

**UNADOPTED MINUTES
OF THE GOVERNANCE AND PRIORITIES COMMITTEE
OF THE TOWN OF OKOTOKS
HELD ON MONDAY, SEPTEMBER 18, 2023
AT THE OKOTOKS MUNICIPAL CENTRE COUNCIL CHAMBER**

**COMMITTEE MEMBERS
PRESENT**

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

**COMMITTEE MEMBERS
ABSENT**

Councillor Actemichuk

ADMINISTRATION PRESENT

Elaine Vincent, Chief Administrative Officer
Patty Huber, Legislative Services Administrator
Karen Humby, Community Growth, Investment &
Sustainability Administrator

1. CALL TO ORDER

Chair Hallmark called the meeting to order at 2:00 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION: By Mayor Thorn that the agenda for the September 18, 2023 Governance and Priorities Committee Meeting be adopted as presented.

Carried Unanimously

3. APPROVAL OF MINUTES

3.1 Governance and Priorities Committee - June 19, 2023

MOTION: By Councillor Lang that the minutes of the Governance and Priorities Committee Meeting held June 19, 2023 be adopted as presented.

Carried Unanimously

4. BUSINESS

4.1 2024 Annual Budget Check-In Process

Chief Administrative Officer Elaine Vincent reviewed the report containing the issue that the 2024 update to the four-year budget is in progress and decisions are required on finalizing the inputs (on ramps and off ramps) to the upcoming 2024 budget and are provided to the Committee for consideration.

Members of the Strategic Leadership Team were in attendance and provided answers to Council questions regarding items 4.1.4 through to 4.1.11.

6. CLOSED SESSION ITEMS

MOTION: By Councillor Swendseid that the meeting go into Closed Session as the matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 2:40 p.m.

Carried Unanimously

6.2 Tab B: Confidential Human Resources Item (*FOIP* s. 24(1)(b))

In Attendance

Chair Hallmark

Mayor Thorn

Councillors Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Chief Financial Officer Ralph Ettenauer

Community Growth, Investment, & Sustainability Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Corporate Services Director Angela Whitney

Corporate Analyst Tom Kerr

MOTION: By Councillor Swendseid that the meeting come out of Closed Session at 4:30 p.m.

Break at 4:31 p.m. Reconvene at 5:06 p.m.

7. MOTION(S) ARISING FROM CLOSED SESSION

MOTION: By Councillor Robinson that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that the funding requirements contained in Tab B: Confidential Human Resources Item be approved as an on ramp to the 2024 budget.
Carried Unanimously

4. BUSINESS (RESUMED)

4.1 2024 Annual Budget Check-In Process (continued)

- 4.1.4 Tab D: Resources Requests - Risk and Benefit Outline
- 4.1.5 Tab E: 2024 Transit Budget
- 4.1.6 Tab F: Recreation One-Time Changes
- 4.1.8 Tab H: Utility and Affordability Chart
- 4.1.9 Tab I: RCMP
- 4.1.10 Tab J: Good Shepherd School

MOTION: By Mayor Thorn that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that the service level enhancements of Priority 1 pedestrian crossings and arterial fence painting be approved as an on ramp to the 2024 budget.
Carried Unanimously

MOTION: By Councillor Swendseid that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that the service level reductions for Christmas tree collection and bulk water refills be approved as an off ramp to the 2024 budget.
Carried Unanimously

MOTION: By Councillor Heemeryck that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that the RCMP service levels be maintained and an increase of \$0.393M in 2024 and \$0.391M in 2025 be approved as an on ramp to the 2024 budget.
Carried Unanimously

MOTION: By Councillor Robinson that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that the asset management based budget amount of \$0.500M be maintained.
Carried Unanimously

MOTION: By Councillor Lang that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that \$0.500M (reserve funded) for asset retirement of the Drake Landing Solar Community be approved as an on ramp to the 2024 budget.
Carried Unanimously

MOTION: By Councillor Swendseid that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that a recreation expense of \$1.175M be removed as an operating expense, moved to a capital expense, and approved as an on ramp to the 2024 budget.
Carried Unanimously

MOTION: By Councillor Robinson that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that a \$0.250M increase in the transit operating budget be approved as an on ramp to the 2024 budget.
Carried Unanimously

MOTION: By Mayor Thorn that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting to hire four (4) firefighters as referenced in TAB D: Resources Requests - Risk and Benefit Outline, and amendments to the interim service levels for fire and rescue services be amended to include:

- a. the responsibility for medical first response calls for delta/echo severity; and
- b. that occupational safety be added to the 90% response time.

Carried Unanimously

MOTION: By Mayor Thorn that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that a letter of funding approval be sent to Christ the Redeemer Catholic Schools authorizing a \$1.000M donation for the gym expansion in 2026 and added as an approved one-time project in 2026.
Carried Unanimously

MOTION: By Councillor Heemeryck that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting that the remaining seven (7) full-time employee's as discussed in TAB D: Resources Requests - Risk and Benefit Outline be approved as an on ramp to the 2024 budget.
Carried

Break at 5:30 p.m. Reconvene at 5:40 p.m.

4.1.11 Tab K: Public Participation

Community Engagement Manager Melanie Heemeryck and Communications Advisor Marni Hutchinson were in attendance to provide a presentation regarding public engagement options for 2024.

4.1.7 Tab G: Municipal Revenue Options

MOTION: By Councillor Heemeryck that franchise fees be maximized and the balance of funding requirements be met through property tax adjustments.

Carried Unanimously

- 4.2 Active Transportation Incentive Pilot Program
- 4.3 Grading and Landscaping Bylaw
- 4.4 Public Art Policy
- 4.5 Safe and Inclusive Public Places Draft Bylaw
- 4.6 2023 Alberta Municipalities Resolution Book

MOTION: By Councillor Heemeryck that remaining Business items 4.2 Active Transportation Incentive Pilot Program; 4.3 Grading and Landscaping Bylaw; 4.4 Public Art Policy; 4.5 Safe and Inclusive Public Places Draft Bylaw; and 4.6 2023 Alberta Municipalities Resolution Book be moved to the September 25, 2023 Council meeting.

Carried Unanimously

6. CLOSED SESSION ITEMS (RESUMED)

MOTION: 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 6:37 p.m.

Carried Unanimously

- 6.1 Tab A: Confidential Legal Opinion (*FOIP* s. 24(1)(a)(g) and 27(1))
- 6.3 Tab C: Confidential Human Resources Item (*FOIP* s. 24(1)(b))

In Attendance

Chair Hallmark

Mayor Thorn

Councillors Heemeryck, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Chief Financial Officer Ralph Ettenauer

Community Growth, Investment, & Sustainability Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Corporate Services Director Angela Whitney

MOTION: By Councillor Lang that the meeting come out of Closed Session as 6:57 p.m.

Carried Unanimously

7. MOTION(S) ARISING FROM CLOSED SESSION (RESUMED)

MOTION: By Mayor Thorn that a recommendation be forwarded to Council for approval at the November 27, 2023 budget meeting to approve the funding requirements contained in Tab C: Confidential Human Resources Item.

Carried Unanimously

8. NEXT MEETING

The next meeting of the Governance and Priorities Committee is Monday, October 16, 2023 at 4:30 p.m.

9. ADJOURNMENT

MOTION: By Councillor Heemeryck that the Governance and Priorities Committee Meeting of September 18, 2023 adjourn at 6:58 p.m.

Carried Unanimously