



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, DECEMBER 11, 2017
AT THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

COUNCIL PRESENT

Mayor Robertson
Councillor Christophers
Councillor Heemeryck
Councillor Rockley
Councillor Sands
Councillor Thorn
Councillor Watrin

STAFF PRESENT

Elaine Vincent, Chief Administrative Officer
Janice Storch, Legislative Services Assistant

1. CALL TO ORDER

Mayor Robertson called the meeting to order at 2:07 p.m.

2. ADOPTION OF AGENDA

The following item was added to the agenda:

3.2 Personnel Matter (*FOIP* Section 19)

MOTION 17.C.478

By Councillor Christophers

That the December 11, 2017 agenda for the Regular Meeting of Council be adopted as amended.

Carried Unanimously

3. IN CAMERA ITEMS

MOTION 17.C.479

By Councillor Heemeryck

That the meeting go In Camera 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 2:10 p.m.

Carried Unanimously

3.1 Transitory Role in Support of the Calgary Regional Partnership and Growth Management Board (*FOIP* Section 24(a) and (d))

3.2 Personnel Matter (*FOIP* Section 19)

MOTION 17.C.480

By Councillor Watrin

That the meeting come out of In Camera at 2:47 p.m.

Carried Unanimously

Break at 2:48 p.m. Reconvene at 3:01 p.m.

4. MINUTES OF PREVIOUS MEETING

4.1 Regular Council Meeting - November 27, 2017

MOTION 17.C.481

By Councillor Thorn

That the minutes of the Regular Council Meeting held November 27, 2017 be adopted as presented.

Carried Unanimously

5. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Elaine Vincent, Chief Administrative Officer, reviewed the report containing information from Corporate Support.

MOTION 17.C.482

By Councillor Sands

That the Chief Administrative Officer's Report for December 11, 2017 be received as information.

Carried Unanimously

8. DELEGATIONS / QUESTION PERIOD BY THE PUBLIC

8.1 Remembrance Day and Field of Crosses Recognition

Rick Oncescu was in attendance to receive recognition for his efforts in coordinating the Field of Crosses display and Remembrance Day activities.

Foothills Composite High School teachers, Virgil Green, who was in attendance, and Cyril Reschny, who was unable to attend, were recognized for their organization and supervision of the construction of the Field of Crosses display along with their students.

8.2 Okotoks Public Library Board

Tanelle Nash, Okotoks Public Library Board Chair, and Tessa Nettleton, Okotoks Public Library Director, were in attendance to present the 2018 budget request for the Okotoks Public Library.

MOTION 17.C.483

By Councillor Watrin

That the 2018 budget request presentation from the Okotoks Public Library be received as information.

Carried Unanimously

6. BUSINESS

6.1 2018 Operating Budget

Elaine Vincent, Chief Administrative Officer, and Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the proposed 2018 Operating Budget is presented to Council for approval.

MOTION 17.C.484

By Councillor Rockley

That the 2018 Operating Budget as identified in the 2018 Recommended Operating Budget Revenues and Expenditures - Summary of All Function Areas, excluding the Corporate Communications Budget program, and the Corporate Advertising Budget, be approved.

Carried Unanimously

MOTION 17.C.485

By Councillor Rockley

That the Recommended 2018 Operating Projects in the amount of \$3.915 Million, with funding sources as identified in the 2018 Major Operating Projects Budget Summary, be approved.

Carried Unanimously

Councillor Heemeryck declared a potential pecuniary interest as a family member is employed by the Town of Okotoks in the Corporate & Strategic Services Division and excused himself from the meeting at 4:28 p.m. prior to the discussion and vote on the Corporate Communications Operating Budget Motion 17.C.486.

MOTION 17.C.486

By Councillor Sands

That the 2018 Corporate Communications Operating Budget program in the amount of \$0.809 Million be approved.

Carried Unanimously

Councillor Heemeryck returned to the meeting at 4:31 p.m.

Councillor Rockley declared a potential pecuniary interest as he is the publisher of the Western Wheel and excused himself from the meeting at 4:32 p.m. prior to the discussion and vote on the Corporate Advertising Budget Motion 17.C.487.

MOTION 17.C.487

By Councillor Heemeryck

That the 2018 Corporate Advertising Budget in the amount of \$0.225 Million be approved.

Carried Unanimously

Councillor Rockley returned to the meeting at 4:33 p.m.

6.2 2018 Capital Budget

Elaine Vincent, Chief Administrative Officer, and Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the proposed 2018 Capital Budget is presented to Council for approval.

MOTION 17.C.488

By Councillor Rockley

That the 2018 Capital Budget, totalling \$25.83 Million, as presented in the 2018 Capital Budget Summary, be approved.

Carried Unanimously

6.3 2019 to 2027 Capital Financial Forecast and 2019 to 2022 Operating Budget Forecast

Elaine Vincent, Chief Administrative Officer, reviewed the report containing the issue that the 2019 to 2027 Capital Financial Forecast and 2019 to 2022 Operating Budget Forecast planning tools are presented for approval.

MOTION 17.C.489

By Councillor Sands

That the 2019 to 2027 Capital Financial Forecast and 2019 to 2022 Operating Budget Forecast planning tools be approved.

Carried Unanimously

Break at 4:54 p.m. Reconvene at 5:07 p.m.

6.4 Financial Indicator Graphs

Susan Laurin, Community Services Director, reviewed the report containing the issue that the 2016 Financial Indicator Graphs prepared by Alberta Municipal Affairs are provided to municipalities on an annual basis.

MOTION 17.C.490

By Councillor Christophers

That the 2016 Financial Indicator Graphs Report be received as information.

Carried Unanimously

6.5 Financial Leadership Framework Development

Elaine Vincent, Chief Administrative Officer, reviewed the report containing the issue that the development of a 10-Year Capital Financial Forecast and a 5-Year Operating Budget Forecast have highlighted the need for Council to enhance their current financial policies.

MOTION 17.C.491

By Councillor Rockley

That the Finance and Budget Committee be requested to provide a report to Council by May 31, 2018 with the following recommendations:

1. A definition of financial health for the Town of Okotoks that includes the acceptable level of debt and reserves;
2. A review of the current Reserve Management Policy that includes a review of the number of reserves, the type of reserves needed presently and for the future, and the minimum balance required for reserves;
3. An investment policy which defines the acceptable level of yield on uncommitted funds, minimum levels of investment, terms of investment to ensure alignment with capital project needs, and minimum balances;
4. A review of the current Debt Management Policy including any recommended changes; and
5. A bridge financing policy in relation to off-site levy financing.

Carried Unanimously

6.6 Franchise Agreements / Municipal Consent and Access Fees

Elaine Vincent, Chief Administrative Officer, reviewed the report containing the issue that a review of the Town of Okotoks Franchise Agreements / Municipal Consent and Access Fees is suggested.

MOTION 17.C.492

By Councillor Sands

That the Governance and Priorities Committee be requested to provide a report to Council by March 30, 2018 with direction on future franchise fees as follows:

1. A report outlining the minimum and maximum fees that can be charged;
2. A table highlighting the comparison of fees charged by comparator municipalities across the province;
3. A recommendation on the fees that should be planned for in the 2019 upcoming 5-Year Operating Budget Forecast; and
4. A recommendation on potential policy options to capture Council's future policy direction.

Carried Unanimously

6.7 2017 Third Quarter Variance Report

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the 2017 Third Quarter Variance Report is provided to Council for information.

MOTION 17.C.493

By Councillor Rockley

That the 2017 Third Quarter Variance Report be received as information.

Carried Unanimously

6.8 Current Signage Regulations and Policies

Michael MacIntyre, Development Services Director, Jamie Dugdale, Planning Services Manager, and Quincy Brown, Economic Development Manager, reviewed the report containing the issue that an evaluation, approach and recommendations for amendments to the Town's current signage policy is presented for Council's consideration.

MOTION 17.C.494

By Councillor Thorn

That the amended Pageantry Features for New Neighbourhoods Policy be approved in principle, and allow, as a test case exclusive to Lifestyle Homes, to apply for off-site signage in the boulevard and median as a "pocket neighbourhood" subclass to be brought back to Council in January 2018, subject to industry feedback and appropriate community notification.

Carried

MOTION 17.C.495

By Councillor Sands

That Administration be directed to bring forward amendments to Land Use Bylaw 40-98 that accommodate all the signage originally proposed on-site for The Parkhouses project as documented in the November 15, 2017 Subdivision and Development Appeal Board decision; and that these amendments be drafted as site-specific only and brought forward to a Council meeting in January 2018 for first reading; and that the amendments be subject to a Public Hearing prior to adoption.

Carried

MOTION 17.C.496

By Councillor Thorn

That Administration be directed to bring back a report with respect to the submission from Lifestyle Homes to amend the Wayfinding Signage for New Neighbourhoods Policy at a later date, subject to a more comprehensive, inclusive review, and stakeholder consultation of all Town signage provisions and policies in 2018/2019.

Carried

6.9 Snow and Ice Control for the Integrated Transportation Network Policy P17-04

Chris Radford, Infrastructure & Operations Director, reviewed the report containing the issue that Draft Snow and Ice Control for the Integrated Transportation Network Policy P17-04 is presented to Council for consideration.

MOTION 17.C.497

By Councillor Christophers

That Snow and Ice Control for the Integrated Transportation Network Policy P17-04 be approved.

Carried Unanimously

6.10 Capital Projects Deferral and Carry Forward Policy P17-03

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that Draft Capital Project Deferral and Carry Forward Policy P17-03 is presented to Council for consideration.

MOTION 17.C.498

By Councillor Thorn

That Capital Project Deferral and Carry Forward Policy P17-03 be approved.

Carried Unanimously

7. BYLAWS

7.1 Bylaw 43-17 - Land Use Bylaw Amendment

Kari Idland, Development Planner, reviewed the report containing the issue that the purpose of Bylaw 43-17 is to amend Land Use Bylaw 40-98 to align with and incorporate recent changes to the *Municipal Government Act*.

MOTION 17.C.499

By Councillor Thorn

That Bylaw 43-17, a bylaw for the purpose of amending Land Use Bylaw 40-98 to align with and incorporate recent changes to the *Municipal Government Act*, be read a first time.

Carried Unanimously

7.2 Bylaw 09-17 - Fees, Rates, and Charges

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the purpose of Bylaw 09-17 is to establish fees, rates, and charges for services provided by the Town of Okotoks for 2018.

MOTION 17.C.500

By Councillor Rockley

That Bylaw 09-17, a bylaw for the purpose of establishing fees, rates, and charges for services provided by the Town of Okotoks for 2018, be read a second time.

Carried Unanimously

MOTION 17.C.501

By Councillor Heemeryck

That Bylaw 09-17, a bylaw for the purpose of establishing fees, rates, and charges for services provided by the Town of Okotoks for 2018, 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 Thorn inquired when Fortis would complete changing Town street lights to LED bulbs.

Elaine Vincent, Chief Administrative Officer, provided a response that Fortis had completed the LED bulb change two months ago.

Councillor Christophers requested information about the status of and discussions between the Okotoks Public Library, Bow Valley College, and the Okotoks Arts Council regarding collaborating on shared space.

Councillor Sands inquired if there is a process for residents to request speed reduction in their neighbourhood.

Councillor Christophers inquired as to the number of business development permit applications that have been turned down over the past 3 to 5 year period and the reasons why.

13. COUNCIL REPRESENTATIVE REPORTS

Mayor Robertson, Councillors Christophers, Rockley, Sands, Thorn, and Watrin reported on their activities since the last Council meeting.

14. STATUTORY / NON STATUTORY HEARING(S)

None

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

None

16. RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS

16.1 Councillor Christophers - Home Occupation Business Licenses

16.2 Councillor Christophers - Train Whistle Cessation

MOTION 17.C.502

By Councillor Christophers

That the responses to the Councillor Inquiries and Suggestions be received as information.

Carried Unanimously

Break at 7:22 p.m. Reconvene at 7:28 p.m.

17. CORRESPONDENCE FOR INFORMATION

- 17.1 Alberta Seniors Communities & Housing Association, Re: Housing Management Body
- 17.2 Dr. Karen Grimsrud, Chief Medical Officer, Re: Alberta Health Services Position Statement Regarding Water Fluoridation
- 17.3 Andrew Sims, The Alberta Order of Excellence, Chair, Re: Call for Nominees

MOTION 17.C.503

By Councillor Sands

That correspondence items 17.1 to 17.3 be received as information.

Carried Unanimously

18. BOARD AND COMMITTEE MINUTES

- 18.1 Family and Community Support Services Advisory Committee - November 29, 2017
- 18.2 Finance and Budget Committee - November 15, 16, and 17, 2017
- 18.3 Finance and Budget Committee - December 6, 2017

MOTION 17.C.504

By Councillor Christophers

That the minutes of the Family and Community Support Services Advisory Committee dated November 29, 2017; the Finance and Budget Committee dated November 15, 16, and 17, 2017; and the Finance and Budget Committee dated December 6, 2017 be received as information.

Carried Unanimously

19. ADJOURNMENT

MOTION 17.C.505

By Councillor Watrin

That the December 11, 2017 Regular Council Meeting adjourn at 7:33 p.m.

Carried Unanimously