

**UNADOPTED MINUTES
OF THE GOVERNANCE AND PRIORITIES COMMITTEE
OF THE TOWN OF OKOTOKS
HELD ON MONDAY, DECEMBER 4, 2023
AT THE OKOTOKS MUNICIPAL CENTRE COUNCIL CHAMBER**

**COMMITTEE MEMBERS
PRESENT**

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

**COMMITTEE MEMBERS
ABSENT**

Councillor Actemichuk

**ADMINISTRATION
PRESENT**

Chief Administrative Officer Elaine Vincent
Legislative Services Administrator Janice Storch

1. CALL TO ORDER

Chair Robinson called the meeting to order at 6:01 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION: By Councillor Hallmark that the agenda for the December 4, 2023 Governance and Priorities Committee Meeting be adopted as presented.

Carried Unanimously

3. APPROVAL OF MINUTES

3.1 Governance and Priorities Committee - October 16, 2023

MOTION: By Mayor Thorn that the minutes of the Governance and Priorities Committee Meeting held October 16, 2023 be adopted as presented.

Carried Unanimously

4. BUSINESS

4.1 Short-Term Rentals Review and Recommendations

Community Growth & Investment Manager Chris Sargent introduced Planner Matt Lalonde who reviewed the report containing the issue that a holistic review of short-term lodging regulations in the Town of Okotoks and recommendations for updates to existing Town regulations are brought to the Governance and Priorities Committee for consideration.

MOTION: By Councillor Lang that Administration be directed to develop an updated policy and regulatory framework for the licensing and management of short-term rentals, utilizing the following recommendations as the basis, to be presented to Council by March 31, 2024:

1. Amend Section 2 of Business License Bylaw 21-23 to include a definition for “short-term rental accommodation” to refer to “a dwelling unit within a primary residence that is offered for rent for 28 or fewer consecutive calendar days”; and
2. Amend Section 3.1 of Business License Bylaw 21-23 to require that all operators of short-term rentals display their business license number within any advertisements for the rental; and
3. Amend Section 4 of Business License Bylaw 21-23 to require that applicants for business licenses for short-term rentals provide proof that the dwelling unit proposed for use as a short-term rental is both within the applicant’s principal residence and is not located within an accessory building or secondary suite that has a separate access point from the applicant’s principal residence; and
4. Create a municipally-maintained index of buildings, units, and addresses where applications for business licenses for short-term rental accommodation will not be approved, including but not limited to purpose-built rental units, below-market-rate units, and subsidized housing units. Additionally, develop a policy for future developments with purpose-built rental units, below-market-rate units, and subsidized housing units, which mandates the registration of those units on the municipally-maintained index by including registration as a Development Condition or Prior to Release Condition on the applicant’s Development Permit; and
5. Create an information brochure for short-term rental operators and users outlining the regulations and operations requirements of short-term rentals within the Town of Okotoks, and include the brochure on the Town’s website; and
6. Determine amendments to Land Use Bylaw 17-21 as required to implement the recommended policy and regulatory framework,

including both the removal of the use “Short-Term Lodging – General” and an update to the use “Dwelling Unit” that indicates that short-term rental accommodations may be operated in Dwelling Units subject to the regulations on short-term rentals contained within the Business License Bylaw 21-23.

Councillor Swendseid suggested consideration of an amendment to the draft policy by including a “grandfather” clause to ensure current properties that have already invested in providing short-term lodgings are protected.

Community Growth, Investment & Sustainability Director Jeff Greene provided a response that changes to the Land Use Bylaw that address the definitions proposed in the report, by virtue of the way the *Municipal Government Act* directs land use, current properties would be grandfathered already.

Defeated

MOTION: By Mayor Thorn that Administration be directed to bring the Short-Term Rental Review and Recommendations report back to the December 2024 Governance and Priorities Committee Meeting for further consideration.

Carried Unanimously

4.2 Mayor's Youth Council Committee Draft Terms of Reference

Legislative & Policy Services Manager Cathy Duplessis reviewed the report containing the issue that a draft Terms of Reference for the proposed Mayor's Youth Council Committee is provided for the Governance and Priorities Committee's review and consideration.

MOTION: By Mayor Thorn that the Mayor's Youth Council Committee draft Terms of Reference be recommended to Council for addition to the Committees Bylaw as presented.

Defeated

Deputy Mayor Robinson requested that the Mayor assume the Chair.

Mayor Thorn assumed the Chair at 7:15 p.m.

MOTION: By Councillor Robinson that the Mayor's Youth Council Committee draft Terms of Reference be amended to include Youth Members up to age 21; to appoint a Committee Member 18 years or older, which may or may not include a Council Member, as the Chair; and a recommendation forwarded to Council that the Mayor's Youth Council Committee draft Terms of Reference be added to the Committees Bylaw.

Carried

Deputy Mayor Robinson resumed the Chair at 7:24 p.m.

Break at 7:25 p.m. Reconvene at 7:30 p.m.

4.3 Provincial Consultation

Legislative & Policy Services Manager Cathy Duplessis reviewed the report containing the issue that the Government of Alberta is currently conducting consultations regarding proposed changes to the *Local Authorities Election Act* and the *Municipal Government Act* that have impact on municipal governments, municipal elected officials, and municipal candidates.

MOTION: By Mayor Thorn that the Provincial Consultation report regarding proposed amendments to the *Local Authorities Election Act* and the *Municipal Government Act* be received as information and a formal response provided to Municipal Affairs.

Carried Unanimously

5. NEW BUSINESS

None

6. CLOSED SESSION ITEMS

None

7. MOTION(S) ARISING FROM CLOSED SESSION

None

8. NEXT MEETING

The next meeting of the Governance and Priorities Committee is Monday, January 15, 2024 at 4:30 p.m.

9. ADJOURNMENT

MOTION: By Councillor Lang that the Governance and Priorities Committee Meeting of December 4, 2023 adjourn at 8:04 p.m.

Carried