



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, JANUARY 27, 2025
AT THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

**COUNCIL MEMBERS
PRESENT**

Mayor Thorn
Councillor Hallmark (until 5:00 p.m.)
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 25.C.019

By Councillor Lang

That the agenda for the January 27, 2025 Regular Council Meeting be adopted as presented.

Carried Unanimously

3. CLOSED SESSION

MOTION 25.C.020

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 2:01 p.m.

Carried Unanimously

3.1 Intermunicipal Referrals (*FOIP* s. 21(1), 24(1)(a)(c)(g), 25(1)(b)(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

Chief Financial Officer & Special Projects Katherine Van Keimpema

People, Policy & Technology Senior Manager Paula Bernat (arrived at 2:06 p.m.)

Community Growth & Identity Senior Manager Robyn Marsden

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

Legislative Affairs Manager Cathy Duplessis

Senior Planner Colton Nickel

IT Support Analysts Michael Anukam and Spencer Tarrant

Legislative Affairs Officers Lucy Mundy and Janice Storch

3.2 Human Resources Reporting (*FOIP* s. 16(1)(b), 17(5)(f)(i), 24(1)(a)(d))

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

Chief Financial Officer & Special Projects Katherine Van Keimpema

People, Policy & Technology Senior Manager Paula Bernat

Community Growth & Identity Senior Manager Robyn Marsden

Communications, Governmental & Indigenous Senior Strategist Ben Morgan
Legislative Affairs Manager Cathy Duplessis
IT Support Analysts Michael Anukam and Spencer Tarrant
Legislative Affairs Officers Lucy Mundy and Janice Storch

MOTION 25.C.021

By Councillor Heemeryck

That the meeting come out of Closed Session at 2:52 p.m.

Carried Unanimously

Recess at 2:53 p.m. Reconvene at 3:02 p.m.

4. DELEGATIONS

4.2 PUBLIC DELEGATIONS

None

5. MOTION(S) ARISING FROM CLOSED SESSION

None

6. CONSENT AGENDA

6.1 MINUTES OF PREVIOUS MEETING

6.1.1 Regular Council Meeting - January 13, 2025

6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1 Hall of Fame Program Policy

6.2.2 Amendments to Flag Protocol Policy CMD-R-4.3 and Proclamations
and Lighting of the Municipal Centre Policy CMD-R-4.4.

6.2.3 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 Crossing Area Traffic

6.5 CORRESPONDENCE FOR INFORMATION

None

6.6 BOARD AND COMMITTEE MINUTES

- 6.6.1 Family and Community Support Services Committee - January 14 and 15, 2025
- 6.6.2 Governance and Priorities Committee - January 20, 2025
- 6.6.3 United Way/Okotoks Partnership Committee - January 14, 2025
- 6.7 DISCLOSURE OF CLOSED SESSION ITEMS
 - None

MOTION 25.C.022

By Councillor Robinson

That the minutes under 6.1.1 be adopted as presented; item 6.2.1 Hall of Fame Program Policy GP-D-2.7 be approved as recommended by the Governance and Priorities Committee; item 6.2.2 amendments to Flag Protocol Policy CMD-R-4.3 and Proclamations and Lighting of the Municipal Centre Policy CMD-R-4.4 be approved as recommended by the Governance and Priorities Committee; and the remaining items be received as information.

Carried Unanimously

7. BUSINESS ITEMS FOR ACTION

7.1 2025 Council Engagement Opportunities

Community Engagement Manager Melanie Heemeryck reviewed the report containing the issue that Council's Community Engagement Policy GP-D-2.6 requires annual approval of a Council Engagement Opportunities Plan.

MOTION 25.C.023

By Councillor Swendseid

That the Annual Council Engagement Opportunities Plan be approved as presented, and that it be used as the foundation for advancing Council community engagement initiatives throughout 2025.

Carried Unanimously

7.2 Corporate Progress Report

Corporate Planning Specialist Bernice Gordon reviewed the report containing the issue that the Corporate Progress Report for July 1 to December 31, 2024 is provided to Council for approval and use as the basis for Corporate Business Planning updates for 2025 to 2028. Members of the Strategic Leadership Team were also in attendance to provide responses to questions from Council.

A Point of Order was declared due to connectivity issues with the meeting's livestream and a recess requested.

Recess at 3:17 p.m. Reconvene at 3:24 p.m.

MOTION 25.C.024

By Councillor Lang

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 2025 as well as Corporate Business Planning updates for 2025 to 2028.

Carried Unanimously

7.3 2025 to 2028 Corporate Business Plan

Corporate Planning Specialist Bernice Gordon reviewed the report containing the issue that the 2025 to 2028 Corporate Business Plan is provided to Council for approval. Community Growth & Identity Director Jeff Greene and People, Policy & Technology Senior Manager Paula Bernat were also in attendance to provide responses to questions from Council.

MOTION 25.C.025

By Councillor Swendseid

That the 2025 to 2028 Corporate Business Plan be approved with the following amendments::

1. Removing the row from the table on page 21 pertaining to the initiative titled "Age Friendly Community – Social Participation and Social Connection";
2. Removing the row from the table on page 21 pertaining to the initiative titled "Age Friendly Community – Transportation"; and
3. Removing the row from the table on page 24 pertaining to the initiative titled "Innovative Water Environmental Leadership".

Carried Unanimously

8. BYLAWS

8.1 Bylaw 02-25 - Council Parental Leave Bylaw

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that the purpose of Bylaw 02-25 is to support the ability of a Council Member to take leave prior to or after the birth or adoption of their child.

MOTION 25.C.026

By Councillor Robinson

That Bylaw 02-25 be read a first time.

Carried Unanimously

Further readings of Bylaw 02-25 were postponed to later in the meeting to provide time for amendment considerations.

8.2 Bylaw 04-25 - Chief Administrative Officer Bylaw Amendment

Chief Financial Officer Ralph Ettenauer reviewed the report containing the issue that the purpose of Bylaw 04-25 is to amend Chief Administrative Officer Bylaw 16-24 by increasing the threshold for the quarterly variance analysis.

MOTION 25.C.027

By Councillor Hallmark

That Bylaw 04-25 be read a first time.

Carried Unanimously

MOTION 25.C.028

By Councillor Lang

That Bylaw 04-25 be read a second time.

Carried Unanimously

MOTION 25.C.029

By Councillor Hallmark

That authorization be given to read Bylaw 04-25 a third time.

Carried Unanimously

MOTION 25.C.030

By Councillor Heemeryck

That Bylaw 04-25 be read a third time and passed.

Carried Unanimously

8.3 Bylaw 06-25 - Procedure Bylaw

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that the purpose of Bylaw 06-25 is to establish procedures for governing Town of Okotoks Council and Committee meetings.

MOTION 25.C.031

By Councillor Lang

That Bylaw 06-25 be read a first time.

Carried Unanimously

MAIN

MOTION

By Councillor Heemeryck

That Bylaw 06-25 be read a second time.

AMENDING

MOTION 25.C.032

By Councillor Robinson

That subsection 6.6.2.2 of Bylaw 06-25 be deleted in its entirety and replaced with: "the Member is located in Okotoks but is unable to attend a meeting for medical reasons of the Member or for the care of an immediate family member."

Carried Unanimously

MAIN MOTION

AS AMENDED 25.C.033

By Councillor Heemeryck

That Bylaw 06-25 be read a second time as amended.

Carried Unanimously

MOTION 25.C.034

By Councillor Heemeryck

That authorization be given to read Bylaw 06-25 a third time.

Carried Unanimously

MOTION 25.C.035

By Councillor Robinson

That Bylaw 06-25 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 Lang provided an inquiry regarding the liability of off-ice officials who are required to cross the ice during games at Town-owned arenas, and whether this can be avoided.

Parks & Recreation Director Christa Michailuck provided a response that the Town requires all sport associations to carry liability insurance for off-ice officials who must cross the ice during games. Director Michailuck further noted that while facility improvements have been considered, they are currently cost-prohibitive and would not offer a solution for accessibility or emergency egress.

Councillor Robinson provided an inquiry regarding the reasons for deferring the electric vehicle municipal plan.

13. COUNCIL REPRESENTATIVE REPORTS

Mayor Thorn and Councillor Swendseid reported on their activities since the last Council meeting.

14. PUBLIC HEARING(S)

None

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

None

Recess at 4:59 p.m.

Councillor Hallmark left the meeting at 5:00 p.m.

Reconvene 5:45 p.m.

8. BYLAWS (RESUMED)

8.1 Bylaw 02-25 - Council Parental Leave Bylaw

MAIN

MOTION

By Councillor Heemeryck

That Bylaw 02-25 be read a second time.

AMENDING

MOTION 25.C.036

By Councillor Robinson

That subsection 5.1 of Bylaw 02-25 be deleted in its entirety and replaced with, "A Council Member on parental leave will receive the equivalent of the maximum weekly payment amount as set by the federal Employment Insurance benefits for a standard parental leave, regardless of the Council Member's annual salary".

Carried Unanimously
Councillor Hallmark absent

MAIN MOTION

AS AMENDED 25.C.037

By Councillor Heemeryck

That Bylaw 02-25 be read a second time as amended.

Carried Unanimously
Councillor Hallmark absent

MOTION 25.C.038

By Councillor Robinson

That authorization be given to read Bylaw 02-25 a third time.

Carried Unanimously
Councillor Hallmark absent

MOTION 25.C.039

By Councillor Lang

That Bylaw 02-25 be read a third time and passed.

Carried Unanimously
Councillor Hallmark absent

Recess at 5:49 p.m. Reconvene at 5:58 p.m.

4. DELEGATIONS (RESUMED)**4.1 REQUESTED DELEGATIONS****4.1.1 Sports Recognition**

Members of the Holy Trinity Academy Knights football team and their coaches were in attendance to be recognized for winning the Football Alberta Bowl 4A provincial championship, and for being crowned the Canada Football Chat 25 Small School National Champions.

Recess at 6:30 p.m. Reconvene at 6:49 p.m.

4.1.2 Awesome Kids

Okotoks youth Kira Cruikshank and Devin Phillips were in attendance to be recognized for winning the Foothills Writers Group second annual Local Grade Six Writing Contest.

4.1.3 Awesome Kids

Okotoks youth Nolan Asplund and Madeleine Ryan were in attendance to be recognized as members of the Calgary Youth Orchestra.

16. ADJOURNMENT

MOTION 25.C.040

By Councillor Lang

That the January 27, 2025 Regular Council Meeting adjourn at 7:08 p.m.

Carried Unanimously
Councillor Hallmark absent