

**UNADOPTED MINUTES  
OF THE GOVERNANCE AND PRIORITIES COMMITTEE  
OF THE TOWN OF OKOTOKS  
HELD ON TUESDAY, MAY 21, 2024  
AT THE OKOTOKS MUNICIPAL CENTRE COUNCIL CHAMBER**

**COMMITTEE MEMBERS  
PRESENT**

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

**ADMINISTRATION PRESENT**

Chief Administrative Officer Elaine Vincent  
Legislative Affairs Officer Janice Storch

**1. CALL TO ORDER**

Chair Heemeryck called the meeting to order at 6:39 p.m. and provided a traditional land acknowledgement.

**2. ADOPTION OF AGENDA**

MOTION: By Councillor Hallmark that the agenda for the May 21, 2024 Governance and Priorities Committee Meeting be adopted as presented.

Carried Unanimously

**3. APPROVAL OF MINUTES**

3.1 Governance and Priorities Committee - April 15, 2024

MOTION: By Mayor Thorn that the minutes of the Governance and Priorities Committee Meeting held April 15, 2024 be adopted as presented.

Carried Unanimously

## 4. BUSINESS

### 4.1 Livestock Emotional Support Animals

Municipal Enforcement Manager Vikram Kulkarni reviewed the report containing the issue that a resident has requested bylaw amendments to mirror a Calgary bylaw permitting livestock emotional support animals on residential property within Town limits.

MOTION: By Mayor Thorn that amendments as discussed to the Responsible Pet Ownership Bylaw regarding livestock emotional support animals be brought to Council for approval no later than June 30, 2024 and the amendments be structured as a pilot program.

Carried Unanimously

### 4.2 Subsidized Transportation Policy

Community Wellness Specialist Magan Braun reviewed the report containing the issue that Administration has reviewed and prepared the program policies for the Town's Community Access Program to formalize purpose, guidelines, and eligibility criteria in support of this program. Community Wellness Team Leader Sian Anderson and Community Growth & Identity Director Jeff Greene were in attendance and responded to questions from the Committee.

MOTION: By Councillor Robinson that a recommendation be forwarded to Council to approve the Subsidized Transportation Policy EL-F-2.2 as presented.

Carried Unanimously

### 4.3 Program and Service Review Policy

People, Policy and Technology Senior Manager Paula Bernat reviewed the report containing the issue that draft Program and Service Review Policy GP-E-2.1 detailing the Town of Okotoks' program and service reviews is provided for discussion and recommendation to Council.

MOTION: By Mayor Thorn that a recommendation be forwarded to Council that draft Program and Service Review Policy GP-E-2.1 be adopted in principle pending the presentation of the external Services and Service Level Inventory Appendix.

Carried Unanimously

#### 4.4 Rates and Fees Policy

Parks & Recreation Director Christa Michailuck reviewed the report containing the issue that draft Rates and Fees Policy outlining the philosophy and rationale for determination of the rates and fees for services provided by the Municipality is provided for review and recommendation to Council.

**MOTION:** By Councillor Swendseid that a recommendation be forwarded to Council that Rates and Fees Policy GP-F-2.9 be approved as presented and that amendments which align the Rates, Fees, and Charges Bylaw with the new Policy be brought to Council for approval.

Carried Unanimously

### 5. NEW BUSINESS

None

Break at 7:53 p.m. Reconvene at 8:01 p.m.

### 6. CLOSED SESSION ITEMS

**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 8:02 p.m.

Carried Unanimously

#### 6.1 Committee Work Plan (FOIP s. 24(1)(f))

##### In Attendance

Chair Heemeryck

Mayor Thorn

Councillors Hallmark, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Chief Financial Officer Ralph Ettenauer

Legislative Affairs Manager Cathy Duplessis  
Legislative Affairs Officer Janice Storch

MOTION: By Mayor Thorn that the meeting come out of Closed Session at 8:25 p.m.

Carried Unanimously

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

MOTION: By Councillor Robinson that the following motion made at the June 2023 Governance and Priorities Committee meeting be rescinded: "That the Governance and Priorities Committee recommend to Council that the Finance and Audit Committee be directed to provide Council with a work plan for the next year starting after the 2023 Organizational Meeting that reflects Council's Strategic Plan."

Carried Unanimously

MOTION: By Councillor Robinson that a recommendation be forwarded to Council that a work plan reflective of Council's Strategic Plan be developed and directed to the Finance and Audit Committee by August 31, 2024.

Carried Unanimously

**8. NEXT MEETING**

The next meeting of the Governance and Priorities Committee is Monday, June 17, 2024 at 4:30 p.m.

**9. ADJOURNMENT**

MOTION: By Councillor Lang that the Governance and Priorities Committee Meeting of May 21, 2024 adjourn at 8:28 p.m.

Carried Unanimously