



**TOWN OF OKOTOKS  
UNADOPTED MINUTES  
FOR THE REGULAR COUNCIL MEETING  
HELD MONDAY, JULY 15, 2024  
AT THE OKOTOKS MUNICIPAL CENTRE  
COUNCIL CHAMBER**

**COUNCIL MEMBERS  
PRESENT**

Mayor Thorn  
Councillor Hallmark (absent from 3:32 p.m. to 3:36 p.m.)  
Councillor Heemeryck (absent from 6:43 p.m. to 6:47 p.m.)  
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 2:10 p.m. and provided a traditional land acknowledgement.

**2. ADOPTION OF AGENDA**

MOTION 24.C.244

By Councillor Lang

That the agenda for the July 15, 2024 Regular Council Meeting be adopted as presented.

Carried Unanimously

### 3. CLOSED SESSION

MOTION 24.C.245

By Councillor Swendseid

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 Human Resources Update (*FOIP* s. 24(1)(a)(b)(i))

##### 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

Protective Services Acting Director Vikram Kulkarni

People, Policy & Technology Senior Manager Paula Bernat

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

Human Resources Business Partner Patt Peterson

#### 3.2 Intermunicipal Approvals (*FOIP* s. 21(1) 24(1)(a)(c))

##### In Attendance

Mayor Thorn

Councillor Hallmark (absent from 3:32 p.m. to 3:36 p.m.)

Councillors 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

Protective Services Acting Director Vikram Kulkarni

People, Policy & Technology Senior Manager Paula Bernat

Legislative Affairs Manager Cathy Duplessis

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

IT Support Analyst Trevor Laboucane  
Payroll and Benefits Specialist Jana Giger  
Legislative Affairs Officers Lucy Mundy and Janice Storch

**MOTION 24.C.246**

By Councillor Heemeryck

That the meeting come out of Closed Session at 3:34 p.m.

Carried Unanimously  
Councillor Hallmark absent for the vote

Break at 3:35 p.m. Reconvene at 3:44 p.m.

**4. DELEGATIONS**

4.2 PUBLIC DELEGATIONS

None

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

**MOTION 24.C.247**

By Councillor Robinson

That the direction provided in Closed Session item 3.2 be endorsed as presented.

Carried Unanimously

**6. CONSENT AGENDA**

6.1 MINUTES OF PREVIOUS MEETING

6.1.1 Regular Council Meeting - June 24, 2024

6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1 Drought Management Water Statistics Monthly Update

6.2.2 Program and Service Review Policy GP E 2.1 - Appendix A Update

6.2.3 Town of Okotoks 2023 Annual Report

6.2.4 Off-Leash Park Expansion

6.3 FIRST READING BYLAWS

6.3.1 Bylaw 25-24 - Borrowing Bylaw

6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS

6.4.1 Councillor Robinson - Pothole Patching

- 6.4.2 Councillor Robinson - Special Events Tracking
- 6.5 CORRESPONDENCE FOR INFORMATION
  - 6.5.1 Library Board Member Resignation - July 8, 2024
- 6.6 BOARD AND COMMITTEE MINUTES
  - 6.6.1 Intermunicipal Committee - July 5, 2024
  - 6.6.2 Okotoks Public Library Board - April 23 and May 25, 2024
  - 6.6.3 United Way/Okotoks Partnership Committee - June 11, 2024
- 6.7 DISCLOSURE OF CLOSED SESSION ITEMS
  - None

**MOTION 24.C.248**

By Councillor Hallmark

That item 6.2.4 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 25-24 - Borrowing Bylaw be read a first time; and the remaining items be received as information.

Carried Unanimously

**7. BUSINESS ITEMS FOR ACTION**

**7.1 2025 Budget Engagement What We Learned Report**

Community Engagement Manger Melanie Heemeryck, Communications Specialist Marni Hutchison, and Senior Corporate Analyst Tom Kerr reviewed the report containing the issue that results of the What We Learned Report are provided to Council as information and to assist in future budget decisions.

**MOTION 24.C.249**

By Councillor Lang

That the 2025 Budget Engagement What We Learned Report be accepted as presented.

Carried Unanimously

## 7.2 Property Tax Exemptions for Non-Profit Organizations

Social Planning Specialist Michelle Grenwich reviewed the report containing the issue that the Province is seeking input to improve the way non-profits are evaluated when they apply for a property tax exemption.

### MOTION 24.C.250

By Councillor Robinson

That Administration be directed to send the draft letter to Municipal Affairs regarding feedback, including Council's comments on the review of the Community Organization Property Tax Exemptions Regulation.

Carried Unanimously

## 7.3 Arts and Culture Activation Grant Policy One-Year Review

Culture & Heritage Team Leader Allan Boss reviewed the report containing the issue that the Arts and Culture Activation Grant Policy CMD F 2.4 has been in effect for one (1) year and an evaluation of its effectiveness is provided to Council as directed.

### MOTION 24.C.251

By Councillor Robinson

That Arts and Culture Activation Grant Policy CMD F 2.4 be amended as presented.

Carried Unanimously

Break at 5:01 p.m. Reconvene at 5:30 p.m.

## 7.4 Community Facilities Access Policy Amendment

Parks & Recreation Director Christa Michailuck reviewed the report containing the issue that amendments to Community Facilities Access Policy EL B 2.5 are provided to Council for approval.

### MOTION 24.C.252

By Councillor Heemeryck

That Community Facilities Access Policy EL B 2.5 be amended as presented.

Carried Unanimously

## 7.5 Howard Park Skate Park and Playground Final Layout

Parks & Recreation Director Christa Michailuck reviewed the report containing the issue that the final layout of the future south side skate park and playground at Howard Park is provided to Council for review and approval.

### MOTION 24.C.253

By Councillor Swendseid

That Administration be directed to move forward with planning for the skate park and inclusive playground at Howard Park as per site layout in Option 3.

Defeated

### MOTION 24.C.254

By Councillor Lang

That Administration be directed to move forward with planning for the skate park and inclusive playground at Howard Park as per site layout in Option 2.

Carried Unanimously

## 7.6 Youth Committee Members

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that options regarding the appointment of youth members on the Okotoks Public Library Board and United Way/Okotoks Partnership Committee are provided for Council's consideration.

### MOTION 24.C.255

By Councillor Hallmark

That a report regarding youth committee member appointments to the Okotoks Public Library Board and United Way/Okotoks Partnership Committee be brought back to the August 19, 2024 Council Meeting, with feedback from the affected committees and draft amendments to Governance Committees of Council Bylaw 04-24 if required.

Carried Unanimously

Break at 5:56 p.m. Reconvene at 6:01 p.m.

#### 4. DELEGATIONS (RESUMED)

##### 4.1 REQUESTED DELEGATIONS

###### 4.1.1 Awesome Kids Award

Okotoks youth Mason Sharp was in attendance to be recognized for collecting one million can tabs in collaboration with the Foothills Country Hospice Society in support of the Alberta Elks Foundation's Tabs for Tots program.

#### 7. BUSINESS ITEMS FOR ACTION (RESUMED)

##### 7.7 Bill 20 Regulations Engagement

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that the Province is collecting feedback to develop the regulations under the new authorities in Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*.

###### MOTION 24.C.256

By Councillor Swendseid

That the Town of Okotoks' written feedback regarding the development of regulations for the new authorities under Bill 20 be provided to Alberta Municipal Affairs by July 26, 2024 as discussed.

Carried Unanimously

##### 7.8 Off-Leash Park Expansion

Parks & Recreation Director Christa Michailuck responded to questions from Council regarding the Off-Leash Park Expansion report.

###### MOTION 24.C.257

By Councillor Hallmark

That the Off-Leash Park Expansion 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**

None

**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.258

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 6:27 p.m.

Carried Unanimously

3.3 Budget Survey Details (*FOIP* s. 24(1)(a))



In Attendance

Mayor Thorn

Councillor Heemeryck (absent from 6:43 p.m. to 6:47 p.m.)

Councillors Hallmark, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Parks & Recreation Director Christa Michailuck

Legislative Affairs Manager Cathy Duplessis

Payroll and Benefits Specialist Jana Giger

Legislative Affairs Officers Lucy Mundy and Janice Storch

MOTION 24.C.259

By Councillor Lang

That the meeting come out of Closed Session at 6:45 p.m.

Carried Unanimously

Councillor Heemeryck absent for the vote

Break at 6:46 p.m. Reconvene at 7:00 p.m.

**14. PUBLIC HEARING(S)****14.1 Bylaw 20-24 - North Point Area Structure Plan**

Mayor Thorn opened the Public Hearing for Bylaw 20-24 North Point Area Structure Plan at 7:02 p.m.

Planner Lauren Gagatek reviewed the report containing the issue that the purpose of Bylaw 20-24 is to adopt the North Point Area Structure Plan to facilitate phased industrial development of approximately +/- 246ha (+/- 608 acres) of land in northeast Okotoks.

Mayor Thorn called for those present in the Council Chamber and virtually who wished to speak in favour of 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 written responses received after 12:00 p.m. on July 10, 2024 to 7:00 p.m. on July 15, 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 7:45 p.m. Reconvene at 8:00 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.260

By Councillor Lang

That the Public Hearing for Bylaw 20-24 close at 8:02 p.m.

Carried Unanimously

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

15.1 Bylaw 20-24 - North Point Area Structure Plan

MAIN MOTION

By Councillor Heemeryck

That Bylaw 20-24 be read a second time.

Break at 8:06 p.m. Reconvene at 8:07 p.m.

AMENDING

MOTION 24.C.261

By Councillor Robinson

That the map titled Figure 2: Regional Location Plan on page 12 of Bylaw 20-24, North Point Area Structure Plan be amended by switching the '338<sup>th</sup> Highway Interchange and Gateway Area (IDP) map label with the 'Foothills-Okotoks Industrial Initiative, Infrastructure Sharing and Gateway Area (IDP)' map label.

Carried Unanimously

MAIN MOTION

AS AMENDED 24.C.262

By Councillor Heemeryck

That Bylaw 20-24 be read a second time as amended.

Carried Unanimously

**16. ADJOURNMENT**

MOTION 24.C.263

By Councillor Lang

That the July 15, 2024 Regular Council Meeting adjourn at 8:08 p.m.

Carried Unanimously