



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD TUESDAY, OCTOBER 15, 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 2:04 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION 24.C.322

By Councillor Heemeryck

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

Carried Unanimously

3. CLOSED SESSION

MOTION 24.C.323

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 2:06 p.m.

Carried Unanimously

3.1 Human Resources Matter (*FOIP* s. 24(1))

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

People, Policy & Technology Senior Manager Paula Bernat

Human Resources Manager Patt Peterson

Legislative Affairs Manager Cathy Duplessis

IT Support Analyst Dean Chabot

Legislative Affairs Officers Lucy Mundy and Janice Storch

3.2 Intermunicipal Planning Matter (*FOIP* s. 21(1), 24(1)(a)(c))

3.3 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

Operations & Utilities Director Jeremy Huet

People, Policy & Technology Senior Manager Paula Bernat

Legislative Affairs Manager Cathy Duplessis

Community Planning Manager Chris Sargent

Planner Colton Nickel

IT Support Analyst Dean Chabot
Legislative Affairs Officers Lucy Mundy and Janice Storch

MOTION 24.C.324

By Councillor Heemeryck

That the meeting come out of Closed Session at 3:03 p.m.

Carried Unanimously

Break at 3:04 p.m. Reconvene at 3:12 p.m.

4. DELEGATIONS

4.1 REQUESTED DELEGATIONS

None

4.2 PUBLIC DELEGATIONS

4.2.1 Rowan House Society

Rowan House Society Executive Director Linette Soldan and Community Engagement Program Lead Krystal Hoover were in attendance to provide information to Council on the issue of domestic violence and abuse in Canada and an update on support that Rowan House Society provides to individuals and families experiencing domestic violence and abuse in the region.

5. MOTION(S) ARISING FROM CLOSED SESSION

None

6. CONSENT AGENDA

- 6.1 MINUTES OF PREVIOUS MEETING
 - 6.1.1 Regular Council Meeting - September 23, 2024
- 6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE
 - 6.2.1 2024 Planning and Development Activity Update
 - 6.2.2 Non-Profit Affordable Housing Tax Exemptions
- 6.3 FIRST READING BYLAWS
 - None
- 6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS
 - None
- 6.5 CORRESPONDENCE FOR INFORMATION
 - 6.5.1 Assessment Review Board Member Resignation - September 20, 2024
 - 6.5.2 Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, Re: Canada Public Transit Fund - September 24, 2024
 - 6.5.3 Honourable Ric McIver, Minister of Municipal Affairs, Re: Federal Carbon Tax Survey - October 2, 2024
- 6.6 BOARD AND COMMITTEE MINUTES
 - 6.6.1 Family and Community Support Services Committee - October 2, 2024
 - 6.6.2 Okotoks Public Library Board - July 25, 2024
- 6.7 DISCLOSURE OF CLOSED SESSION ITEMS
 - None

MOTION 24.C.325

By Councillor Swendseid

That items 6.2.1 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; and the remaining items be received as information.

Carried Unanimously

7. BUSINESS ITEMS FOR ACTION

7.1 United Way/Okotoks Partnership Committee Chair Presentation

Community Wellness Specialist Megan Braun reviewed the report containing the issue that Governance Committees of Council Bylaw 04-24 requires the Chair of Governance committees to annually present a summary or highlight report of activities at a Regular Council Meeting.

United Way/Okotoks Partnership Committee Chair Shari Hutchison was in attendance to provide highlights of the Committee's activities over the past year and answer questions from Council.

MOTION 24.C.326

By Councillor Swendseid

That the United Way/Okotoks Partnership Committee Chair report be accepted as presented.

Carried Unanimously

7.2 Property Tax Penalty Cancellation Request

Chief Financial Officer Ralph Ettenauer reviewed the report containing the issue that a request from a property owner to remove tax penalties levied on unpaid 2024 taxes as been received and is provided to Council for direction.

MOTION 24.C.327

By Councillor Heemeryck

That the property owner's request to remove penalty charges applied to tax roll number 0104810 for late payment of 2024 property taxes in the amount of \$230.81 be denied.

Carried Unanimously

7.3 Extended Producer Responsibility Recommendations

Operations & Utilities Director Jeremy Huet reviewed the report containing the issue that in order to support the provincial rollout of Extended Producer Responsibility legislation the Town is required to make decisions on whether it will be a service provider.

Break at 3:48 p.m. Reconvene at 3:51 p.m.

MOTION 24.C.328

By Councillor Swendseid

That Administration be directed to implement the transition to Extended Producer Responsibility Programs for curbside single-use products, packaging, and paper products and continue to manage the recycling collection contract through a service agreement with Circular Materials.

Carried Unanimously

MOTION 24.C.329

By Councillor Lang

That Administration be directed to implement the transition to Extended Producer Responsibility Programs for Hazardous and Special Products with the respective Producer Responsible Organizations using a combined approach whereby the Town continues to collect both Hazardous and Special Products and Household Hazardous Waste.

Carried Unanimously

7.4 Purpose Statement Policies

Corporate Planning Specialist Bernice Gordon reviewed the report containing the issue that with the addition of the new Program and Service Level Policy GP E 2.1, removing services and service level inventory information from Purpose Statement policies is required and are provided to Council for approval.

MOTION 24.C.330

By Councillor Hallmark

That amendments to Purpose Statement policies PS A 2.1 Sustainable Okotoks; PS A 2.2 Community Life; PS A 2.3 Strong Local Economy be approved as presented; and that the proposed amendments on pages 3 to 7 of the redlined version of PS A 2.4 Integrated and Accessible Transportation Policy be reinstated and the remaining amendments approved as presented.

Carried Unanimously

7.5 2024 Planning and Development Activity Update

Community Growth & Identity Director Jeff Greene, Community Planning Manager Chris Sargent, and Legislative Affairs Manager Cathy Duplessis responded to questions from Council regarding the 2024 Planning and Development Activity Update.

MOTION 24.C.331

By Councillor Swendseid

That the 2024 Planning and Development Activity Update report be received as information.

Carried Unanimously

7.6 Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, Re: Canada Public Transit Fund - September 24, 2024

Chief Administrative Officer Elaine Vincent responded to questions from Council regarding the correspondence from the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, Re: Canada Public Transit Fund.

MOTION 24.C.332

By Councillor Swendseid

That the Correspondence for Information - Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, Re: Canada Public Transit Fund - September 24, 2024 be received as information.

Carried Unanimously

Break at 4:29 p.m. Reconvene at 4:36 p.m.

8. BYLAWS

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

Planner Craig Davies reviewed the report containing the issue that the purpose of Bylaw 24-24 is to amend Land Use Bylaw 17-21 by redesignating 149 Elizabeth Street (Plan 1420L, Block F, Lots 25-37) from Downtown District and Traditional Neighbourhood District to General Commercial District.

MAIN MOTION

By Councillor Heemeryck

That Bylaw 24-24 be read a second time.

AMENDING

MOTION

By Councillor Robinson

That Bylaw 24-24 be amended to redesignate 149 Elizabeth Street (Plan 1420L, Block F, Lots 25-27) from Downtown District and Traditional Neighbourhood District to solely the Downtown District.

Break at 4:57 p.m. Reconvene at 4:59 p.m.

Mayor Thorn ruled the amending motion out of order and the motion was withdrawn with the unanimous consent of Council.

MAIN

MOTION 24.C.333

By Councillor Heemeryck

That Bylaw 24-24 be read a second time.

Defeated

MOTION 24.C.334

By Councillor Robinson

That Administration be directed to prepare a Land Use Bylaw amendment in accordance with the *Municipal Government Act* to redesignate 149 Elizabeth Street (Plan 1420L, Block F, Lots 25-37) as a Downtown District.

Carried

8.2 Bylaw 26-24 - Land Use Bylaw - Wedderburn Phase 12

Planner Colton Nickel reviewed the report containing the issue that the purpose of Bylaw 26-24 is to amend Land Use Bylaw 17-21 by redesignating approximately +/- 2.44ha (+/- 6.02 acres) from Agricultural and Land Holdings District to Neighbourhood Core District.

MOTION 24.C.335

By Councillor Hallmark

That Bylaw 26-24 be read a third time and passed.

Carried Unanimously

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

Planner Lauren Gagatek reviewed the report containing the issue that the purpose of Bylaw 27-24 is to amend Land Use Bylaw 17-21 by redesignating approximately +/- 1.66ha (+/- 4.10 acres) from Agricultural and Land Holdings District to Neighbourhood Core District.

MOTION 24.C.336

By Councillor Robinson

That Bylaw 27-24 be read a third time and passed.

Carried Unanimously

8.4 Bylaw 34-24 - Community Standards Bylaw Amendment

Legislative Affairs Manager Cathy Duplessis and Okotoks Municipal Enforcement Acting Manager Trevor LaDuke reviewed the report containing the issue that the purpose of Bylaw 34-24 is to amend Community Standards Bylaw 31-23 by providing a clearer definition of a graphic image and provide updates to the Bylaw regarding the distribution of graphic images.

MOTION 24.C.337

By Councillor Hallmark

That Bylaw 34-24 be read a first time.

Carried Unanimously

MOTION 24.C.338

By Councillor Heemeryck

That Bylaw 34-24 be read a second time.

Carried Unanimously

MOTION 24.C.339

By Councillor Lang

That authorization be given to read Bylaw 34-24 a third time.

Carried Unanimously

MOTION 24.C.340

By Councillor Swendseid

That Bylaw 34-24 be read a third time and passed.

Carried Unanimously

Break at 5:23 p.m. Reconvene at 6:00 p.m.

9. NOTICES OF MOTION

None

10. MOTIONS RE NOTICES

None

11. CORRESPONDENCE FOR ACTION

None

12. COUNCILLOR INQUIRIES AND SUGGESTIONS

Councillor Swendseid provided information regarding the site preparation taking place between the Canadian Pacific Kansas City rail line and South Railway Street and inquired what was going to be built on the property.

Chief Administrative Officer Elaine Vincent provided a response that the Town has recently taken ownership of the property and the current dirt work provides alignment with maintenance standards established in the Land Use Bylaw. The area will be seeded to grass and used as overflow parking.

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.341

By Councillor Heemeryck

That the meeting go into Closed Session as the matter to be discussed during this portion of the meeting is 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 6:18 p.m.

Carried Unanimously

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

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

People, Policy & Technology Senior Manager Paula Bernat

MOTION 24.C.342

By Councillor Heemeryck

That the meeting come out of Closed Session at 6:47 p.m.

Carried Unanimously

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

MOTION 24.C.343

By Councillor Robinson

That the recommendation contained in Closed Session report 3.4 be endorsed as presented.

Carried

16. ADJOURNMENT

MOTION 24.C.344

By Councillor Lang

That the October 15, 2024 Regular Council Meeting adjourn at 6:50 p.m.

Carried Unanimously