be given to read Bylaw 22-24 a third time.

Carried Unanimously

MOTION 24.C.240

By Councillor Hallmark

That Bylaw 22-24 be read a third time and passed.

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 the machine used to repair potholes and requested information regarding the number of potholes patched annually, the length of time it takes to patch all potholes each spring and the associated cost per pothole.

Councillor Robinson provided an inquiry regarding Town special events and requested information regarding the type of expense, attendance and impact on businesses tracking done by the Town to determine the value to local businesses and the return on investment for the Town.

Chief Administrative Officer Elaine Vincent provided a response outlining the Town's use of publicly available data retrieved from businesses, a survey completed annually to determine return on investment, and indicated further information would be provided in the next Council agenda package.

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 24.C.241

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 5:02 p.m.

Carried Unanimously

3.1 Intergovernmental Relations (*FOIP* s. 21(1)(a), 23(1)(a), 24(1)(a)(c)(e)(g))
(continued)

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

Acting Protective Services Senior Manager Vikram Kulkarni

Parks & Recreation Director Christa Michailuck

People, Policy & Technology Senior Manager Paula Bernat

Legislative Affairs Manager Cathy Duplessis

Community Planning Manager Chris Sargent

Planners Lauren Gagatek and Colton Nickel

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

IT Support Analyst Dean Chabot

Legislative Affairs Officer Janice Storch

3.2 Intergovernmental Relations (*FOIP* s. 21(1)(a)(ii)(b), 23(1)(a) and 24(1))

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

MOTION 24.C.242

By Councillor Robinson

That the meeting come out of Closed Session at 5:39 p.m.

Carried Unanimously

Break at 5:40 p.m. Reconvene at 6:01 p.m.

4. DELEGATIONS (RESUMED)

4.1 REQUESTED DELEGATIONS

4.1.1 Awesome Kids Award

Students from Percy Pegler School were in attendance to be recognized for their efforts to raise funds and awareness during Huntington's Disease Awareness Month in May.

4.1.2 Awesome Kids Award

Students from Foothills Composite High School were in attendance to be recognized for their participation with Team Alberta at the Skills Canada Nationals in Quebec.

16. ADJOURNMENT

MOTION 24.C.243

By Councillor Lang

That the June 24, 2024 Regular Council Meeting adjourn at 6:29 p.m.

Carried Unanimously