

**UNADOPTED MINUTES  
OF THE GOVERNANCE AND PRIORITIES COMMITTEE  
OF THE TOWN OF OKOTOKS  
HELD ON MONDAY, JUNE 17, 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  
Senior Legislative Affairs Officer Patty Huber

**1. CALL TO ORDER**

Chair Heemeryck called the meeting to order at 4:30 p.m. and provided a traditional land acknowledgement.

**2. ADOPTION OF AGENDA**

MOTION: By Councillor Lang that the agenda for the June 17, 2024 Governance and Priorities Committee Meeting be adopted as presented.

Carried Unanimously

**3. APPROVAL OF MINUTES**

3.1 Governance and Priorities Committee - May 21, 2024

MOTION: By Councillor Robinson that the minutes of the Governance and Priorities Committee Meeting held May 21, 2024 be adopted as presented.

Carried Unanimously

#### 4. BUSINESS

##### 4.1 Affordable Housing Incentives Policy

Social Planner Michelle Grenwich reviewed the report containing the issue that the draft Affordable Housing Incentives Policy EL-F-2.2 is provided to the Governance and Priorities Committee for review.

MOTION: By Mayor Thorn that a recommendation be forwarded to Council to rescind Below Market Housing Incentives Grant Program Policy CMD-P-3.1 and direct Administration to bring forward a report to establish a Housing Reserve Fund, including a recommended operating budget for the secondary suite grant program, before the 2025 budget is considered.

Carried Unanimously

MOTION: By Councillor Swendseid that a recommendation be forwarded to Council to approve the Affordable Housing Incentives Policy EL-F-2.2 with the amendment that exemptions to the program can be considered for the private sector, providing they propose long-term affordable housing units.

Councillor Swendseid requested that the motion be withdrawn.

Chair Heemeryck inquired if there were any objections and the motion was withdrawn with unanimous consent of the Governance and Priorities Committee.

MOTION: By Councillor Robinson that a recommendation be forwarded to Council to approve Affordable Housing Incentives Policy EL-F-2.2.

Carried Unanimously

## 4.2 Waste Service Level Review

Waste Solutions Manager Paul Lyons reviewed the report containing the issue that the Governance and Priorities Committee is asked to review and provide recommendations for the Town's waste management program, focusing on the implementation of Extended Producer Responsibility Programs, service level adjustments, and enhancements to existing waste collection and management systems.

Break at 6:28 p.m. Reconvene at 7:02 p.m.

MOTION: By Councillor Robinson that a recommendation be forwarded to Council that Administration be directed to implement the transition to Extended Producer Responsibility programs for single-use products, packaging, and paper products, with Circular Materials contracting directly with service providers; and that a recommendation be forwarded to Council that Administration be directed to implement the transition to Extended Producer Responsibility programs for hazardous and special products, with Circular Materials using a combined approach whereby the Town continues to be the service provider for Extended Producer Responsibility and non Extended Producer Responsibility materials.

Carried Unanimously

## 5. NEW BUSINESS

None

## 6. CLOSED SESSION ITEMS

MOTION: By Mayor Thorn 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 7:09 p.m.

Carried Unanimously

## 6.2 Service Options (FOIP s. 16(1)(b)(c)(i)(ii), 24(1)(a)(b)(g))

### In Attendance

Chair Heemeryck

Mayor Thorn

Councillors Hallmark, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Community Safety & Organizational Excellence Acting Director Vikram Kulkarni

People, Policy & Technology Senior Manager Paula Bernat

Legislative Affairs Manager Cathy Duplessis

Waste Services Manager Paul Lyons

Senior Legislative Affairs Officer Patty Huber

Legislative Affairs Officer Janice Storch

## 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

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck (absent from 7:56 to 8:01 p.m.)

Community Safety & Organizational Excellence Acting Director Vikram Kulkarni

People, Policy & Technology Senior Manager Paula Bernat

Legislative Affairs Manager Cathy Duplessis

Senior Legislative Affairs Officer Patty Huber

Legislative Affairs Officer Janice Storch

MOTION: By Councillor Robinson that the meeting come out of Closed Session at 8:02 p.m.

Carried Unanimously

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

MOTION: By Councillor Lang that a recommendation be forwarded to Council to amend Governance Committees of Council Bylaw 04-24 as discussed in Closed Session.

Carried Unanimously

MOTION: By Mayor Thorn that Administration be directed to explore the service delivery model as discussed in Closed Session.

Carried Unanimously

MOTION: By Mayor Thorn that Administration be directed to bring back a report to the Governance and Priorities Committee regarding the financial implications and implementation plan for bi-weekly garbage pick-up, changes to standard cart sizes, and alternate day collection by the end of September 2024.

Carried Unanimously

## **8. NEXT MEETING**

The next meeting of the Governance and Priorities Committee is Monday, September 16, 2024 at 4:30 p.m.

## **9. ADJOURNMENT**

MOTION: By Councillor Lang that the Governance and Priorities Committee Meeting of June 17, 2024 adjourn at 8:08 p.m.

Carried Unanimously