



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, AUGUST 19, 2024
AT THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER AND VIDEOCONFERENCE**

**COUNCIL MEMBERS
PRESENT**

Mayor Thorn (absent from 6:58 p.m. to 7:00 p.m.)
Councillor Hallmark
Councillor Heemeryck
Councillor Lang (via videoconference)
Councillor Robinson
Councillor Swendseid

**ADMINISTRATION
PRESENT**

Chief Administrative Officer Elaine Vincent
Legislative Affairs Officer Lucy Mundy

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.264

By Councillor Heemeryck

That the agenda for the August 19, 2024 Regular Council Meeting be adopted as presented.

Carried Unanimously

3. CLOSED SESSION

MOTION 24.C.265

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 2:05 p.m.

Carried Unanimously

3.1 Intermunicipal Referrals (*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 Growth & Identity Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

People, Policy & Technology Senior Manager Paula Bernat

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

Legislative Affairs Manager Cathy Duplessis

Community Planning Manager Chris Sargent

Social Planning Specialist Michelle Grenwich

Planner Colton Nickel

Community & Social Development Team Leader Sian Anderson

Land and Leasing Specialist Karen Humby

IT Support Analyst Trevor Laboucane

Senior Legislative Affairs Officer Patty Huber

Legislative Affairs Officers Lucy Mundy and Janice Storch

3.2 Affordable Housing (*FOIP* s. 16(1)(a)(ii)c(i), 25(1)c(ii)(iii))

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Community Growth & Identity Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck
People, Policy & Technology Senior Manager Paula Bernat
Communications, Governmental & Indigenous Senior Strategist Ben Morgan
Legislative Affairs Manager Cathy Duplessis
Community Planning Manager Chris Sargent
Social Planning Specialist Michelle Greenwich
Community & Social Development Team Leader Sian Anderson
Land and Leasing Specialist Karen Humby
IT Support Analyst Trevor Laboucane
Senior Legislative Affairs Officer Patty Huber
Legislative Affairs Officers Lucy Mundy and Janice Storch

3.3 Project Budget Review (*FOIP* s. 24(1)(g))

In Attendance

Mayor Thorn
Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid
Chief Administrative Officer Elaine Vincent
Community Growth & Identity Director Jeff Greene
Operations & Utilities Director Jeremy Huet
Parks & Recreation Director Christa Michailuck
People, Policy & Technology Senior Manager Paula Bernat
Communications, Governmental & Indigenous Senior Strategist Ben Morgan
Legislative Affairs Manager Cathy Duplessis
Community Planning Manager Chris Sargent
Community & Social Development Team Leader Sian Anderson
Land and Leasing Specialist Karen Humby
IT Support Analyst Trevor Laboucane
Senior Legislative Affairs Officer Patty Huber
Legislative Affairs Officers Lucy Mundy and Janice Storch

MOTION 24.C.266

By Councillor Heemeryck

That the meeting come out of Closed Session at 3:06 p.m.

Carried Unanimously

Break at 3:07 p.m. Reconvene at 3:15 p.m.

4. DELEGATIONS

4.2 PUBLIC DELEGATIONS

None

5. MOTION(S) ARISING FROM CLOSED SESSION

MOTION 24.C.267

By Councillor Robinson

That Administration be directed to develop a list of short-term options to facilitate affordable housing by October 31, 2024.

Carried Unanimously

MOTION 24.C.268

By Councillor Heemeryck

That the 2024 Capital Budget be amended by increasing the approved budget for Project 319 - Land Purchase Placeholder as follows:

- Original Budget: \$1.000M
- Amendment \$3.800M
- Total Project cost: \$4.800M
- Source of Funds: Grants/Reserves

Carried Unanimously

6. CONSENT AGENDA

6.1 MINUTES OF PREVIOUS MEETING

6.1.1 Regular Council Meeting - July 15, 2024

6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1 Drought Management Water Statistics Monthly Update

6.2.2 Green Municipal Fund Funding Application Letter of Support

6.2.3 Community Safety 2024 Second Quarter Report

6.2.4 Program and Service Review Policy - Appendix A - Services and Service Level Inventory Update - August

6.2.5 Chief Administrative Officer Approvals

6.3 FIRST READING BYLAWS

6.3.1 Bylaw 24-24 - Land Use Bylaw Amendment - 149 Elizabeth Street

6.3.2 Bylaw 26-24 - Land Use Bylaw Amendment - Wedderburn Phase 12

6.3.3 Bylaw 27-24 - Land Use Bylaw Amendment - D'Arcy Phase 14

- 6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS
 - None
- 6.5 CORRESPONDENCE FOR INFORMATION
 - 6.5.1 Okotoks Public Library - Financial Statements for the year ended December 31, 2023 - July 23, 2024
 - 6.5.2 Honourable Ric McIver, Minister of Municipal Affairs, Re: 2024 Canada Community-Building Fund (CCBF) Allocations - July 23, 2024
 - 6.5.3 Westwinds Communities - Financial Statements for the year ended December 31, 2023, Annual Report 2023, and 2024-2026 Business Plan - July 30, 2024
 - 6.5.4 Friends of Champion Park - Financial Statements for the years ended December 31, 2022 and December 31, 2023, and the Certificate of Dissolution - August 14, 2024
- 6.6 BOARD AND COMMITTEE MINUTES
 - 6.6.1 Okotoks Public Library Board - July 27, 2024
 - 6.6.2 United Way/Okotoks Partnership Committee - July 9, 2024
- 6.7 DISCLOSURE OF CLOSED SESSION ITEMS
 - None

MOTION 24.C.269

By Councillor Hallmark

That the minutes under 6.1.1 be adopted as presented; item 6.2.2 Green Municipal Funding Application Letter of Support be approved; item 6.2.4 Program and Service Review Policy - Appendix A - Services and Service Level Inventory Update for August be approved; items 6.3.1 Bylaw 24-24 Land Use Bylaw Amendment - 149 Elizabeth Street, 6.3.2 Bylaw 26-24 Land Use Bylaw Amendment - Wedderburn Phase 12, and 6.3.3 Bylaw 27-24 Land Use Bylaw Amendment - D'Arcy Phase 14 be read a first time; and the remaining items be received as information.

Carried Unanimously

7. BUSINESS ITEMS FOR ACTION

7.1 Okotoks Fire Services Master Plan

Fire Chief Trevor Brice introduced Tim Beckett and Jeffrey Carlisle from Behr Integrated Solutions who were in attendance to present the Town of Okotoks Fire Services Master Plan and Community Risk Assessment to Council for information.

MOTION 24.C.270

By Councillor Heemeryck

That the Town of Okotoks Fire Services Master Plan and Community Risk Assessment be accepted as presented.

Carried Unanimously

MOTION 24.C.271

By Councillor Swendseid

That Administration be directed to develop a 5 year fire services implementation plan that considers risks, opportunities, and affordability for Council's consideration in the 2026 budget cycle and prepare any high risk items for consideration in the 2025 budget cycle.

Carried Unanimously

Break at 4:53 p.m. Reconvene at 5:05 p.m.

7.2 Municipally Controlled Corporation

Social Planning Specialist Michelle Grenwich reviewed the report containing the issue that a business plan and financial model have been prepared to explore the feasibility of establishing a Municipally Controlled Corporation to advance development of below market rental housing.

MOTION 24.C.272

By Councillor Robinson

That the business plan and financial model to create a Municipally Controlled Corporation focused on development of below market rental housing be accepted as presented.

Carried Unanimously

7.3 Notice of Intent to Designate

Culture, Heritage & Events Team Leader Allan Boss reviewed the report containing the issue that authorization is requested to provide the Notice of Intent, which is required to designate 38 Elma Street West, the Lineham/Mitchell residence as a municipal historic resource, to the property owner.

MOTION 24.C.273

By Councillor Hallmark

That the Notice of Intent to designate 38 Elma Street West as a municipal historic resource be provided to the property owner and the corresponding bylaw brought to the October 28, 2024 Regular Council Meeting for consideration.

Carried Unanimously

Break at 5:34 p.m. Reconvene at 6:04 p.m.

4. DELEGATIONS (RESUMED)

4.1 REQUESTED DELEGATIONS

4.1.1 Awesome Kids Awards

4.1.1.1 Dhriti Thiruchitrambala

Dhriti Thiruchitrambala was in attendance to be recognized for her accomplishments in academics, arts, and community involvement, acceptance into the University of Nottingham medical school, and receiving the prestigious Duke of Edinburgh Gold Award.

4.1.1.2 Arianna Ramsay

Arianna Ramsay was in attendance to be recognized for being crowned Miss Teenage Canada 2024.

Break at 6:26 p.m. Reconvene at 6:31 p.m.

7. BUSINESS ITEMS FOR ACTION (RESUMED)

7.4 2024 Capital Budget Amendment

Community Growth & Identity Director Jeff Greene and Projects Engineer Mitch Thompson reviewed the report containing the issue that a Capital Budget amendment is requested to increase the approved budget for Project 13 related to water main installation and off-site improvements to be completed with the Tillotson Phase 1 development.

MOTION 24.C.274

By Councillor Robinson

That the 2024 Capital Budget be amended by increasing the approved budget for Project 13 - Dedicated Mains to Southwest Reservoir (W8) as follows:

- Original Budget: \$1.600M
- Amendment \$2.250M
- Total Project cost: \$3.850M
- Source of Funds: OSL Reserves 70% / Water Reserves 30%

Carried Unanimously

7.5 Corporate Progress Report - August Update

Corporate Planning Specialist Bernice Gordon reviewed the report containing the issue that the Corporate Progress Report for January 1 to June 30, 2024 is provided to Council for approval and used as the basis for Corporate Business Planning updates for 2024 to 2027.

MOTION 24.C.275

By Councillor Heemeryck

That the Corporate Progress Report be accepted as presented and Administration be directed to use the Corporate Progress Report as the basis for continued work on initiatives during 2024 as well as Corporate Business Planning updates for 2024 to 2027.

Carried Unanimously

8. BYLAWS

8.1 Bylaw 14-24 - North Okotoks Area Structure Plan

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 ha (+/- 320.0 acres), encompassing the two quarter-sections of NW-33-20-29-W4M and NE-33-20-29-W4M.

Mayor Thorn requested the Deputy Mayor assume the chair.

Deputy Mayor Heemeryck assumed the chair at 6:58 p.m.

Mayor Thorn resumed the chair at 7:00 p.m.

MOTION 24.C.276

By Councillor Lang

That Bylaw 14-24 be read a third time and passed.

Carried Unanimously

8.2 Bylaw 25-24 - Borrowing Bylaw

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that the purpose of Bylaw 25-24 is to authorize the incurring of indebtedness of \$30.0 Million to finance construction of the raw water pipeline, pumping station, reservoir, and intake station located in Foothills County.

MOTION 24.C.277

By Councillor Heemeryck

That Bylaw 25-24 be read a second time.

Carried Unanimously

MOTION 24.C.278

By Councillor Robinson

That Bylaw 25-24 be read a third time and passed.

Carried Unanimously

8.3 Bylaw 28-24 - Governance Committees of Council Bylaw Amendment

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that the purpose of Bylaw 28-24 is to amend Governance Committees of Council Bylaw 04-24 by appointing youth members to the Okotoks Public Library Board and the United Way/Okotoks Partnership Committee.

MOTION 24.C.279

By Councillor Hallmark

That Bylaw 28-24 be read a first time.

Carried Unanimously

MOTION 24.C.280

By Councillor Heemeryck

That Bylaw 28-24 be read a second time.

Carried Unanimously

MOTION 24.C.281

By Councillor Swendseid

That authorization be given to read Bylaw 28-24 a third time.

Carried Unanimously

MOTION 24.C.282

By Councillor Hallmark

That Bylaw 28-24 be read a third time and passed.

Carried Unanimously

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 regarding the number of residents who have reported noisy vehicles, and how many tickets have been issued as per the Community Standards Bylaw for this infraction, over the summer months between the hours of 10:00 p.m. and 3:00 a.m.

Councillor Swendseid provided an inquiry regarding the timeline of the Tillotson neighbourhood development and if the project is going according to plan. Community Growth & Identity Director Jeff Greene provided a response that the project is moving according to schedule and construction will commence mid-September.

Councillor Lang provided information that the product the Town is spraying on trees is staining the roads and making them slippery and sticky, and requested information on the product being used.

Mayor Thorn requested information regarding the outcome of the D'Arcy community garden this year, the number of applications the Town received, and who is responsible for the management of the garden.

13. COUNCIL REPRESENTATIVE REPORTS

Mayor Thorn, Councillors Lang, 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.283

By Councillor Heemeryck

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 7:28 p.m.

Carried Unanimously

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.284

By Councillor Lang

That the meeting come out of Closed Session at 7:57 p.m.

Carried Unanimously

16. ADJOURNMENT

MOTION 24.C.285

By Councillor Lang

That the August 19, 2024 Regular Council Meeting adjourn at 7:58 p.m.

Carried Unanimously