



THE TOWN OF OKOTOKS
REGULAR COUNCIL MEETING
AGENDA

Monday, April 22, 2024

3:00 PM - Public Session

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CLOSED SESSION

(At Council's discretion, this portion of the meeting may be closed to the public if a matter to be discussed 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*.)

3.1 Affordable Housing (FOIP s. 16(1)(a)(ii)c(i), 25(1)c(ii)(iii))

4. DELEGATIONS (3:00 P.M.) OR (6:00 P.M. by prior arrangement)

4.1 REQUESTED DELEGATIONS (6:00 P.M.)

4.1.1 Awesome Kid Awards

Members of the Okotoks Stratobots will be in attendance to be recognized for their participation and successes in the FIRST Tech Challenge and the Alberta Provincial FTC championships.

4.1.2 Awesome Kid Award

Okotoks resident Liam Dowell will be in attendance to be recognized for his outstanding coaching performance with the U11 Tier 1 Oilers travel hockey team.

4.2 PUBLIC DELEGATIONS

5. MOTION(S) ARISING FROM CLOSED SESSION

6. CONSENT AGENDA

6.1 MINUTES OF PREVIOUS MEETING

6.1.1 Regular Council Meeting - April 8, 2024

6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1	Extended Producer Responsibility/Waste Programs Review	12
	The Extended Producer Responsibility/Waste Programs Review is provided for Council's information.	
6.2.2	Federation of Canadian Municipalities Advocacy Strategy	15
	The Federation of Canadian Municipalities is proposing a targeted messaging campaign from municipalities to influence the outcome of discussions between the federal and provincial governments through support of a prepared resolution and sending it to the federal Member of Parliament.	
6.2.3	Fire Services Medical Responses Monthly Update	25
	A review of Emergency Medical Services response times in Okotoks will be provided monthly for Council's information.	
6.2.4	Water For Growth Annual Update	28
	An annual update on the Water Allocation System is provided for Council's information.	
6.2.5	Chief Administrative Officer Approvals	52
	Policies CMD-R-4.3 Flag Protocol and CMD-R-4.4 Proclamations and Lighting of the Municipal Centre delegate authority to the Chief Administrative Officer to approve requests.	
6.3	FIRST READING BYLAWS	
6.3.1	Bylaw 17-24 - Land Use Bylaw Amendment	62
	The purpose of Bylaw 17-24 is to amend Land Use Bylaw 17-21 by redesignating approximately 2.77 hectares (6.85 ac) from Agriculture and Land Holdings District to Traditional Neighbourhood District and Recreation and Open Space District.	
6.4	RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS	
6.5	CORRESPONDENCE FOR INFORMATION	
6.6	BOARD AND COMMITTEE MINUTES	
6.6.1	Finance and Audit Committee - April 17, 2024	66
6.6.2	Foothills / Okotoks Intermunicipal Committee - March 26, 2024	68
6.6.3	Governance and Priorities Committee Meeting - April 15, 2024	72
6.6.4	Okotoks Public Library Board - February 22, 2024	76
6.7	DISCLOSURE OF CLOSED SESSION ITEMS	

7. BUSINESS ITEMS FOR ACTION

- 7.1 2023 Draft Financial Audited Statements 81
 The 2023 Draft Audited Financial Statements for the year ended December 31, 2023 are provided for approval.
- 7.2 Request for Extension - Municipally Controlled Corporation 123
 Administration is requesting that the date contained in the motion made at the November 20, 2023 Regular Council meeting be amended.
- 7.3 Annual Policing Plan 133
 The 2024 Municipal Enforcement priorities and RCMP Annual Performance Plan is provided to Council for approval.
- 7.4 2024 Budget Amendment for Requisitions 159
 The 2024 Budget requires amendment to reflect requested requisitions from external organizations.

8. BYLAWS**9. NOTICES OF MOTION****10. MOTIONS RE NOTICES****11. CORRESPONDENCE FOR ACTION****12. COUNCILLOR INQUIRIES AND SUGGESTIONS****13. COUNCIL REPRESENTATIVE REPORTS 161****14. PUBLIC HEARING(S) - 7:00 P.M.****15. BYLAWS / BUSINESS RELATING TO HEARING(S)****16. ADJOURNMENT**



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, APRIL 8, 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 Services Administrator Janice Storch

1. CALL TO ORDER

Mayor Thorn called the meeting to order at 2:15 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION 24.C.121

By Councillor Hallmark

That the agenda for the April 8, 2024 Regular Council Meeting be adopted as presented.

Carried Unanimously

3. CLOSED SESSION

MOTION 24.C.122

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 2:16 p.m.

Carried Unanimously

3.1 Intergovernmental Relations (*FOIP* s. 21(1), 23(1), 24(1)(a)(c)(d)(g), 25(1))

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Corporate Services Acting Director Paula Bernat

Chief Financial Officer Ralph Ettenauer

Community Growth, Investment & Sustainability Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Legislative & Policy Services Manager Cathy Duplessis

Communications & Governmental Relations Strategic Advisor Ben Morgan

Special Projects, Events & Library Liaison Janette Messer

IT Support Analyst Trevor Laboucane

Legislative Services Administrators Patty Huber and Janice Storch

3.2 Intergovernmental Relations (*FOIP* s. 21(1), 23(1), 24(1), 25(1))

3.3 Delegation of Authority (*FOIP* s. 24(1)(a), 25(1))

In Attendance

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Corporate Services Acting Director Paula Bernat

Chief Financial Officer Ralph Ettenauer

Community Growth, Investment & Sustainability Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Legislative & Policy Services Manager Cathy Duplessis

Communications & Governmental Relations Strategic Advisor Ben Morgan
IT Support Analyst Trevor Laboucane
Legislative Services Administrators Patty Huber and Janice Storch

MOTION 24.C.123

By Councillor Robinson

That the meeting come out of Closed Session at 2:46 p.m.

Carried Unanimously

Break at 2:47 p.m. Reconvene at 3:00 p.m.

4. DELEGATIONS

4.2 PUBLIC DELEGATIONS

None

5. MOTION(S) ARISING FROM CLOSED SESSION

MOTION 24.C.124

By Councillor Robinson

That endorsement of Closed Session item 3.1 be forwarded to the Intermunicipal Committee for implementation and approval be provided for the related draft Agreement as presented.

Carried Unanimously

MOTION 24.C.125

By Councillor Lang

That Closed Session item 3.3 be approved as presented.

Carried Unanimously

6. CONSENT AGENDA

6.1 MINUTES OF PREVIOUS MEETING

6.1.1 Regular Council Meeting - March 25, 2024

6.2 BUSINESS ITEMS FOR INFORMATION / FROM COMMITTEE

6.2.1 2025 and 2026 Marigold Library System Requisition

- 6.3 FIRST READING BYLAWS
 - 6.3.1 Bylaw 14-24 - North Okotoks Area Structure Plan
- 6.4 RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS
 - 6.4.1 Mayor Thorn - Urban Hen License Fee
 - 6.4.2 Councillor Lang - Wayfinding Signs
 - 6.4.3 Councillor Robinson - Online Broadcasting
 - 6.4.4 Councillor Swendseid - Resident Front Lawn Sign
- 6.5 CORRESPONDENCE FOR INFORMATION
 - 6.5.1 Honourable Ric McIver, Minister of Municipal Affairs, Re: Ministerial Order - March 21, 2024
- 6.6 BOARD AND COMMITTEE MINUTES
 - 6.6.1 United Way / Okotoks Partnership Committee - March 12, 2024
- 6.7 DISCLOSURE OF CLOSED SESSION ITEMS
 - 6.7.1 Disclosed Item as of April 8, 2024

MOTION 24.C.126

By Councillor Swendseid

That the minutes under 6.1.1 be adopted as presented; Bylaw 14-24 – North Okotoks Area Structure Plan be read a first time; and the remaining items be received as information.

Carried Unanimously

7. BUSINESS ITEMS FOR ACTION

7.1 Family and Community Support Services Committee Chair Presentation

Community Wellness Team Leader Sian Anderson introduced Family and Community Support Services Committee Chair Brandon Bailey who was in attendance to present the annual summary report of Committee activities.

MOTION 24.C.127

By Councillor Swendseid

That the Family and Community Support Services Committee Chair Presentation be accepted as presented.

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, 2023 is provided to Council for approval and use as the basis for Corporate Business Planning updates for 2024 to 2027.

MOTION 24.C.128

By Councillor Robinson

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 2024 as well as Corporate Business Planning updates for 2024 to 2027.

Carried Unanimously

7.3 Rescind Election Signage Policy CMD-P-3.9

Legislative & Policy Services Manager Cathy Duplessis reviewed the report containing the issue that Election Signage Policy CMD-P-3.9 requires rescinding.

MOTION 24.C.129

By Councillor Lang

That Election Signage Policy CMD-P-3.9 be rescinded.

Carried Unanimously

8. **BYLAWS**

8.1 Bylaw 02-24 - Land Use Redesignation

Senior Planner Colin Gainer reviewed the report containing the issue that the purpose of Bylaw 02-24 is to amend Land Use Bylaw 17-21 by redesignating approximately 9.58 hectares (23.67 acres) of NW 20-20-29 W4M from Agricultural and Land Holdings District to Traditional Neighbourhood District and Neighbourhood Core District.

MOTION 24.C.130

By Councillor Heemeryck

That Bylaw 02-24 be read a second time.

Carried Unanimously

8.2 Bylaw 16-24 - Chief Administrative Officer's Bylaw

Legislative & Policy Services Manager Cathy Duplessis reviewed the report containing the issue that the purpose of Bylaw 16-24 is to update the Chief Administrative Officer Bylaw by adding provisions to protect the delegation of authority for the sale or purchase of land.

MOTION 24.C.131

By Councillor Lang

That Bylaw 16-24 be read a first time.

Carried Unanimously

MOTION 24.C.132

By Councillor Hallmark

That Bylaw 16-24 be read a second time.

Carried Unanimously

MOTION 24.C.133

By Councillor Lang

That authorization be given to read Bylaw 16-24 a third time.

Carried Unanimously

MOTION 24.C.134

By Councillor Swendseid

That Bylaw 16-24 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 the anticipated deployment of Bird e-scooters and requested information regarding the future of the program in the community.

Community Growth, Investment & Sustainability Director Jeff Greene provided a response that there is no service change with respect to the e-scooter program for 2024. Bird was delayed in the deployment of the e-scooters this year due to operational issues and weather, but all e-scooters have now been delivered and are ready for use.

13. COUNCIL REPRESENTATIVE REPORTS

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

14. PUBLIC HEARING(S)

None

15. BYLAWS / BUSINESS RELATING TO HEARING(S)

None

Break at 4:01 p.m. Reconvene at 6:00 p.m.

4. DELEGATIONS (RESUMED)

4.1 REQUESTED DELEGATIONS

4.1.1 Sport Recognition

Players and coaches from the Okotoks U18 AA Oilers were in attendance to be recognized for winning the South Central Alberta Hockey League championship game.

16. ADJOURNMENT

MOTION 24.C.135

By Councillor Lang

That the April 8, 2024 Regular Council Meeting adjourn at 6:12 p.m.

Carried Unanimously



EXTENDED PRODUCER RESPONSIBILITY/WASTE PROGRAMS REVIEW

Issue

The Extended Producer Responsibility/Waste Programs Review is provided for Council's information.

Motion Proposed by Administration

That the Extended Producer Responsibility/Waste Programs Review be received as information

Report, Analysis and Financial Implications

The Town is required to declare its intent on whether it will act as a service provider for single-use products, packaging, paper products, and Hazardous and Special Products as a part of Alberta Extended Producer Responsibility (EPR) Program.

Administration is completing a review of the current programs it offers and waste service levels with a view to align any changes with the changes resulting from EPR.

Extended Producer Responsibility shifts the cost of recycling materials like single-use products, packaging, paper products (PPP), and Hazardous and Special Products (HSP) away from municipalities and Albertans to the producers and manufacturers who supply those products into the marketplace. PPP includes the following materials from the residential sector:

- paper products such as newspapers, packaging, cardboard, printed paper, and magazines;
- plastics (both rigid and flexible); and
- metal and glass.

The Alberta Recycling Management Authority (ARMA), as the oversight body, will be the central information hub for the EPR Program.

Alberta's EPR Program does not include PPP from the industrial, commercial, and institutional sectors. PPP materials regulated under existing regulated stewardship programs (beverage containers, electronics, paint, tires, and used oil materials) are not included in EPR PPP to avoid duplicating requirements.

Circular Materials is the national not-for-profit organization responsible for implementing and managing the PPP portion of the new EPR Program in Alberta.

The second system of the new EPR Program is HSP which includes the following:

- consumer-sized solid, liquid, and gaseous products that are flammable, corrosive, and toxic;
- batteries; and
- pesticides.

The program does not include HSP products sold in industrial sizes (over 10L/kg). HSP materials regulated under existing regulated stewardship programs (beverage containers, electronics, paint, tires, and used oil materials) are not included in the EPR HSP framework to avoid duplicating requirements.

Call2Recycle and Product Care are currently identified as being responsible for implementing and managing the HSP portion of the new EPR Program in Alberta.

Transition Timelines

The transition timeline for full implementation of the PPP as follows:
 PPP transition is scheduled to begin by April 1, 2025 and HSP transition is scheduled to begin by October 1, 2025.

The timelines to provide feedback to Circular Materials and ARMA on what role the municipality will take on the implementation of EPR has been extended.

Program Review

The implementation of EPR is expected to impact waste utility rates and potentially service levels. A review of all solid waste programs is underway with the intent to identify synergies, cost efficiencies and opportunities of potential service delivery changes. This review will include the following areas:

- Eco Centre
- Cart collection models (Bi-weekly pickup)
- Cart sizes
- Industrial, Commercial & Institution (ICI) programs
- Multi Residential (MR) programs
- Route modification
- Pay-as-you-throw (PAYT)
- Utility Rate update

An overview of potential service delivery changes will be brought to a future Governance and Priorities Committee meeting for consideration. Administration would recommend aligning proposed changes to the waste services delivery model with the rollout of EPR in 2025 to minimize community impacts.

Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input checked="" type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

This report is providing an update on the delayed decision requirement for Council. Initially Councils were to make a decision by the end of March in relation to the role they want to play in collection of recyclables in a full EPR environment. It is anticipated that this decision will need to be made in the next 60 days and Administration is working to advance the information to help inform Council's decision-making. Much of this information is outside of the control of the Municipality, which affects timelines and data integrity. To align with this provincial program, Administration is carefully reviewing its current service delivery model to ensure value for money for the remaining programs to ratepayers. These proposed service level reviews will be further discussed at the upcoming budget discussions in May.

Attachment(s)

n/a

Prepared by:
Paul Lyons
Waste Services Manager
April 15, 2024



FEDERATION OF CANADIAN MUNICIPALITIES ADVOCACY STRATEGY

Issue

The Federation of Canadian Municipalities is proposing a targeted messaging campaign from municipalities to influence the outcome of discussions between the federal and provincial governments through support of a prepared resolution and sending it to the federal Member of Parliament.

Motion Proposed by Administration

That the Federation of Canadian Municipalities Advocacy Strategy report be received as information.

Report, Analysis and Financial Implications

The federal and provincial governments are currently negotiating the new Canada Community Building Fund (CCBF) agreement that will replace the expiring 10-year agreement in 2024.

As the Town is not party to the negotiations, there is a request to advocate for the following:

- With a new federal infrastructure plan at a standstill, the CCBF is currently the only federal infrastructure program that municipalities can rely on to rehabilitate existing infrastructure and develop new community assets to help accommodate growth.
- Canada's municipalities are going through a period of historic growth and must be able to count on a flexible and predictable CCBF at the end of the current renegotiation process between the federal government and signatories.
- The CCBF provides more than \$2.4 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit, and community, cultural, and recreational facilities.
- In the near-term, FCM is calling on the federal government to renew this critical program and maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities.
- FCM has also called on the federal government to leverage this proven funding mechanism as a vehicle to deliver increased funding directly to municipalities, as part of a new Municipal Growth Framework that would better link municipal funding with national population and economic growth.

- The provincial tabling of Bill 18: The *Provincial Priorities Act* has highlighted the disparate views of both the federal and provincial governments.

Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input checked="" type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input checked="" type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

Municipalities are not involved in the active negotiations of the CCBF funding with the provincial and federal authorities. We are seeing that the federal government is interested in some or all of this funding to be used for affordable housing, which is not even a municipally mandated responsibility. This money was historically the Federal Gas Tax Fund that was collected at the pumps and given to municipalities for maintenance of road networks. The province does not agree with the federal direction on spending priorities and thus last week tabled Bill 18, the *Provincial Priorities Act* in attempt to deal with the changing priorities/potential misalignment to provincial authorities.

Municipalities receive approximately 10 cents of every tax dollar, yet have 60% of the assets. The bottom line is municipalities need the support of both federal and provincial governments to achieve the funding levels required to implement appropriate asset management plans. Municipal messaging to the other levels of government is we do not get enough funds and we do not want to have other levels of government dictate priorities that may not be our community's priorities.

Council direction is requested if they wish to enter the debate on this issue by endorsing the proposed FCM Resolution.

Attachment(s)

1. FCM's CCBF Re-negotiation 2024 Overview
2. FCM's CCBF Key Messages, Resolution Template, MP Sample Letter

Prepared by:

Ben Morgan

Communications and Government Relations Strategic Advisor

2024-04-17

Canada Community Building Fund Re-Negotiation 2024

Overview

- The Canada Community-Building Fund (CCBF) provides more than \$2.4 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities.
- Provinces are currently engaged in renegotiating the Canada Community Building Fund (formerly the federal Gas Tax Fund) bilateral agreements with the federal government. The current 10-year agreements expire this year. Alberta has stated they expect the fund to be renewed, with approximately \$266 million to flow to the province in 2024-25. [See this link](#) for more information on how the fund currently works in Alberta.
- Earlier this spring Infrastructure Canada provided a Housing Commitments and Reporting Guidance document to provinces. This document outlines proposed conditions related to CCBF funding that would be applied to provinces and municipalities, particularly those with a population over 30,000.
- FCM supports the federal government’s stated goal of investing in municipal infrastructure to increase local housing supply. We agree that all orders of government need to work together to address the housing crisis. However, we are also advocating to ensure that the fund remains a source of **direct, predictable long-term funding for local infrastructure priorities, without onerous new conditions** – especially given that municipalities are going through a period of historic growth.

Potential Changes and Impacts

*** PLEASE NOTE: Negotiations between provinces and the federal government as signatories to the CCBF agreements are ongoing. FCM is not privy to developments at the negotiating table. The proposals outlined in the early federal guidance document may not reflect the current status of negotiations.**

Guidance document draft proposals *

- The Government of Canada would provide a Statement of Priorities outlining housing actions each year that would be expected in order for funding to flow to signatories. For example, this could include asking the province to implement measures related to zoning, expedited local permitting and approvals processes, or local housing needs assessments.

- Provinces would be required to respond to indicate the measures they will be taking and confirm how they will use the CCBF funding to build the enabling infrastructure to improve housing.
- By March 31, 2025, ultimate recipients (i.e. municipalities) with a 2021 Canadian Census population of 30,000 or more would be required to complete and make available to the federal government a Housing Needs Assessment prepared according to federal guidance. Provinces would have discretion to extend this requirement to smaller communities if desired.
- Provinces would be required to compile data on housing outcomes for communities over 30,000 and report on an annual basis, for each project, how many units of new housing units were enabled and how many affordable housing units were enabled or preserved. If a community clearly demonstrates in their Housing Needs Assessment that their community has no housing pressures, they would not be subject to all the same requirements.

Possible impacts *

- **Shift away from asset management and state of good repair:** There is a need to clarify that municipalities will still have flexibility to allocate CCBF funding to renew existing assets based on age or condition, and to allocate funding to projects that contribute to housing supply more indirectly, such as by maintaining or increasing services for existing and future residents and enabling the overall growth of the community or region.
- **Impacts on predictability:** While annual letters and reporting was part of the previous CCBF 10-year agreement, the proposed new policy measured to be decided each year risk increasing administrative burden and delaying the timing of the first payment each fiscal year. FCM is recommending that municipalities receive the first payment of each year in July without delay, regardless of the status of annual negotiations on the Statement of Priorities, in order to proceed with critical local infrastructure projects.
- **Shift to provincial/municipal role:** Proposed changes in the early guidance document could result in significant decisions being made at the provincial level without adequate local input. Outside BC and Ontario, municipalities are not formally at the negotiating table and will not have a voice. FCM is recommending that the CCBF agreements require provinces to include municipalities in decision-making processes regarding measures that directly impact them.

Join us to advocate

- **FCM has prepared a toolkit to help with our drive to renew the CCBF without onerous conditions.** Feel free to customize these in line with your local insight—after all, you know the reality on the ground better than anyone. The toolkit contains:
 - Key messages
 - Template resolution for adoption by your municipal council
 - Template letter to communicate the resolution to your federal Member of Parliament
- Together, our collective efforts will ensure our voices are heard during this critical window in time, as we continue to advocate for a **Municipal Growth Framework** that will empower local governments.

CCBF Package for Members **Federation of Canadian Municipalities**

CANADA COMMUNITY BUILDING FUND - KEY MESSAGES

These key messages can be used when you post about the CCBF on social media, in conversation with your local MP or when discussing the CCBF's relevance with community stakeholders.

- With a new federal infrastructure plan at a standstill, the Canada Community-Building Fund (CCBF) is currently the only federal infrastructure program that municipalities can rely on to rehabilitate existing infrastructure and develop new community assets to help accommodate growth.
- Canada's municipalities are going through a period of historic growth and must be able to count on a flexible and predictable CCBF at the end of the current renegotiation process between the federal government and signatories.
- The Canada Community-Building Fund (CCBF) provides more than \$2.4 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities.
- In the near-term, FCM is calling on the federal government to renew this critical program and maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities.
- FCM has also called on the federal government to leverage this proven funding mechanism as a vehicle to deliver increased funding directly to municipalities, as part of a new Municipal Growth Framework that would better link municipal funding with national population and economic growth.

RESOLUTION TEMPLATE

Please feel free to use the below template to draft a resolution for adoption by your own municipal council to participate in our advocacy efforts:

[month, day, year]

Federal infrastructure funding not keeping pace with population growth

WHEREAS, Canada is experiencing record population growth, having welcomed 1.25 million new Canadians last year alone; and

WHEREAS, According to the Canada Mortgage and Housing Corporation (CMHC) we need to build at least 3.5 million additional homes by 2030, and municipalities need to build or expand the infrastructure to accommodate this growth; and

WHEREAS, FCM has estimated that the cost of the municipal infrastructure required support housing development is, on average, in the range of \$107,000 per unit; and

WHEREAS, According to Statistics Canada the cost of upgrade *existing* municipal infrastructure so that it is in a state of good repair is in the range of \$170 billion; and

WHEREAS, Non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure project without a corresponding growth in revenue; and

WHEREAS, Unlike federal and provincial revenue, municipal tax revenue has not increased in recent years along with inflation, economic growth or population growth; and

WHEREAS, Municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end, the Canada Community-Building Fund is being renegotiated and the Permanent Public Transit Fund is set to start in 2026;

WHEREAS, The Canada Community-Building Fund (CCBF), which was formerly known as the federal Gas Tax Fund, provides more than \$2.4 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities; now therefore be it

RESOLVED, That the federal government work with agreement signatories and municipalities to maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities; and be it further

RESOLVED, That the federal government commit, in Budget 2024, to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund; and be it further

RESOLVED, That the federal government convene provinces, territories and municipalities to negotiate a “Municipal Growth Framework” to modernize the way that municipalities are funded in order to enable Canada’s long-term growth.

[Municipality of xx, Province (abr.)]

SAMPLE LETTER TO YOUR MP

Please feel free to use the below template to inform your local MPs of the adoption of a CCBF resolution:

March [xx], 2024

[Mr./Mrs./Ms./Mx. (full name), M.P., or for Ministers: The Honourable (full name), P.C., M.P.]

House of Commons

Ottawa, ON

K1A 0A6

Subject: Urgent call for federal commitment to renew the Canada Community Building Fund

[Dear Minister or Dear Mr./Ms. (last name of MP)]:

I write to you today to bring your urgent attention to an issue of growing concern to our municipality.

On March [xx], 2024, the council of the municipality of [xyz] unanimously resolved to urge the federal government to dedicate funds in the 2024 Budget to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund.

The federal government must step up in Budget 2024 and solidify its commitment to new housing by channeling investments into the supporting infrastructure. The housing crisis is not something any single order of government can solve. Our municipality, along with others across the country, has been accelerating housing construction, fast-tracking permit approvals, and coming up with innovative zoning solutions to get more housing built faster.

However, the absence of a comprehensive housing and infrastructure plan brings uncertainty to the lives of individuals, particularly those searching for affordable housing. An immediate housing and homelessness plan is essential, one that extends beyond new housing units to include the infrastructure required to service these units and encompass a renewed commitment to invest in complete neighbourhoods with robust public services.

Moreover, our municipal council is concerned that the **Canada Community-Building Fund (CCBF)** is currently the only federal infrastructure program on which we can rely on to rehabilitate existing infrastructure and develop new assets to accommodate growth. It is crucial for Canada's growing municipalities to have access to a CCBF that is flexible and predictable as the renegotiation process concludes.

While municipalities are working hard to get housing built, they own and maintain most of the infrastructure that Canadians rely on every day. Yet, they only collect between 8 to 12 cents of every tax dollar. It is time to empower municipalities with the tools they need to support growth. Alongside the Federation of Canadian Municipalities, our municipality is advocating for all orders of government to come together to modernize the way that municipalities are funded to enable Canada's long-term growth, to ensure economic development and to provide a great quality of life for every Canadian.

The municipality of [your municipality] looks forward to working with you to ensure a future where Canadians see their communities growing confidently, with scale and ambition that delivers what Canadians need now — more affordable housing, support for the most vulnerable, core infrastructure that can support generations of residents, and reliable, efficient transit we can rely on into the future.

Yours sincerely,

[name of signatory]

[title, municipality, province]



FIRE SERVICES MEDICAL RESPONSES MONTHLY UPDATE

Issue

A review of Emergency Medical Services (EMS) response times in Okotoks will be provided monthly for Council’s information.

Motion Proposed by Administration

That the Fire Services Medical Responses Monthly Update for March 2024 be received as information.

Report, Analysis and Financial Implications

In March 2024, Okotoks Fire & Rescue (OFR) responded to 41 medical incidents, 31 automatic and 10 non-automatic. On 17 occasions, OFR arrived on scene before EMS. On 13 occasions (76.47%) of these incidents, EMS arrived on scene within their standard of 12 minutes, although after OFR. On four (4) (23.53%) occasions, OFR arrived on scene prior to EMS who were over 12 minutes, resulting in a total of 23 minutes and 53 seconds (00:23:43) wait time. The total wait time for 17/41 incidents was 47 minutes and 54 seconds (00:47:54).

2024 began with an increase in the numbers of medical incidents when measured against 2023. March 2024 incidents shows a 20% reduction from the February 2024. However, the cumulative wait time for the year to date (YTD) is six (6) hours, 11 minutes and fifty nine seconds (06:11:59) which is 56 minutes and forty five seconds (00:56:45) above the 2023 YTD wait times (05:17:14).

The statistics show a slight decrease in incidents for the month of March although YTD incident numbers 146 (2024) / 131 (2023) shows an 11.5% increase in medical calls.

Total of all incidents in March was 82 of which 41 (50%) were medical. This is within the consistent range of between 45-55%.

Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input checked="" type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

This monthly monitoring is important for understanding service levels within the community and its overall impact on OFR.

Attachment(s)

1. March 2024 EMS STATS

Prepared by:
Trevor Brice
Fire Chief
April 02, 2024



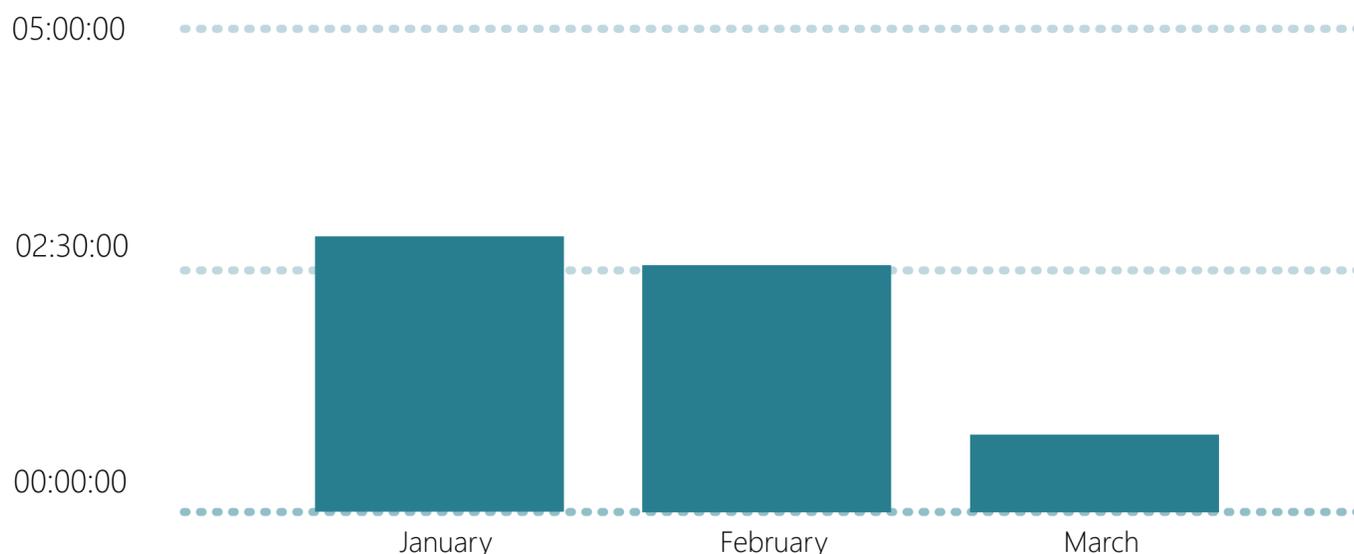
82

Total Incidents (All Types for Current Month)

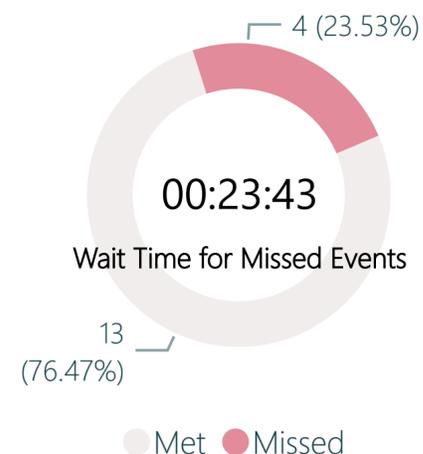
Period: 1/1/2024 3/31/2024
March

EMS Statistical Summary - Fire & Rescue

Cumulative Monthly Wait Times for Ambulance Services



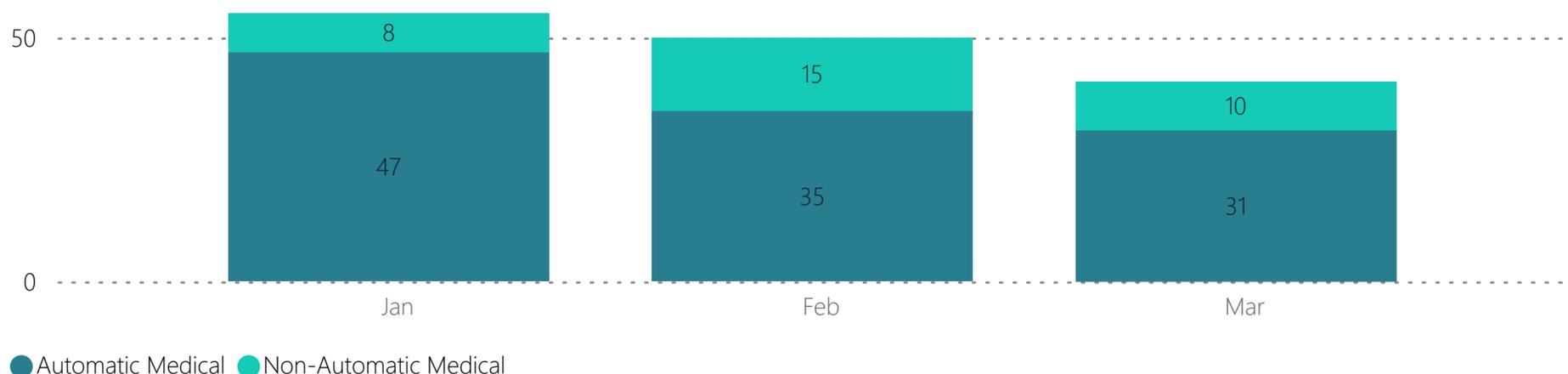
Ambulance Response Time Target (12 Mins*)



Month	Wait time for Ambulance
January	02:50:54
February	02:33:11
March	00:47:54
April	
May	
June	
July	
August	
September	
October	
November	
December	

<u>Month</u>	<u>Year to Date</u>
17	72
EMS After Fire	EMS After Fire
00:47:54	6:11:59
Wait time for Ambulance	Cumulative Wait Time
41	146
Medical Incidents	YTD Medical Incidents
50%	50%
Medical as % of Total	Medical as % of Total

Medical Incidents by Type



*Based on response time target details provided by AHS with a median time of eight (8) minutes and 90th percentile response time of twelve (12) minutes.
Report Notes: All data has been filtered to First Truck on-scene and includes both urban and rural incidents. Estimates for EMS response times are calculated using FRESO dispatch time - future iterations may use actual dispatch times for EMS from AHS when available. Automatic Medical Incidents are those coded as DELTA or ECHO (typically of high severity in which Fire is dispatched automatically). No Outlier policy has been applied to this data - as such, there can be marginal differences between reported operational data and this statistical summary. Medical incidents are now being totaled to exclude any records in which Fire was cancelled before arriving on-scene.



WATER FOR GROWTH ANNUAL UPDATE

Issue

An annual update on the Water Allocation System is provided for Council's information.

Motion Proposed by Administration

That the 2024 Water Allocation System Update be received as information.

Report, Analysis and Financial Implications

In 2011, Council implemented Water Allocation System for Planning Approvals Policy 11-02, which was superseded in 2021 by Water Allocation Policy CMD-P-3.10. The intent of this policy is to ensure that Planning Applications are approved in an equitable and sustainable manner. Since the adoption of this policy, lands have only been approved for development if sufficient water licence capacity is available to service those lands. This technical memorandum provides the 2024 status update of Okotoks' Water Allocation System and potential upcoming Planning Applications that are expected to require additional Development Capacity for approval.

Planning Approvals in 2023 were for new subdivisions in Wedderburn (Phases 5 and 6) and D'Arcy (Phase 11), land use redesignation in Tillotson (Phase 1), and five major multi-family developments in D'Arcy. These Planning Approvals resulted in the allocation of 169,382 m³ of Development Capacity, including the remainder of Tristar's Reserved Development Capacity.

Two adjustments were made in 2023 that increased the available Common Development Capacity due to the purchase of Burnswest's remaining Reserved Development Capacity and credit for the closure of the Town's potable water bulk fill station. The acquisition of Burnswest's Reserved Development Capacity resulted in a transfer of 71,056 m³ from Reserved Development Capacity to Common Development Capacity (net change of zero to the overall system). The closure of the potable water bulk fill station resulted in an increase to Common Development Capacity by 10,000 m³ (net increase of 10,000 m³ to the system). Overall, these adjustments increased the available Common Development Capacity by 81,056 m³.

Year to date in 2024, 35,406 m³ of Common Capacity has been allocated to the D'Arcy Phase 4 land use redesignation and several development sites. There is currently 37,641 m³ of Common Development Capacity remaining.

Table 1 summarizes the remaining Development Capacity for the past three calendar years as at year-end and as at April 4, 2024.

Table 1: Remaining Development Capacity

Developer	Remaining Development Capacity (m ³)			
	As at Dec 31, 2021	As at Dec 31, 2022	As at Dec 31, 2023	As at Apr 4, 2024
Common	199,499	147,851	73,047	37,641
Anthem United	12,103	0	0	0
Tristar	13,522	13,522	0	0
Burnswest	71,056	71,056	0	0
Total	296,179	232,428	73,047	37,641

Administration has received multiple Planning Applications that have not yet received WVAP Certificates. The Development Capacity requirements for these Planning Applications are estimated using the best available information and is subject to change. Subject to the Water Allocation Policy and other planning processes, the certainty and timing for these Planning Applications to proceed is at the discretion of the applicants. The total additional Common Capacity required for the Planning Applications that have been received to date in 2024 is estimated to be 63,766 m³ as shown in Table 2.

Table 2: Anticipated Planning Applications Requiring Common Capacity

Planning Application	Common Assignment (m ³)	Notes
Wedderburn Phase 9	8,250	Land Use Redesignation – 33 TN units
Tillotson Phase 2	53,048	Land Use Redesignation – 176 TN units, 52 NC units
DP164-22	1,314	Development Permit – 10 NC units
DP2024-0115	1,154	Development Permit – 8 NC units
Total	63,766	

Based on the above, the total Development Capacity assignments in 2024 is currently estimated to be 99,172 m³ which exceeds historical norms. This does not account for any additional Planning Applications that may be received in the remainder of 2024. For reference, the average annual Development Capacity Assignments since inception of the Water Allocation policy is 64,642 m³; refer to Table 3 for the history of total annual Development Capacity assignments.

Table 3: Total Development Capacity Assignments by Year

Year	Development Capacity (m ³)	Year	Development Capacity (m ³)
2011	55,578	2018	175,174
2012	12,893	2019	41,559
2013	30,602	2020	33,408
2014	35,692	2021	46,535
2015	111,831	2022	63,751
2016	41,875	2023	169,382
2017	22,071		

If the Planning Applications outlined in Table 2 advance through the Water Verification and Assignment Process and no additional Development Capacity is added to the system, the remaining available Common Development Capacity will be depleted. In this scenario, Planning Applications will be placed in the Common Queue and will not be eligible for approval until sufficient Development Capacity is available and allocated to those lands.

Complete details of this process are available in the Water Allocation Policy CMD-P-3.10 and the accompanying Water Allocation Administrative Guidelines 21-02. Additional interpretation of these documents is available in the March 25, 2024 Council report on the “Water Allocation Policy Process” (Attachment 1).

Information about the Water Allocation System, including policy, guidelines, remaining Development Capacity, and mapping of all previous assignments, is publicly available at the Town of Okotoks’ website: <https://www.okotoks.ca/your-services/buildingservices/engineering/water-allocation-system>

Strategic Plan Goals

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Governing Policies/Bylaws/Legislation or Agreements

- Municipal Development Plan Bylaw 02-21 - Section 1.3 [Allocate water to support Okotoks’ vision] provides the following direction:
 - 1.3.1 *Align development approvals with the Town’s water license capacity*
 - a) *Ensure that approvals for development are granted in a fair and equitable manner in accordance with the Town’s water allocation policy.*
 - b) *Prioritize water allocation for industrial, commercial, institutional or mixed-use developments.*

- Land Use Bylaw 17-21 - establishes procedural requirements for the consideration of amendments, subdivisions, and development permits, specifically:
 - Section 3.4.E(2), which requires that “*in addition to the general requirement to demonstrate sufficient water pursuant to the Bylaw [...] in considering an amendment to the Land Use Bylaw that re-Districts a Site from Agricultural Holdings to any other District, Council must consider whether there is a concurrent planning application or active Development of the subject lands to justify an increase of allocation of water capacity to a Site.*”

- Section 5.2.G - *"A re-Districting application to amend this Bylaw should not be approved by Council where there is insufficient water allocation assigned to the subject Parcel(s) required to support the minimum Development potential for the Site unless Council has granted an exemption to that requirement."*
 - Section 5.2.H - *"Re-Districting applications will be required to demonstrate compliance with the Town of Okotoks Water Allocation Policy as adopted by Council from time-to-time"*
 - Section 5.11.B - *"An application for Subdivision must demonstrate sufficient water capacity to meet the needs of the intended Development or otherwise demonstrate compliance with the Town of Okotoks Water Allocation Policy as adopted by Council from time-to-time."*
 - Section 5.16.A(13) - *"An application for a Development Permit in all districts, including Direct Control Districts, must demonstrate sufficient water capacity to meet the needs of the intended Development or otherwise demonstrate compliance with the Town of Okotoks Water Allocation Policy as adopted by Council from time-to-time. The Development Authority shall refuse an application that does not comply with this Water Allocation Policy."*
- Water Allocation Policy CMD-P-3.10 - directs the process for allocation of development capacity for planning applications
 - Fees, Rates and Charges Bylaw 09-24 - establishes fees, rates, and charges for services provided by the Municipality

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

This monitoring report highlights the results of the water allocation policy and its impact on development in the Town. Currently in inventory, there is approximately 350 remaining lots for residential development. With the new supplemental water solution not becoming operational until 2026, the lack of available water on the Sheep River, and the unprecedented demand for new housing we could face a severe shortage of supply that could have negative impacts on affordability. The Town continues to actively pursue interim water options that could contribute to advance development within our current allocation policy.

Attachment(s)

1. Council Report on the "Water Allocation Policy Process" (March 25, 2024)

Prepared by:
James Cameron
Engineering Manager
April 04, 2024



WATER ALLOCATION POLICY PROCESS

Issue

Additional information regarding the Water Allocation Policy and water licensing is provided as requested by Council at the February 12, 2024 Council meeting when consideration of second reading of Bylaw 02-24 - Land Use Redesignation Tillotson Phase 2 was postponed.

Motion Proposed by Administration

That the Water Allocation Policy Process report be accepted as information.

Report, Analysis and Financial Implications

In 2011, Okotoks Council implemented the *Water Allocation System for Planning Approvals* (Policy P11-02). This policy was amended on a number of occasions and eventually superseded in 2021 by the *Water Allocation Policy* (Policy CMD-P-3.10) and the accompanying *Water Allocation Administrative Guidelines* (A21-02). The intent of this policy is to ensure that Planning Applications are approved in an equitable and sustainable manner.

Since the adoption of the 2021 Water Allocation Policy, lands have only been approved for development if sufficient water licence capacity is available to service those lands. The process to validate this assessment is triggered by an application for land use redesignation, subdivision, or development permit as shown in Attachment 3. At each stage of the typical land development process, the Water Verification and Assignment Process (WVAP) must be completed as shown in Attachment 4. WVAP Clearance Certificate must be issued certifying that a subdivision or development permit application has passed the WVAP process before the application can become eligible for approval by the respective authorities. For land use redesignation applications, Council can consider up to second reading without a WVAP Clearance Certificate with the exception of lands that only relate to institutional, commercial, or industrial uses which do not require a WVAP Clearance Certificate until subdivision or development permit.

In both the Policy (CMD-P-3.10) and Administrative Guidelines (A21-02), Development Capacity represents water licence capacity that is available to be allocated to development. The methodology for calculating the required Development Capacity for a Planning Application is outlined in the Administrative Guidelines. Most use types have a either an average per unit or average per area calculation that is applied at land use redesignation and further refined at subdivision and development permit applications if necessary. If a planning application requires an increase or decrease in Development Capacity, the difference must be purchased or refunded. The rate for Development Capacity is specified in the *Fees, Rates and Charges Bylaw* (Bylaw 09-24) and is currently \$8.11/m³.

If a Planning Application meets the requirements to access Common Development Capacity and there is insufficient Common Development Capacity remaining, the Planning Application

is placed in the Common Queue as outlined in section 4 of the policy. As additional Common Development Capacity becomes available, it will be allocated to Planning Applications in the Common Queue in the following order:

1. Town-initiated projects;
2. Planning Applications concerning ICI Uses; and
3. All other Planning Applications, in the order of the date on which the complete Planning Applications are received.

If there are Planning Applications in the Common Queue and there is sufficient Common Development Capacity remaining for a more recent Planning Application, Common Development Capacity can be assigned to that Planning Application provided that it meets the requirements to access Common Development Capacity.

As of March 15, 2024, the remaining Common Development Capacity is 37,641 m³ and there are no Planning Applications in Common Queue. Bylaw 02-24 (Tillotson Phase 2 land use redesignation) does not currently meet the requirements to access the Common Capacity and as such, is not yet in the Common Queue.

Information on the Water Allocation System, including policy, guidelines, remaining Common Development Capacity, and mapping of all previous assignments, is publicly available at the Town of Okotoks' website: <https://www.okotoks.ca/your-services/building-services/engineering/water-allocation-system>

Strategic Plan Goals

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Governing Policies/Bylaws/Legislation or Agreements

- Municipal Development Plan (Bylaw 02-21) – Section 1.3 [Allocate water to support Okotoks' vision] provides the following direction:
 - 1.3.1 *Align development approvals with the Town's water license capacity*
 - a) *Ensure that approvals for development are granted in a fair and equitable manner in accordance with the Town's water allocation policy.*
 - b) *Prioritize water allocation for industrial, commercial, institutional or mixed-use developments.*

- Land Use Bylaw (17-21) – establishes procedural requirements for the consideration of amendments, subdivisions, and development permits, specifically:
 - Section 3.4.E(2), which requires that *"in addition to the general requirement to demonstrate sufficient water pursuant to the Bylaw [...] in considering an amendment to the Land Use Bylaw that re-Districts a Site from Agricultural Holdings to any other District, Council must consider whether there is a concurrent planning application or active Development of the subject lands to justify an increase of allocation of water capacity to a Site."*
 - Section 5.2.G – *"A re-Districting application to amend this Bylaw should not be approved by Council where there is insufficient water allocation assigned to the subject Parcel(s) required to support the minimum Development potential for the Site unless Council has granted an exemption to that requirement."*
 - Section 5.2.H – *"Re-Districting applications will be required to demonstrate compliance with the Town of Okotoks Water Allocation Policy as adopted by Council from time-to-time"*
 - Section 5.11.B – *"An application for Subdivision must demonstrate sufficient water capacity to meet the needs of the intended Development or otherwise demonstrate compliance with the Town of Okotoks Water Allocation Policy as adopted by Council from time-to-time."*
 - Section 5.16.A(13) – *"An application for a Development Permit in all districts, including Direct Control Districts, must demonstrate sufficient water capacity to meet the needs of the intended Development or otherwise demonstrate compliance with the Town of Okotoks Water Allocation Policy as adopted by Council from time-to-time. The Development Authority shall refuse an application that does not comply with this Water Allocation Policy."*
- Water Allocation Policy (CMD-P-3.10), which directs the process for allocation of development capacity for planning applications
- Fees, Rates and Charges Bylaw (09-24), which establishes fees, rates, and charges for services provided by the Municipality

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

This review provides clarity on how the process works and the necessary steps to ensure compliance with the Town's overall water allocation process.

Attachment(s)

1. CMD-P-3.10 Water Allocation Policy
2. A21-02 Water Allocation Administrative Guidelines

3. Implementation of Process throughout Land Development
4. Water Verification and Assignment Process

Prepared by:
James Cameron, Community Development & Engineering Manager
Colin Gainer, Senior Planner
March 15, 2024

COPY

	Water Allocation Policy	
	Policy Type:	Council-Management Delegation
	Number:	CMD-P-3.10
	To be Reviewed:	As required
	Approval Date:	May 10, 2021
	Motion Number:	21.C.208
	Revised Date(s):	

Policy Statement:

The Town of Okotoks will have a *Water Allocation System* to ensure that available *Development Capacity* is Assigned to *Planning Approvals* in a fair and equitable manner.

Purpose:

The purpose of this Policy is to establish the *Water Allocation System*. The *Water Allocation System* will work in tandem with the Town's *Land Use Bylaw* and statutory plans and will apply to all *Planning Applications*.

Overview:

The *Water Allocation System* is established on the following principles:

- *Sufficient Development Capacity* must be verified prior to the approval of *Planning Applications*.
- *Development Capacity* is comprised of *Reserved Capacity* and *Common Capacity*.
- *Reserved Capacity* is *Development Capacity* reserved for use by a particular developer.
- *Common Capacity* is *Development Capacity* held by the Town to support imminent growth, Town strategic priorities, and Town initiatives. Access to *Common Capacity* will be subject to conditions that support the Town's objectives.
- Developers are responsible for the costs of obtaining sufficient *Development Capacity* to serve their developments. The Town will recover such costs using a full cost recovery method.
- The cost of obtaining *Development Capacity* must be paid prior to *Assignment of Development Capacity*.
- The Town will carry *Water License Costs* for *Common Capacity* until the *Assignment of the Common Capacity*. The Town will not carry *Water License Costs* for *Reserved Capacity*.
- Developers may retain existing *Reserved Capacity* acquired under *Water Allocation System for Planning Approvals Policy P11-02* provided they repay associated *Water License Costs*.
- Lands categorized under the Town's *Previous Policy* will be re-designated as *Allocated Lands* or *Non-Allocated Lands*.

	Water Allocation Policy	
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Revised Date(s):		

- Council has discretion with respect to the application of this Policy and may grant exemptions to this Policy.

Definitions:

Allocated Lands means lands to which *Development Capacity* has been *Assigned*.

Assignment or *Assigned* means the assignment of *Development Capacity* to a parcel or parcels of land.

Chief Administrative Officer means the person appointed to the position of the chief administrative officer for the Town of Okotoks, or their delegate, within the meaning of the *Municipal Government Act*.

Commercial Uses means land uses identified as commercial, business, or lodging land uses in the Town's *Land Use Bylaw*.

Common Capacity means *Development Capacity* available for *Assignment* which is not reserved for a particular developer.

Common Queue means the queue of applications which are waiting for *Common Capacity* to be *Assigned* to them.

Development Capacity means the annual volume of potable water available to be *Assigned* for development and includes the *Common Capacity* and the *Reserved Capacity*.

ICI Uses means *Industrial Uses*, *Commercial Uses*, and *Institutional Uses*.

Industrial Uses means land uses identified as industrial land uses in the Town's *Land Use Bylaw*.

Institutional Uses means land uses identified as institutional uses in the Town's *Land Use Bylaw* and includes:

- i. Public schools;
- ii. Uses carried out for municipal purposes; and
- iii. Uses carried out by the provincial or federal governments for other institutional purposes.

Land Use Bylaw means the Town of Okotoks *Land Use Bylaw*, as amended or replaced from time to time.

	Water Allocation Policy	
	Policy Type:	Council-Management Delegation
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MGA means the *Municipal Government Act*, RSA 2000 c. M-28, as amended or replaced from time to time.

Non-Allocated Lands means lands to which *Development Capacity* has not been *Assigned*.

Planning Applications means:

- i. Land use redesignation applications and other amendments to the Town's *Land Use Bylaw* that impact *Water Usage*;
- ii. Subdivision applications including applications to extend timelines respecting subdivisions; and
- iii. Development permit applications including applications to extend timelines respecting development permits.

Previous Policy means the Town of Okotoks Water Allocation System for Planning Approvals P11-02, adopted January 1, 2011 and amended August 19, 2013.

Reserved Capacity means *Development Capacity* reserved for a specific developer.

Water Allocation Administrative Guidelines means the Water Allocation Administrative Guidelines to be adopted from time to time by the *Chief Administrative Officer* pursuant to this Policy.

Water Allocation System means the system by which *Development Capacity* is tracked and *Assigned* based on this Policy.

Water License Cost means the cost of obtaining, maintaining and managing *Development Capacity*, and includes license costs, soft costs, Town staff costs, project costs, interest and carrying costs.

Water Usage means the annual amount of water required to service a *Development*.

Water Verification and Assignment Process or **WVAP** means the water verification and assignment process described in this Policy and set out in Schedule A of this Policy.

WVAP Clearance Certificate means a clearance certificate issued by the *Chief Administrative Officer* confirming that an application has passed the *Water Verification and Assignment Process*.

	Water Allocation Policy	
	Policy Type:	Council-Management Delegation
	Number:	CMD-P-3.10
	To be Reviewed:	As required
	Approval Date:	May 10, 2021
	Motion Number:	21.C.208
Revised Date(s):		

Responsibilities:

Council

Council is responsible for deciding on the adoption of bylaws, including statutory plans, land use bylaws, and amendments to these plans and the *Land Use Bylaw*, in accordance with the *MGA*.

Council will have regard to this Policy in considering such planning bylaws.

Subdivision and Development Authority

The Subdivision and Development Authorities for the Town of Okotoks will have regard to this Policy in considering subdivision or development applications and will comply with this Policy as it is incorporated into the *Land Use Bylaw*.

Chief Administrative Officer

The *Chief Administrative Officer* will manage the *Water Allocation System* as set out in this Policy, including managing and maintaining records as required by this Policy.

Water Allocation System:

1. Water Verification and Assignment Process

- a. For the purposes of the *Land Use Bylaw*, a *Planning Application* will be deemed to have sufficient water capacity if the *Chief Administrative Officer* has issued a *WVAP Clearance Certificate* in respect of that *Planning Application*.
- b. The *Chief Administrative Officer* will issue *WVAP Clearance Certificates* as follows:
 - i. The *Chief Administrative Officer* will issue a *WVAP Clearance Certificate* for all *Planning Applications* for which Council has granted an exemption to this Policy.
 - ii. If the *Chief Administrative Officer* determines that a *Planning Application* is for infill development which will not increase the expected *Water Usage* by more than 1000m³ /year for the relevant lands, the *Chief Administrative Officer* will grant an exemption to this Policy and issue a *WVAP Clearance Certificate*.
 - iii. If the *Chief Administrative Officer* finds that the expected *Water Usage* for a *Planning Application* respecting *Allocated Lands* is less than or equal to the amount of *Development Capacity* which is *Assigned* to those lands, the *Chief Administrative Officer* will issue a *WVAP Clearance Certificate*.
 - iv. If the *Chief Administrative Officer* finds that the expected *Water Usage* for a *Planning Application* respecting *Allocated Lands* exceeds the amount of *Development Capacity* which is *Assigned* to those lands by less than 1000m³ , the *Chief Administrative Officer* may, in their discretion, issue a *WVAP Clearance Certificate*.

	Water Allocation Policy	
	Policy Type:	Council-Management Delegation
	Number:	CMD-P-3.10
	To be Reviewed:	As required
	Approval Date:	May 10, 2021
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Revised Date(s):		

- c. If a *Planning Application* concerns *Non-Allocated Lands*, or *Allocated Lands* but the *Chief Administrative Officer* finds that the expected *Water Usage* for the *Planning Application* respecting *Allocated Lands* exceeds the amount of *Development Capacity* which is *Assigned* to those lands, sufficient *Development Capacity* must be *Assigned* before the *Chief Administrative Officer* will issue a *WVAP Clearance Certificate*.

2. Assignment of Development Capacity

- a. *Development Capacity* may be *Assigned* to lands for the purposes of a *Planning Application* from either *Reserved Capacity* or *Common Capacity*.

3. Restrictions on Assignment of Common Capacity

- a. Developers must exhaust their *Reserved Capacity* before accessing *Common Capacity*, except in the case of *Planning Applications* that are limited to *Institutional Uses*.
- b. Developers must pay the *Water License Costs* in full prior to *Assignment of Common Capacity*.
- c. The *Chief Administrative Officer* may establish additional requirements to access *Common Capacity* in the *Water Allocation Administrative Guidelines*.

4. The Common Queue

- a. If a *Planning Application* meets the requirements to access *Common Capacity* but there is insufficient *Common Capacity* to meet the needs of that application, the *Planning Application* will be placed in the *Common Queue*.
- b. *Common Capacity* will be *Assigned* to *Planning Applications* in the *Common Queue* in the following order:
- i. Town initiated projects;
 - ii. *Planning Applications* concerning *ICI Uses*; and
 - iii. All other *Planning Applications*, in the order of the date on which the complete *Planning Applications* are received.
- c. Council may change the order in which *Common Capacity* is *Assigned* to *Planning Applications* in the *Common Queue* based on the Town's strategic priorities.
- d. When *Common Capacity* becomes available, the *Chief Administrative Officer* will notify the proponent of the top *Planning Application* in the *Common Queue*. If that proponent fails to notify the *Chief Administrative Officer* of acceptance of the *Common Capacity* and pay the associated *Water License Costs* in full within thirty days, or if that proponent notifies the *Chief Administrative Officer* that they do not intend to accept the *Common Capacity*, the *Chief Administrative Officer* will repeat

	Water Allocation Policy	
	Policy Type:	Council-Management Delegation
	Number:	CMD-P-3.10
	To be Reviewed:	As required
	Approval Date:	May 10, 2021
	Motion Number:	21.C.208
Revised Date(s):		

this process with the proponent for the next *Planning Application* in the *Common Queue*.

5. Tracking and Calculating Development Capacity

- a. The *Chief Administrative Officer* will maintain an updated map and database to track the application of the *Water Allocation System*, including identifying *Allocated Lands*, *Non-Allocated Lands*, and any exemptions under this Policy.
- b. The *Chief Administrative Officer* will maintain an updated record of the *Development Capacity*, including *Common Capacity* and *Reserved Capacity*. The *Chief Administrative Officer* will post the total *Development Capacity* and available *Common Capacity* on the Town's website, along with the date that this information was last updated.
- c. The *Chief Administrative Officer* will determine and periodically update the *Water License Costs*.
- d. The *Chief Administrative Officer* will establish, publish and periodically update the *Water Allocation Administrative Guidelines*, which will include:
 - i. Expected *Water Usage* for different land uses and the methodology used by the Town to calculate expected *Water Usage*;
 - ii. The *Water License Costs* and the methodology used by the Town to calculate the *Water License Costs*; and
 - iii. Conditions and requirements for *Assignment of Common Capacity*.

6. Land Use Redesignations

- a. Land use redesignation applications may have first and second readings without a *WVAP Clearance Certificate*. Third reading will be postponed until a *WVAP Clearance Certificate* is issued.
- b. If a land use redesignation application in the *Common Queue* expires pursuant to section 188 of the *MGA* before third reading, it will be removed from the *Common Queue*.
- c. *WVAP Clearance Certificates* are not required for land use redesignation applications that relate only to *ICI Uses*. *ICI Uses* require *WVAP Clearance Certificates* prior to subdivision or development approval.
- d. Developers may not hold more than one *Assignment for Allocated Lands* where the *Development Capacity* for those lands came from *Common Capacity* and those lands have only been through the land use redesignation stage. If a developer already holds one such *Assignment*, the developer must enter into a subdivision servicing agreement or obtain a development permit before it may access the *Common Capacity* for any other land use redesignation applications. This restriction does not apply to *Planning Applications* which relate exclusively to *ICI Uses*.

	Water Allocation Policy	
	Policy Type:	Council-Management Delegation
	Number:	CMD-P-3.10
	To be Reviewed:	As required
	Approval Date:	May 10, 2021
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Revised Date(s):		

7. Increases to Development Capacity

- a. The Town may obtain water licenses and add the associated capacity to the *Common Capacity*. The Town will determine the amount of water licensing to be obtained based on the amount of costs it is willing to front-end in that regard, Town priorities, and any other factors it considers relevant.
- b. The Town may offer to obtain water licenses on behalf of developers and add the associated capacity to *Reserved Capacity*. The Town will, in its sole discretion, make such an offer to the development community. Any developer who accepts such offer will be required to pay all *Water License Costs* associated with the acquisition of that developer's *Reserved Capacity*.
- c. With the prior approval of the *Chief Administrative Officer* and subject to those conditions that the *Chief Administrative Officer* considers necessary or desirable, a developer may obtain a water license at its own cost and transfer it to the Town, in which event the associated capacity will be added to that developer's *Reserved Capacity*.
- d. Developers may transfer their *Reserved Capacity* to each other. Both transferor and transferee must provide satisfactory written notice of the transfer to the *Chief Administrative Officer* by their respective authorized representatives.

8. Availability of Water

- a. Water licenses will only add to the *Development Capacity* if the water can be accessed and delivered to the Town's water distribution network. If there is not infrastructure in place to access the water or other conditions prevent the use of that water, that water license will not be added to the *Development Capacity* unless otherwise directed by Council.

9. Release of Assigned Capacity

- a. If:
 - i. *Allocated Lands* are downzoned to a holding district or one with lower expected *Water Usage* than their *Development Capacity*; or
 - ii. A subdivision or development approval expires prior to registration of the subdivision or completion of the development, as applicable, and the time limits for such subdivision or development are not extended,

the excess *Development Capacity Assigned* to those lands will be surrendered.
- b. If excess *Development Capacity Assigned* to *Allocated Lands* is surrendered:
 - i. Any *Development Capacity* that came from the *Common Capacity* will be returned to the *Common Capacity*, and the developer will be refunded the amount paid for such capacity less applicable rates or fees; and

	Water Allocation Policy	
	Policy Type:	Council-Management Delegation
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- ii. Any *Development Capacity* that came from *Reserved Capacity* will be returned to the developer's *Reserved Capacity* or, if agreed by the Town and the developer, sold to the Town under terms acceptable to the *Chief Administrative Officer* and added to the *Common Capacity*.

Exemptions:

Council may grant exemptions to the requirements of this Policy or any part of this Policy.

Transitional Provisions:

Upon approval of Water Allocation Policy CMD-3.0, *Previous Policy* "Water Allocation System for Planning Approvals Policy (P11-02)" shall be rescinded.

Capacity obtained or held under the *Previous Policy* will be addressed as follows:

- a. Subject to (b) below, if the developer paid the *Water License Costs* associated with that capacity, that capacity will be *Reserved Capacity* for that developer under this Policy or, if it was allocated to lands, it will be *Assigned* to those lands as if it came from *Reserved Capacity*;
- b. If the developer paid the *Water License Costs* associated with capacity which was to be made available for Town, other developers or general purposes and not reserved for that developer under the *Previous Policy* and the Town owes the developer *Water License Costs* associated with that capacity, the Town will reimburse the developer for the associated *Water License Costs* and this capacity will be *Common Capacity* under this Policy;
- c. If capacity was reserved for the developer but the Town paid the *Water License Costs* associated with that capacity (including by reimbursing the developer), the *Chief Administrative Officer* will issue an invoice to the developer for the *Water License Costs*, and:
 - i. If the developer pays that invoice within 60 days of the date it is issued, that capacity will be treated in accordance with the preceding section (a); or
 - ii. If the developer does not pay that invoice within 60 days of the date it is issued, that capacity will be added to the *Common Capacity*;
- d. If capacity was allocated to the developer but the Town paid the *Water License Costs* associated with that capacity (including by reimbursing the developer), the *Chief Administrative Officer* will determine whether the requirements to access *Common Capacity* set out in the *Water Allocation Administrative Guidelines* and in this Policy are met and, if so, will issue an invoice to the developer for the capacity that was allocated to the developer's land, and:
 - i. If the developer pays that invoice within 60 days of the date it is issued, that capacity will be *Assigned* to the subject lands as *Developer Capacity* that came from *Common Capacity*; or

	Water Allocation Policy	
	Policy Type:	Council-Management Delegation
	Number:	CMD-P-3.10
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Revised Date(s):		

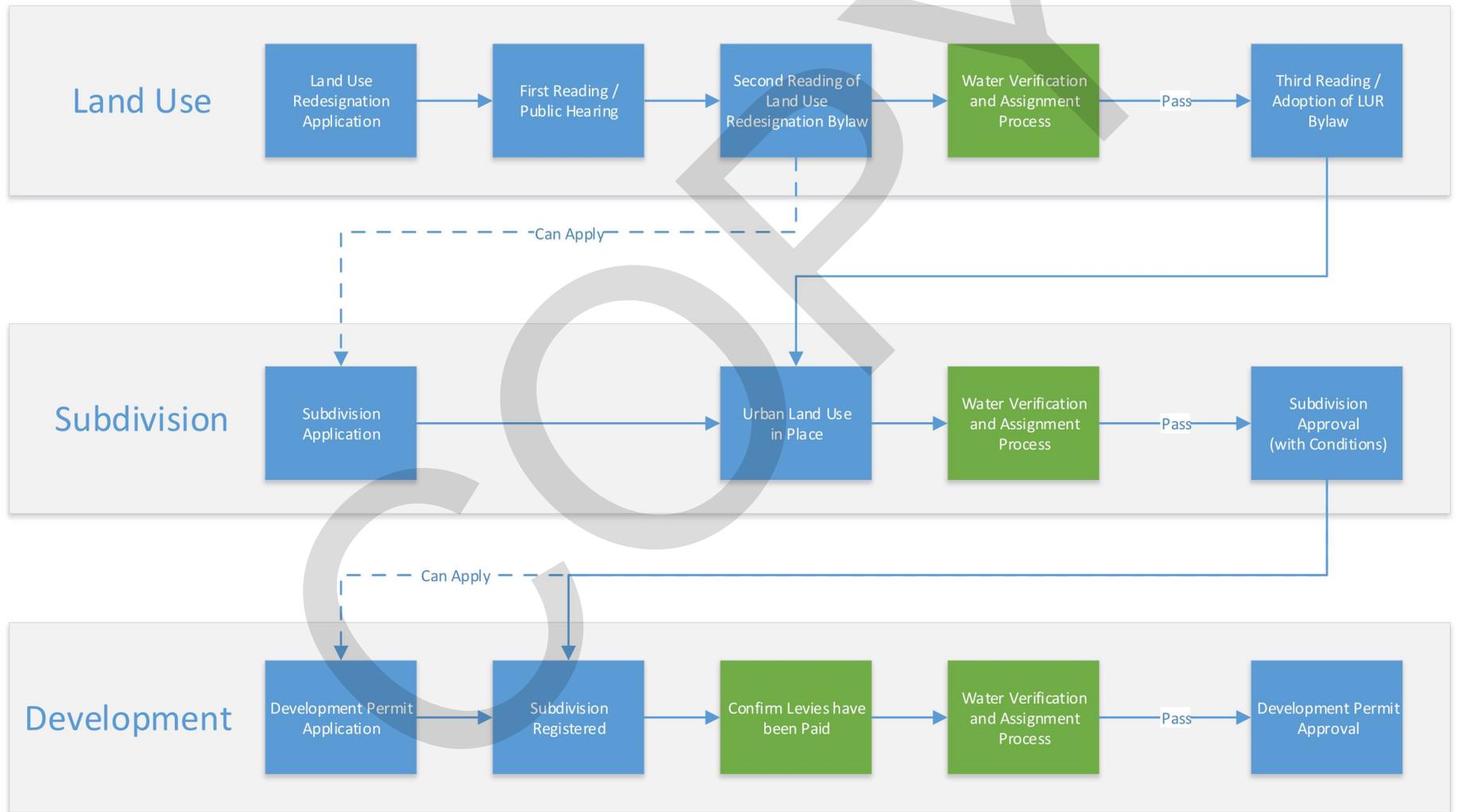
- ii. If the developer does not pay that invoice within the specified time period, that capacity will be added to the *Common Capacity*;
- e. Other capacity held, or earmarked, by the Town for lands that have final land use designations (formally known as Area 'A' Lands under the *Previous Policy*) will be added to the *Common Capacity*; and
- f. All other capacity will be added to the *Common Capacity*.

Developers are notified by way of this Policy that reductions to the Water Supply and Treatment Levy will no longer be given, and such levy will be charged in accordance with the Town's Off-Site Levy Bylaw in force from time to time.

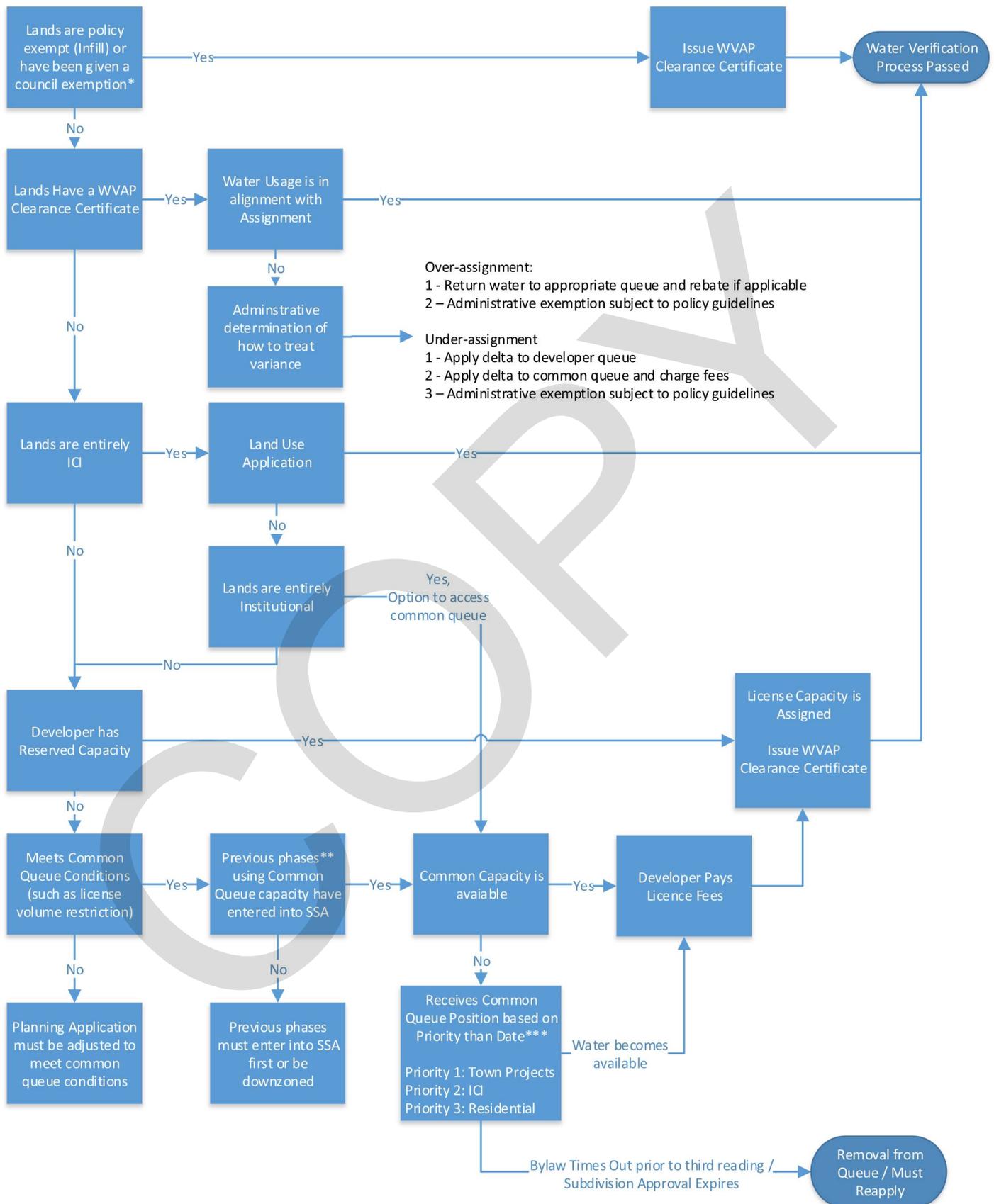
General Provisions and Coming Into Force:

- a. If any term, clause or condition of this Policy or the application thereof is found to be invalid or unenforceable, the remainder of this Policy or the application of such term, clause or condition will not be affected and will remain in force and effect.
- b. Where the singular or masculine form of a term is used in this Policy, it includes the plural, feminine or neutral, as the context requires, and vice versa.
- c. This Policy will come into effect upon adoption by Council.

The Implementation of the Water Verification and Assignment Process throughout Typical Land Development



The Water Verification and Assignment Process



*Council always retains discretion with respect to the application of the policy and may grant an exemption to the requirements of the Water Allocation Policy or any element contained within the policy.

**See policy and Administrative guidelines for treatment of previous phases with land use and without assignment and or transition phases between developer and common queue capacity.

***Council may allow for deficit assignment/queue jumping based on strategic priorities



TOWN OF OKOTOKS ADMINISTRATIVE GUIDELINES

- Original Signed -

Chief Administrative Officer

Title: Water Allocation

Number: A21-02

CAO Approval Date: May 13, 2021

Review Date: As required

Revised Date(s): February 24, 2022

Originating/Lead Business Centre: Community Development & Engineering

Reference(s):

- Water Allocation Policy CMD-P-3.10
- Land Use Bylaw 17-21
- *Municipal Government Act*
- Chief Administrative Officer's (CAO) Delegation of Authority Administrative Guideline A17-02

Purpose

In accordance with Water Allocation Policy CMD-P-3.10, the CAO will establish, publish, and periodically update the Water Allocation Administrative Guidelines, which will include:

- Expected Water Usage for different land uses and the methodology used by the Town to calculate expected Water Usage;
- The Water License Costs and the methodology used by the Town to calculate the Water License Costs; and
- Conditions and requirements for assignment of Common Capacity.

Authority

The management and verification of Development Capacity and consideration of new requests for Development Capacity subject to the Water Allocation Policy and Water Allocation Administrative Guidelines is designated as outlined the CAO Delegation of Authority Administrative Guideline.

Expected Water Usage

1. The methodology for calculating Water Usage and Development Capacity requirements for new development will be based on the following:

Land Use Designation/Type	Estimated Consumption (m ³)	
	Area Based (m ³ /ha/year)	Unit Based (m ³ /unit/year)
Traditional Neighbourhood (TN) / Residential		250
Neighbourhood Core (NC) / Residential	8700 ^b	174
General Commercial – GC	3000	
Industrial – IBP	3000	
Public School Sites (excluding High Schools)	1500	3750
Irrigated Playing Fields		3000

- 1.1. Neighbourhood Core (NC) District dwelling units will be calculated on the number of actual units. If an estimate of the number of units is not reasonably available at the land use and/or subdivision stages, the Town may estimate Water Usage at an average consumption of 174 m³/unit/year and 50 units per hectare due the variable density permitted under the NC District. This allocation will be reviewed at the time of subdivision and development permit application; this Capacity may be revised based upon the actual number of units developed.
- 1.2. Direct Control Districts or other land use types not included above will be classified to its nearest equivalent or a site-specific rate as determined by Administration.
- 1.3. Development Capacity is not allocated for non-irrigated municipal reserve lands, public utility lots, stormwater management facilities, and other public infrastructure that is not expected to utilize potable water or where usage is expected to be negligible.
- 1.4. Elementary, junior, or kindergarten to grade 9 (K-9) school sites will be based on a fixed area of 2.5 hectares/school to represent typical building consumption. High school sites will be evaluated on a site-specific basis in consideration of the expectations for Capacity and general design. Water for irrigating outdoor playing fields will be in addition to the above noted amount.
- 1.5. Variations of the above calculation methodology may be used at Administrations' discretion where usage is expected to vary considerably from expected water usage.
- 1.6. Consumption numbers will be periodically updated using current data. Rebates and/or surcharges will not be issued to previously issued certificates for changes that are a result of an update to water consumption numbers.

Water License Costs

2. The methodology used by the Town to calculate the Water License Costs:
 - 2.1. Starting in 2022, the cost of the Common Capacity will be established on an annual basis in the Rates and Fees Bylaw, and calculated annually on a total cost recovery basis.
 - 2.2. The unit cost for Common Capacity will be calculated annually as per the following general formula:

$$\text{Common Water License Cost Unit Rate} = \text{Water License Costs} / \text{Common Capacity}$$
 - 2.3. Water License Costs will be calculated annually as per the following general formula:

$$\text{Water License Costs} = \text{Total Expenditures} - \text{Total Revenues} + \text{Town Administration Fee} + \text{Interest Charges}$$

Annual Town Administration Recovery Fee = annually calculated amount to recover the estimated internal administrative costs to administer and upkeep the policy.

- 2.4. Interest charges will be charged annually based upon Water License Costs owing at the time of calculation at a rate of 2.5%
- 2.5. The Common water volume will be calculated annually as per the following general formula:

Closing Volume = Starting Volume + Transfers – Allocations ± Adjustments
- 2.6. Adjustments will periodically occur to align Common Capacity with Town usage. Adjustments may include increases to Common Water Capacity through efficiencies and efficiency sponsored projects.

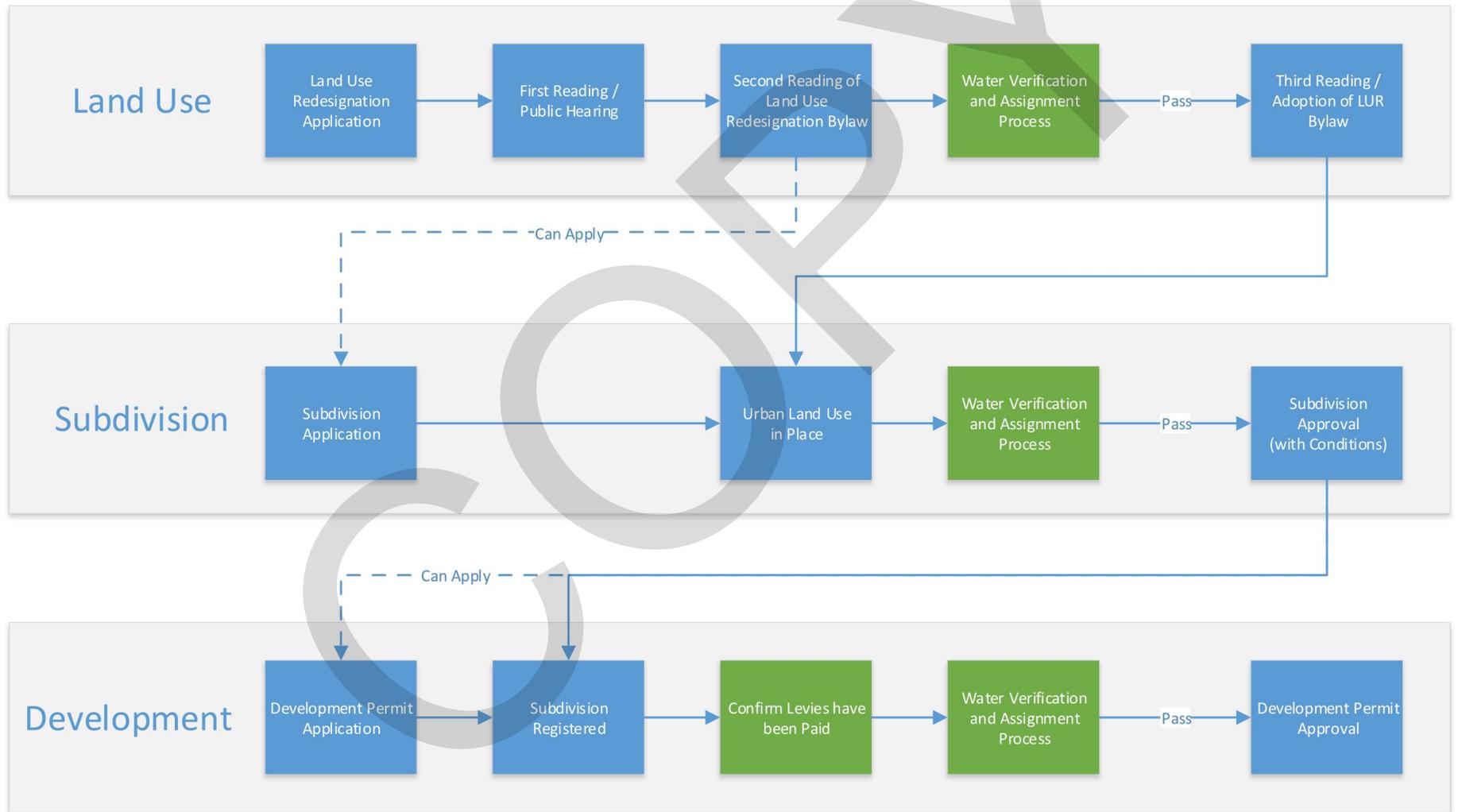
Water Reuse and Efficiency Projects

3. The Town has budgeted for Water Reuse and Water Efficiency Projects. These efficiency projects are expected to increase Development Capacity. Reasonable costs for these projects will be included in Total Expenditures with increases in Development Capacity being added to Common Capacity.

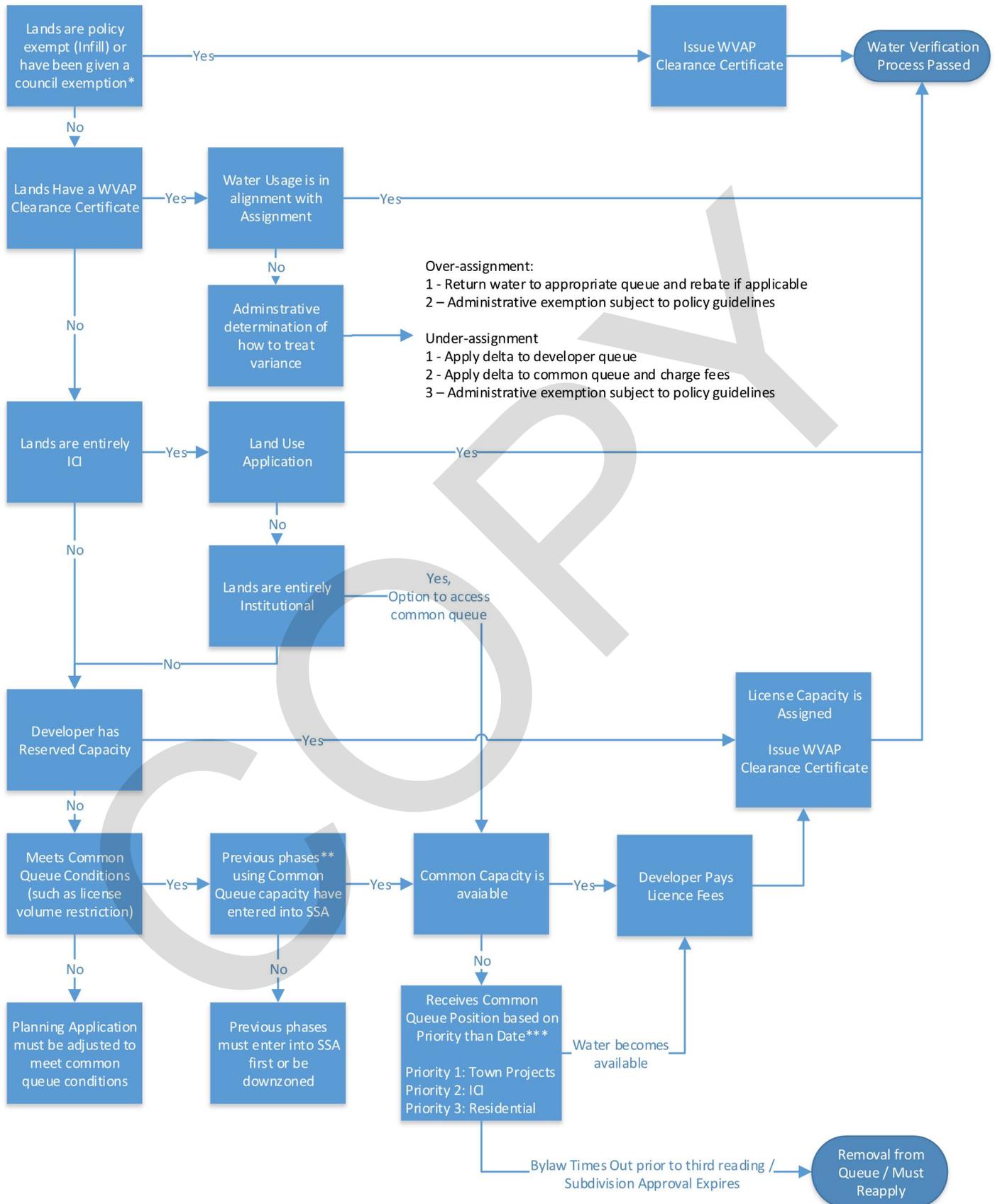
Common Capacity Conditions

4. The maximum amount of Common Capacity that can be assigned is 60,000m³ per application. The Town has paid Water License Costs for Common Capacity which is intended to fund imminent development. This condition is intended to limit the amount of Common Capacity assigned to lands which have not proceeded to a subdivision servicing agreement and/or development permit.
5. For greater clarity, the application referenced in clause 4 above and in clause 6 d. of Water Allocation Policy CMD-P-3.10 can be for lands in more than one subdivision or development. A subdivision servicing agreement or development permit must be entered for all Allocated Lands in the application before a developer may access Common Capacity for other land use redesignation applications.

The Implementation of the Water Verification and Assignment Process throughout Typical Land Development



The Water Verification and Assignment Process



*Council always retains discretion with respect to the application of the policy and may grant an exemption to the requirements of the Water Allocation Policy or any element contained within the policy.

**See policy and Administrative guidelines for treatment of previous phases with land use and without assignment and or transition phases between developer and common queue capacity.

***Council may allow for deficit assignment/queue jumping based on strategic priorities



CHIEF ADMINISTRATIVE OFFICER APPROVALS

Information Release

Policies CMD-R-4.3 Flag Protocol and CMD-R-4.4 Proclamations and Lighting of the Municipal Centre delegate authority to the Chief Administrative Officer (CAO) to approve requests.

For Council's information, the following requests have been approved by the CAO or were previously approved on a recurring basis.

Proclamations, raising and lowering of flags, and lighting of the Municipal Centre events are published on the Town's website.

Requesting Organization	Type of Request and Date		
	Proclamation	<i>Lighting of the Municipal Centre</i>	Flag Raising
National Day of Mourning	Attachment 1	n/a	n/a
First Responders' Day	Attachment 2	n/a	n/a
Melanoma and Skin Cancer Awareness Month	Attachment 3	n/a	n/a
Guillain-Barre Syndrome – Chronic Inflammatory Demyelinating Polyneuropathy Foundation of Canada	Attachment 4	n/a	n/a

Attachment(s):

1. National Day of Mourning
2. First Responders' Day
3. Melanoma and Skin Cancer Awareness Month
4. Guillain – Barre Syndrome – Chronic Inflammatory Demyelinating Polyneuropathy Foundation of Canada Proclamation Request

Prepared by:
Legislative Services
April 11, 2024



National Day of Mourning Proclamation

WHEREAS on April 28, 2024 people across Canada will recognize a Day of Mourning for all workers who have been killed, injured or disabled at their place of work.

WHEREAS it is with deep sadness that 165 workers in Alberta died as a result of workplace injury or illness in 2023.

WHEREAS on April 28, 2024 the Town of Okotoks will join Albertans in remembering those workers injured or killed on the job and honour their memory by committing to work together to prevent workplace injuries.

WHEREAS the Town of Okotoks has proclaimed April 28 as a National Day of Mourning in Okotoks on an annual basis.

THEREFORE Members of Okotoks Town Council, do hereby proclaim April 28, 2024 as a National Day of Mourning in the Town of Okotoks.

Dated this 22nd day of April 2024.

Original Signed



First Responders' Day May 1, 2024

WHEREAS courageous and dedicated men and women work to protect and aid the public during emergencies as both professional and volunteer first responders; and

WHEREAS first responders include 911 dispatchers, law enforcement officers, professional and volunteer firefighters, professional and volunteer emergency medical services personnel, emergency management professionals, search and rescue teams and members of other organizations in the public safety sector; and

WHEREAS every day, first responders risk their own safety in the performance of their duties to protect our citizens; and

WHEREAS first responders are the first and best defense against all emergencies that may threaten our community; and

WHEREAS first responders are ready to aid the people 24 hours a day, seven days a week, regardless of inclement weather or other hazards; and

WHEREAS first responders are highly trained, specialized workers who contribute their excellent skills for the public good; and

WHEREAS the members of first responder organizations undergo extensive education and training and make significant personal sacrifices in order to achieve the expertise required to respond to emergency situations; and

WHEREAS in addition to maintaining safety and order in times of crisis, many first responders also enhance their communities as volunteers for service organizations, churches, and schools.

THEREFORE Member of Okotoks Town Council, do hereby proclaim May 1, 2024 as First Responders' Day in the Town of Okotoks.

Dated this 22nd day of April 2024.

Original Signed



City of Okotoks

Proclamation Request

Hello,

May marks both Melanoma and Skin Cancer Awareness Month and the beginning of summer. It is imperative that communities across Canada be reminded of the importance of sun safety at this time of the year. In order to keep our communities aware, informed, and vigilant about the potential risks of over-exposure to the sun (UV radiation), we ask that you publicly **proclaim May 2024 as Melanoma and Skin Cancer Awareness Month.**

Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers. Though skin cancers should be largely preventable, their diagnosis rates are increasing. Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes.

While most forms of non-melanoma skin cancer can be surgically removed, melanoma is an aggressive form of cancer. The five-year relative survival rate of melanoma that has metastasized is 18%. Despite these figures, many people seek sun without taking the advisable precautionary measures, or believe that only severe burns contribute to one's risk of skin cancer. In fact, any darkening of skin colour, including a tan, is indicative of UV damage.

There are more new cases of skin cancer each year than the number of breast, prostate, lung and colon cancers combined.

Last year, more than 45 municipalities proclaimed May as Melanoma and Skin Cancer Awareness Month. If you choose to participate in the initiative this year, Save Your Skin Foundation will provide you with resources on these matters which you can share with your residents.

We would also be most happy to discuss providing **free sunscreen dispensers** for your municipalities or specific events (including our SunCare initiative which extends free sunscreen especially to vulnerable communities). We can also join you in your communities by hosting events in your local libraries or other community centres using resources from our **Shining a Light on Sun Safety** initiative which includes childrens books and other activities.

Thank you for your consideration. We look forward to working with you.

Sincerely,



Kathleen Barnard, Founder and President
Save Your Skin Foundation



Melanoma and Skin Cancer Awareness Month

WHEREAS It is imperative that communities across Canada be reminded of the importance of sun safety; and

WHEREAS Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers; and

WHEREAS Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990's will get skin cancer in their lifetime; and

WHEREAS Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening skin colour, including a tan, is indicative of UV damage; and

WHEREAS Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early; and

WHEREAS Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives:

NOW THEREFORE the month of May 2024 is hereby proclaimed as Melanoma and Skin Cancer Awareness Month in the Town of Okotoks.

Dated this 22nd day of April 2024

--- Original Signed ---



Proclamation, Lighting or Flag Request at the Municipal Centre

Town of Okotoks Corporate Services
 5 Elizabeth Street
 Okotoks AB T1S 1K1
 Inquiries: Phone 403.938.8900 or cao@okotoks.ca

Please Note: Please ensure your request has come in no less than 10 business days prior to the requested Start Date.

Name of the Requesting Organization *

SAVE YOUR SKIN FOUNDATION

Occasion Title *

MELANOMA AND SKIN CANCER AWARENESS MONTH

Request Type *

- Proclamation
 Lighting of the Municipal Centre
 Honorary Flag Raising

If requesting a proclamation, the proclamation document must be uploaded below.

Proclamation Start Date *

2024-05-01

Proclamation End Date *

2024-05-31

Please provide comments to support your request below:

Hello,

On behalf of Save Your Skin Foundation, I am pleased to reach out to you today with the following request.

Please see the attached letter as well as a draft proclamation. Here is additional information as well:

Contact information: Events and Initiatives Coordinator laura@saveyourskin.ca

Proclamation title and dates: May 1st to 31st "Melanoma and Skin Cancer Awareness Month"

Sources:

We partner with numerous Canadian and American health organizations, etc as you can view here! <https://saveyourskin.ca/addl-resources-support-groups/>

<https://saveyourskin.ca/faqs/>

I would be most happy to speak with you about this further. I can also address questions by email.

With thanks and kind regards,

Laura Rinaldi (she/her)
 Events and Initiatives Coordinator

SAVE YOUR SKIN FOUNDATION

E: laura@saveyourskin.ca

C: 705-822-8380

W: saveyourskin.ca

Contact Information

First Name *	Last Name *	Phone *
IAURA	RINALDI	[REDACTED]

Email *

LAURA@SAVEYOURSKIN.CA

Address *

Street Address

[REDACTED]

Address Line 2

City

OTTAWA

State/Province/Region

ONTARIO

Postal/Zip Code

[REDACTED]

Country

CANADA

Please upload the proclamation document and any other documents or details supporting your request (i.e.: letter from organization, promotional material, etc.). *

Okotoks Proclamation Request Letter.docx.pdf

170.2KB

The personal information on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to respond to your request. Should you have any questions regarding the collection or use of your personal information, please contact the FOIP Coordinator at foip@okotoks.ca or 403.938.8944.



GBS/CIDP Foundation of Canada

Guillain-Barré Syndrome/Chronic Inflammatory Demyelinating Polyneuropathy
Support, Education, Research, Advocacy

Honorary Board

Larry Brenneman (*deceased*)
Tom Feasby, MD
Angelika Hahn, MD
Susan Keast, *Founder*
Serge Payer
Kenneth Shonk, MD

Executive Director

Donna Hartlen

Officers

Darryl Bedford
President
Holly Gerlach
Vice President
Howard Huss
Treasurer

Board of Directors

Darryl Bedford
Holly Gerlach
Alexandre Grant
Howard Huss
Ayman Kafal
Holly Longstaff
Akash Purewal
Pamela Stoikopoulos
Demetrios Strongolos
Ron Van Holst

Medical Advisory Board

Steven Baker, MD
Brenda Banwell, MD
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Kristine Chapman, MD
Angela Genge, MD
Gillian Gibson, MD
Angelika Hahn, MD
Hans Katzberg, MD
Kurt Kimpinski, MD
Sandrine Larue, MD
Rami Massie, MD
Elizabeth Pringle, MD
Zaeem Siddiqi, MD
Jiri Vajsar, MD
Chris White, MD
Douglas Zochodne, MD

March 12, 2024

Office of the Mayor
The City of Okotoks
5 Elizabeth St.
Okotoks, AB
T1S 1K1

Dear Mayor Tanya Thorn:

We are writing to respectfully request that the city of Okotoks proclaim May 2024 as GBS/CIDP Awareness Month. The Month of May, has been internationally designated as "GBS and CIDP Awareness Month" to educate the public and to focus attention on these rare conditions. The GBS/CIDP Foundation of Canada is a national, not for profit patient organization that supports patients and families afflicted with Guillain-Barré Syndrome, Chronic Inflammatory Demyelinating Polyneuropathy, and variants such as Multifocal Motor Neuropathy. We serve patients through support, education, research and advocacy.

GBS has a sudden onset of symptoms, which can cause complete paralysis within a day. Recovery can be unpredictable, patients and their families face an uncertain future, usually requiring months of hospital care without knowing if or when they will recover, or whether they will face long-term disabilities. Earlier diagnosis, treatment, and access to rehabilitation services can improve the chances of avoiding permanent lifelong residual damage of the nerves. The cause of these conditions is unknown, and can develop in any person, regardless of age, gender or ethnic background

We are working to raise awareness of these rare conditions so that future patients get help sooner and will know that our organization is here to provide hope. We provide support and information through trained volunteers, our website, materials provided to hospitals, and organize local and online peer-to-peer support group meetings. We provide patient educational events and build awareness within the medical community. We advocate for access to diagnosis and appropriate treatment, and also support Canadian research that aims to improve the quality of life of GBS, CIDP, and MMN patients.

While considered rare diseases, in Canada GBS affects 2 in 100,000, and in Zika outbreaks 9-24 in 100,000. CIDP affects 5-7 in 100,000. For more information: www.gbscidp.ca
Please let us know if there is anything further you require for our proclamation request to be approved for this year and for subsequent years.

Thank you for your consideration.



Kim Brooks
Patient Advocate & Volunteer Coordinator
kbrooks@gbscidp.ca
1-403-510-3170
www.gbscidp.ca

Canadian charity registration number: 887327906RR0001

3100 Garden Street, PO Box 80060 RPO Rossland Garden, Whitby, Ontario, L1R 0H1
PH:1-647-560-6842 gbscidp.ca



Proclamation

WHEREAS, The Month of May, has been internationally designated as "GBS and CIDP Awareness Month" to educate the public and to focus attention on Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP), rare, paralyzing and potentially catastrophic disorders of the peripheral nerves; and

WHEREAS Guillain-Barré Syndrome (GBS), Chronic Inflammatory Demyelinating Polyneuropathy (CIDP), and their variants such as Multifocal Motor Neuropathy (MMN), are rare conditions which are paralyzing and potentially catastrophic inflammatory disorders of the peripheral nerves, which can be characterized by rapid onset of weakness and, often, paralysis of the legs, arms, breathing muscles and face, in some cases leading to complete paralysis and requiring life-sustaining hospital care, and

WHEREAS the cause of GBS, CIDP, and MMN is unknown, and these conditions can develop in any person, regardless of age, gender or ethnic background, and

WHEREAS GBS, CIDP, and MMN have a slow and unpredictable recovery, patients and their families face an uncertain future, usually requiring months of hospital care without knowing if or when they will recover, or whether they will face long-term disabilities. Earlier diagnosis, treatment, and access to rehabilitation services can improve the chances of avoiding permanent lifelong residual damage of the nerves, and

WHEREAS in 2003, GBS/CIDP Foundation of Canada, a patient organization providing support, education, research, and advocacy, was founded so that no patient or family would go through GBS, CIDP, MMN or their variants alone.





Proclamation, Lighting or Flag Request at the Municipal Centre

Town of Okotoks Corporate Services
5 Elizabeth Street
Okotoks AB T1S 1K1
Inquiries: Phone 403.938.8900 or cao@okotoks.ca

Please Note: Please ensure your request has come in no less than 10 business days prior to the requested Start Date.

Name of the Requesting Organization *

GBS/CIDP FOUNDATION OF CANADA

Occasion Title *

GBS/CIDP AWARENESS MONTH

Request Type *

- Proclamation
 Lighting of the Municipal Centre
 Honorary Flag Raising

If requesting a proclamation, the proclamation document must be uploaded below.

Proclamation Start Date *

5/1/2024

Proclamation End Date *

5/31/2024

Please provide comments to support your request below:

Please see the proclamation request letter, and the proclamation Where As document attached.

Contact Information

First Name *

KIM

Last Name *

BROOKS

Phone *

[REDACTED]

Email *

kbrooks@gbscidp.ca

Confirm Email *

kbrooks@gbscidp.ca

Address *

Street Address

[REDACTED]

Street Address Line 2

City / Town

CALGARY

Province

AB

Postal Code

[REDACTED]

Please upload the proclamation document and any other documents or details supporting your request (i.e.: letter from organization, promotional material, etc.). *

Okotoks Proclamation Request 2024.pdf

181.24KB

Proclamation - WHEREAS Form.pdf

248.48KB

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BYLAW 17-24 – LAND USE BYLAW AMENDMENT

Purpose

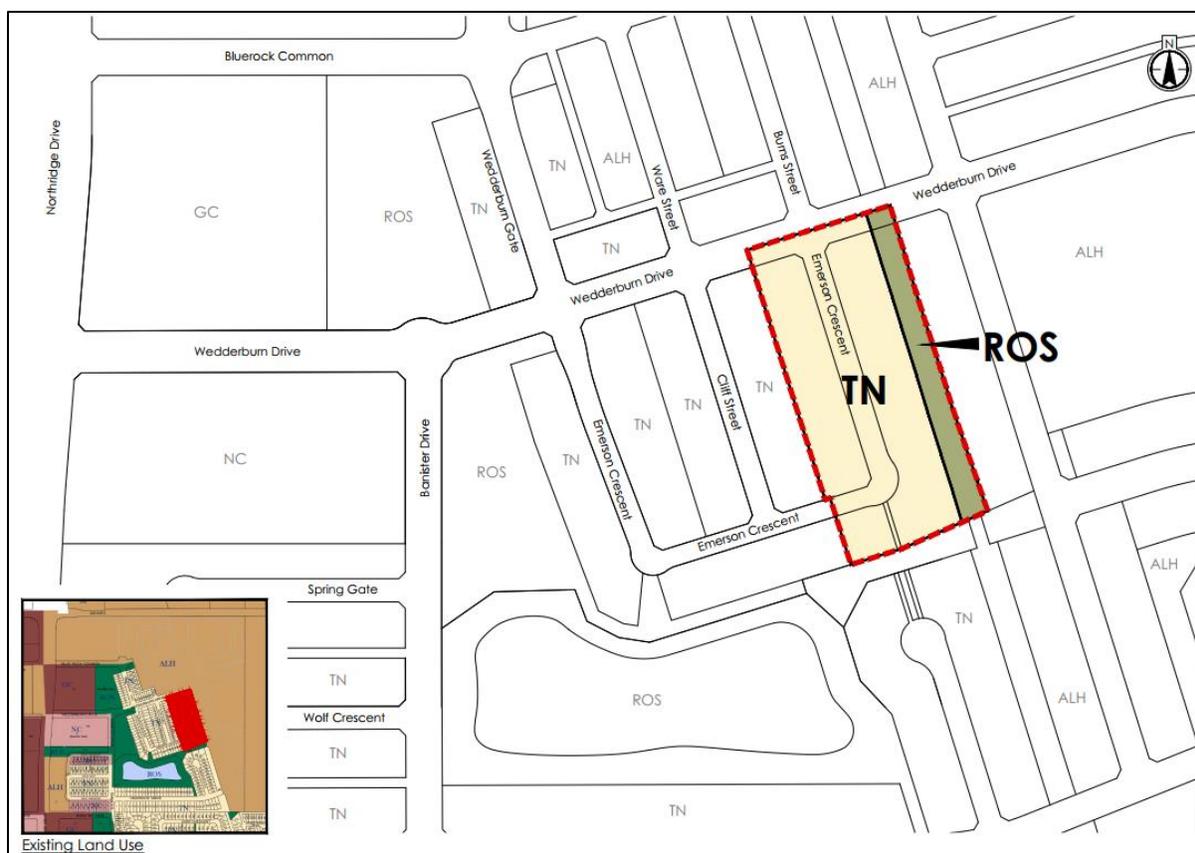
The purpose of Bylaw 17-24 is to amend Land Use Bylaw 17-21 by redesignating approximately 2.77 hectares (6.85 ac) from Agriculture and Land Holdings District (ALH) to Traditional Neighbourhood District (TN) and Recreation and Open Space District (ROS).

Readings

This Bylaw is ready for first reading only. A public hearing is required prior to consideration of second reading.

Report, Analysis and Financial Implications

The Town has received an application for Land Use Redesignation of ± 2.77 hectares (± 6.85 ac) from Agriculture and Land Holdings District (ALH) to Traditional Neighbourhood District (TN) and Recreation and Open Space District (ROS) within the Wedderburn area. This application will facilitate the development of Wedderburn Phase 9.



The proposed redesignation is consistent with statutory plans and policies for the area, including the South Saskatchewan Regional Plan, the Calgary Metropolitan

Region Growth Plan, the Municipal Development Plan, and North Okotoks Area Structure Plan. The redesignation also aligns with the Wedderburn Outline Plan, with amendments approved by the Municipal Planning Commission on January 20, 2022.

The application is subject to Water Allocation Policy CMD-P-3.10, which requires a Water Verification and Assignment Process (WVAP) Clearance Certificate to be issued for the lands prior to adoption of Bylaw 17-24. Issuance of the WVAP Clearance Certificate is subject to, amongst other things, sufficient availability of water allocation for this site and payment of the water allocation costs for this site. A WVAP Clearance Certificate has not been issued for this phase at this time and is required prior to consideration of third reading.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Public Hearing / Participation Strategy

A public hearing is tentatively scheduled for May 27, 2024. The public hearing will be advertised in the Okotoks Western Wheel, on the Town Website, and notification will be mailed to all adjacent landowners.

Alternatives for Consideration

n/a

CAO Comments

I support first reading of this bylaw.

Attachment(s)

1. Draft Bylaw 17-24

Prepared by:
Craig Davies
Planner
April 11, 2023

BYLAW 17-24
A BYLAW IN THE TOWN OF OKOTOKS
IN THE PROVINCE OF ALBERTA
TO AMEND LAND USE BYLAW 17-21

WHEREAS pursuant to the provisions of Part 17, Division 5 of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, and amendments thereto, the Council of the Town of Okotoks (hereinafter called Council) has adopted Land Use Bylaw 17-21 (hereinafter called the Land Use Bylaw); and

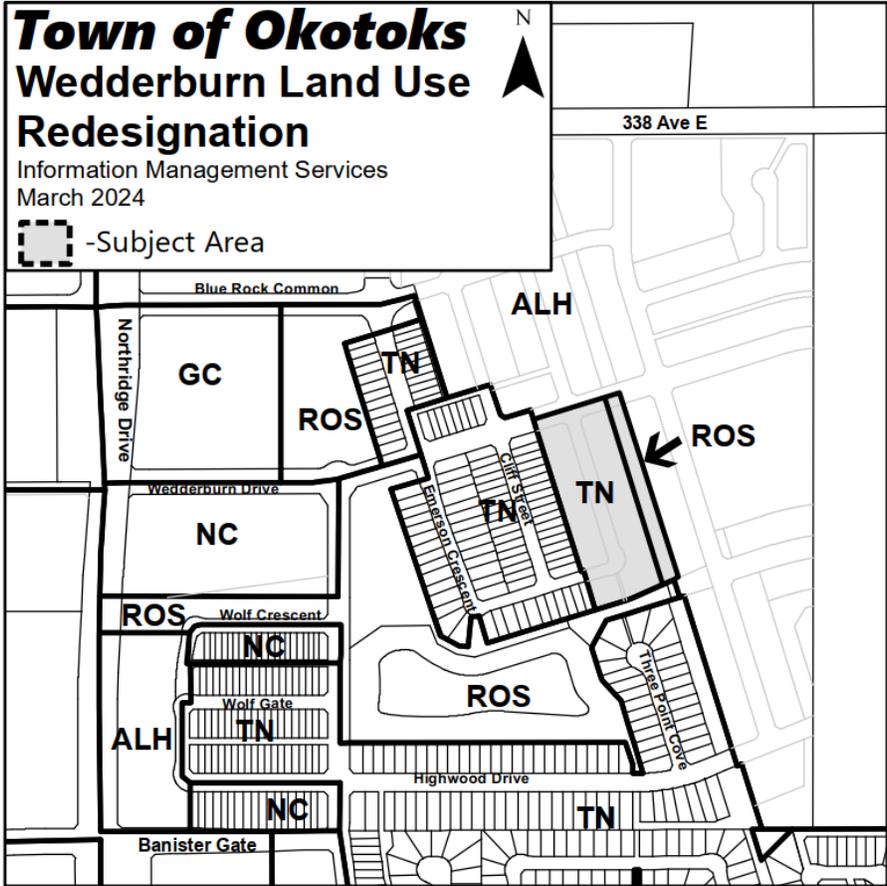
WHEREAS Council deems it necessary to amend the Land Use Bylaw by amending the land use designation of certain lands within the Town of Okotoks; and

WHEREAS notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *MGA*; and

WHEREAS Council has held a public hearing as required by Section 692 of the *MGA*.

NOW THEREFORE Council enacts that the Land Use Bylaw is amended as follows:

1. Map 2.1 and Map 2.2 (Key Map 1), within Section 2.1 LAND USE MAPS, are amended by redesignating approximately 2.77 hectares (6.85 acres) of Lot 1, Block 1, Plan 181 0673 from Agriculture and Land Holdings District (ALH) to Traditional Neighbourhood District (TN) and Recreation & Open Space District (ROS) as shown on the sketch map below:



This Bylaw shall come into full force and effect upon third and final reading, and Bylaw 17-21 and any amendments thereto are hereby amended upon this Bylaw coming into effect.

READ A FIRST TIME this day of 2024.

READ A SECOND TIME this day of 2024.

READ A THIRD TIME AND PASSED this day of 2024.

Mayor

Chief Administrative Officer

**UNADOPTED MINUTES
OF THE FINANCE AND AUDIT COMMITTEE
HELD ON WEDNESDAY, APRIL 17, 2024
IN THE MUNICIPAL CENTRE COUNCIL CHAMBER**

COMMITTEE MEMBERS PRESENT Councillor Heemeryck, Chair
Mayor Thorn
Councillor Lang
Arnold van Loozenoord

COMMITTEE MEMBERS ABSENT Art Lawson
Kenny Valcourt

ADMINISTRATION PRESENT Chief Administrative Officer Elaine Vincent
Chief Financial Officer Ralph Ettenauer
Legislative Affairs Officer Janice Storch

1. CALL TO ORDER

Chair Heemeryck called the meeting to order at 1:01 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION: By Councillor Lang that the agenda for the April 17, 2024 Finance and Audit Committee Meeting be adopted as presented.

Carried Unanimously

3. MINUTES OF PREVIOUS MEETING

3.1 Finance and Audit Committee - March 20, 2024

MOTION: By A. van Loozenoord that the minutes of the Finance and Audit Committee Meeting held March 20, 2024 be adopted as presented.

Carried Unanimously

4. BUSINESS

4.1 2023 Draft Audited Financial Statements

Chief Financial Officer Ralph Ettenauer introduced the report containing the issue that the 2023 Draft Audited Financial Statements for the year ended December 31, 2023 are presented to the Finance and Audit Committee for review and recommendation to Council.

Avail Chartered Professional Accountants Partner Darren Adamson was in attendance to provide a summary presentation on the 2023 Draft Audited Financial Statements and answer questions from the Committee.

MOTION: By Mayor Thorn that a recommendation be forwarded to Council that the 2023 Draft Audited Financial Statements be approved as presented.

Carried Unanimously

5. CLOSED SESSION

None

6. NEXT MEETING

The next meeting of the Finance and Audit Committee will be Tuesday, May 7, 2024 at 1:00 p.m.

7. ADJOURNMENT

MOTION: By Councillor Lang that the April 17, 2024 Finance and Audit Committee Meeting adjourn at 1:48 p.m.

Carried Unanimously

**UNADOPTED MINUTES
OF THE FOOTHILLS COUNTY AND TOWN OF OKOTOKS
INTERMUNICIPAL COMMITTEE MEETING
HELD ON TUESDAY, MARCH 26, 2024
IN THE FOOTHILLS COUNTY COUNCIL CHAMBER AND VIDEOCONFERENCE**

PRESENT:	<u>Foothills County</u> Reeve Delilah Miller Deputy Reeve Don Waldorf Councillor R.D. McHugh	<u>Town of Okotoks</u> Mayor Tanya Thorn Councillor Brent Robinson Councillor Ken Heemeryck (via videoconference)
STAFF PRESENT:	Ryan Payne, Chief Administrative Officer Harry Riva Cambrin, Municipal Manager Sherri Barrett, Legislative Services Manager Heather Hemingway, Director of Planning Julie McLean, Deputy Director of Planning Morgan Nesom, Legislative Services Administrator Garity Stanley, Legislative Services Krista Conrad, Legislative Services	Elaine Vincent, Chief Administrative Officer Ralph Ettenauer, Chief Financial Officer Janette Messer, Special Projects, Events & Library Liaison Manager Colin Gainer, Senior Planner Janice Storch, Legislative Services Administrator
GUESTS:	Councillor Suzanne Oel (alternate) Councillor Alan Alger (alternate) Councillor Barb Castell	

1. CALL TO ORDER

Foothills County Reeve Delilah Miller called the meeting to order at 1:07 p.m.

2. ADOPTION OF AGENDA

MOTION: By Deputy Reeve Waldorf that the March 26, 2024 agenda for the Intermunicipal Committee Meeting be adopted as presented.
Carried Unanimously

3. MINUTES OF PREVIOUS MEETING

MOTION: By Mayor Thorn that the minutes of the Intermunicipal Committee held January 23, 2024 be adopted as presented.

Carried Unanimously

4. BUSINESS

4.1 Foothills / Okotoks Regional Raw Water Project Update

Leigh Chmilar, Project Manager with Urban Systems, provided an update on the Foothills / Okotoks Regional Raw Water Project.

MOTION: By Councillor Robinson that the Foothills / Okotoks Regional Raw Water Project Update be received as information.

Carried Unanimously

4.2 Update on Discussion Regarding Joint Planning Area 3 Boundary

Foothills County Director of Planning Heather Hemingway presented updates regarding the Joint Planning Area 3.

MOTION: By Deputy Reeve Waldorf that the Intermunicipal Committee accept the updates as presented.

Carried Unanimously

4.3 What We Heard Report - Joint Planning Area 3

Town of Okotoks Senior Planner Colin Gainer and Foothills County Deputy Director of Planning Julie McLean provided feedback received through the public engagement process conducted regarding the Joint Planning Area 3 Context Study Community Engagement Phases 1 and 2.

MOTION: By Mayor Thorn that the Intermunicipal Committee accept for information the Joint Planning Area 3 Context Study Community Engagement Phases 1 and 2 What We Heard Report and endorse posting the report on each municipality's website.

Carried Unanimously

MOTION: By Councillor McHugh that in light of the feedback received regarding the November 2, 2023 open house event, once the draft context study is completed and the final boundaries of the Joint Planning Area 3 are determined, the Intermunicipal Committee consider endorsing a second public engagement event.

Carried Unanimously

5. CLOSED SESSION

MOTION: By Deputy Reeve Waldorf 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 2:00 p.m.

Carried Unanimously

5.1 Champion Park (*FOIP* s. 24(1)(a)(c))

In Attendance

All Elected Officials and municipal staff present remained in the room for the discussion.

Town of Okotoks Special Projects, Events & Library Liaison Manager Janette Messer left the meeting following the presentation.

5.2 Green Haven Discussion (*FOIP* s. 21(1)(a)(c))

In Attendance

All Elected Officials and municipal staff present remained in the room for the discussion.

MOTION: By Mayor Thorn that the meeting come out of Closed Session at 3:33 p.m.

Carried Unanimously

6. MOTIONS ARISING

5.1 Champion Park

MOTION: By Deputy Reeve Waldorf to refer the Intermunicipal Committee discussion regarding Champion Park to the respective Councils for consideration

Carried Unanimously

7. NEXT MEETING DATE

The next meeting of the Intermunicipal Committee is Thursday, May 30, 2024 at 1:00 p.m.

8. ADJOURNMENT

MOTION: Reeve Miller adjourned the March 26, 2024 Intermunicipal Committee Meeting at 3:36 p.m.

**UNADOPTED MINUTES
OF THE GOVERNANCE AND PRIORITIES COMMITTEE
OF THE TOWN OF OKOTOKS
HELD ON MONDAY, APRIL 15, 2024
AT THE OKOTOKS MUNICIPAL CENTRE COUNCIL CHAMBER**

**COMMITTEE MEMBERS
PRESENT**

Deputy Mayor Robinson, Chair
Mayor Thorn
Councillor Hallmark
Councillor Heemeryck
Councillor Lang
Councillor Swendseid

ADMINISTRATION PRESENT

Chief Administrative Officer Elaine Vincent
Senior Legislative Affairs Officer Patty Huber

1. CALL TO ORDER

Chair Robinson called the meeting to order at 4:32 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION: By Councillor Swendseid that the agenda for the April 15, 2024 Governance and Priorities Committee Meeting be adopted as presented.

Carried Unanimously

3. APPROVAL OF MINUTES

3.1 Governance and Priorities Committee - March 18, 2024

MOTION: By Councillor Hallmark that the minutes of the Governance and Priorities Committee Meeting held March 18, 2024 be adopted as presented.

Carried Unanimously

4. BUSINESS

4.1 Council's Community Engagement Policies

Community Engagement Manager Melanie Heemeryck, Communications Specialist Marni Hutchison, and Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that Council's Community Engagement draft Policy GP-D-2.6 and draft Community Engagement Policy EL-B-2.6 are provided to the Governance and Priorities Committee for review and consideration.

MOTION: By Mayor Thorn that a recommendation be forwarded to Council that draft Council's Community Engagement Policy GP-D-2.6 and draft Community Engagement Policy EL-B-2.6 be approved with amendments reflecting the discussion at the Governance and Priorities Committee meeting regarding policy goalposts; and

That a recommendation be forwarded to Council that Community Engagement Policy CMD-R-4.6 and Council Community Connector Policy and Plan GP-D-2.3 be rescinded.

Carried Unanimously

4.2 Town of Okotoks Academic Awards

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that Councillor Swendseid requested a discussion regarding the criteria used to determine the annual high school academic awards and the amount of funding provided for these award.

MOTION: By Councillor Swendseid that Administration draft new school awards based on feedback at the Governance and Priorities Committee meeting that includes increasing the dollar value of the awards to \$1,000; adding Ecole Beausoleil School Division; having the criteria of the awards include recognition of volunteerism and service to the community and/or the school as discussed; and that one student from each of the three high schools be awarded.

Carried

5. NEW BUSINESS

None

Break at 5:45 p.m. Reconvene at 6:17 p.m.

6. CLOSED SESSION ITEMS

MOTION: By Councillor Heemeryck 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 Park 1 of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 6:18 p.m.

Carried Unanimously

6.1 Town Asset Renaming (*FOIP* s. 24(1)(a))

In Attendance

Chair Robinson

Mayor Thorn

Councillors Hallmark, Heemeryck, Lang, and Swendseid

Chief Administrative Officer Elaine Vincent

Community Safety & Organizational Excellence Acting Director Paula Bernat

Community Growth & Identity Director Jeff Greene

Parks & Recreation Director Christa Michailuck

Legislative Affairs Manager Cathy Duplessis

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

Culture & Heritage Team Leader Allan Boss

Senior Legislative Affairs Officer Patty Huber

Legislative Affairs Officer Janice Storch

MOTION: By Councillor Hallmark that the meeting come out of Closed Session at 7:01 p.m.

Carried Unanimously

7. MOTION(S) ARISING FROM CLOSED SESSION

MOTION: By Councillor Lang that the recommendation contained in Closed Session item 6.1 be endorsed as discussed.

Carried Unanimously

8. NEXT MEETING

The next meeting of the Governance and Priorities Committee is Tuesday, May 21, 2024 at 6:00 p.m.

9. ADJOURNMENT

MOTION: By Mayor Thorn that the Governance and Priorities Committee Meeting of April 15, 2024 adjourn at 7:03 p.m.

Carried Unanimously

**Minutes of the
Okotoks Public Library Board Meeting
Thursday 22 February 2024**

Board members present:

Kazem Mashkournia
Randy Angle
Oliver Hallmark
Barb Castell
Sara Maseko
Sarah MacDonald
Brad Cale
Gloria Schwabe

Absent with regrets:

Alexandra Owens

Staff present:

Sarah Gillie – Library Director
Sarah Lantry – Assistant Director
Lisa Wright - Recording Secretary

Guests present:

Janette Messer, Special Projects Manager, Town of Okotoks

All attendees were present in person, with the exception of Barb Castell, Sara Maseko, Sarah MacDonald and Brad Cale who attended via Teams.

The Chair called the meeting to order at 7:00pm.

Indigenous Lands Acknowledgement led by Randy Angle

Adoption of the agenda

The agenda was circulated prior to the meeting. Kazem Mashkournia amended the agenda to incorporate all new business items into the regular agenda report discussions.

Motion: by Gloria Schwabe that the agenda be accepted as amended.

Carried

Consent Agenda

The 25 January 2024, Board meeting minutes were circulated by email prior to the meeting.

Motion: by Randy Angle to accept the minutes and reports in the Consent Agenda as presented.

Carried

Library Backgrounder

Sarah Gillie gave a short background information talk on the 2020-2025 Plan of Service objectives, performance indicators and progress.

Update from Janette Messer, Special Projects Manager, Town of Okotoks

- Janette Messer met with Sarah Gillie and Sarah Lantry today to discuss ways in which the Town can work with the library going forward.
- The Town will soon have a “block party trailer” available for Okotoks residents to book and use. The trailer will contain items which can be used to host a block party, including a sound system, barbeque and games and will be free for Okotoks communities to use.
- Janette Messer thanked the library for the Memory Kits partnership with the Town and for being a hub for the Welcoming Okotoks service.
- Janette Messer thanked the library for being available as a warming location for unhoused people during the recent cold spells.

Motion: by Oliver Hallmark to accept Janette Messer’s report as information.

Carried

Regular Agenda

Town of Okotoks Report - Oliver Hallmark

- Oliver Hallmark noted that the Town have started looking at possible plans and ideas for the splash pad. This will be located at the plaza at the side of the library building and will hopefully have bathrooms on site.

Motion: by Sarah MacDonald to accept the Town of Okotoks report as information.

Carried

Foothills County Report – Barb Castell

- The County are working on suggestions for how residents can conserve water and cope with drought conditions in the upcoming summer season.

Motion: by Gloria Schwabe to accept the Foothills County report as information.

Carried

Library Director's Report – Sarah Gillie

The Library Director's report was circulated prior to the meeting.

- Sarah Gillie has been invited by SAIT to attend their careers evening in March to talk about her own career and employment opportunities within libraries.
- Representatives from Aecon toured the library recently and were impressed with the facility.
- Bow Valley College representatives met with Sarah Gillie to discuss the possibility of the library hosting a social worker student placement.
- Avail CPA has begun work on the 2023 financial review. Sarah Gillie noted that if the Board want an accountant from Avail to attend a Board meeting virtually to discuss the review, a date will need to be booked soon.
- Sarah Gillie talked about the levy which is paid by both the Town and the library to Marigold Library System. Sarah noted the many services and advantages of being a member of Marigold, including delivery and collection of interlibrary loans, hosting of the library website, bulk purchasing of supplies, consultancy services, IT support and membership of The Regional Automation Consortium. There will be further discussion about the levy agreement process at the March Board meeting.
- Sarah Gillie encouraged Board members to look at upcoming library conference and professional development opportunities.
- The library recently received the 2024 Grant and Allocation confirmation letter from Marigold Library System. This included information on the annual Regional Library System grant which is received as three instalments during the year, and the allocation of funds used to purchase library collection items through Marigold.

Motion: by Gloria Schwabe to accept the Library Director's Report as information.

Carried

Treasurer's Report – Sara Maseko

The Treasurer's report and the January 2024 Financial Statement were circulated prior to the meeting.

- Sara Maseko noted that she has updated the format of the monthly interim financial statement to make it more user-friendly for Board members.

Motion: by Barb Castell that the Treasurer's Report be accepted as information.

Carried

History of the Library Committee Report – Kazem Mashkournia

The History of the Library Committee report was circulated prior to the meeting.

- Kazem Mashkournia noted that the committee recently interviewed staff members Sarah Gillie, Sarah Lantry and Michelle Walther.

Motion: by Brad Cale to accept the History of the Library Committee Report as information.

Carried

Advocacy and Fundraising Committee Report – Alexandra Owens

The Advocacy and Fundraising Committee report was circulated prior to the meeting.

- Gloria Schwabe volunteered to go to the Friends of the Library meeting in March on behalf of the Board.

Motion: by Oliver Hallmark to accept the Advocacy and Fundraising Committee Report as information.

Carried

Policy Committee Report – Randy Angle

The Policy Committee report was circulated prior to the meeting.

Motion: by Randy Angle that the Board approve updated Policy 3400 – Recognition of Service.

Carried

Motion: by Randy Angle that the Board approve updated Policy 3100 - Personnel.

Carried

Motion: by Randy Angle that the Board approve the new Policy 1350 – Human Rights and Accommodation.

Carried

Motion: by Randy Angle that the Board approve the new Policy 3000 – Recruitment and Hiring.

Carried

Motion: by Randy Angle that the Board revoke Policy 3150 (Performance Evaluation) and remove it from the Policy Manual.

Carried

Motion: by Barb Castell to accept the Policy Committee Report as information.

Carried

Motion: by Oliver Hallmark to adjourn the meeting at 8:17pm.

Carried

Next Board meeting will be on Thursday, 28 March, 2024 at 7:00pm.

Certified Correct:



Kazem Mashkournia
Board Chair



Lisa Wright
Recording Secretary



2023 DRAFT FINANCIAL AUDITED STATEMENTS

Issue

The 2023 Draft Audited Financial Statements for the year ended December 31, 2023 are provided for approval.

Motion Proposed by Administration

That the Town of Okotoks 2023 Draft Audited Financial Statement be approved as presented, as recommended by the Finance and Audit Committee.

Report, Analysis and Financial Implications

Council monitors the Town's fiscal management through periodic reviews of variances from budget, detailed review of operations in conjunction with budget development, and periodic specific reports. The Audited Financial Statements present the same financial activity in the format prescribed by Municipal Affairs and the Public Sector Accounting Board.

The Statements are "Draft" until the Auditor's Unqualified Opinion is received. That report is pending adoption of the Statements by Council. Following Council adoption, the Statements, along with the auditor's report, will be filed with Alberta Municipal Affairs pursuant to Section 278 of the *Municipal Government Act*.

As part of the review process, the Town's auditor also provides a Management Letter outlining any concerns they may have. Administration has received this letter and no items of concern have been identified. The management letter is attached for review.

The Finance and Audit Committee reviewed this item at their April 17, 2024 meeting and recommended approval of the 2023 Draft Audited Financial Statements.

Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input checked="" type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Governing Policies/Bylaws/Legislation or Agreements

Municipal Government Act s. 278

Public Participation Strategy

Upon approval, the Financial Statements will be reproduced in their entirety and available to the public at no charge through the Municipal Centre, Recreation Centre, Okotoks Public Library, and the Town's website. The availability of the Financial Statements will be advertised in the Western Wheel.

Alternatives for Consideration

n/a

CAO Comments

I support approval of the financial statements. These statements represent the financial position of the Town while the 2023 Indicators of Financial Condition highlight the Town in comparison to other selected municipalities. The strength of the Town's financial position is highlighted in its Asset to Liabilities, the Financial Assets to Liabilities, and the Accumulated surplus available for future use indicators and the lowest public debt to revenue ratio.

Attachment(s)

1. 2023 Draft Financial Statements
2. 2023 Indicators of Financial Condition
3. 2023 Management Letter

Prepared by:
Ralph Ettenauer
Chief Financial Officer
April 18, 2024

TOWN OF OKOTOKS
Consolidated Financial Statements
For the year ended December 31, 2023

TOWN OF OKOTOKS
TABLE OF CONTENTS
For the year ended December 31, 2023

INDEPENDENT AUDITOR'S REPORT	1 - 2
MANAGEMENT REPORT	3
FINANCIAL STATEMENTS	
CONSOLIDATED STATEMENT OF FINANCIAL POSITION	4
CONSOLIDATED STATEMENT OF OPERATIONS	5 - 6
CONSOLIDATED STATEMENT OF REMEASUREMENT GAINS AND LOSSES	7
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS	8
CONSOLIDATED STATEMENT OF CASH FLOW	9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS	10 - 25
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS	26 - 28



INDEPENDENT AUDITOR'S REPORT

To: The Mayor and Members of Council of
the Town of Okotoks

Opinion

We have audited the consolidated financial statements of the Town of Okotoks which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, remeasurement gains and losses, change in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Okotoks as at December 31, 2023, the results of its operations, remeasurement gains and losses, change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

We draw attention to note 2 to the financial statements which describes the change in accounting policy regarding the Town's adoption of the new accounting standard PS 3280 Asset Retirement Obligations. Our audit opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

INDEPENDENT AUDITOR'S REPORT, continued

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, Alberta

April 22, 2024

Can't Show Avaiillpsig.png

Chartered Professional Accountants

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Town of Okotoks is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the consolidated financial statements present fairly the Town's financial position as at December 31, 2023 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The consolidated financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure the consolidated financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

The Town Council carries out its responsibilities for review of the consolidated financial statements principally through its Finance and Audit Committee. This committee meets regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Finance and Audit Committee with and without the presence of management. The Town Council has approved the consolidated financial statements.

The consolidated financial statements have been audited by Avail LLP Chartered Professional Accountants, the independent external auditors appointed by the Town. The accompanying independent Auditor's Report outlines their responsibilities, the scope of the examination and their opinion on the Town's consolidated financial statements.

Chief Administrative Officer

April 22, 2024

TOWN OF OKOTOKS
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2023
(\$ thousands)

	2023	2022
Financial assets		
Cash and temporary investments (note 4)	\$ 36,525	\$ 18,383
Taxes and grants in place of taxes receivable (note 5)	1,448	1,827
Trade and other receivables (note 6)	7,115	9,318
Land held for resale	2,174	3,638
Loans receivable	-	30
Inventory held for resale	88	99
Investments (note 7)	57,197	55,644
	104,547	88,939
Liabilities		
Accounts payable and accrued liabilities	10,087	10,208
Employee benefit obligations (note 8)	1,532	1,404
Deposits	1,232	1,157
Deferred revenue (note 9)	16,460	2,620
Long-term debt (note 10)	21,628	22,891
Asset retirement obligation (note 11)	1,795	-
	52,734	38,280
Net financial assets	51,813	50,659
Non-financial assets		
Prepaid expenses	208	325
Inventory for consumption	50	45
Tangible capital assets (schedule 2)	407,951	404,830
	408,209	405,200
Accumulated surplus (note 12 and schedule 1)		
Accumulated operating surplus	460,022	455,859
Accumulated remeasurement gains (losses)	-	-
	\$ 460,022	\$ 455,859

Commitments and contingencies (note 25)

Approved on behalf of Council:

Councillor _____

Councillor _____

TOWN OF OKOTOKS
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2023
(\$ thousands)

	Budget (Unaudited)	2023	2022
Revenue			
Net municipal taxes (note 15)	\$ 34,383	\$ 34,540	\$ 32,274
User fees and sales of goods	22,082	23,651	21,426
Government transfers for operating (note 16)	4,539	5,458	4,931
Investment income	1,461	3,062	1,767
Penalties and costs of taxes	550	519	633
Gain on disposal of tangible capital assets	-	150	34
Franchise and concession contracts (note 17)	4,500	4,467	4,495
Rental	3,327	3,213	3,048
Other	409	2,855	418
Donations	165	152	422
	71,416	78,067	69,448
Expenses (note 18)			
General government			
Council and other legislative	1,498	1,461	1,412
General administration	12,241	12,673	10,832
Protective services			
Police	5,662	5,070	4,974
Fire	7,573	8,426	6,361
Bylaw enforcement	1,697	1,549	1,432
Transportation services			
Common and equipment pool	1,855	1,983	2,082
Roads, streets, walks, lighting	7,333	7,477	6,869
Public transportation	1,469	1,533	1,409
Storm sewers and drainage	1,144	1,151	1,119
Environmental use and protection			
Water supply and distribution	4,513	4,718	4,348
Wastewater treatment and collection	4,821	4,180	3,783
Waste management	3,188	3,542	3,008
Public health and welfare			
Family and community support	1,515	2,476	1,194
Cemeteries and crematoriums	334	309	331
Planning and development			
Land use planning, zoning and development	2,603	1,979	1,892
Subdivision land and development	3,762	3,248	3,177
Recreation and culture			
Parks and recreation	17,188	15,805	15,936
Culture - libraries, museums, halls	2,432	2,393	2,157
	80,828	79,973	72,316
Deficit before other	(9,412)	(1,906)	(2,868)

TOWN OF OKOTOKS
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2023
(\$ thousands)

	Budget (Unaudited)	2023	2022
Other revenue			
Government transfers for capital (note 16)	9,323	3,051	7,311
Offsite levies (note 9)	-	1,731	3,990
Developer contributed assets (note 19)	-	1,127	-
Capital donations	2,000	160	-
	11,323	6,069	11,301
Surplus	1,911	4,163	8,433
Accumulated operating surplus, beginning of year	455,859	455,859	447,426
Accumulated operating surplus, end of year	\$ 457,770	\$ 460,022	\$ 455,859

TOWN OF OKOTOKS
CONSOLIDATED STATEMENT OF REMEASUREMENT GAINS AND LOSSES
For the year ended December 31, 2023
(\$ thousands)

	2023	2022
Accumulated remeasurement gains (losses), beginning of year	\$ -	\$ -
Unrealized gains (losses) attributable to:		
Equity investments	-	-
Amounts reclassified to statements of operations:		
Equity investments realized gains	-	-
Net remeasurement gains (losses) for the year	-	-
Accumulated remeasurement gains (losses), end of year	\$ -	\$ -

TOWN OF OKOTOKS
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the year ended December 31, 2023
(\$ thousands)

	Budget (Unaudited)	2023	2022
Surplus	\$ 1,911	\$ 4,163	\$ 8,433
Acquisition of tangible capital assets	(28,070)	(14,882)	(15,158)
Amortization of tangible capital assets	12,582	12,859	12,369
Contributed tangible capital assets	-	(1,127)	-
(Gain) loss on disposal of tangible capital assets	-	(136)	(28)
Proceeds on disposal of tangible capital assets	-	166	48
	(15,488)	(3,120)	(2,769)
Net change in inventory for consumption	-	(6)	8
Net change in prepaid expense	-	117	(107)
	-	111	(99)
Increase in net financial assets	(13,577)	1,154	5,565
Net financial assets, beginning of year	50,659	50,659	45,094
Net financial assets, end of year	\$ 37,082	\$ 51,813	\$ 50,659

TOWN OF OKOTOKS
CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2023
(\$ thousands)

	2023	2022
Operating transactions		
Surplus	\$ 4,163	\$ 8,433
Adjustments for items which do not affect cash		
Gain on disposal of tangible capital assets	(136)	(28)
Amortization of tangible capital assets	12,859	12,369
Contributed tangible capital assets	(1,127)	-
Accretion of asset retirement obligation	35	-
	15,794	20,774
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	379	(231)
Trade and other receivables	2,204	(1,749)
Inventory held for resale	11	21
Land held for resale	1,464	-
Loans receivable	30	50
Inventory for consumption	(6)	8
Prepaid expenses	117	(107)
Accounts payable and accrued liabilities	(121)	1,085
Employee benefit obligations	128	173
Deposits	75	(1)
Deferred revenue	13,840	(3,048)
Asset retirement obligation	1,760	-
Cash provided by operating transactions	35,675	16,975
Capital transactions		
Proceeds on disposal of tangible capital assets	166	48
Acquisition of tangible capital assets	(14,882)	(15,158)
Cash applied to capital transactions	(14,716)	(15,110)
Investing transactions		
Increase in investments	(1,554)	(15,794)
Financing transactions		
Repayment of long-term debt	(1,263)	(1,381)
Increase (decrease) in cash and temporary investments	18,142	(15,310)
Cash and temporary investments, beginning of year	18,383	33,693
Cash and temporary investments, end of year	\$ 36,525	\$ 18,383

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

1. Significant accounting policies

The consolidated financial statements of the Town of Okotoks are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in fund balances and change in financial position of the reporting entity which comprises all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

Taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

There is measurement uncertainty related to asset retirement obligations as it involves estimates in determining settlement amount, discount rates and timing of settlement. Changes to any of these estimates and assumptions may result in change to the obligation.

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

1. Significant accounting policies, continued

(d) Valuation of financial assets and liabilities

The Town's financial assets and financial liabilities are measured as follows:

Financial statement component	Measurement
Cash	Cost and amortized cost
Temporary investments	Amortized cost
Trade and other receivables	Lower of cost or net recoverable value
Investments	Fair value and amortized cost
Loans receivable	Amortized cost
Accounts payable and accrued liabilities	Cost
Bank indebtedness and long-term debt	Amortized cost

(e) Inventories for resale

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

(f) Investments

Investments in derivatives and equity instruments quoted in an active market are carried at fair value with transactions costs expensed upon initial recognition. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses. When the investment is disposed of the accumulated gains or losses are reclassified to the statement of operations. Investments in interest bearing securities are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(g) Deferred revenue

Deferred revenue represent government transfers, donations, and other amounts which have been collected, but for which the related services have yet to be performed or agreement stipulations have not been met. These amounts will be recognized as revenues when revenue recognition criteria have been met. Interest earned on deferred revenues, reserves, and offsite levies are calculated using an average investment earnings monthly.

(h) Long-term debt

Long-term debt is initially recognized net of any premiums, discounts, fees and transactions costs, with interest expense recognized using the effective interest method. Long-term debt is subsequently measured at amortized cost.

(i) Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

1. Significant accounting policies, continued

(j) Revenue recognition

Revenue from transactions with no performance obligation is recognized at realizable value when the Town has the authority to claim or retain an inflow of economic resources and identifies a past transaction or event giving rise to an asset.

Revenue from transactions with performance obligations is recognized as the performance obligations are satisfied by providing the promised goods or services to the payor. User fees are recognized over the period of use, sales of goods are recognized when goods are delivered. Licenses and permits with a single performance obligation at a point in time are recognized as revenue on issuance, those which result in a continued performance obligation over time are recognized over the period of the license or permit as the performance obligation is satisfied.

(k) Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred. Requisitions operate as a flow through and are excluded from municipal revenue.

(l) Contaminated sites liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(m) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	Years
Land improvements	15-75
Buildings	25-50
Engineered structures	25-75
Machinery and equipment	3-25
Vehicles	10-25

Amortization is charged in the month of acquisition and in the month of disposal. Assets under construction are not amortized until available for productive use.

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

1. Significant accounting policies, continued

- (ii) Contributions of tangible capital assets
Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

- (iii) Leases
Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

- (iv) Inventories
Inventories held for consumption are recorded at the lower of cost and replacement cost.

- (v) Cultural and historical tangible capital assets
Works of art for display are not recorded as tangible capital assets but are disclosed.

- (n) Asset retirement obligation
A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the Town to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the Town reviews the carrying amount of the liability. The Town recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

2. Change in accounting policy

Effective January 1, 2023, the Town adopted the new accounting standard PS 3280, Asset Retirement Obligations. The new standard establishes guidelines for acknowledging, assessing, presenting, and disclosing legal responsibilities connected with the retirement of tangible capital assets. The Town has chosen the prospective approach where liabilities are recognized on a forward-looking basis for the current and subsequent periods only. The valuation and accounting of the asset retirement obligation is completed at the time of adoption without consideration for previous years.

The Town recognized the following to conform to the new standard:

- asset retirement obligations, adjusted for accumulated accretion,
- asset retirement cost capitalized as an increase to the carrying amount of the related tangible capital assets in productive use,
- accumulated amortization on the capitalized cost.

3. Future accounting pronouncements

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Board (PSAB):

(a) PS3400 - Revenue

The new standard establishes overall guidance on how to account for and report revenue. The standard makes a distinction between transactions that include performance obligations (exchange transactions) and those that do not (non-exchange transactions). A performance obligation is an enforceable promise to provide specific goods or services to a specific payor. Revenue from transactions with performance obligations is recognized as the public sector entity satisfies a performance obligation by providing the goods or services to a payor. Once a performance obligation is identified, an assessment is needed to determine whether revenue recognition occurs over a period of time or at a point in time. This standard is effective for fiscal years beginning on or after April 1, 2023. Earlier adoption is permitted.

(b) PS3160 - Public private partnerships

This standard will provide guidance on the accounting for a public private partnership (P3). This standard is effective for fiscal years beginning on or after April 1, 2023. Earlier adoption is permitted.

(c) PSG-8 - Purchased intangibles

This guideline will allow recognition of purchased intangibles as assets. This standard is effective for fiscal years beginning on or after April 1, 2023. Earlier adoption is permitted.

The Town is continuing to assess the impact as it prepares for the adoption of these standards.

4. Cash and temporary investments

The Town has authorized a line of credit with TD Commercial Banking to a maximum of \$6,100. The line of credit bears interest at the prime rate. As at December 31, 2023, the line of credit was undrawn.

Included in cash is \$1,232 (2022 - \$1,157) of deposit liability funds which are not available for current purposes.

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

5. Taxes and grants in place of taxes receivables

	2023	2022
Taxes and grants in place of taxes receivable	\$ 1,140	\$ 1,684
Arrears	308	143
	<u>\$ 1,448</u>	<u>\$ 1,827</u>

6. Trade and other receivables

	2023	2022
Trade receivables	\$ 3,447	\$ 1,560
Utility accounts	2,545	2,445
Investment receivables	724	546
Recreation receivables	253	323
GST	221	217
Provincial grants	4	2,362
Offsite levies	-	1,910
Allowance for doubtful accounts	(79)	(45)
	<u>\$ 7,115</u>	<u>\$ 9,318</u>

7. Investments

	2023		2022	
	Carrying value	Market value	Carrying value	Market value
Bonds	\$ 57,197	\$ 55,037	\$ 55,644	\$ 52,017

The investments consist of bonds and principal protected notes that earn interest at rates between 1.57% and 4.86% with maturity dates between 2024 and 2033.

8. Employee benefit obligations

	2023	2022
Vacation and overtime	\$ 830	\$ 755
Long-term service benefit	499	458
Health care spending account	203	191
	<u>\$ 1,532</u>	<u>\$ 1,404</u>

Vacation and overtime

The vacation and overtime liability is comprised of amounts that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

8. Employee benefit obligations, continued

Long service benefits

The long service benefit liability is comprised of one day salary per year of service (at current pay rates) for those employees with ten or more years of service, as per policy. The liability will be paid upon retirement subject to compliance with the terms and arrangements at that time.

Health care spending account

The health care spending account liability is comprised of unused balances in employees accounts, which can be carried forward for up to two years.

9. Deferred revenue

	2023	Received (Refunded)	Recognized	2022
Municipal Sustainability Initiative				
- capital	\$ 4,876	\$ 6,311	\$ 1,435	-
Municipal Sustainability Initiative				
- operating	-	438	438	-
Water For Life	7,257	7,642	385	-
Services not yet provided	2,954	1,929	1,484	2,509
Other federal grants	150	150	-	-
Canada Community-Building Fund	676	1,879	1,203	-
Family and Community Support Services	31	28	-	3
General administrative grants	2	(21)	66	89
Resource Centre grant	6	6	19	19
	<u>15,952</u>	<u>18,362</u>	<u>5,030</u>	<u>2,620</u>
Offsite levy - community facilities	508	508	-	-
Offsite levy - transportation	-	660	660	-
Offsite levy - water	-	428	428	-
Offsite levy - sanitary	-	643	643	-
	<u>508</u>	<u>2,239</u>	<u>1,731</u>	<u>-</u>
	<u>\$ 16,460</u>	<u>\$ 20,601</u>	<u>\$ 6,761</u>	<u>\$ 2,620</u>

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

10. Long-term debt

	2023	2022
Tax-supported debt	\$ 5,251	\$ 5,684
Self-supported debt		
Offsites	16,237	15,413
Offsites future capital projects	-	1,384
Utilities	140	410
Self-supported debt	16,377	17,207
	\$ 21,628	\$ 22,891
Current portion	\$ 1,031	\$ 1,263

Tax-supported debt represents the amount funded by municipal taxes. Self-supported debt represents the amount funded through self-supported municipal operations including offsite levies collected from developers, water, and sanitary.

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2024	\$ 1,031	\$ 558	\$ 1,589
2025	915	531	1,446
2026	940	506	1,446
2027	966	480	1,446
2028	992	454	1,446
Thereafter	16,784	3,509	20,293
	\$ 21,628	\$ 6,038	\$ 27,666

Debenture debt is repayable to the Treasury Board and Finance. Debentures outstanding at December 31 bear interest at rates ranging from 2.42% to 4.48% (2022 - 2.42% to 4.61%) per annum, before Provincial subsidy, and mature in periods 2024 through 2046.

Debenture debt is issued on the credit and security of the Town at large.

Interest on long-term debt amounted to \$591 (2022 - \$636).

The Town's total cash payments for interest in 2023 were \$596 (2022 - \$642).

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

11. Asset retirement obligation

Asbestos abatement

The Town owns and operates several buildings that are known to have vermiculite and chrysotile, which represents a health hazard upon demolition of the building and there is a legal obligation to remove it. Following the adoption of PS3280 - Asset retirement obligations, the Town recognized an obligation relating to the removal and post-removal care of the vermiculite and chrysotile in these buildings. The buildings had an estimated useful life of 50 years when they were purchased, of which remaining useful lives are between 25 to 37 years. Estimated costs have been discounted to the present value using a discount rate of 2.00% per annum. The transition and recognition of asset retirement obligations involved an accompanying increase to the buildings capital assets. The Town has not designated assets for settling the abatement activities.

	2023	2022
Balance, beginning of year	\$ -	\$ -
Liabilities incurred	1,760	-
Liabilities settled	-	-
Change in estimated cash flows	-	-
Accretion expenses	35	-
Balance, end of year	\$ 1,795	\$ -

12. Accumulated operating surplus

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2023	2022
Unrestricted surplus	\$ 24,223	\$ 22,811
Capital and operating reserves (note 14)	66,583	62,398
Offsite levies reserve (note 14)	(15,312)	(12,673)
Equity in tangible capital assets (note 13)	384,528	383,323
	\$ 460,022	\$ 455,859

13. Equity in tangible capital assets

	2023	2022
Tangible capital assets (schedule 2)	\$ 578,787	\$ 563,435
Accumulated amortization (schedule 2)	(170,836)	(158,605)
Asset retirement obligation (note 11)	(1,795)	-
Long-term debt (note 10)	(21,628)	(22,891)
Long-term debt - future capital projects (note 10)	-	1,384
	\$ 384,528	\$ 383,323

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

14. Reserves

Reserves for operating and capital activities are as follows:

	2023	Transfer in	Transfer Out	2022
Operating				
Infrastructure services	\$ 12,254	\$ 4,446	\$ 2,120	\$ 9,928
Corporate	2,310	-	100	2,410
Family & Community Support Services	7	-	-	7
	<u>14,571</u>	<u>4,446</u>	<u>2,220</u>	<u>12,345</u>
Capital				
Corporate	32,556	2,829	2,581	32,308
Community services	4,646	93	-	4,553
Infrastructure services	14,810	5,086	3,468	13,192
	<u>52,012</u>	<u>8,008</u>	<u>6,049</u>	<u>50,053</u>
Offsite levies				
Infrastructure services	(15,312)	1,731	4,370	(12,673)
	<u>\$ 51,271</u>	<u>\$ 14,185</u>	<u>\$ 12,639</u>	<u>\$ 49,725</u>

15. Net municipal property taxes

	Budget (Unaudited)	2023	2022
Net municipal taxes (after requisitions)			
Real property taxes	\$ 33,978	\$ 34,127	\$ 31,878
Linear property taxes and Provincial DIP	397	405	388
Government grants in place of property taxes	5	5	5
Special assessments and local improvements	3	3	3
	<u>34,383</u>	<u>34,540</u>	<u>32,274</u>
Requisitions			
Alberta School Foundation Fund	15,085	15,158	14,752
Seniors Lodge	650	650	645
Provincial DIP	2	3	2
	<u>\$ 15,737</u>	<u>\$ 15,811</u>	<u>\$ 15,399</u>

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

16. Government transfers

	Budget (Unaudited)	2023	2022
Transfers for operating:			
Provincial government	\$ 1,601	\$ 1,936	\$ 1,802
Federal government	14	125	44
Other local government transfers	2,853	3,348	2,992
Transfer from local boards and agencies	71	49	93
	4,539	5,458	4,931
Transfers for capital:			
Provincial government	9,323	3,051	7,311
	\$ 13,862	\$ 8,509	\$ 12,242

17. Franchise and concession contracts

	Budget (Unaudited)	2023	2022
ATCO* - natural gas	\$ 1,200	\$ 1,136	\$ 1,299
Fortis - electricity	3,300	3,331	3,196
	\$ 4,500	\$ 4,467	\$ 4,495
*Net of property tax		\$ 175	\$ 166

18. Expenses by object

	Budget (Unaudited)	2023	2022
Salaries, wages and benefits	\$ 33,138	\$ 32,641	\$ 30,111
Contracted and general services	18,882	16,048	14,505
Materials, goods, supplies and utilities	7,907	9,766	7,203
Bank charges and short term interest	82	131	117
Interest on long term debt	732	591	636
Transfers to organizations and others	1,727	2,670	1,429
Purchases from other governments	5,778	5,176	5,922
Provision for allowances	-	42	18
Amortization of tangible capital assets	12,582	12,859	12,369
Accretion of asset retirement obligation	-	35	-
Loss on disposal of tangible capital assets	-	14	6
	\$ 80,828	\$ 79,973	\$ 72,316

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

19. Developer contributed assets

Contributed assets consist of the following assets, by type:

	2023	2022
Water	\$ 747	\$ -
Parks	380	-
	<u>\$ 1,127</u>	<u>\$ -</u>

20. Local authorities pension plan

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The LAPP is financed by the employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due. The Town is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 11.65% on pensionable earnings above this amount.

Total current service contributions by the Town to the LAPP in 2023 were \$1,898 (2022 - \$1,824). Total current service contributions by the employees of the Town to the LAPP in 2023 were \$1,698 (2022 - \$1,637).

At December 31, 2022, the LAPP disclosed an actuarial surplus of \$12.7 billion.

21. APEX Supplementary Pension Plan

The APEX supplementary pension plan, an Alberta Urban Municipalities Association (AUMA) sponsored defined benefit pension plan covered under the provisions of the Alberta Employment Pension Plans Act, commenced on January 1, 2003 and provides supplementary pension benefits to a prescribed class of employees. The plan supplements the Local Authorities Pension Plan.

Contributions are made by the prescribed class of employees and the Town. Employees and the Town are required to make current service contributions to APEX of 2.42% (2022 - 2.61%) and 2.96% (2022 - 3.85%) respectively of pensionable earnings up to \$175 (2022 - \$171).

Total current service contributions by the Town to APEX in 2023 were \$102 (2022 - \$113). Total current service contributions by the employees of the Town were \$84 (2022 - \$77).

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

22. Salary and benefits disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	(1)	(2)	2023	2022
	Salary	Benefits & allowances		
Council				
T. Thorn, Mayor	\$ 96	\$ 6	\$ 102	\$ 102
C. Actemichuk	44	2	46	47
O. Hallmark	45	6	51	53
K. Heemeryck	43	1	44	45
G. Lang	43	2	45	44
B. Robinson	44	6	50	49
R. Swendseid	43	1	44	44
Chief Administrative Officer	\$ 293	\$ 42	\$ 335	\$ 332

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria, vacation payouts and any other direct cash remuneration.

(2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

23. Segmented disclosure

The Town provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements, disclosed in Note 1.

Refer to the schedule of segmented disclosure (schedule 3).

General government includes council and other legislative, and general administration. Protective services includes bylaw enforcement, police, and fire. Transportation includes roads, streets, walks and lighting. Planning and development includes land use planning, zoning and subdivision land and development. Public health and welfare includes family and community support. Recreation and culture includes parks and recreation, libraries, museums and halls. Environmental use and protection includes water supply and distribution, wastewater treatment and disposal, and waste management.

24. Contaminated sites liability

The Town did not identify any financial liabilities in 2023 (2022 - nil) as a result of contaminated sites.

25. Commitments and contingencies

a) The Town of Okotoks is a member of the Alberta Local Authorities Reciprocal Insurance Exchange. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

b) No provisions have been made for any potential legal claims that may be filed against the Town, as management believes the Town has minimal exposure as at December 31, 2023.

c) The Town also participates in the following boards, authorities and associations:

- Drake Landing Solar Community
- Foothills Regional Emergency Services Commission
- Foothills Regional Services Commission
- Okotoks Public Library Board
- Westwinds Communities

d) In 2017 the Town finalized an annexation agreement with Foothills County which resulted in land being annexed into the Town. As part of the agreement, the Town will pay the County a total of \$2,000, \$1,600 of which was paid in 2017 to 2023. The remaining balance will be paid in increments of \$200 annually. The last payment is expected to be paid by July 2025.

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

26. Debt limits and debt servicing limit

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town be disclosed as follows:

	2023	2022
Total debt limit	\$ 119,699	\$ 108,634
Total debt	21,628	22,891
	\$ 98,071	\$ 85,743
Debt servicing limit	\$ 19,950	\$ 18,106
Debt servicing	1,589	1,859
	\$ 18,361	\$ 16,247

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

* The Town has internally restricted the Debt Limit and Debt Servicing Limit amounts to 75% of the values permissible by Alberta Regulation 255/00, or \$89,775 and \$14,962 respectively.

27. Financial instruments

The Town's financial instruments consist of cash and temporary investments, accounts receivable, investments, accounts payable and accrued liabilities, deposit liabilities, and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

TOWN OF OKOTOKS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

28. Budget amounts

The 2023 budget for the Town was approved by Council on November 23, 2022 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

	Budgeted surplus per financial statements	\$ 1,911
Less:	Capital expenditures	(28,070)
	Long-term debt repayments	(1,802)
	Transfers to reserves	(6,783)
Add:	Amortization	12,582
	Transfers from reserves	18,162
	Long-term debt proceeds	4,000
Equals:	Balanced budget	\$ -

29. Approval of financial statements

These financial statements were approved by Council and Management.

30. Comparative figures

Certain comparative figures have been reclassified to conform to the financial statement presentation adopted in the current year.

TOWN OF OKOTOKS
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

	Schedule of changes in accumulated operating surplus			Schedule 1	
	Unrestricted	Restricted reserves	Equity in tangible capital assets	2023	2022
Balance, beginning of year	\$ 22,811	\$ 49,725	\$ 383,323	\$ 455,859	\$ 447,426
Surplus	4,163	-	-	4,163	8,433
Unrestricted funds					
designated for future use	(14,184)	14,184	-	-	-
Restricted funds used for operations	4,111	(4,111)	-	-	-
Restricted funds used for tangible capital assets	-	(8,527)	8,527	-	-
Current year funds used for tangible capital assets	(6,355)	-	6,355	-	-
Contributed tangible capital assets	(1,127)	-	1,127	-	-
Disposal of tangible capital assets	29	-	(29)	-	-
Amortization of tangible capital assets	12,859	-	(12,859)	-	-
Asset retirement obligation accretion expense	35	-	(35)	-	-
Long-term debt used for tangible capital assets	1,384	-	(1,384)	-	-
Long-term debt related to tangible capital assets repaid	(1,263)	-	1,263	-	-
Asset retirement obligation	1,760	-	(1,760)	-	-
Change in accumulated surplus	1,412	1,546	1,205	4,163	8,433
Balance, end of year	\$ 24,223	\$ 51,271	\$ 384,528	\$ 460,022	\$ 455,859

TOWN OF OKOTOKS
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

Schedule of tangible capital assets

Schedule 2

	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	Construction in progress	2023	2022
Cost:									
Balance, beginning of year	\$ 38,021	\$ 35,340	\$ 131,785	\$ 293,673	\$ 35,333	\$ 7,866	\$ 21,417	\$ 563,435	\$ 549,374
Acquisitions	2,626	167	1,809	748	349	264	10,046	16,009	15,158
Transfers	369	2,382	5,179	8,920	197	(32)	(17,015)	-	-
Disposals	-	-	-	(19)	(112)	(526)	-	(657)	(1,097)
Balance, end of year	41,016	37,889	138,773	303,322	35,767	7,572	14,448	578,787	563,435
Accumulated amortization:									
Balance, beginning of year	-	16,351	32,485	88,193	17,701	3,874	-	158,605	147,313
Annual amortization	-	1,369	3,134	6,133	1,664	559	-	12,859	12,369
Disposals	-	-	-	(8)	(109)	(511)	-	(628)	(1,077)
Balance, end of year	-	17,720	35,619	94,318	19,256	3,922	-	170,836	158,605
Net book value	\$ 41,016	\$ 20,169	\$ 103,154	\$ 209,004	\$ 16,511	\$ 3,650	\$ 14,448	\$ 407,951	\$ 404,830
2022 net book value	\$ 38,021	\$ 18,989	\$ 99,299	\$ 205,480	\$ 17,632	\$ 3,992	\$ 21,417	\$ 404,830	

TOWN OF OKOTOKS
SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2023
(\$ thousands)

Schedule of segmented disclosure								Schedule 3
	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	Total
Revenue								
Net municipal taxes	\$ 34,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,540
User fees and sales of goods	1,330	799	1,412	15,385	198	2,964	1,563	23,651
Government transfers for operating	319	1,632	6	640	823	149	1,889	5,458
Investment income	3,062	-	-	-	-	-	-	3,062
Penalties and costs of taxes	402	-	11	98	-	-	8	519
Gain on disposal of capital assets	-	11	94	18	-	-	26	150
Franchise and concession contracts	4,467	-	-	-	-	-	-	4,467
Rental	402	243	-	-	-	21	2,547	3,213
Other	2,387	12	48	137	-	75	197	2,855
Donations	2	-	-	-	26	-	124	152
	46,911	2,697	1,571	16,278	1,047	3,209	6,354	78,067
Expenses								
Salaries, wages and benefits	7,480	8,157	1,871	3,337	942	3,672	7,182	32,641
Contracted and general services	2,804	816	2,899	3,699	120	1,394	4,316	16,048
Materials, goods, supplies and utilities	2,201	805	2,536	1,702	63	29	2,430	9,766
Bank charges and short term interest	26	3	-	-	-	36	66	131
Interest on long term debt	403	173	-	15	-	-	-	591
Transfers to organizations and others	3	-	-	-	1,580	-	1,087	2,670
Purchases from other governments	201	4,433	90	254	-	62	136	5,176
Provision for allowances	(2)	11	-	-	-	33	-	42
Amortization of tangible capital assets	1,021	646	4,732	3,404	80	-	2,976	12,859
Accretion of asset retirement obligation	-	-	-	30	-	-	5	35
Loss on disposal of tangible capital assets	-	-	14	-	-	-	-	14
	14,137	15,044	12,142	12,441	2,785	5,226	18,198	79,973
Surplus (deficit) before other	32,774	(12,347)	(10,571)	3,837	(1,738)	(2,017)	(11,844)	(1,906)
Other								
Government transfers for capital	63	205	830	412	-	-	1,541	3,051
Offsite levies	-	-	660	1,071	-	-	-	1,731
Developer contributed assets	-	-	-	747	-	-	380	1,127
Capital donations	160	-	-	-	-	-	-	160
	223	205	1,490	2,230	-	-	1,921	6,069
Surplus (deficit)	\$ 32,997	\$ (12,142)	\$ (9,081)	\$ 6,067	\$ (1,738)	\$ (2,017)	\$ (9,923)	\$ 4,163

TOWN OF OKOTOKS

INDICATORS OF FINANCIAL CONDITION
For the year ended December 31, 2023



Introduction

A Key Performance Indicator (KPI) is a metric used to evaluate factors that are crucial to the success of an organization. The importance of each KPI may change with time depending on the goals and strategic plans of the organization.

When reviewing KPIs, it is important to not only compare to past performance and desired goals, but to consider industry standards and benchmarks.

The following information has been provided in order to provide you some insight into some important KPIs for your organization.

It is important to review the underlying information of your municipality in order to determine cause and create desired change.

The underlying data for this report was taken from the financial data publicly available found on the Alberta Municipal Affairs website.

Comparable municipalities were determined based on a range of 50% to 150% of your population.

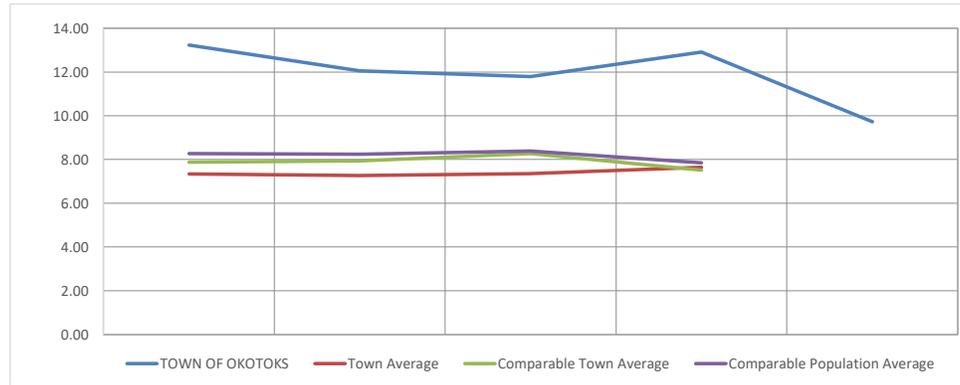
TOWN OF OKOTOKS
INDICATORS OF FINANCIAL CONDITION
 For the year ended December 31, 2023

2019 2020 2021 2022 2023

SUSTAINABILITY INDICATORS

Assets to Liabilities

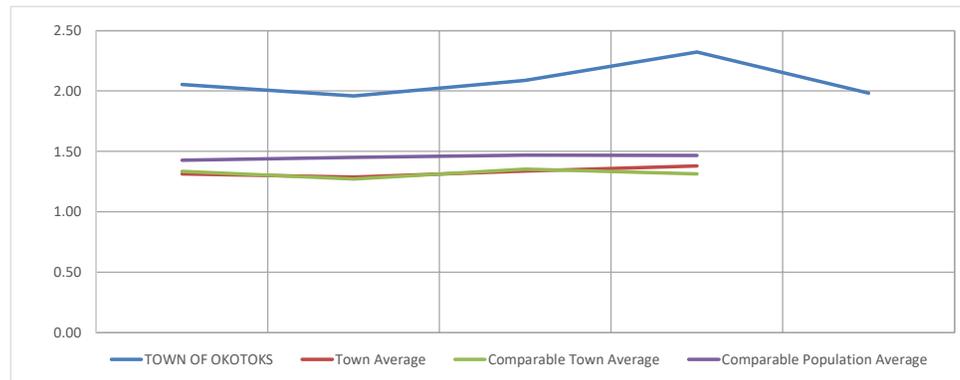
This indicator illustrates the extent a government finances its operations by issuing debt. A ratio higher than one indicates that a government has accumulated surplus and has assets greater than debt. A ratio of less than one indicates that debt is greater than assets and the government has been financing its operations by issuing debt.



Total assets	444,749,516	464,196,565	488,877,048	494,140,318	512,755,859
Total liabilities	33,584,390	38,528,083	41,451,215	38,281,840	52,734,040
Assets to liabilities	13.24	12.05	11.79	12.91	9.72
Town Average	7.33	7.28	7.36	7.65	
Comparable Town Average	7.88	7.94	8.27	7.52	
Comparable Population Average	8.27	8.24	8.39	7.86	

Financial assets to liabilities

This indicator illustrates the ratio of a government's financial assets to its liabilities. A result lower than one indicates a net debt position and future revenues will be required to pay for past transactions. A result higher than one indicates net financial assets and financial resources are on hand that can finance future operations. A trend showing increases in net debt or reductions in net financial assets may not be sustainable.



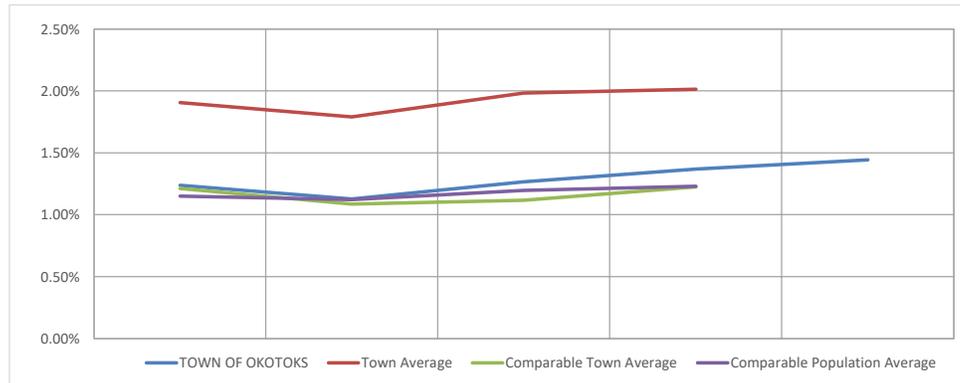
Total financial assets	68,956,144	75,489,969	86,545,048	88,939,751	104,546,357
Total liabilities	33,584,390	38,528,083	41,451,215	38,281,840	52,734,040
Financial assets to liabilities	2.05	1.96	2.09	2.32	1.98
Town Average	1.31	1.29	1.34	1.38	
Comparable Town Average	1.33	1.27	1.35	1.31	
Comparable Population Average	1.43	1.45	1.47	1.46	

TOWN OF OKOTOKS
INDICATORS OF FINANCIAL CONDITION
 For the year ended December 31, 2023

2019 2020 2021 2022 2023

Operating expenses to taxable assessment

This indicator provides the trend of government spending over time in relation to the growth in the economy. A trend that shows total expense is growing at a faster rate than the growth in the economy may not be sustainable.

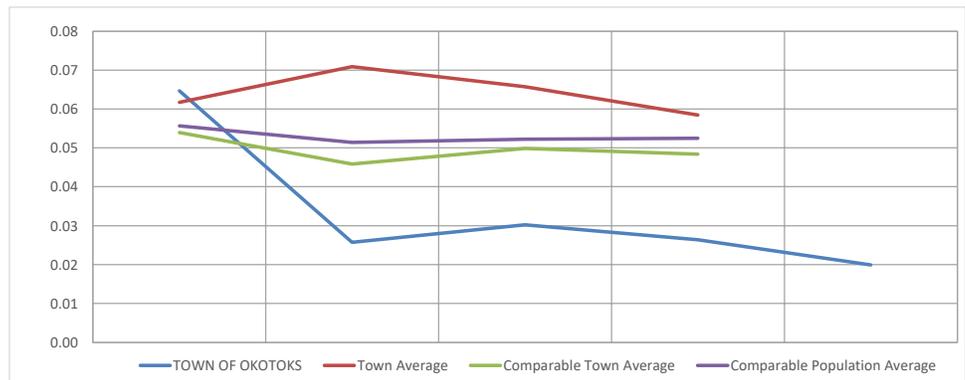


Operating expenses	64,647,752	59,770,573	67,052,866	71,301,012	79,974,082
Taxable assessment	5,226,159,205	5,303,987,882	5,294,826,598	5,206,865,325	5,536,106,645
Operating expenses to taxable assessment	1.24%	1.13%	1.27%	1.37%	1.44%
Town Average	1.91%	1.79%	1.98%	2.01%	-
Comparable Town Average	1.21%	1.09%	1.12%	1.23%	-
Comparable Population Average	1.15%	1.12%	1.20%	1.23%	-

FLEXIBILITY INDICATORS

Public debt charges to revenues

This indicator measures public debt charges as a percentage of revenues. It illustrates the extent to which past borrowing decisions present a constraint on the ability to meet financial and service commitments in the current period. Specifically, the more a government uses revenues to fund debt servicing, the less will be available for program spending.



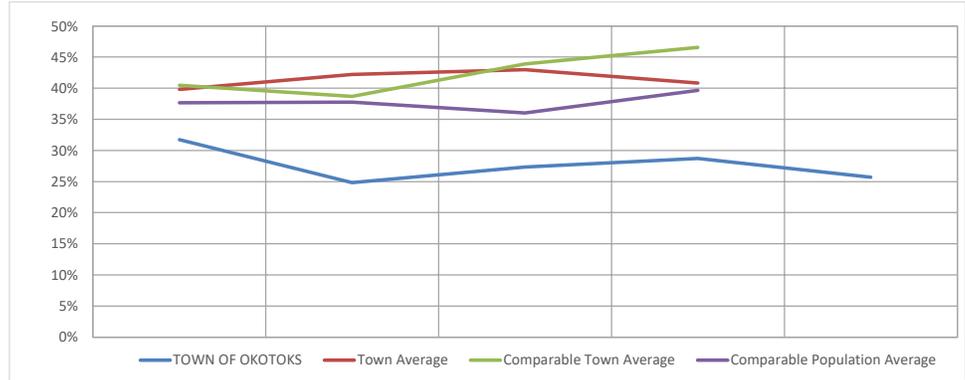
Debt servicing	4,112,351	1,681,815	2,022,782	1,858,942	1,588,753
Operating revenue	63,571,565	65,313,695	66,995,958	70,576,425	79,674,249
Public debt charges to revenues	0.06	0.03	0.03	0.03	0.02
Town Average	0.06	0.07	0.07	0.06	-
Comparable Town Average	0.05	0.05	0.05	0.05	-
Comparable Population Average	0.06	0.05	0.05	0.05	-

TOWN OF OKOTOKS
INDICATORS OF FINANCIAL CONDITION
 For the year ended December 31, 2023

	2019	2020	2021	2022	2023
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Debt to Revenue Percentage

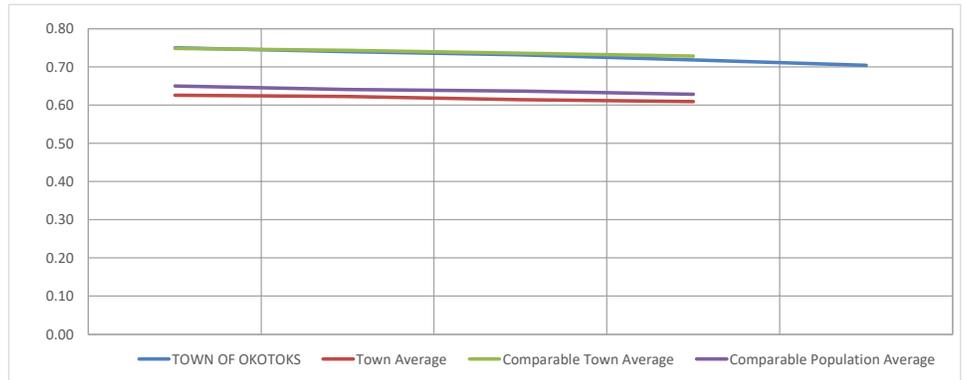
The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues. This indicator demonstrates the growth in revenue compared to changes in debt. An increasing trend would indicate the municipality is increasing its debt load faster than its revenue is growing, which may not be sustainable.



Total long term debt principal balance	21,923,582	18,444,115	24,271,722	22,890,654	21,627,886
Total revenue	69,078,356	74,273,929	88,810,217	79,733,667	84,137,423
Debt to revenue	32%	25%	27%	29%	26%
Town Average	40%	42%	43%	41%	
Comparable Town Average	40%	39%	44%	47%	
Comparable Population Average	38%	38%	36%	40%	

Net book value to cost of tangible capital assets

This indicator is important because it reports the extent that the estimated useful lives of tangible capital assets are available to provide its services. If a government's scale, scope and level of services remain unchanged or grow, its asset base could eventually impair flexibility because of the impending future costs of capital asset repair or replacement.



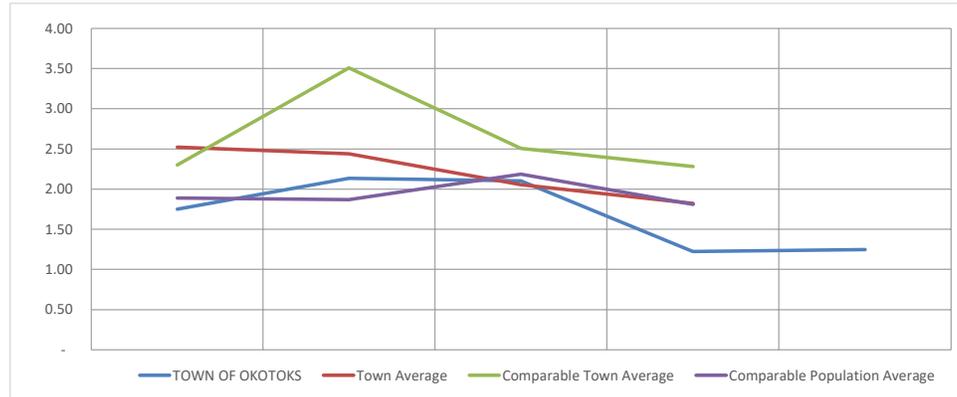
Net book value	375,501,675	388,273,270	402,060,852	404,829,948	407,951,538
Cost of tangible capital assets	500,534,339	524,422,431	549,373,845	563,434,624	578,787,242
Net book value to cost of tangible capital assets	0.75	0.74	0.73	0.72	0.70
Town Average	0.63	0.62	0.61	0.61	
Comparable Town Average	0.75	0.74	0.74	0.73	
Comparable Population Average	0.65	0.64	0.64	0.63	

TOWN OF OKOTOKS
INDICATORS OF FINANCIAL CONDITION
 For the year ended December 31, 2023

2019 2020 2021 2022 2023

Infrastructure Investment

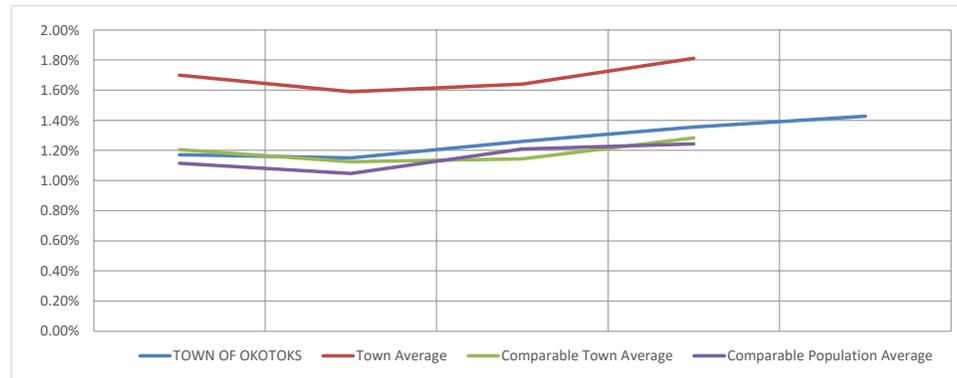
The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five-year average.



Tangible capital assets additions	18,034,994	24,040,918	26,619,680	15,157,912	16,008,705
Annual amortization expense	10,316,384	11,260,368	12,656,136	12,368,778	12,858,678
Additions to amortization expense	1.75	2.14	2.10	1.23	1.24
Town Average	2.52	2.44	2.06	1.82	
Comparable Town Average	2.30	3.51	2.51	2.28	
Comparable Population Average	1.89	1.87	2.19	1.81	

Own source revenues to taxable assessment

This indicator is important because it shows the ratio of a local government's own source revenues to its tax base. A change in the size of a local government's taxable assessment or a change in the rate of growth in assessment in relation to changes in own source revenues could influence flexibility.



Own source revenues (net of government transfers)	61,242,189	60,983,045	66,677,958	70,576,425	79,025,221
Taxable assessment	5,226,159,205	5,303,987,882	5,294,826,598	5,206,865,325	5,536,106,645
Own source revenues to taxable assessment	1.17%	1.15%	1.26%	1.36%	1.43%
Town Average	1.70%	1.59%	1.64%	1.81%	
Comparable Town Average	1.20%	1.12%	1.14%	1.28%	
Comparable Population Average	1.11%	1.05%	1.21%	1.24%	

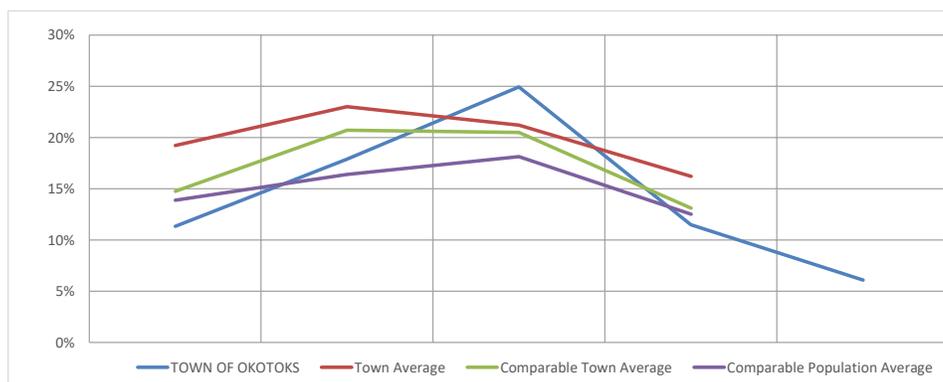
TOWN OF OKOTOKS
INDICATORS OF FINANCIAL CONDITION
For the year ended December 31, 2023

2019 2020 2021 2022 2023

VULNERABILITY INDICATORS

Government transfers to total revenues

The purpose of this ratio is to show the proportion of revenues that provincial or local governments receive from other governments. This indicator offers a perspective on the degree of vulnerability a government faces as a result of its dependence on another level of government for revenues.



Government transfers (including capital)	7,836,167	13,290,884	22,132,259	9,157,242	5,112,202
Total revenues (including capital)	69,078,356	74,273,929	88,810,217	79,733,667	84,137,423
Government transfers to total revenues	11%	18%	25%	11%	6%
Town Average	19%	23%	21%	16%	
Comparable Town Average	15%	21%	20%	13%	
Comparable Population Average	14%	16%	18%	13%	

OTHER INDICATORS

Reserves to total accumulated surplus

The purpose of this ratio is to show the proportion of total accumulated surplus that has been internally restricted. This indicator provides insight on the change in reserves in relation to overall accumulated surplus. A decrease would show that the government has drawn on past reserves to fund current operations.

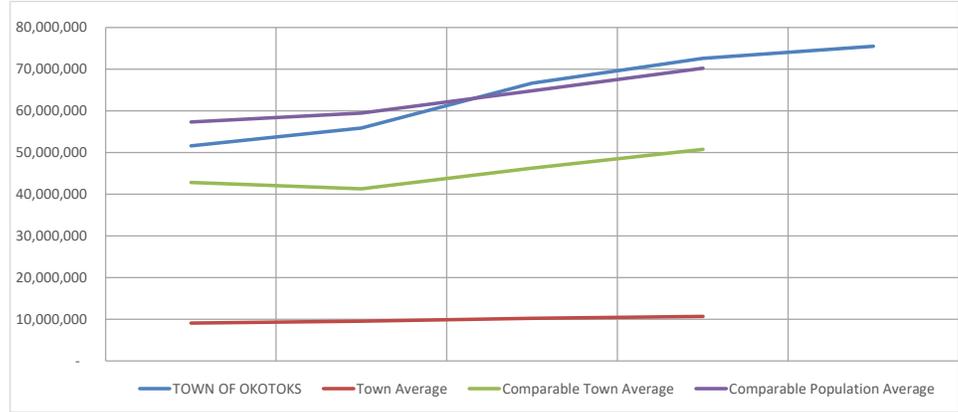


Accumulated surplus - restricted	40,576,882	38,820,214	45,462,442	49,725,400	51,271,147
Overall accumulated surplus	411,165,126	425,668,482	447,425,833	455,858,478	460,021,819
Restricted surplus to accumulated surplus	10%	9%	10%	11%	11%
Town Average	11%	11%	11%	11%	
Comparable Town Average	11%	9%	9%	10%	
Comparable Population Average	11%	11%	11%	12%	

TOWN OF OKOTOKS
INDICATORS OF FINANCIAL CONDITION
 For the year ended December 31, 2023

	2019	2020	2021	2022	2023
--	------	------	------	------	------

Accumulated surplus available for future use
 Accumulated surplus, to the extent it has not been invested in Tangible Capital Assets, represents overall surplus that is available for future use. This consists of unrestricted surplus and reserves and shows trends in spending vs. saving. This indicator only shows total surplus; the overall size of the municipality is not taken into account.



Accumulated surplus - restricted	40,576,882	38,820,214	45,462,442	49,725,400	51,271,147
Accumulated surplus - unrestricted	10,979,193	17,019,113	21,174,261	22,809,712	24,222,220
Total accumulated surplus	51,556,075	55,839,327	66,636,703	72,535,112	75,493,367
Town Average	9,050,722	9,498,385	10,193,754	10,668,368	
Comparable Town Average	42,796,524	41,257,702	46,221,604	50,766,527	
Comparable Population Average	57,333,878	59,416,801	64,788,561	70,183,015	

Comparable Listing

Comparables were determined on a range of 50% to 150% of your population

Total Town Count: 104

Comparables - Same Type (5)

Town list with a comparable population

CANMORE
COCHRANE
OKOTOKS
STONY PLAIN
SYLVAN LAKE

Comparables - Any Type (19)

List used for comparable populations

BEAUMONT
CAMROSE
CANMORE
CHESTERMERE
COCHRANE
COLD LAKE
FOOTHILLS COUNTY
FORT SASKATCHEWAN
GRANDE PRAIRIE NO. 1, COUNTY OF
LEDUC
LLOYDMINSTER
OKOTOKS
PARKLAND COUNTY
RED DEER COUNTY
ROCKY VIEW COUNTY
SPRUCE GROVE
STONY PLAIN
STURGEON COUNTY
SYLVAN LAKE

April 22, 2024

Mayor and Council
Town of Okotoks
PO Box 20, STN Main
Okotoks, AB T1S 1K1

Ladies and Gentlemen:

We have completed our audit of the financial statements of the Town of Okotoks for the year ended December 31, 2023. Our audit included consideration of internal control relevant to the preparation of the financial statements to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, our review of any given control was limited and would not disclose all weaknesses in the system or all matters which an in-depth study might indicate. As you know, the maintenance of an adequate system of internal controls is the responsibility of the Mayor and Council.

The following matters that we are reporting to you are limited to deficiencies identified during the audit that are of sufficient importance to merit being reported.

Asset retirement obligations

The Town adopted the new accounting standard PS 3280 Asset Retirement Obligations (ARO) during the year and has adjusted its tangible capital assets and ARO liability accordingly. As you know the determination of the liability required various estimates and assumptions to be made. If any of the estimates or assumptions change in the future, the ARO may need to be updated. In particular, since the ARO standard is brand new, it is likely that new information may come to light, or new interpretations of existing information may be made which could have a material impact on the recognition and measurement of the ARO.

We recommend that the ARO liability be revisited in future years to ensure the latest information has been considered and the liability adjusted where necessary.

This communication is prepared solely for the information of the Council members and management of the Town of Okotoks and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

We wish to emphasize that our discussion and recommendations are meant solely to bring to your attention areas where the accounting system and procedures could be improved and is in no way a reflection on the competence or integrity of the staff working at the Town of Okotoks.

We would like to thank Ralph, Allan and their team for their assistance during our audit. Thank you for the continuing opportunity to be of service to your organization and we look forward to serving you in the future. If you have any questions or concerns regarding our audit or any other issues with which you may require our assistance, please do not hesitate to contact us.

Thank you.

Yours truly,

AVAIL LLP



REQUEST FOR EXTENSION – MUNICIPALLY CONTROLLED CORPORATION

Issue

Administration is requesting that the date contained in the motion made at the November 20, 2023 Regular Council meeting be amended.

Motion Proposed by Administration

That the date within the motion made at the November 20, 2023 Regular Council meeting regarding the presentation of a business plan and financial model to support the creation of a Municipally Controlled Corporation (MCC) to accelerate the delivery of below market rental housing units be amended from April 30, 2024 to June 30, 2024.

Report, Analysis and Financial Implications

At the November 20, 2023 Regular Council meeting, the following motion was made:

That Administration be directed to initiate business planning and financial modelling in support of creating a MCC in order to implement action 2.10 of the Affordable Housing Strategy Action Plan, thereby taking an active role in the delivery of below market rental housing units; and that the planning and financial modelling be completed by March 31, 2024 and presented to Council by April 30th, 2024.

Administration requires more time to complete this work and respectfully asks Council to extend the timeline contained in the motion to June 30, 2024.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input checked="" type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Participation Strategy

Should Council be satisfied with the business plan and financial modelling, they may direct Administration to initiate the public hearing process as required by the *Municipal Government Act*, for Council to consider the establishment of a MCC for the purposes of developing and/or acquiring below market rental housing.

Alternatives for Consideration

n/a

CAO Comments

I support the time extension request.

Attachment(s)

1. Council Report - November 20, 2023

Prepared by:
Michelle Grenwich
Social Planner
April 02, 2024



MUNICIPAL ROLE IN HOUSING

Issue

Reliance on the non-profit and private sectors to deliver below market rental housing is not addressing the gaps that persist in the market.

Motion Proposed by Administration

That Administration be directed to initiate business planning and financial modelling in support of creating a Municipally Controlled Corporation in order to implement action 2.10 of the Affordable Housing Strategy Action Plan, thereby taking an active role in the delivery of below market rental housing units. This planning and financial modelling should be completed by March 31, 2024 and presented to Council by April 30, 2024.

Report, Analysis and Financial Implications

Affordable Housing Strategy

Council approved the Affordable Housing Strategy in late 2020, which provided a number of recommendations to address the affordable housing needs of current and future residents. Since that time, the Town has implemented a number of actions to support the provision of diverse and affordable housing to meet the needs of residents.

Table 1: Actions to Improve Diverse Housing Options in Okotoks

2021	<p><u>Adopted Housing Friendly Policies</u></p> <p><u>New Municipal Development Plan</u></p> <ul style="list-style-type: none"> • Increased density from 8 to 12 units per acre; • 40% of new housing required to be multi-unit; and • Numerous policies directed at increasing below-market affordable housing for low-income households, and enhancing overall diversity of housing to meet the needs of all households. <p><u>New Land Use Bylaw</u></p> <ul style="list-style-type: none"> • Reduced residential districts from nine (9) to two (2); • Housing of any type permitted; • Base zoning allows up to four (4) units on a parcel; • Eliminated minimum parking requirements; and • Eliminated requirement for a development permit for secondary suites (in most cases). <p><u>Implemented Grant Programs</u></p> <p><u>Secondary Suite and Accessory Dwelling Unit Grant Program</u></p> <ul style="list-style-type: none"> • \$10,000 per new suite;
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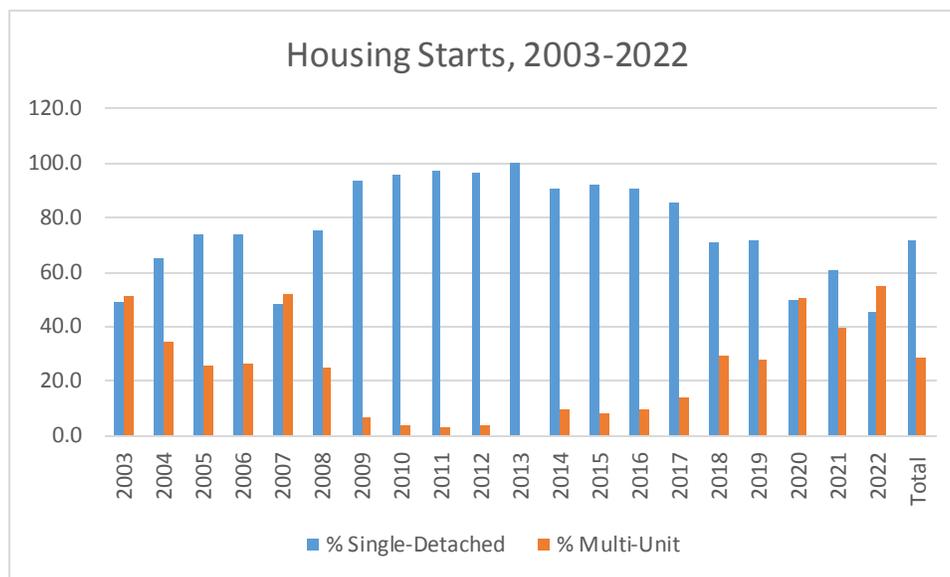
	<ul style="list-style-type: none"> • 25 new suites supported by grant to date; and • Nine (9) projects (and counting) on the program waitlist. <p><u>Below Market Housing Incentive Grant Program</u></p> <ul style="list-style-type: none"> • \$15,000 per door; • 10 new below market units supported by grant; and • Municipal investment was leveraged to secure provincial grant funding and low cost Canada Mortgage and Housing Corporation financing.
2022	<p><u>Infrastructure to Support Housing Development</u></p> <ul style="list-style-type: none"> • Significant efforts to advance water pipeline development (ongoing); and • Lifecycle replacement and capacity upgrades at Wastewater Treatment Plant to meet growth projections. <p><u>Okotoks Family Resource Centre Database</u></p> <ul style="list-style-type: none"> • New database to collect information on client needs; and • Allows the Town to begin tracking trends related to housing availability, those at risk of homelessness, and those experiencing homelessness.
2023	<p><u>Staff Resource Added to Implement Strategy</u></p> <p><u>D'Arcy Affordable Housing Site</u></p> <ul style="list-style-type: none"> • Completed site servicing to facilitate shovel ready projects; • Contributed an additional \$1.0M to off-set site servicing costs to project partners and support strong grant applications; and • Construction of 32 market rental units commenced. <p><u>Housing Database Development</u></p> <ul style="list-style-type: none"> • Working database to track housing inventory and trends to supplement housing needs assessments.

Persistent Gaps in Below Market Rental Housing

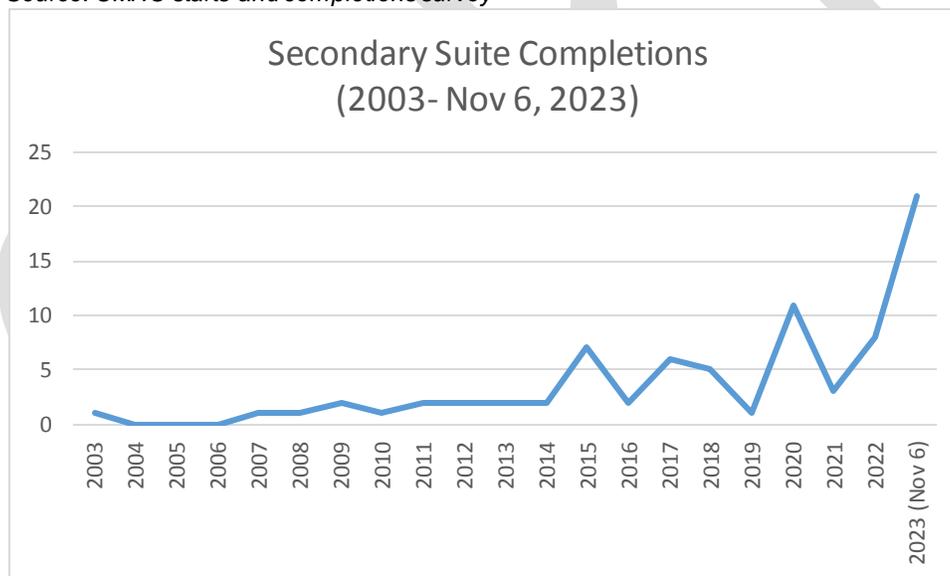
To date the Town's role in housing has been that of enabler and facilitator, leaving the delivery of housing to the non-profit and private sectors. The Town has implemented housing friendly policies, grant programs, and donated land to non-profit partners to enhance the diversity of housing in Okotoks. Progress has been made with this approach. In 2023, 70 units of purpose built rental (22 of which are below market) were added. The last time below market units were added to Okotoks housing stock was in 2009 and 2010 through municipal block funding by the province.

The Town's housing friendly policies and grant programs have contributed to significant progress in diversifying the overall housing stock and accelerating the supply of secondary suites. Between 2020 and 2022, nearly 50% of new construction starts were for multi-unit projects (duplexes, row housing, apartments) and to date there are more than 70 completed secondary suites and more than 40 suites under construction. About half of all suites under construction are new home builder

initiated, while the other half are projects initiated by homeowners in existing developed homes.



Source: CMHC starts and completions survey



Source: Okotoks building permit records

Though progress has been made, there are persistent challenges in advancing the supply of below market rental housing to meet the needs of residents. Okotoks has 151 units¹ of subsidized housing supporting 1.4% of households, compared to 3.6% in Calgary and 6% nation-wide². At the end of September, Westwinds Communities had 119 households on a waitlist for the 101 occupied units they operate in Okotoks. An additional 21 households have qualified for rental assistance benefits, but are unable to secure rental accommodation in Okotoks. The demand for below market housing

¹ Excludes seniors assisted living facilities

² Calgary Affordable Housing Service Plan <https://www.calgary.ca/service-lines/2023-2026-cityservices/affordable-housing.html?service-line-budget-bar-chart-serviceplanbudget-xview=2023&service-linebudget-bar-chart-serviceplanbudget-view-open=> [Accessed July 19, 2023]

greatly outstrips supply, and is assumed to be much higher than Westwinds waitlist figures due to the eligibility requirements that have not kept pace with inflation. Many households are facing housing affordability challenges due to inflation and sharp housing cost increases, but many have incomes that are too high to qualify for subsidized housing.

Challenges in Delivery of Below Market Rental Housing

Reliance on the non-profit and private sectors to deliver below market rental housing has a number of challenges. Favourable regulatory conditions, market demand, and attractive federal programs have sparked strong interest from the private sector in pursuing multi-unit and purpose built rental projects. This is positive; however the private sector is profit driven and will typically only offer units at below market if required through grant and financing agreements. Terms of these agreements typically range from 10 to 20 years after which the units revert to market rents. Furthermore, the Town has limited mechanisms to prevent rental units from converting to condominium units over time.

Westwinds Communities has a mandate to deliver affordable and seniors housing to communities in the Foothills region; however their core business is the operation of housing units. In Okotoks, Westwinds operates 82 units of social housing (seniors and community housing) on behalf of the province, and owns/operates 19 units of below market rental units. Since 2019, the Town has been collaborating with Westwinds to advance development of below market rental units at the D'Arcy affordable housing site. Both the Town and Westwinds have invested substantive capital and staff resources into these projects; however, a persistent lack of provincial and federal investment has been a barrier to advancing construction of units. Westwinds has a vested interest in adding below market units in Okotoks; however, they alone do not have the capacity (resource and financial) to deliver the number of below market units needed in Okotoks.

Opportunity – Expand Town's Role in Delivery of Housing

The Affordable Housing Strategy includes a recommendation that the Town explore the possibility of creating an arm's-length municipal housing corporation with a specific mandate to advance the planning, development, maintenance, and operations of below market units. This recommendation is further supported by the Town's 2023 to 2026 Corporate Business Plan that directs that this work be initiated in 2023. Based on these recommendations and progress monitoring, Administration conducted a review of various approaches to accelerate the supply of below market rental housing. Core to this review was exploring options to maximize use of Town land assets, as contribution of land assets is a key tool municipalities have to support below market housing development.

Administration reviewed four options for accelerating the delivery of below market housing using Town land assets: Town develops, Non-profit sector develops, private sector develops, Arm's-length municipally controlled corporation (MCC) develops. There were seven key criteria that were used to assess the effectiveness of the four options to accelerate housing delivery:

- *Competing priorities* – Ability to focus efforts on delivery of below market units in Okotoks.
- *Municipal debt limits* – Impact on municipal debt limits. The Town has limited options for generating revenue outside of property taxes, user fees and grants, and is limited in the amount of debt it can take on to finance projects.
- *Capacity* – The degree of capacity to take on below market housing projects.
- *Conflict with regulator role* – The Town is responsible for regulating the development of housing within its boundaries to ensure alignment with plans, policies, and safety code requirements.
- *Maintain units over long-term* – Ability to maintain below market units in perpetuity and to prevent loss of rental units through condominium conversions.
- *Address other community needs* – Ability to adapt and address evolving community needs over time, outside of housing.
- *Development expertise* – Ability to efficiently execute on all aspects of housing development (planning, procurement, financing, construction).

Table 2 below summarizes the evaluation of key criteria against the four options considered to advance below market housing supply using Town land assets. This analysis supports the recommendation to proceed to business planning and financial modelling to advance development of below market housing using Town land assets via an arms-length MCC.

Table 2: Options to Develop Housing Using Town Land Assets

	Town	Westwinds/Non-Profit	Private Sector	MCC
Competing Priorities	●	●	●	●
Municipal debt limits	●	●	●	●
Capacity	●	●	●	●
Conflict with regulator role	●	●	●	●
Maintain units over long-term	●	●	●	●
Address other community needs	●	●	●	●
Development expertise	●	●	●	●

What is an MCC?

MCC's are for-profit corporations that are controlled by a municipality (or group of municipalities) for the purposes of providing municipal services or facilities. They are regulated by the *Municipal Government Act*, *Business Corporations Act*, *Municipally Controlled Corporations Regulation*, and *Municipal Debt Limit Regulation*. A municipality may establish a controlled corporation if the business to be carried on meets one or more of the municipal purposes outlined under Part I, Section 3 of the *Municipal Government Act*. Two of these municipal purposes can be related to the provision of housing. Specifically, subsection 3(b) "to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality", and subsection 3(c) "to develop and maintain safe and viable

communities”. Focusing on the delivery of housing also supports the municipal purpose in subsection 3(a.2) “to foster the economic development of the municipality”.

How could an MCC Accelerate Below Market Housing Delivery?

MCC’s provide a unique vehicle by which municipalities can form additional operating capacity to provide specialized services and expertise, leverage additional financial capacity to increase borrowing and with that, fund and execute new projects, and enable joint ventures with privately held corporations. The municipality can establish a specific mandate of the MCC in accordance with the municipal purposes outlined in Section 3 of the *Municipal Government Act*. As it relates to below market housing, Council could accept lower profit margins than expected by the private sector to achieve a social benefit.

While the corporation’s sole shareholder remains the municipality, the corporation operates separate of the day-to-day operations of the municipality. The operation of the corporation independent from Council creates opportunities or advantages that a municipality by itself could not facilitate:

- The MCC can borrow to finance development projects with a debt limit outside of the municipality’s debt limit. The creation of a MCC lifts the debt ceiling by using asset value leveraged to support private borrowing.
- The MCC can enter into partnerships/joint ventures with developers to assist in the construction of below market housing.
- Any profits made from MCC operations may be returned to the Town as additional revenue where it could be reinvested for other requirements or used to fund the operations of another branch of the MCC. For social objectives such as below market housing, Council could choose to accept lower profit margins than expected in the private sector.
- The conflict of interest where a municipality develops and approves development proposals is removed when the MCC creates and submits a project for approval by the municipality.
- Separate hiring opportunities and potential to allow the MCC to hire project managers, or staff the MCC with relevant project experience.

Next Steps

The recommendation in this report is for Council to direct Administration to undertake business planning and financial modelling to confirm the operational viability of a MCC focused on the delivery of below market rental housing using Town land assets.

Business plan requirements are outlined in Section 75.1(4) of the *Municipal Government Act*, with further details in the Municipally Controlled Corporation Regulation. Business plan requirements generally include:

- Costs related to establishing and controlling the corporation;
- Value of any assets of the municipality that are to be transferred to the corporation;
- Cash flow projection for the next three (3) years of the corporation’s operation;

- Services the corporation intends to provide;
- Names of shareholders of the corporation;
- Geographic location the corporation intends to provide services;
- Any potential environmental, financial, labour or other liability risk in controlling the corporation;
- Information demonstrating that the corporation will not be dependent on the shareholders for its ongoing operations;
- The impact of controlling the corporation on the municipalities financial viability; and
- A market impact analysis if the municipal control of the corporation would result in competition with similar services provided by the private sector.

The recommendation in this report does not authorize the creation of an MCC, but rather supports further detailed business planning to confirm operational viability. The outcome of the business planning and financial modelling will be presented to Council at a future meeting. Should Council be satisfied with the business plan and financial modelling, they may direct Administration to initiate the public hearing process as required by the *Municipal Government Act*, for Council to consider the establishment of a MCC for the purposes of developing and/or acquiring below market rental housing.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input checked="" type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

Housing is a universal and basic human need and a key determinant of health and well-being. The Town is actively taking steps to improve the diversity of housing in Okotoks so that all individuals and families can find housing that meets their unique needs.

Environmental Impacts

Efforts to diversify the housing stock by providing more rental and below market housing options will serve to increase opportunities for Okotoks' workforce to also live in the community, thereby reducing commutes and contributing to a reduction in GHG emissions

Governing Policies/Bylaws/Legislation or Agreements

Municipal Development Plan

- Policy 5.1.5 Facilitate purpose-built rental housing
 - a) Encourage and incentivize purpose-built rental housing and explore measures to ensure housing is maintained for rental purposes.
- Policy 5.2.2 Create a Housing Reserve Fund

- a) Explore the possibility of creating a Housing Reserve Fund to support the construction and operation of affordable housing projects in collaboration with partners.
- Policy 5.2.3 Support and encourage the development of non-market affordable housing
 - a) Identify municipal land assets and assess the potential of acquiring and using surplus lands for future affordable or special needs housing projects.

Affordable Housing Strategy

- Action 2.2 Establish a Housing Reserve Fund and collect funding to support the construction and operation of affordable housing projects in collaboration with partners. (Revenues can come from taxes, loan repayments, municipal land sales, or other sources such as cash or land donations.)
- Action 2.10 Create a housing authority plan to develop, operate and maintain non-market rental and owner housing.
- 2.11 Identify municipal land assets and use a decision-making tool to assess the potential of acquiring and using surplus lands for future affordable or special needs housing projects.

Public Participation Strategy

This report has been informed by the recommendations in the Affordable Housing Strategy and policy direction in the Municipal Development Plan.

The Affordable Housing Strategy was developed by the Affordable Housing Task Force and informed by a housing needs assessment, stakeholder and community engagement, and best practices research. The Municipal Development Plan was developed based on extensive community consultation and a formal public hearing process.

Alternatives for Consideration

Council to direct Administration to explore alternatives to accelerate the supply of below market housing in Okotoks.

CAO Comments

I support exploring the creation of a MCC to advance affordable housing initiatives within Okotoks. One of the key pieces to understand is why this gap is not being filled by the private market, and how the creation of a MCC will actually fill the gap. This work is essential to understanding how to best influence market conditions.

Attachment(s)

n/a

Prepared by:
Michelle Grenw ich, Social Planner
Lauren Gagatek, Planner
November 06, 2023



ANNUAL POLICING PLAN

Issue

The 2024 Municipal Enforcement priorities and RCMP Annual Performance Plan is provided to Council for approval.

Motion Proposed by Administration

That the local priorities of Enhanced Officer Visibility, Provincial Traffic Safety, and Crime Reduction be included in the 2024 Municipal Enforcement priorities and RCMP Annual Performance Plan respectively.

Report, Analysis and Financial Implications

Public safety is a shared responsibility. By actively engaging with both agencies, each community member has played a crucial role in shaping public safety priorities within our community.

The Okotoks Municipal Enforcement team is pleased to share key findings as part of the 2024 Public Safety Survey.

Top Concerns

1. Traffic enforcement
2. Nuisance and unsightly premises
3. Parking violations

Community Perception

A majority of respondents expressed satisfaction with the overall level of safety in our community. However, there were pockets of concern in certain neighbourhoods, particularly regarding traffic enforcement, unsightly premises and animals at large.

Priorities for improvement

1. Provincial traffic safety
2. School zone safety
3. Bylaw enforcement

These common themes have been identified as part of citizen priorities, which allow in the development of targeted strategies across 2024.

Each year the RCMP deploy their resources based on an Annual Performance Plan (APP). The APP is a strategic blend of provincial and local priorities intended to reflect

the public safety priorities of our community. For 2024, three policing priorities were established through the Okotoks Detachment leadership team based on local community consultation reflecting the most recent community concerns:

Policing Priorities

1. Crime reduction
2. Proactive police visibility
3. Community involvement and communication

The 2024 Survey results indicated that 20% of residents had no concerns in their neighbourhood, with 92% indicating they felt safe or very safe in the community. Over the last four years, there has been a decrease in respondents reporting they were a victim of property crimes in Okotoks.

Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input checked="" type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

Diverse engagement opportunities are provided to our community so that perspectives and ideas from all interested parties are considered in Council’s decision-making process. The 2024 public safety engagement was offered in-person and online to address barriers to participation and reflect the range of diversity with the community.

Environmental Impacts

n/a

Governing Policies/Bylaws/Legislation or Agreements

Public Participation Policy GP-D-2.1

Public Participation Strategy

2024 public safety engagement focused on community members’ perspective of the current state of safety in Town, and the community priorities for the upcoming year. Okotoks RCMP and Municipal Enforcement serve the Town of Okotoks as an integrated policing service. The RCMP is contracted to provide policing services and work alongside Municipal Enforcement, who administer community bylaws.

Local RCMP along with Town Administration conducted a recent online survey focused on community perceptions of public safety during the 2023 calendar year.

Additionally, there was a Public Safety Open House with 65 community members in attendance. Feedback from both the online survey and open house were compiled into the final What We Heard Report.

This year, the public safety survey included additional Municipal Enforcement and bylaw questions in a separate section to better capture the Town's overall safety concerns in addition to the RCMP's policing priorities.

The survey was made public to residents and the business community from March 13 to April 1 and garnered 469 respondents. The survey was also sent to the Okotoks Citizen Panel via direct mail of which 130 members' participated. The Citizen Panel is a group of engaged citizens who have registered to be contacted for all community engagement opportunities in Town.

Administration would like to extend appreciation to each resident who made time to participate in the annual public safety survey and to those who attended the public safety open house.

Alternatives for Consideration

n/a

CAO Comments

These priorities are reflective of community input and provide opportunities for targeted and coordinated efforts of both Town of Okotoks Peace Officers and RCMP members. This is the first time Administration has coordinated the responses to develop an annual plan for both agencies. Reporting out on success will also be included in the annual plan.

Attachment(s)

1. Public Safety Survey What We Heard – March 2024

Prepared by:
Vikram Kulkarni
Municipal Enforcement Manager
April 09, 2024

Public Safety SURVEY

March 2024



WHAT WE HEARD



Background

Shaping our community's safety priorities

Each year, the Royal Canadian Mounted Police (RCMP) deploy their resources based on an Annual Performance Plan (APP). The APP is a strategic blend of provincial and local priorities intended to reflect the public safety priorities in our community. The RCMP use the results of the Public Safety Survey to help determine their local policing priorities. The last public survey took place in March 2022. The last survey focused on three themes:

- Community perceptions of public safety during 2021
- How the community feels about the current state of safety and crime in Okotoks
- Community priorities for public safety in Okotoks for 2021

2024 Public Safety Survey

The 2024 Public Safety Survey focused on the resident's perspective of the current state of safety in our Town, and the community priorities for the upcoming year.

Okotoks RCMP and Municipal Enforcement serve the Town of Okotoks as an integrated policing service. The RCMP is contracted to provide policing services and work alongside Municipal Enforcement, who administer community bylaws.

This year, the public safety survey included additional Municipal Enforcement and bylaw questions in a separate section to better capture the Town's overall safety concerns in addition to the RCMP's policing priorities.

Our Goal

To determine the Town's overall public safety priorities and help inform the RCMP's local policing priorities.

2024

TIMELINE

MAR

APR

13 TO 1

Seek input from residents and local residents through online survey.

MAR

21

Public Safety Open House for community to connect with and provide feedback to members of the Okotoks RCMP and Municipal Enforcement.

APR

22

Present the 2024 Public Safety Survey What We Heard Report to council.



Community Engagement

We are committed (through the Town's Community Engagement Policy) to give the community an opportunity for input into decisions that will affect residents and businesses.

Who did we engage?

Okotoks residents and business owners, as well as our Citizen Panel consisting of individuals who voluntarily signed up to join this group of engaged citizens and want to be contacted for public consultation opportunities as they become available.

LEVEL OF COMMUNITY ENGAGEMENT

This project falls within the **CONSULT** level.

 **469**
Resident and business owners provided feedback on the online survey.

 **65**
Community members attended Public Safety Open House.

 **130**
Citizen panel members provided feedback as part of the online survey.

**There was a 13.6% decrease in participation over the last public safety survey done in 2022, even though an in-person event was added this year.*



	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
GOAL	To provide balance and objective information in a timely manner.	To obtain feedback on analysis, issues, alternatives and decisions.	To work with public to make sure concerns and aspirations are considered and understood.	To partner with the public in each aspect of the decision-making.	To place final decision-making in the hands of the public.
PROMISE	"We will keep you informed."	"We will listen to and acknowledge your concerns."	"We will work with you to ensure your concerns and aspirations are directly reflected in the decisions made."	"We will look to you for advice and innovation and incorporate this in decisions as much as possible."	"We will implement what you decide."
	INPUT ZONE			ENGAGEMENT ZONE	

Overview & Highlights

Improvements in Community Safety

Here is where you have seen improvements in community safety in comparison to our 2022 survey results.

-  **92%** Survey participants said they felt **very safe (55%) or safe (37%)** in 2023.
-  **6.0%** 30.9% of survey participants said they **interacted with Okotoks RCMP in 2023**, compared to 24.9% in 2022.
-  **4.7%** 7.9% of survey participants indicated they **were a direct victim of property crime in 2023** compared to 12.6% in 2022.
-  **9.5%** 25% of survey participants said they had an **interaction with Municipal Enforcement in 2023** compared to 15.5% in 2022.



RCMP Highlights

  **Property crime** remains in the top three **RCMP priorities**, but fell from the top priority in 2022 to 3rd priority in 2024.

  **Traffic safety** has moved up to the 1st **RCMP priority** for 2024, increasing from the 4th priority in 2022. **Impaired and distracted driving** has moved to 2nd in the priority list, up from 8th in 2022.

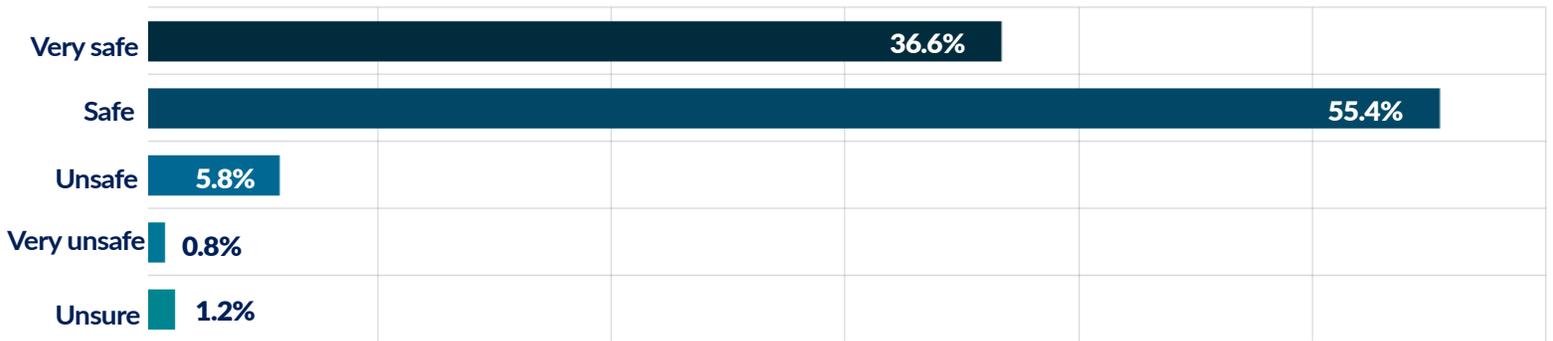
Municipal Enforcement Highlights

  **Traffic enforcement** was respondents top priority for **Municipal Enforcement** in 2024, up from the 3rd priority in 2022.

  **School zone safety** moved down slightly from the top priority in 2022 to the 2nd highest priority in 2024 for **Municipal Enforcement**.

Neighbourhood Safety

Q1. How safe do you feel in your neighbourhood?



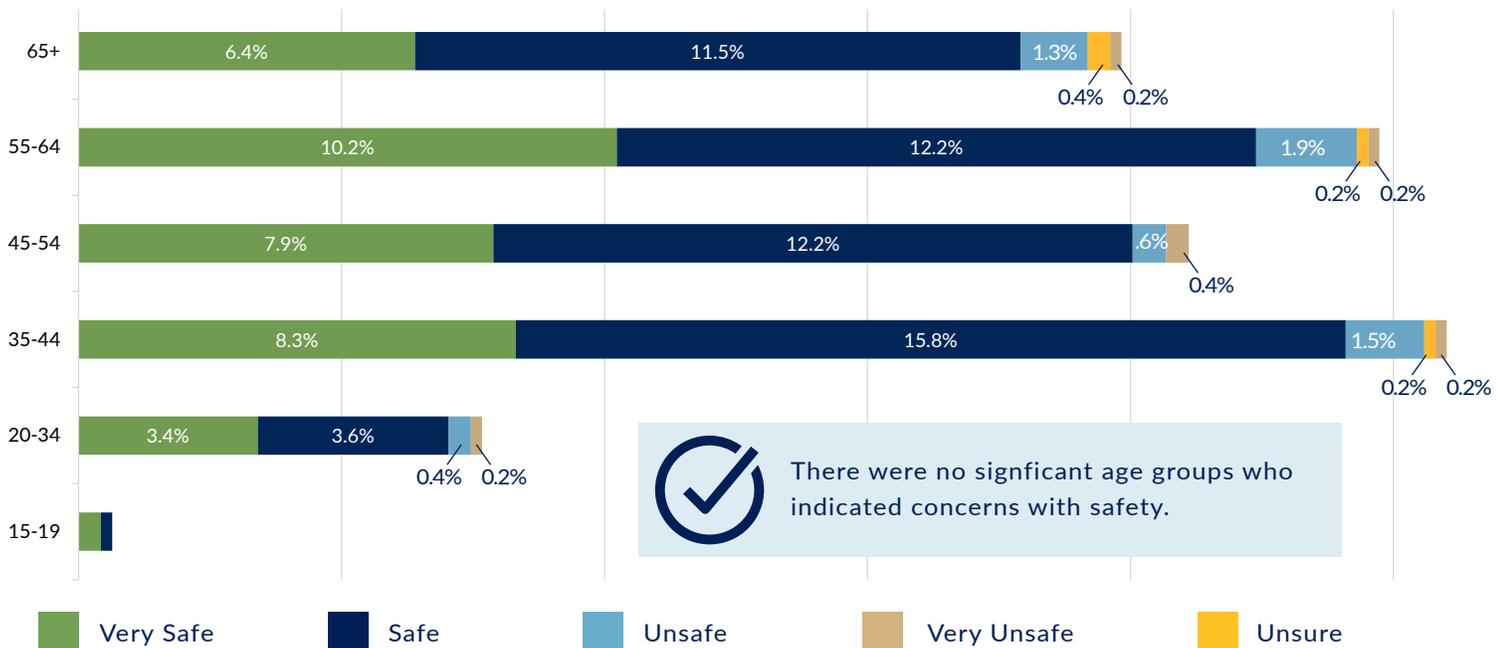
92%

Feel very safe (37%) or safe (55%) in their neighborhood.

2022 Comparison

This same question was asked in our 2022 Household Survey, where 95% of survey respondents said they either felt very safe (55%) or safe (40%) in their neighbourhood.

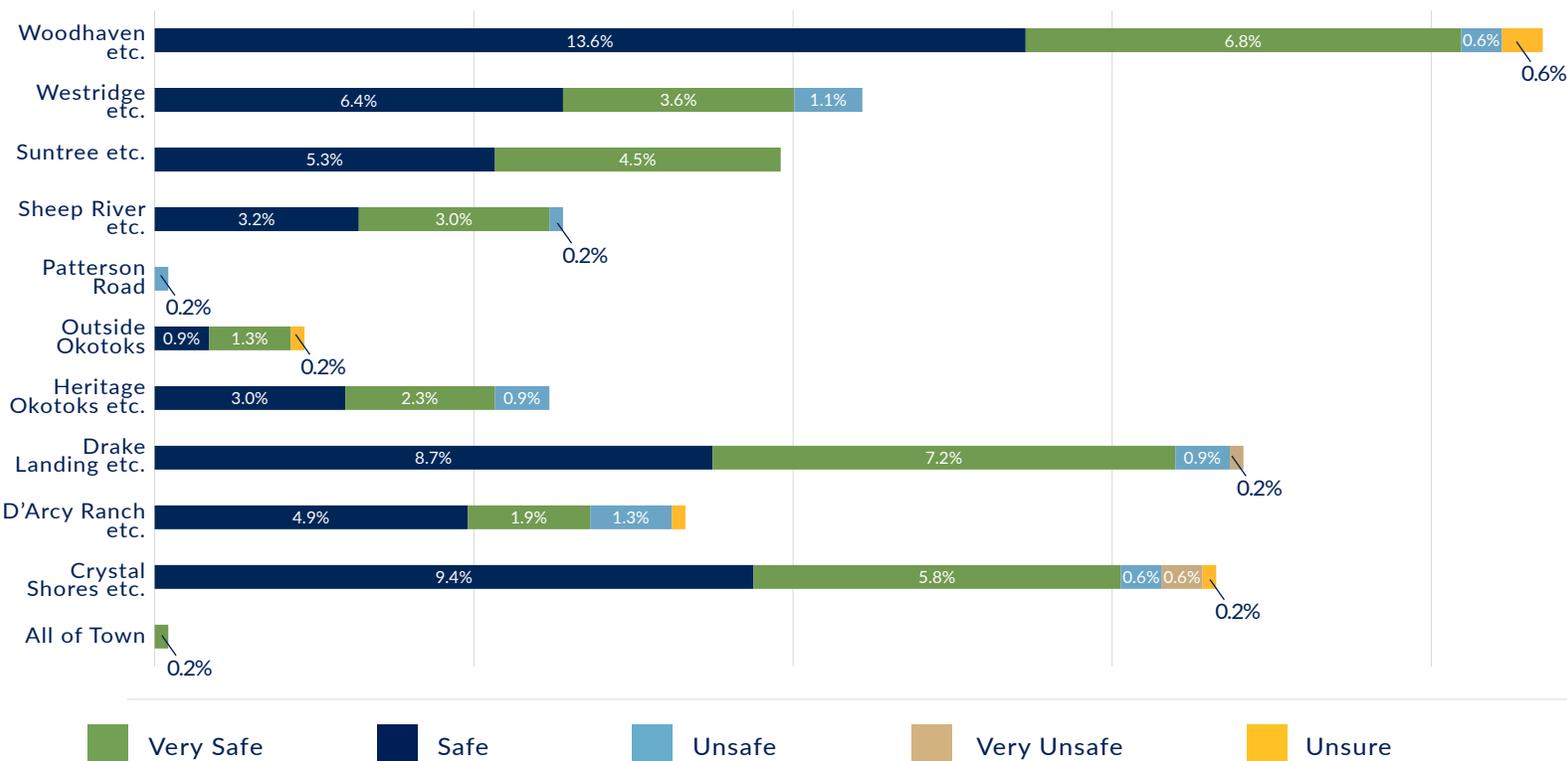
Comparison of age vs feeling of safety



There were no significant age groups who indicated concerns with safety.

Neighbourhood Safety

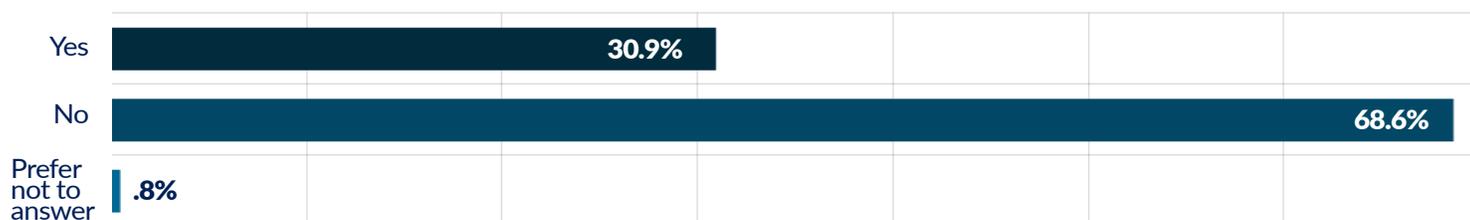
Feeling of safety by neighbourhood



Neighbourhood	Safe	Very Safe	Unsafe	Very Unsafe	Unsure	Grand Total
All areas		1				1
Crystal Shores, Crystalridge, Downey Ridge	44	27	3	3	1	78
D'Arcy Ranch, Mountainview, Sandstone, Wedderburn, Northgate Commercial Centre	23	9	6		1	39
Drake Landing, Crystal Green, Okotoks Air Ranch, Ranchers Rise	41	34	4	1		80
Heritage Okotoks, Okotoks Business Park	14	11	4			29
Outside Okotoks	4	6			1	11
Patterson Road			1			1
Sheep River, Sheep River Heights, Sheep River Cove, Sheep River Ridge, Hunters Glen	15	14	1			30
Suntree, Tower Hill, Rosemont, Central Heights	25	21				46
Westridge, Westmount	30	17	5			52
Park, Cimarron Grove, Cimarron Vista, Cimarron Springs, Cimarron Estates	64	32	3		3	102
Grand Total	260	172	27	4	6	469

RCMP Interactions

Q2. Have you had any interactions with the Okotoks RCMP in the last 12 months?



Compared to 2022

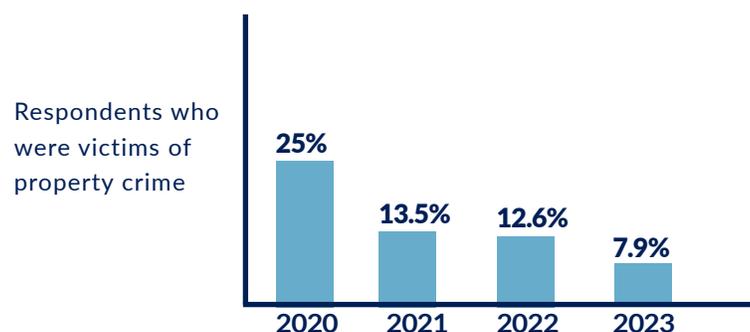
 **6%**

30.9% of survey participants said they interacted with Okotoks RCMP in 2023, compared to 24.8% of 2022.



Property Crime

Q3. Were you a direct victim of property crime in Okotoks during 2023?



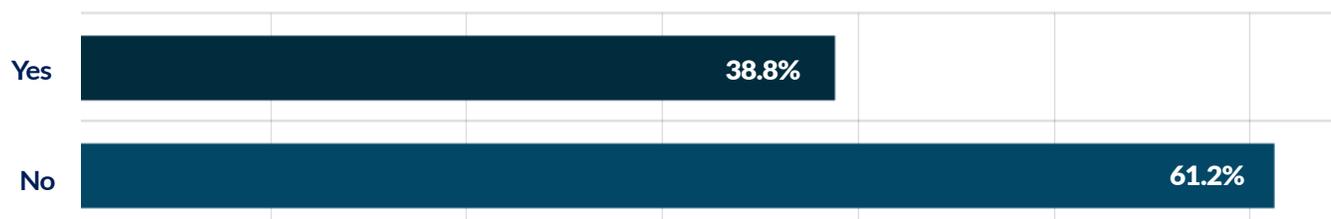
 **4.8% DECREASE**

In respondents who reported being victims of property crime in 2022. Over the last four years, there has been a downward trend in respondents indicating they were direct victims in property crime.

Victims of Property Crime vs Level of Safety

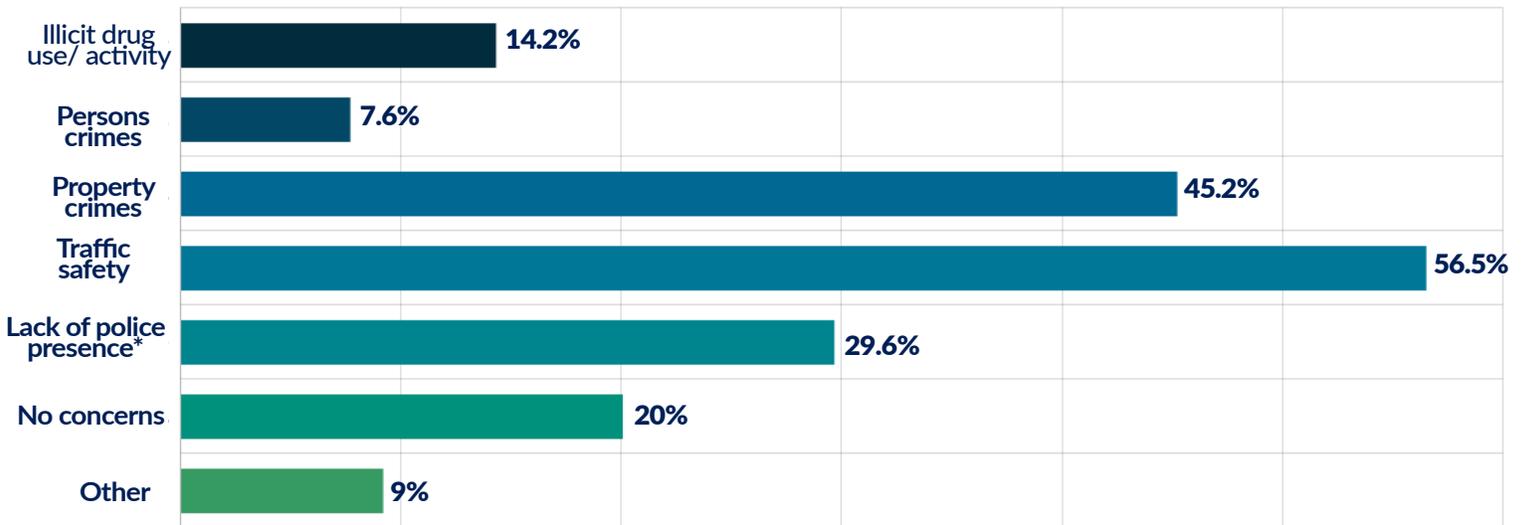
Of the 37 survey respondents who said they were a victim of property crime, 38% indicated that they feel unsafe or very unsafe, while 62% still felt safe or very safe.

Q4. If you answered yes to this question, did you report the incident to RCMP?



Neighbourhood Concerns

Q5. Which of the following issues are a concern in your neighbourhood? **



2024 Top Concerns

1. Traffic safety (56.5%)
2. Property crimes (45.2%)
3. Lack of police presence (29.6)*

2022 Top Concerns

1. Property crimes (62.8%)
2. Traffic safety (48.9%)
3. No concerns (16.7%)

2021 Top Concerns

1. Property crimes (50%)
2. Traffic safety (38.5%)
3. No concerns (32.7%)

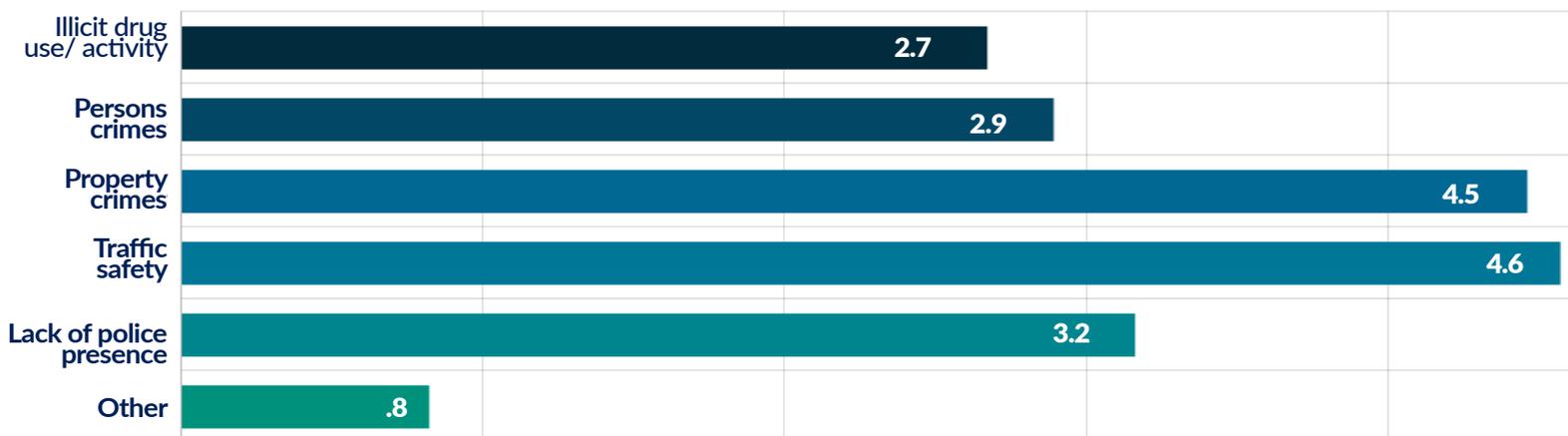
No concerns has slightly improved from 2022 (by 3.3%). The concern for property crime has dropped by nearly 18% since 2022. Traffic safety concerns have increased by nearly 8%. Concerns for crimes against a person remains relatively unchanged as does illicit drug use.

**This is the first year we included lack of police presence as an option in the Public Safety Survey.*

***Respondents were asked to select all that apply; therefore categories aren't mutually exclusive and aren't intended to total 100%.*

Neighbourhood Concerns

Q6. Please rank the following concerns from the most important to the least important in your neighbourhood:



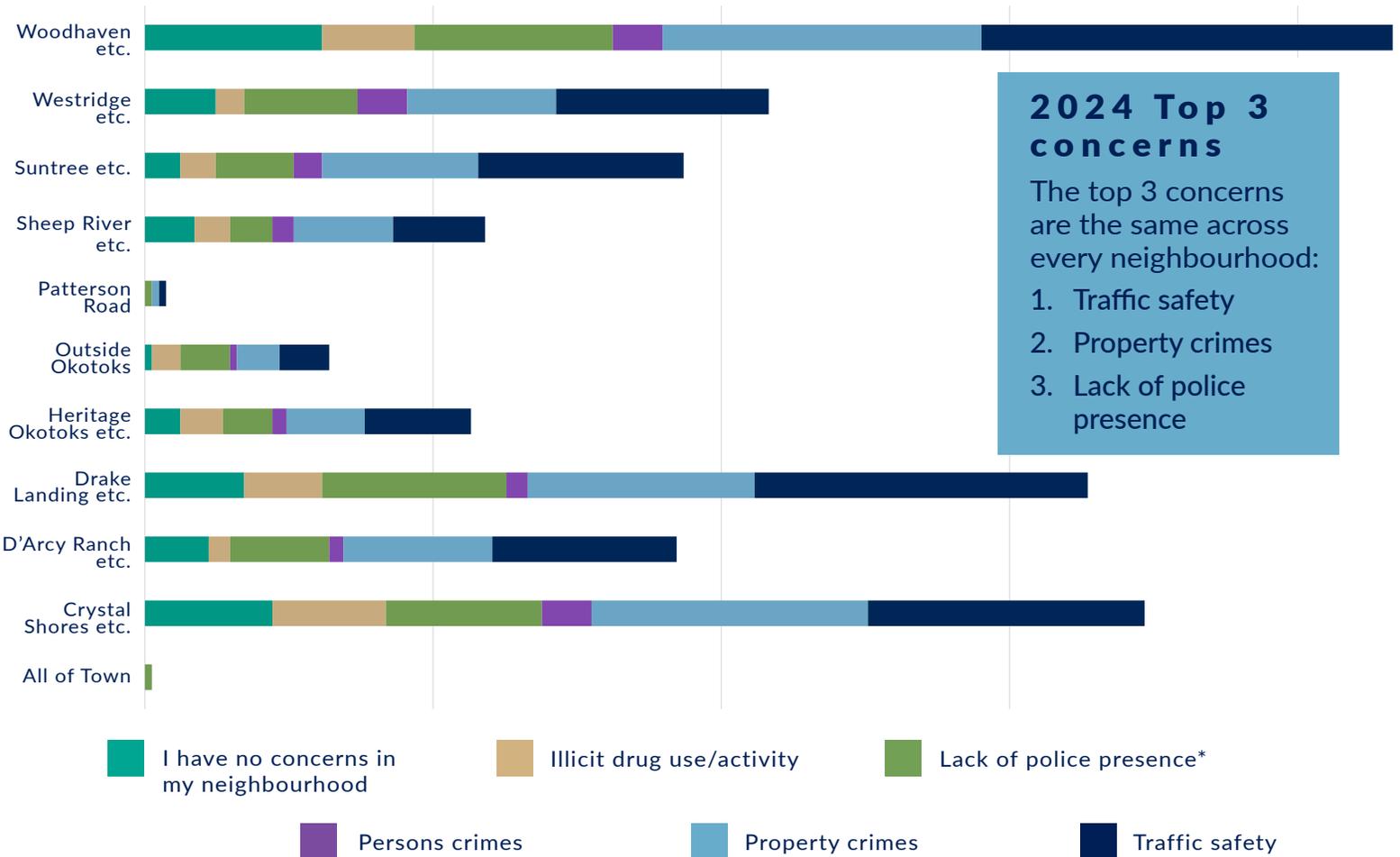
2024 Top 3 concerns

1. Traffic safety
2. Property crimes
3. Lack of police presence

Traffic safety and property crimes have consistently been two of the top three concerns over the last three surveys. Lack of police presence has moved ahead of crimes against persons to the third largest concern.

Prioritizing policing concerns

Concerns by neighbourhood



Neighbourhood	I have no concerns in my neighborhood	Illicit drug use/activity	Lack of police presence	Persons crimes	Property crimes	Traffic safety	Grand Total
All areas	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	100.0%
Crystal Shores, Crystalridge, Downey Ridge	12.8%	11.3%	15.6%	5.0%	27.7%	27.7%	100.0%
D'Arcy Ranch, Mountainview, Sandstone, Wedderburn, Northgate Commercial Centre	12.0%	4.0%	18.7%	2.7%	28.0%	34.7%	100.0%
Drake Landing, Crystal Green, Okotoks Air Ranch, Ranchers Rise	10.5%	8.3%	19.5%	2.3%	24.1%	35.3%	100.0%
Heritage Okotoks, Okotoks Business Park	10.9%	13.0%	15.2%	4.3%	23.9%	32.6%	100.0%
Outside Okotoks	3.8%	15.4%	26.9%	3.8%	23.1%	26.9%	100.0%
Patterson Road	0.0%	0.0%	33.3%	0.0%	33.3%	33.3%	100.0%
Sheep River, Sheep River Heights, Sheep River Cove, Sheep River Ridge, Hunters Glen	14.6%	10.4%	12.5%	6.3%	29.2%	27.1%	100.0%
Suntree, Tower Hill, Rosemont, Central Heights	6.6%	6.6%	14.5%	5.3%	28.9%	38.2%	100.0%
Westridge, Westmount	11.4%	4.5%	18.2%	8.0%	23.9%	34.1%	100.0%
Woodhaven, Cimarron, Cimarron Meadows, Cimarron Park, Cimarron Grove, Cimarron Vista, Cimarron Springs, Cimarron Estates	14.2%	7.4%	15.9%	4.0%	25.6%	33.0%	100.0%
Grand Total	11.56%	8.24%	17.10%	4.43%	26.08%	32.60%	100.00%

*This is the first year we included lack of police presence as an option in the Public Safety Survey.

Policing Priorities

Q7. Which of the following 2023 RCMP policing priorities do you believe remain important for 2024?

Community involvement & communications	39.2%
Crime reduction (offender compliance checks, traffic enforcement, property crime, etc.)	78.6%
Proactive police visibility (school zones, foot/bike patrols, etc.)	73%
Other	8.7%



19%

Crime reduction remains the top priority for 2024 with respondents indicating it's even more important this year. 78.6% indicated it as the most important policing priority vs 59.4% in 2022.



15%

Proactive and enhanced police visibility is the second highest priority in 2024. 73% indicated it as the second most important policing priority in 2024 vs 57.6% in 2022.



The data from the Public Safety Open House for the same question reinforces the results above with crime reduction as the top priority.

2024 Policing Priorities

1. Crime reduction
2. Proactive police visibility
3. Community involvement and communication

2022 Policing Priorities

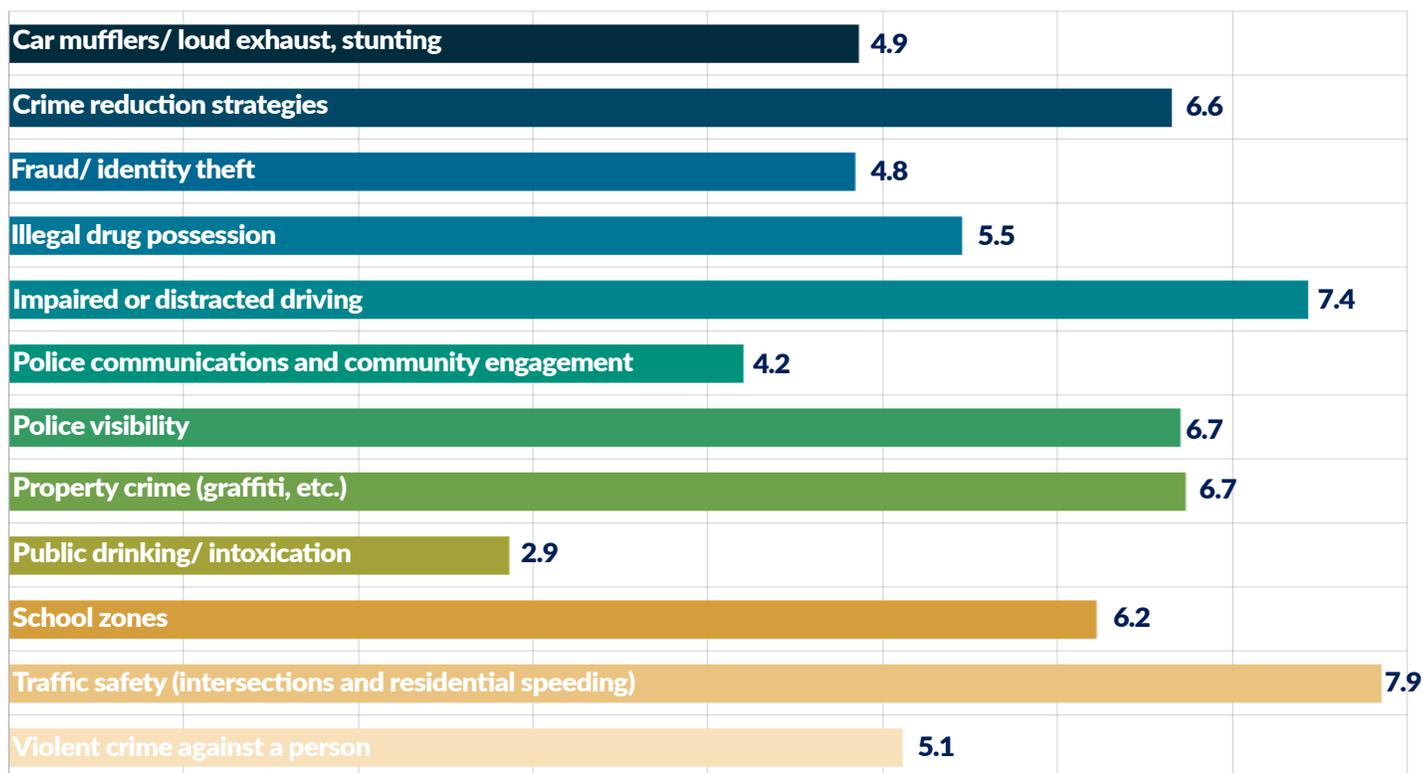
1. Crime reduction
2. Enhanced visibility
3. Enhanced public confidence and engagement

2021 Policing Priorities

1. Enhanced public confidence and engagement
2. Crime reduction
3. Enhanced visibility

Prioritizing policing concerns

Q8. Please prioritize the issues listed below in terms of importance for Okotoks?*



- 2024 Top Priorities**
1. Traffic safety
 2. Impaired or distracted driving
 3. Property crime
 4. Police visibility
 5. Crime reduction strategies

- 2022 Top Priorities**
1. Property crime
 2. Crime reduction strategies
 3. School safety
 4. Traffic safety/ intersections
 5. Residential speeding

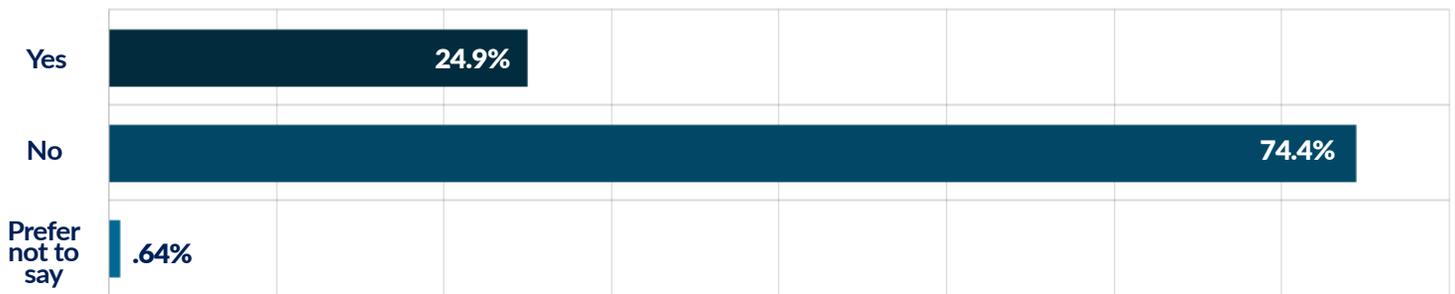
- 2021 Top Priorities**
1. Property crime
 2. Crime reduction strategies
 3. Violent crimes against a person
 4. Distracted driving
 5. Youth engagement

Note: When broken down into these further categories, it is clear that the top 2024 concerns reinforce the top policing priority of crime reduction in the preceding question (question 7). The feedback from the Open House reinforces the same top 5 priorities.

*Each option's corresponding number represent it's score, which is based on its ranked position multiplied by the response count and divided by the total number of contributions.

Municipal Enforcement Interactions

Q9. Have you had any interactions with the Okotoks Municipal Enforcement in the last 12 months?



Compared to 2022

 **9.5%**

Survey participants said they had an interaction with Municipal Enforcement in 2023 compared to 15.5% in 2022.



49% SATISFIED

Of the 117 of respondents who had an interaction with Municipal Enforcement in 2023, 49% said they were satisfied with the responsiveness of Municipal Enforcement. 44% were not satisfied and 7% preferred not to answer.

Bylaw and Safety Violations

Q10. Did you witness a safety or bylaw violation in Okotoks during 2023?



Q11. If you answered yes to this question, did you report this incident to Okotoks Municipal Enforcement?



**This is the first year we have asked this question in our Public Safety Survey.*

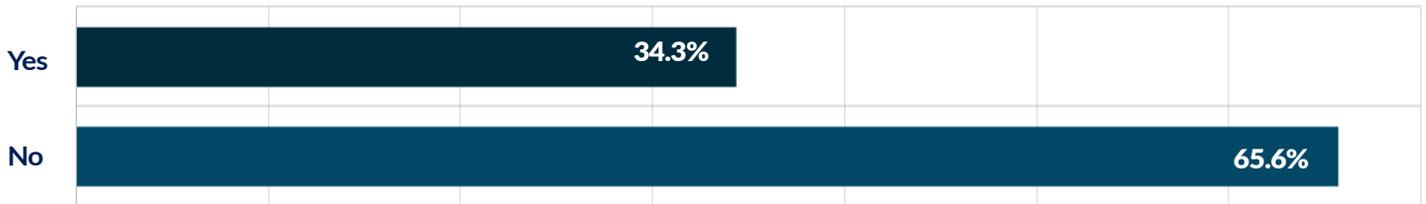


Bylaw Reporting

Only 30% of people who witnessed a safety or bylaw violation reported it.

Traffic Enforcement

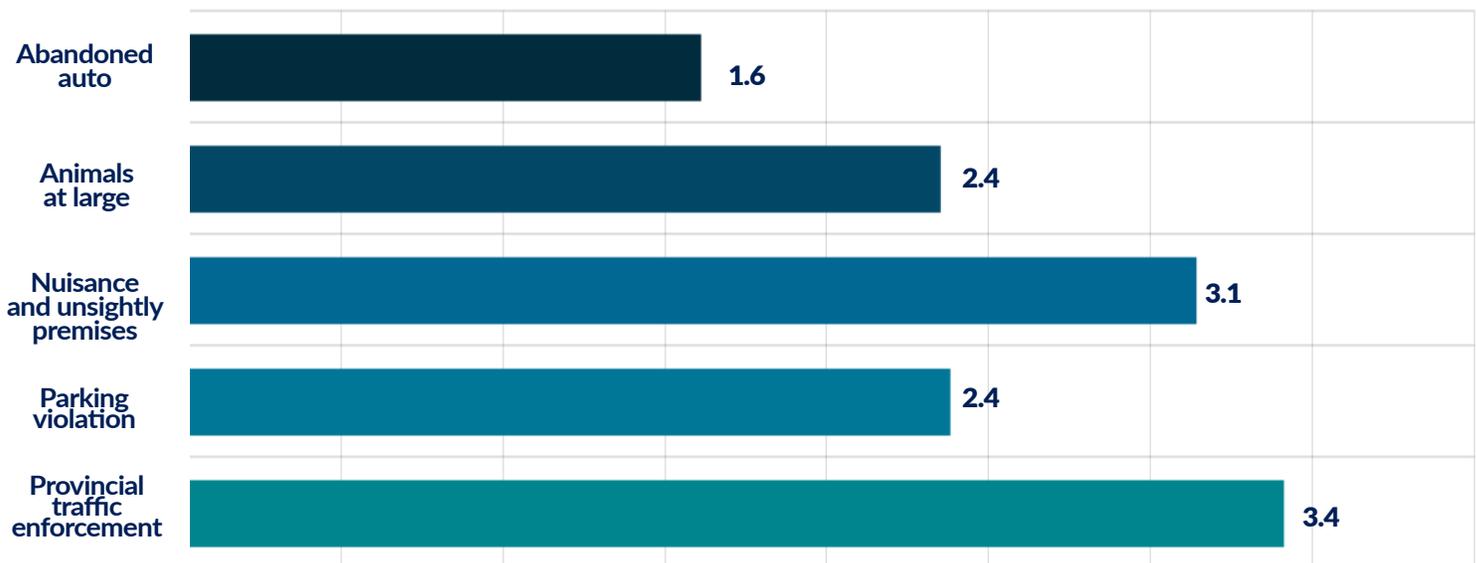
Q12. Do you believe there is adequate enforcement of traffic laws (e.g. speeding, reckless driving) in your neighbourhood?



**This is the first year we have asked this question in our Public Safety Survey.*

Bylaw Concerns

Q13. Please rank the following concerns from the most important to the least important in your neighbourhood:



**This is the first year we have asked this question in our Public Safety Survey.*

Neighbourhood concerns

1. Traffic enforcement
2. Nuisance and unsightly premises
3. Parking violation
4. Animals at large
5. Abandoned auto

Feedback from Open House attendees reinforces the results above with traffic enforcement ranked as the most important concern, followed by bylaw nuisance and unsightly premises. Animals at large ranked higher than parking violations.

**Each option's corresponding number represent it's score, which is based on its ranked position multiplied by the response count and divided by the total number of contributions.*

Bylaw Concerns

Municipal Enforcement

Concerns by neighbourhood

Neighbourhood	Average of Abandoned auto	Average of Animals at large issues	Average of Nuisance and Unsightly Premises (bylaw enforcement)	Average of Parking violation	Average of Speeding and Distracted Driving (Traffic enforcement)
Crystal Shores, Crystalridge, Downey Ridge	3.7	3.2	2.4	3.0	2.2
D'Arcy Ranch, Mountainview, Sandstone, Wedderburn, Northgate Commercial Centre	3.7	3.4	2.3	2.9	2.0
Drake Landing, Crystal Green, Okotoks Air Ranch, Ranchers Rise	3.8	3.0	2.4	3.1	2.0
Heritage Okotoks, Okotoks Business Park	4.2	2.8	1.9	3.1	2.4
Outside Okotoks	3.1	3.3	2.9	2.5	2.4
Sheep River, Sheep River Heights, Sheep River Cove, Sheep River Ridge, Hunters Glen	4.0	3.2	2.4	2.7	2.3
Suntree, Tower Hill, Rosemont, Central Heights	4.2	2.6	2.3	3.3	2.1
Westridge, Westmount	3.7	3.4	2.2	3.1	1.9
Woodhaven, Cimarron, Cimarron Meadows, Cimarron Park, Cimarron Grove, Cimarron Vista, Cimarron Springs, Cimarron Estates	4.0	2.9	2.4	2.7	2.2
Grand Total	3.85	3.06	2.32	2.96	2.13



**This is the first year we have asked this question in our Public Safety Survey.*

**Each option's corresponding number represent it's score, which is based on its ranked position multiplied by the response count and divided by the total number of contributions.*

Bylaw and Safety Priorities

Q14. Please rank the below priorities in order of importance based on where you live.

Bylaw enforcement (noise bylaw, animal control)	3.1
Infrastructure protection (road bans, overweight vehicles)	1.9
Provincial traffic enforcement (speeding, distracted driving)	3.7
School zone safety	3.1
Transiency/ loitering/ pan-handling	1.5

2024 Top Priorities

1. Traffic Enforcement
2. School zone safety
3. Bylaw enforcement*

2022 Top Priorities

2. School safety
3. Residential speeding
4. Traffic safety/ intersections

In 2022, survey participants were asked to rank 16 overarching community safety priorities including concerns that fall within the scope of Municipal Enforcement and RCMP. The results shown here highlight comparable priorities and related trends for Municipal Enforcement responsibilities. These include:

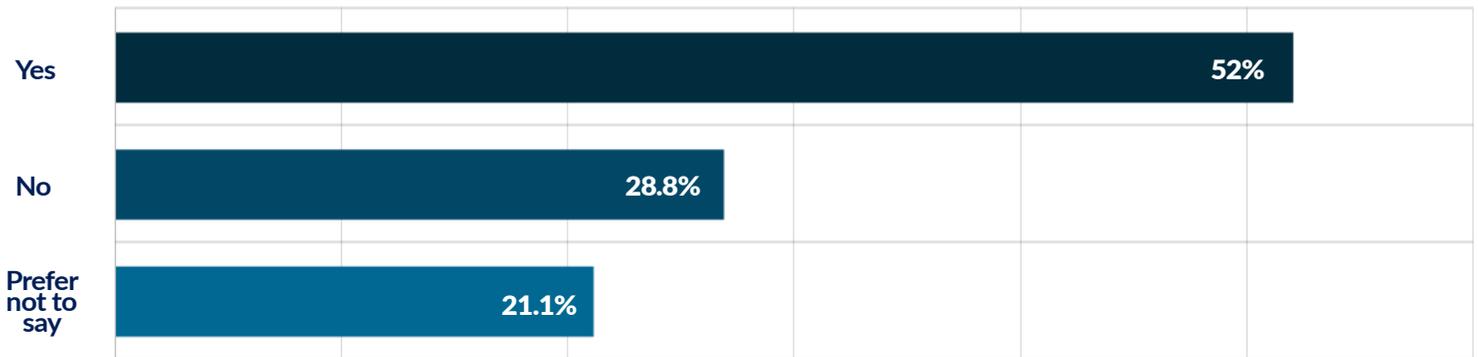
- Traffic enforcement has moved from the fourth priority in the 2022 survey to the top priority for 2024.
- School safety remains the second priority in 2024.
- The feedback from Open House varied slightly with participants indicating school zone safety as the top priority, followed by traffic enforcement and bylaw enforcement, which were tied for the second priority.

**This is the first year bylaw enforcement was listed as an option on the Public Safety Survey.*

**Each option's corresponding number represent it's score, which is based on its ranked position multiplied by the response count and divided by the total number of contributions.*

Municipal Enforcement Responsiveness

Q15. Are you satisfied with the responsiveness of Okotoks Municipal Enforcement?



15% DECREASE

In 2022, 67% of respondents were satisfied (strongly agreed - 41.5%, or agreed - 25.6%) with their interaction or response of Municipal Enforcement. 30.5% were not satisfied and 2.4% preferred not to say.



Survey Demographics

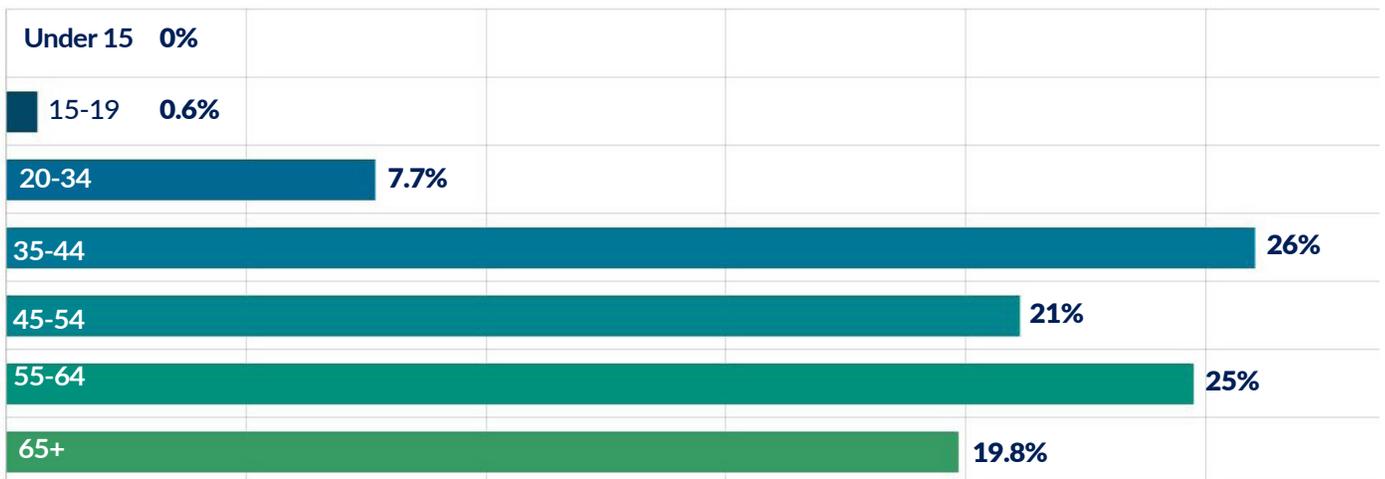
97% Survey participants identified as Okotoks residents, compared to 3% who identified as a local business.

26% Survey participants fit in the 35 to 44 age group, which had the highest participation rate, followed by ages 55 to 66, which represented 25% of survey participants.

22% Participation rate from residents in the neighbourhood group of Woodhaven, Cimarron, Cimarron Meadows, Cimarron Park, Cimarron Grove, Cimarron Vista, Cimarron Springs and Cimarron Estates. This represented the area of Okotoks with the highest participation rate.

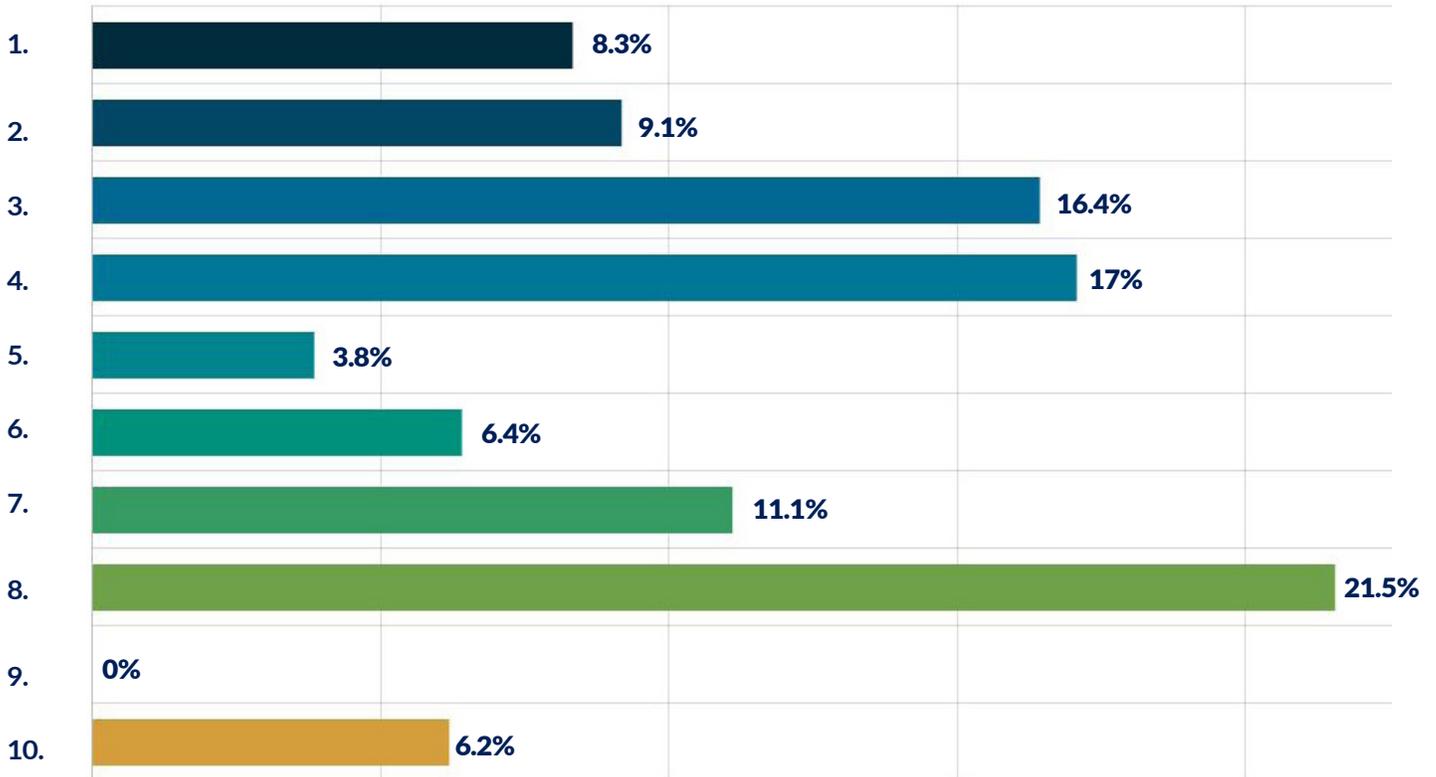


Age group



Survey Demographics

Neighbourhood



1. D'Arcy Ranch, Mountainview, Sandstone, Wedderburn, Northgate Commercial Centre
2. Suntree, Tower Hill, Rosemont, Central Heights
3. Crystal Shores, Crystalridge, Downey Ridge
4. Drake Landing, Crystal Green, Okotoks Air Ranch, Ranchers Rise
5. Heritage Okotoks, Okotoks Business Park
6. Sheep River, Sheep River Heights, Sheep River Cove, Sheep River Ridge, Hunters Glen
7. Westridge, Westmount
8. Woodhaven, Cimarron, Cimarron Meadows, Cimarron Park, Cimarron Grove, Cimarron Vista, Cimarron Springs, Cimarron Estates
9. Burnswest, Southbank Business Park
10. Other

Next Steps

2024

Q2

Present engagement findings to Council at the Regular Council Meeting on April 22.

2024

Q2

Okotoks RCMP and Municipal Enforcement to use the findings from the Public Safety Survey to inform their policing priorities in 2024.

2024

Q3

Okotoks RCMP to hold another in-person engagement opportunity to gather feedback on public safety from the community.





2024 BUDGET AMENDMENTS FOR REQUISITIONS

Issue

The 2024 Budget requires amendment to reflect requested requisitions from external organizations.

Motion Proposed by Administration

That the 2024 Budget be amended to reflect requisitions, in millions, as follows:

Westwinds Communities	\$0.021
Alberta Education	\$1.662
Alberta Designated Industrial Property	<u>\$0.001</u>
General Tax Revenue Increase Requested	\$1.684

Report, Analysis and Financial Implications

The following changes to the 2024 Budget are proposed to reflect the 2024 Requisitions:

Changes to 2024 External Requisitions (Millions)				
Requisitions For	2024 Budgeted	Change	2024 Revised	% Change
Westwinds Communities	0.650	0.021	0.671	3.2%
Alberta Education	15.085	1.662	16.747	11.0%
Alberta Designated Industrial Property	0.002	0.001	0.003	5.0%
Total External Requisitions	15.737	1.684	17.421	10.7%

The Town collects property taxes on behalf of requisitioning authorities to pay the foregoing requisitions.

Westwinds Communities requisitioned from contributing municipalities \$2.076 Million. The Town of Okotoks' share, based on the provincial equalized assessment of the six contributing municipalities increased by 3.2% from the 2023 amount of \$0.650 Million to \$0.671 Million for 2024, an increase of \$0.021 Million.

The Provincial Education total requisition is an increase of 11.0% from the 2023 amount of \$15.085 Million to \$16.747 Million for 2024, an increase of \$1.662 Million. The portion paid by residents of Okotoks has increased due to the redistributive nature of the equalized assessment process, assessment growth and the Province kept their rates the same as 2023.

Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input checked="" type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

The municipality is responsible for collecting not only the taxes to run the municipality but also the taxes are requisitioned on behalf of other organizations. In the establishment of the municipally controlled tax, the value of the assessment base is considered and the mill rate is reduced to ensure the Town don't benefit from both an increase in assessment and an increase in the tax rate. The Province takes a different approach for the education requisition. The Province chose to hold the 'tax rate' steady however benefitted from the increased value of property assessments. In Okotoks, this means that the provincial education component of the tax bill has increased by 11%. In some years this means that Okotoks is receiving a higher increase than the average and this is the case for 2024. Overall the provincial education requisition increased by 9% however Okotoks is receiving an 11% increase as it has had a higher than average increase in the assessed values of property.

Attachment(s)

n/a

Prepared by:
Ralph Ettenauer
Chief Financial Officer
April 10, 2024



**Council Representative Reports
2024 Council Appointments to
Boards, Commissions, and Committees**

Council Member	Council Initiated Committees	Regional Committees
Mayor Thorn	<ul style="list-style-type: none"> • Governance and Priorities Committee • Emergency Advisory Committee • Youth Council 	<ul style="list-style-type: none"> • Alberta Foothills Industrial Corridor Association • Calgary Metropolitan Region Board • Calgary Metropolitan Region Board – Governance • Okotoks/Foothills County Intermunicipal Committee
Councillor Hallmark	<ul style="list-style-type: none"> • Governance and Priorities Committee • Emergency Advisory Committee • Council Committee Nomination Panel • Okotoks Public Library Board • United Way/Okotoks Partnership Committee* 	<ul style="list-style-type: none"> • Foothills-Okotoks Recreation Society • Friends of Champion Park Society
Councillor Heemeryck	<ul style="list-style-type: none"> • Governance and Priorities Committee • Emergency Advisory Committee • Family and Community Support Services Committee • Finance and Audit Committee 	<ul style="list-style-type: none"> • Alberta Foothills Industrial Corridor Association • Okotoks/Foothills County Intermunicipal Committee
Councillor Lang	<ul style="list-style-type: none"> • Governance and Priorities Committee • Emergency Advisory Committee • Finance and Audit Committee • Youth Council 	<ul style="list-style-type: none"> • Foothills-Okotoks Recreation Society • Westwinds Communities
Councillor Robinson	<ul style="list-style-type: none"> • Governance and Priorities Committee • Emergency Advisory Committee • Finance and Audit Committee* 	<ul style="list-style-type: none"> • Alberta Foothills Industrial Corridor Association • Calgary Metropolitan Region Board – Land Use/Intermunicipal Servicing • Okotoks/Foothills County Intermunicipal Committee
Councillor Swendseid	<ul style="list-style-type: none"> • Governance and Priorities Committee • Emergency Advisory Committee • Youth Council 	<ul style="list-style-type: none"> • Bow River Basin Water Council • Foothills Regional Emergency Services Commission • Foothills Regional Services Commission • Highwood Management Plan – Public Advisory Committee

*Indicates active participation as the alternate Council Member due to a Councillor resignation.