



**TOWN OF OKOTOKS  
UNADOPTED MINUTES  
FOR THE REGULAR COUNCIL MEETING  
HELD MONDAY, SEPTEMBER 9, 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 2:10 p.m. and provided a traditional land acknowledgement.

**2. ADOPTION OF AGENDA**

MOTION 24.C.286

By Councillor Lang

That the agenda for the September 9, 2024 Regular Council Meeting be adopted as presented.

Carried Unanimously

### 3. CLOSED SESSION

MOTION 24.C.287

By Councillor Robinson

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 2:11 p.m.

Carried Unanimously

#### In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent (until 2:24 p.m.)

People, Policy & Technology Senior Manager Paula Bernat (until 2:24 p.m.)

3.1 Human Resources Matter (*FOIP* s. 17(4)(d), 17(5)(f)(i))

MOTION 24.C.288

By Councillor Heemeryck

That the meeting come out of Closed Session at 2:40 p.m.

Carried Unanimously

Break at 2:41 p.m. Reconvene at 3:00 p.m.

### 4. DELEGATIONS

4.1 REQUESTED DELEGATIONS

None

4.2 PUBLIC DELEGATIONS

4.2.1 Okotoks Dawgs Baseball Team

Representatives from the Okotoks Dawgs Baseball team were in attendance to be recognized for their third straight Western Canadian Baseball League Championship title.

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

None

**6. CONSENT AGENDA****6.1 MINUTES OF PREVIOUS MEETING**

6.1.1 Regular Council Meeting - August 19, 2024

**6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE**

6.2.1 2024 Second Quarter Variance Report

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

6.2.3 Franchise Fee Reporting Requirements

6.2.4 Chief Administrative Officer Approvals

**6.3 FIRST READING BYLAWS**

None

**6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS**

6.4.1 Mayor Thorn - D'Arcy Community Garden

6.4.2 Councillor Lang - Elm Trees

6.4.3 Councillor Swendseid - Noisy Vehicles

**6.5 CORRESPONDENCE FOR INFORMATION**

6.5.1 Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities, Re: Housing Accelerator Fund - August 20, 2024

**6.6 BOARD AND COMMITTEE MINUTES**

6.6.1 United Way/Okotoks Partnership Committee - August 13, 2024

**6.7 DISCLOSURE OF CLOSED SESSION ITEMS**

None

**MOTION 24.C.289**

By Councillor Heemeryck

That items 6.4.1 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; item 6.2.2 Program and Service Review Policy - Appendix A - Services and Service Level Inventory Update be approved; and the remaining items be received as information.

Carried Unanimously

## 7. BUSINESS ITEMS FOR ACTION

### 7.1 2024 Conservation Education Program Final Report

Environment Team Leader Jinny Toffelmire introduced the 2024 Conservation Educators Davyda Bedard, Avery Kaszas, Sydney Parisien, and Natalie Russell who were in attendance to review the report 2024 Summer Conservation Education Program's final report.

MOTION 24.C.290

By Councillor Heemeryck

That the 2024 Summer Conservation Education Program Final Report be accepted as presented.

Carried Unanimously

### 7.2 Business License Bylaw and Process Improvements

Planner Matt Lalonde reviewed the report containing the issue that Administration has completed a holistic review of the Business License Bylaw to reduce barriers for doing business in Okotoks and ensure alignment of the purpose of the bylaw with service levels.

Community Planning Manager Chris Sargent replied to questions from Council.

MOTION 24.C.291

By Councillor Robinson

That Administration be directed to proceed with Option 3 to reflect the value of business licensing to Okotoks; review the current business license fee structure for inclusion in the 2025 Fees, Rates, and Charges Bylaw; and bring the corresponding Business License Bylaw amendments to Council before November 19, 2024.

Carried Unanimously

### 7.3 Treatment of Public Policy EL A 2.3 Amendments

Customer Experience Team Leader Marisa Harris reviewed the report containing the issue that amendments to Treatment of Public Policy EL A 2.3 are provided to Council for approval.

#### MOTION 24.C.292

By Councillor Heemeryck

That amendments to Treatment of Public Policy EL A 2.3 be approved as presented.

Carried Unanimously

Break at 4:06 p.m. Reconvene at 4:14 p.m.

### 7.4 Noise Attenuation

Okotoks Municipal Enforcement Manager Vikram Kulkarni reviewed the report containing the issue that Administration is preparing to launch a public awareness campaign regarding noise attenuation and is proposing a one (1) year sound pressure level meter pilot following Traffic Bylaw amendments.

#### MOTION 24.C.293

By Councillor Swendseid

That a one (1) year noise attenuation pilot be approved and Administration directed to bring forward the required Traffic Bylaw revisions to the November 25, 2024 Regular Council Meeting.

Carried Unanimously

### 7.5 Water Rates Calculation Methodology

Operations & Utilities Director Jeremy Huet reviewed the report containing the issue that Council direction is required regarding a potential change to the water and wastewater utility rate structure.

#### MOTION 24.C.294

By Councillor Swendseid

That replacement of the summer wastewater discount with a year-round 0.9 multiplier be included in the 2025 Fees, Rates, and Charges Bylaw for Council's consideration

Carried Unanimously

**MOTION 24.C.295**

By Councillor Robinson

That changes to the utility rate structure including an increase in Tier 3 water rates to a 3X multiplier be included in the 2025 Fees, Rates, and Charges Bylaw for Council's consideration.

Carried

**7.6 2024 Capital Budget Amendment**

Chief Financial Officer Ralph Ettenauer reviewed the report containing the issue that a 2024 Capital Budget amendment is requested to add Project 347 for the purchase of a Fire Water Tender Truck as part of the Fire Services Master plan recommendation.

**MOTION 24.C.296**

By Councillor Lang

That the 2024 Capital Budget be amended by adding Project 347 – Fire Water Tender Truck:

- Budget: \$0.750M
- Source of Funds: Grants/ Reserves

Carried Unanimously

**7.7 Response to Councillor Inquiries and Suggestions, Mayor Thorn - D'Arcy Community Garden**

Community Growth & Identity Director Jeff Greene responded to questions from Council regarding the D'Arcy Community Garden.

**MOTION 24.C.297**

By Councillor Swendseid

That the Response to Councillor Inquiries and Suggestions , Mayor Thorn - D'Arcy Community Garden be received as information.

Carried Unanimously

7.8 Correspondence for Information - Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities, Re: Housing Accelerator Fund - August 20, 2024

Social Planning Specialist Michelle Grenwich responded to questions from Council regarding the Housing Accelerator Fund as outlined in the correspondence from Minister Fraser.

MOTION 24.C.298

By Councillor Lang

That Correspondence for Information - Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities, Re: Housing Accelerator Fund - August 20, 2024 be received as information.

Carried Unanimously

Break at 5:37 p.m. Reconvene at 5:43 p.m.

## 8. **BYLAWS**

### 8.1 Bylaw 20-24 - North Point Area Structure Plan

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.

MAIN

MOTION

By Councillor Swendseid

That Bylaw 20-24 be read a third time.

**AMENDING****MOTION 24.C.299**

By Councillor Robinson

That Bylaw 20-24 Schedule 'A' be amended by inserting the following line under Section 8. Utility Servicing:

8.1.1.1 All new development will connect to municipally controlled servicing. Deferred servicing agreements will be registered against all parcels where development or subdivision is proposed in advance of municipal servicing availability;  
and renumbering all subsequent lines.

Carried Unanimously

**MOTION 24.C.300**

By Councillor Lang

That third and final reading of Bylaw 20-24 as amended be postponed until Calgary Metropolitan Region Board approval is received.

Carried Unanimously

**9. NOTICES OF MOTION**

None

**10. MOTIONS RE NOTICES**

None

**11. CORRESPONDENCE FOR ACTION**

None



## **12. COUNCILLOR INQUIRIES AND SUGGESTIONS**

Mayor Thorn provided an inquiry requesting a comprehensive data analysis of water utility rates.

Councillor Swendseid provided an inquiry regarding the revenue generated by dog license fees, how that revenue is used and whether it could be used to fund improvements to the off-leash dog park.

Parks Director Christa Michailuck provided a response that dog license fees generate approximately \$170,000 annually in revenue and that one-third of the revenue is allocated to replacing and maintaining dog bag dispensaries throughout town and two-thirds is allocated to the Okotoks Municipal Enforcement business centre for handling dog related issues. Director Michailuck indicated that some of the improvements requested by residents could be achieved through the current Parks budget and there is a possibility that some of the capital improvements could be covered by the license fee revenue. Parks Manager Rod March provided further information that in 2025 the restrictive covenant currently in place for the off-leash dog park property will be removed from the land title, which will permit the Town to undertake many capital improvements that have been previously restricted.

Councillor Swendseid provided an inquiry regarding the possibility of train whistle cessation through Town now that permanent fencing borders the rail line. Mayor Thorn provided a response that Administration has been advised by Canadian Pacific Kansas City (CPKC) Railway that train whistle cessation within Town limits can only occur once controlled crossings are installed by the Town at the Veterans' Way and Lineham Avenue crossings. Administration continues to discuss this item with CPKC.

## **13. COUNCIL REPRESENTATIVE REPORTS**

Mayor Thorn, Councillors 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

**16. ADJOURNMENT**

MOTION 24.C.301

By Councillor Lang

That the September 9, 2024 Regular Council Meeting adjourn at 6:05 p.m.

Carried Unanimously