



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, APRIL 13, 2026
AT THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

**COUNCIL MEMBERS
PRESENT**

Mayor Thorn
Councillor Dykema
Councillor Hallmark
Councillor Lang
Councillor Nix
Councillor Penner
Councillor Walther

**ADMINISTRATION
PRESENT**

Chief Administrative Officer Elaine Vincent
Legislative & Corporate Records Officer Krista Conrad

1. CALL TO ORDER

Mayor Thorn called the meeting to order at 2:13 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION 26.C.076

By Councillor Dykema

That the agenda for the April 13, 2026 Regular Council Meeting be adopted as presented.

Carried Unanimously

3. CLOSED SESSION

MOTION 26.C.077

By Councillor Nix

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 *Access to Information Act (ATIA)* at 2:14 p.m.

Carried Unanimously

3.1 Economic and Financial Interests (*ATIA* s. 29, 30)

3.2 Land Interests (*ATIA* s. 19, 29, 30)

In Attendance

Mayor Thorn

Councillors Dykema, Hallmark, Lang, Nix, Penner, and Walther

Chief Administrative Officer Elaine Vincent

Community Safety & Organizational Excellence Director Paula Bernat

Community Growth & Identity Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Chief Financial Officer Katherine Van Keimpema

Legislative Affairs and Acting People, Policy & Technology Senior Manager Cathy Duplessis

Engineering Manager James Cameron

IT Support Analyst Julian Dinh

Legislative & Corporate Records Officers Krista Conrad and Janice Storch

MOTION 26.C.078

By Councillor Lang

That the meeting come out of Closed Session at 2:49 p.m.

Carried Unanimously

Recess at 2:50 p.m. Reconvene at 3:18 p.m.

4. DELEGATIONS

4.2 PUBLIC DELEGATIONS

4.2.1 Foothills Local Immigration Partnership Coordinator Stacey Trim was in attendance to provide information on the purpose of the Partnership and how it represents the needs of the newcomer population and aligns with the Okotoks Social Needs Assessment.

4.2.2 Okotoks resident Rachel Swendseid was in attendance to provide information on the work of Foothills Local Immigration Partnership and Foothills Community Immigration Society and her experience volunteering with both organizations.

5. MOTION(S) ARISING FROM CLOSED SESSION

None

6. CONSENT AGENDA

6.1 MINUTES OF PREVIOUS MEETING

6.1.1 Regular Council Meeting - March 23, 2026

6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1 Chief Administrative Officer Approvals

6.2.2 Fixed-Route Transit 6-Month Review

6.3 FIRST READING BYLAWS

None

6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS

None

6.5 CORRESPONDENCE FOR INFORMATION

None

6.6 BOARD AND COMMITTEE MINUTES

6.6.1 Intermunicipal Committee - March 24, 2026

6.6.2 Okotoks Public Library Board - February 26, 2026

6.7 DISCLOSURE OF CLOSED SESSION ITEMS

None

MOTION 26.C.079

By Councillor Nix

That item 6.2.2 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 2025 Financial Operating Results with Variance**

Chief Financial Officer Katherine Van Keimpema reviewed the report containing the issue that the 2025 Financial Operating Results with Variance report, including the status reports on the 2025 Operating and Capital Projects and the Reserve Balances are provided to Council for approval.

MOTION 26.C.080

By Councillor Dykema

That upon approval of the 2025 Audited Financial Statements, the \$2,169,355 operating surplus be transferred to Capital General Reserves; and upon approval of the 2025 Audited Financial Statements, the \$1,478,800 utilities operating surplus be transferred to Utility Capital Reserves; and the 2025 Unaudited Operating Results report and its supporting schedules be approved as presented; and the 2025 Operating Projects report be approved as presented; and \$0.383M of projects per the 2025 Operating Projects report be approved for carry forward and added to the 2026 Operating Project budget; and the 2025 Fourth Quarter Capital report be approved as presented; and \$71.216M in capital projects in progress at year end per the 2025 Fourth Quarter Capital report be carried forward and added to the 2026 Capital budget.

Carried Unanimously

Recess at 4:09 p.m. Reconvene at 4:15 p.m.

7.2 Program and Service Review Policy GP-E-2.1 Amendments

Community Identity Manager Chris MacIsaac reviewed the report containing the issue that proposed amendments to Program and Service Review Policy GP-E-2.1, Appendix A, Section A.12 and corresponding updates on Town-led community events planned for 2026 are provided for Council approval.

MOTION 26.C.081

By Councillor Lang

That amendments to internal services as defined in Appendix A, Section A.12 (Community Events and Enhancements) of the Program and Service Review Policy GP-E-2.1 be approved as presented.

Carried Unanimously

7.3 Calgary Metropolitan Region Board Dissolution - Dispersal of Funds

Senior Planner & Intergovernmental Liaison Colton Nickel reviewed the report containing the issue that a decision is required regarding the return of funds from the Calgary Metropolitan Region Board following dissolution of the organization. Community Identity Manager Chris MacIsaac provided responses to questions from Council.

MAIN MOTION

By Councillor Nix

That Administration be directed to send a letter to the Greater Calgary Regional Table requesting the return of the Town of Okotoks' portion of the Calgary Metropolitan Region Board funds. The funds are to be placed in Operating Reserves for future regional initiatives in accordance with conditions outlined.

DIVIDING MOTION 26.C.082

By Councillor Penner

That the main motion be divided by removing the second sentence and making it a stand-alone motion.

Carried

MAIN MOTION

AS DIVIDED 26.C.083

By Councillor Nix

That Administration be directed to send a letter to the Greater Calgary Regional Table requesting the return of the Town of Okotoks' portion of the Calgary Metropolitan Region Board funds.

Carried Unanimously

MAIN MOTION

AS DIVIDED 26.C.084

By Councillor Penner

That the Town of Okotoks' portion of the Calgary Metropolitan Region Board funds be placed in Operating Reserves for future regional initiatives in accordance with conditions outlined.

Carried

7.4 Fixed-Route Transit 6-Month Review

Community Identity Manager Chris MacIsaac and Environmental Specialist Cassidy Stillie responded to questions from Council regarding the Fixed-Route Transit 6-Month Review.

MOTION 26.C.085

By Councillor Hallmark

That the Fixed-Route Transit 6-Month Review report be received as information.

Carried Unanimously

Recess at 5:38 p.m. Reconvene at 5:44 p.m.

8. BYLAWS**8.1 Bylaw 11-26 - Repeal Milk Sold Bylaw 23-89**

Okotoks Municipal Enforcement Manager Vikram Kulkarni reviewed the report containing the issue that the purpose of Bylaw 11-26 is to repeal Milk Sold Bylaw 23-89, a bylaw to regulate the sale and distribution of unpasteurized milk products in Okotoks.

MOTION 26.C.086

By Councillor Lang

That Bylaw 11-26 be read a first time.

Carried Unanimously

MOTION 26.C.087

By Councillor Walther

That Bylaw 11-26 be read a second time.

Carried Unanimously

MOTION 26.C.088

By Councillor Dykema

That authorization be given to read Bylaw 11-26 a third time.

Carried Unanimously

MOTION 26.C.089

By Councillor Penner

That Bylaw 11-26 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 Hallmark provided an inquiry regarding the process for adding a Council member to the Foothills Local Immigration Partnership.

Chief Administrative Officer Elaine Vincent provided the response that

Administration would draft a report outlining the pros and cons of appointment to the Partnership for Council consideration.

Councillor Lang provided an inquiry regarding the process residents are to use for notifying Administration of potholes that need filling. Chief Administrative Officer Elaine Vincent provided the response that residents can visit the Town of Okotoks website and use the Report a Pothole function, which will generate a response from Town crews.

Councillor Dykema provided an inquiry regarding the process to have flashing lights installed at pedestrian crossings. Chief Administrative Officer Elaine Vincent provided the response that residents may visit the Town website and use the Report It function to indicate the intersection where flashing lights are requested, and the Town will assess the crossing to see whether it meets criteria established by Council policy.

MOTION 26.C.090

By Councillor Hallmark

That Administration be directed to prepare a report for the May 19, 2026 Governance and Priorities Committee meeting to consider having a representative of Council appointed to the Foothills Local Immigration Partnership.

Carried Unanimously

13. COUNCIL REPRESENTATIVE REPORTS

None

14. PUBLIC HEARING(S) (6:30 p.m.)

None

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

None

16. ADJOURNMENT

MOTION 26.C.091

By Councillor Lang

That the April 13, 2026 Regular Council Meeting adjourn at 5:59 p.m.

Carried Unanimously

UNAPPROVED