



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, JUNE 23, 2025
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 Lucy Mundy

1. CALL TO ORDER

Mayor Thorn called the meeting to order at 3:05 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION 25.C.226

By Councillor Heemeryck

That the agenda for the June 23, 2025 Regular Council Meeting be adopted as presented.

Carried Unanimously

4. DELEGATIONS

4.2 PUBLIC DELEGATIONS
None

6. CONSENT AGENDA

- 6.1 MINUTES OF PREVIOUS MEETING
 - 6.1.1 Regular Council Meeting - June 9, 2025
- 6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE
 - 6.2.1 Greenhouse Gas Emissions Inventory Report
 - 6.2.2 Drought Management Water Statistics Monthly Update
 - 6.2.3 Howard Park Playground What We Learned Report
 - 6.2.4 Permittable Hours for Noise Pilot Project
 - 6.2.5 Chief Administrative Officer Approvals
- 6.3 FIRST READING BYLAWS
 - None
- 6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS
 - None
- 6.5 CORRESPONDENCE FOR INFORMATION
 - 6.5.1 Trevor Daroux, Deputy Commissioner, Commanding Officer Alberta RCMP, Re: RCMP CPIC Pilot Project - June 5, 2025
- 6.6 BOARD AND COMMITTEE MINUTES
 - 6.6.1 Family and Community Support Services Committee - June 4, 2025
 - 6.6.2 Governance and Priorities Committee - June 16, 2025
 - 6.6.3 United Way/Okotoks Partnership Committee - June 10, 2025
- 6.7 DISCLOSURE OF CLOSED SESSION ITEMS
 - None

MOTION 25.C.227

By Councillor Swendseid

That item 6.2.1 be exempt from the Consent Agenda and added to Business Items for Action; the minutes under 6.1.1 be adopted as presented; a trial period be established to adjust permitted residential noise hours to be from 7:00 a.m. to 10:00 p.m. seven days a week starting July 1, 2025 to February 28, 2026, as recommended by the Governance and Priorities Committee in item 6.2.4; and the remaining items be received as information.

Carried Unanimously

7. BUSINESS ITEMS FOR ACTION

7.1 2025 Community Priorities Survey Results

Community Engagement Manager Melanie Heemeryck, Corporate Planning Specialist Bernice Gordon, Senior Corporate Analyst Tom Kerr, and Advanis Consultant Matthijs Visser reviewed the report containing the issue that the 2025 Community Priorities Survey Results are provided to Council for information and discussion.

MOTION 25.C.228

By Councillor Swendseid

That the 2025 Community Priorities Survey Results Report be received as information, and Administration be directed to consider the findings in future budgeting, planning, and decision-making.

Carried Unanimously

7.2 2026 Annual Budget Check-in Process

Chief Financial Officer Katherine Van Keimpema reviewed the report containing the issue that the 2026 budget process is a single year budget and Council decisions are required on establishing the environmental scanning, strategic, service level, and pilot capital project prioritization methodology components of the budget cycle.

Mayor Thorn requested that the Deputy Mayor assume the Chair.

Deputy Mayor Swendseid assumed the Chair at 4:18 p.m.

MOTION 25.C.229

By Mayor Thorn

That the pilot capital project prioritization, strategic, and service level options presented be considered as guidelines to inform the 2026 budget process and that Administration bring forward a proposal for a 1% tax increase dedicated to reserves.

Carried Unanimously

Mayor Thorn resumed the Chair at 4:27 p.m.

Recess at 4:31 p.m. Reconvene at 4:38 p.m.

7.3 Fire Standard of Cover - Governance Report

Fire Chief Trevor Brice reviewed the report containing the issue that following consideration of the 2024 Fire Services Master Plan Administration was directed to develop a five-year implementation plan to proactively address risk, opportunity, and affordability. The Okotoks Fire & Rescue Standards of Cover - Governance Report provides a structured roadmap to guide long-term fire and rescue operations.

MOTION 25.C.230

By Councillor Lang

That the Fire Standard of Cover - Governance Report be approved as presented and formally endorsed as a risk-based approach to fire and rescue services planning; and the Effective Response Force for moderate-risk structure fires be approved as the foundation for deployment planning to align the Council-approved service delivery with community risk and expectations.

Carried Unanimously

4. DELEGATIONS (RESUMED)

4.1 REQUESTED DELEGATIONS

4.1.1 Awesome Kids Awards

Okotoks Brazilian Jiu-Jitsu students Jeremy Larsen, Easton Wolf, and Emmett Wolf were in attendance to be recognized for winning medals at the PEAK Grappling Spring Scramble 2025 tournament.

7. BUSINESS ITEMS FOR ACTION (RESUMED)

7.4 Program and Service Review Policy Update

Corporate Planning Specialist Bernice Gordon reviewed the report containing the issue that the Program and Service Review Policy GP-E-2.1 detailing the Town's program and service reviews update for Community Enhancement and Recognition is provided to Council for approval.

MOTION 25.C.231

By Councillor Robinson

That Services and Service Level Inventory updates attached in Program and Service Review Policy GP-E-2.1: Appendix A, Community Enhancement and Recognition, be approved as presented.

Carried Unanimously

Recess at 5:47 p.m. Reconvene at 6:20 p.m.

8. BYLAWS**8.1 Bylaw 27-25 Livestock Emotional Support Animal Bylaw and Bylaw 28-25 Responsible Pet Ownership Bylaw Amendments**

Municipal Enforcement Manager Vikram Kulkarni and Community Safety & Organizational Excellence Project Specialist Jayne Moffat reviewed the report containing the issue that the purpose of Bylaws 27-25 and 28-25 is to amend Revised Livestock Emotional Support Animal Bylaw 23-24 and Revised Responsible Pet Ownership Bylaw 35-24 in order to: lower the weight limit for livestock emotional support animals; exempt roosters from acceptable livestock; prohibit livestock emotional support animals from using off-leash areas; and amend various administrative language.

8.1.1 Bylaw 27-25 Revised Livestock Emotional Support Animals Bylaw 23-24 Amendment**MOTION 25.C.232**

By Councillor Swendseid

That Bylaw 27-25 be read a first time.

Carried Unanimously

MOTION 25.C.233

By Councillor Heemeryck

That Bylaw 27-25 be read a second time.

Carried Unanimously

MOTION 25.C.234

By Councillor Lang

That authorization be given to read Bylaw 27-25 a third time.

Carried Unanimously

MOTION 25.C.235

By Councillor Robinson

That Bylaw 27-25 be read a third time and passed.

Carried Unanimously

**8.1.2 Bylaw 28-25 Revised Responsible Pet Ownership Bylaw 35-24
Amendment****MOTION 25.C.236**

By Councillor Hallmark

That Bylaw 28-25 be read a first time.

Carried Unanimously

MOTION 25.C.237

By Councillor Robinson

That Bylaw 28-25 be read a second time.

Carried Unanimously

MOTION 25.C.238

By Councillor Lang

That authorization be given to read Bylaw 28-25 a third time.

Carried Unanimously

MOTION 25.C.239

By Councillor Heemeryck

That Bylaw 28-25 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 Swendseid provided an inquiry regarding whether Administration is conducting any enforcement or awareness initiatives regarding the requirement for children to wear helmets while riding bikes.

Chief Administrative Officer Elaine Vincent provided the response that throughout the summer and fall, a strong campaign focused on helmet safety is carried out by the Community Engagement team. Currently, Administration is preparing to launch the noisy vehicle campaign, after which the focus will shift to promoting helmet safety.

Councillor Robinson provided an inquiry regarding stormwater performance, particularly in the Ranchers Rise community, and asked whether residents can expect improvements once the developer completes the project.

Chief Administrative Officer Elaine Vincent provided the response that Administration was made aware that the localized weather event, specifically the recent hailstorm, produced unusually high levels of ice, which hindered proper drainage in the area. The accumulation of ice caused some components to freeze, preventing the restrictor plates from functioning as intended. Administration will be reviewing the situation to determine whether the current design standards are appropriate or if changes are needed going forward. Ranchers Rise and Drake Landing experienced the most significant hail accumulation in Okotoks during that event, which led to different performance outcomes compared to other parts of the community. Once communities are fully developed, they are transferred to the Town, allowing Administration to assess what is working well and identify areas for improvement.

14. PUBLIC HEARINGS

14.1 Bylaw 20-25 Land Use Bylaw Amendment - 149 Elizabeth Street

Mayor Thorn opened the Public Hearing for Bylaw 20-25 - Land Use Bylaw Amendment - 149 Elizabeth Street at 6:30 p.m.

Planner Craig Davies reviewed the report containing the issue that the purpose of Bylaw 20-25 is to amend Land Use Bylaw 17-21 by redesignating Lots 30-37, Block F, Plan 1420L from Traditional Neighbourhood District to Downtown District.

Mayor Thorn called for questions from Council of Administration and there were none.

Mayor Thorn called for those present in the Council Chamber who wished to speak in favour of the proposed Bylaw and there were none.

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 those present remotely who wished to speak in favour or in objection of the proposed Bylaw.

Administration stated that there were no virtual participants.

Mayor Thorn called on Administration to provide a summary of submissions received after 12:00 p.m. on June 18, 2025 to 6:30 p.m. on June 23, 2025 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 from Council of Administration and there were none.

MOTION 25.C.240

By Councillor Swendseid

That the Public Hearing for Bylaw 20-25 close at 6:42 p.m.

Carried Unanimously

14.2 Bylaw 23-25 - Wedderburn East Neighbourhood Area Structure Plan

Mayor Thorn opened the Public Hearing for Bylaw 23-25 - Wedderburn East Neighbourhood Area Structure Plan at 6:43 p.m.

Senior Planner & Intergovernmental Liaison Colton Nickel reviewed the report containing the issue that the purpose of Bylaw 23-25 is to adopt the Wedderburn East Neighbourhood Area Structure Plan to facilitate phased urban development of approximately +/- 78.97 ha (195.14 ac) of a primarily residential expansion to the existing Wedderburn development with a commercial area.

Mayor Thorn called for questions from Council of Administration and the questions were answered.

Mayor Thorn called for the Applicant to present their application.

Groundcubed Planner Tracy Bealing provided information regarding their application and spoke in favour of the Bylaw.

Mayor Thorn called for questions from Council of the Applicant and the questions were answered by Groundcubed Planner Tracy Bealing and Anthem Properties Planning & Sales Director Steve LePan.

Mayor Thorn called for those present in the Council Chamber who wished to speak in favour of the proposed Bylaw.

Anthem Properties Planning & Sales Director Steve LePan spoke in favour of the proposed Bylaw.

Mayor Thorn called for questions from Council of the presenter and the questions were answered.

Mayor Thorn called for those present in the Council Chamber who wished to speak in objection to the proposed Bylaw.

Okotoks Resident Shannon Hurst spoke neither in favor nor in objection to the proposed Bylaw and raised suggestions for the development plan.

Mayor Thorn called for questions from Council of the presenter and the questions were answered.

Mayor Thorn called for those present remotely who wished to speak in favour or in objection of the proposed Bylaw.

Administration stated that there were no virtual participants.

Mayor Thorn called on Administration to provide a summary of submissions received after 12:00 p.m. on June 18, 2025 to 6:30 p.m. on June 23, 2025 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 on Administration to respond to the suggestions raised by the resident for the development plan, and a response was provided.

Mayor Thorn called for questions from Council of Administration and the questions were answered.

MOTION 25.C.241

By Councillor Lang

That the Public Hearing for Bylaw 23-25 close at 7:31 p.m.

Carried Unanimously

Recess at 7:32 p.m. Reconvene at 7:38 p.m.

7. BUSINESS ITEMS FOR ACTION (RESUMED)

7.5 High School Theatre Update

Community Identity Manager Chris MacIsaac reviewed the report containing the issue that Council direction is requested regarding the partnership statement of commitment between the Town of Okotoks and the Foothills School Division. Alberta Infrastructure Representatives Gina Troman and Jeff Janzen responded to questions from Council regarding the School Campus Theatre Options.

Recess at 8:21 p.m. Reconvene at 8:25 p.m.

MOTION 25.C.242

By Councillor Robinson

That the execution of the Partnership Statement of Commitment with Foothills School Division be endorsed and Administration be directed to make a \$1.3M addition for theatre furniture, fixtures, and equipment to the 2027 Capital Budget.

Defeated

MOTION 25.C.243

By Councillor Hallmark

That the execution of the Partnership Statement of Commitment with Foothills School Division not be endorsed and the partnership with the Foothills School Division for the high school theatre project be declined, resulting in the high school theatre project becoming a 2026 budget off-ramp.

Carried

Councillor Heemeryck raised a Point of Order stating that the previous motion endorsing the expenditure of \$6.5M for the high school theatre project still stands.

Mayor Thorn ruled the Point was Out of Order and stated that Motion 25.C.243 renders any previously passed motions on this project null and void.

Councillor Heemeryck Challenged the ruling of the Chair.

MOTION 25.C.244

By Mayor Thorn

Seconded by Councillor Robinson

That the ruling of the Chair be upheld.

Carried

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

15.1 Bylaw 20-25 Land Use Bylaw Amendment - 149 Elizabeth Street

MOTION 25.C.245

By Councillor Robinson

That Bylaw 20-25 be read a second time.

Carried Unanimously

MOTION 25.C.246

By Councillor Swendseid

That Bylaw 20-25 be read a third time and passed.

Carried Unanimously

15.2 Bylaw 23-25 Wedderburn East Neighbourhood Area Structure Plan

MOTION 25.C.247

By Councillor Lang

That Bylaw 23-25 be read a second time.

Carried Unanimously

MOTION 25.C.248

By Councillor Robinson

That Bylaw 23-25 be read a third time and passed.

Carried Unanimously

7. BUSINESS ITEMS FOR ACTION (RESUMED)

7.6 Greenhouse Gas Emissions Report

MOTION 25.C.249

By Councillor Swendseid

That the Greenhouse Gas Emissions Inventory Report be received as information.

Carried Unanimously

3. CLOSED SESSION

MOTION 25.C.250

By Councillor Hallmark

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 9:09 p.m.

Carried Unanimously

3.1 Committee Citizen Member Appointments (*FOIP* s. 17, 19)

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Community Safety & Organizational Excellence Director Paula Bernat

Community Growth & Identity Director Jeff Greene

Parks & Recreation Director Christa Michailuck

Chief Financial Officer Katherine Van Keimpema

Community Growth & Identity Senior Manager Robyn Marsden

Legislative Affairs Manager Cathy Duplessis

Legislative Affairs Officer Lucy Mundy

Legislative and Corporate Records Officer Megan Johnson

MOTION 25.C.251

By Councillor Hallmark

That the meeting come out of Closed Session at 9:20 p.m.

Carried Unanimously

5. MOTION(S) ARISING FROM CLOSED SESSION

MOTION 25.C.252

By Councillor Swendseid

That Edyn Schmirler be appointed to the Okotoks Public Library Board for a one-year term ending June 30, 2026; and

That Smriti Thiruchitrambalam be reappointed to the Family and Community Support Services Committee for a one-year term ending June 30, 2026.

Carried Unanimously

13. COUNCIL REPRESENTATIVE REPORTS

Councillor Robinson reported on his activities since the last Council meeting.

16. ADJOURNMENT

MOTION 25.C.253

By Councillor Lang

That the June 23, 2025 Regular Council Meeting adjourn at 9:23 p.m.

Carried Unanimously