

**UNADOPTED MINUTES
OF THE GOVERNANCE AND PRIORITIES COMMITTEE
OF THE TOWN OF OKOTOKS
HELD ON MONDAY, SEPTEMBER 16, 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 3:02 p.m. and provided a traditional land acknowledgement.

2. ADOPTION OF AGENDA

MOTION: By Mayor Thorn that the agenda for the September 16, 2024 Governance and Priorities Committee Meeting be adopted with the addition of item "6.1 Governance and Priorities Committee Meeting Video Recordings"; renumbering the subsequent items; and moving items "4. Closed Session" and "5. Motion(s) Arising from Closed Session" before item "6.3 Budget Ramps for Consideration".

Carried Unanimously

3. APPROVAL OF MINUTES

3.1 Governance and Priorities Committee - June 17, 2024

MOTION: By Councillor Robinson that the minutes of the Governance and Priorities Committee Meeting held June 17, 2024 be adopted as presented.

Carried Unanimously

6. BUSINESS

6.1 Governance and Priorities Committee Meeting Video Recordings

MOTION: By Mayor Thorn that a recommendation be forwarded to Council that a suspension of procedural rules be authorized under section 3.2 of Procedure Bylaw 12-22 to permit posting the recording of the September 16, 2024 Governance and Priorities Committee Budget meeting to the Town's website; and that a recommendation be forwarded to Council to amend section 6.7 of Procedure Bylaw 12-22 to allow publication of the recordings of the Governance and Priorities Budget and Annual Budget meetings in perpetuity on the Town's website by November 12, 2024.

Carried Unanimously

6.2 2025 Annual Budget Check-In Process

Chief Administrative Officer Elaine Vincent reviewed the report containing the issue that the 2025 update to the four (4) year budget is ready for review and Council decisions are required regarding the specific adjustment elements to include in the 2025 Budget.

4. CLOSED SESSION ITEMS

MOTION: By Councillor Lang that the meeting go into Closed Session as the matter to be discussed during this portion of the meeting 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* at 3:43 p.m.

Carried Unanimously

4.1 Human Resources Matter (*FOIP* s. 24(1)(b))

In Attendance

Chair Heemeryck

Mayor Thorn

Councillors Hallmark, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

People, Policy & Technology Senior Manager Paula Bernat

MOTION: By Councillor Lang that the meeting come out of Closed Session at 4:20 p.m.

Carried Unanimously

Break at 4:21 p.m. Reconvene at 4:27 p.m.

5. MOTION(S) ARISING FROM CLOSED SESSION

None

6. BUSINESS (RESUMED)

6.3 Budget Ramps for Consideration

6.3.1 Okotoks Public Library Board Requisition

Special Projects, Events & Library Liaison Janette Messer introduced Okotoks Public Library Board Chair Kazem Mashkournia and Library Director Sarah Gillie who were in attendance to provide the Library's 2025 Budget requisition and respond to questions from the Committee.

MOTION: By Mayor Thorn that the Okotoks Public Library Board Requisition be received as information.

Councillor Robinson declared a Point of Order stating that if the motion carried it would remove the ability to make further motions regarding this item later in the meeting.

Chief Administrative Officer Elaine Vincent provided procedural advice.

Mayor Thorn requested the motion be withdrawn.

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

MOTION: By Mayor Thorn that a decision regarding the Okotoks Public Library Board Requisition be tabled until later in the meeting.

Mayor Thorn requested the motion be withdrawn.

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

6.3.2 Waste Service Levels Recommendation

Waste Solutions Manager Paul Lyons reviewed the report containing the issue that a service level review for Waste Services is being brought forward for discussion and recommendation to Council.

Waste Solutions Manager Paul Lyons and Operations & Utilities Director Jeremy Huet responded to questions from the Committee.

6.3.3 Dog Licensing Service Level Review

Parks & Recreation Director Christa Michailuck reviewed the report containing the issue that a dog licensing service level review is being brought forward for discussion and recommendation to Council.

Parks & Recreation Director Christa Michailuck, Customer Experience Team Leader Marisa Harris, and Okotoks Municipal Enforcement Manager Vikram Kulkarni responded to questions from the Committee.

Break at 5:52 p.m. Reconvene at 6:22 p.m.

6.2 2025 Annual Budget Check-In Process (Resumed)

Members of Administration responded to questions from the Committee regarding agenda items 6.2.1 through 6.2.10.

6.2.1 Business License Bylaw and Process Improvements

MOTION: By Councillor Robinson that a recommendation be forwarded to Council to amend Business License Bylaw 21-23 to reflect the value of business licensing to Okotoks, streamline business licensing processes accordingly, and simplify the associated fee structure by setting the fee for business licenses at \$160.00 in the first reading draft version of Fees, Rates, and Charges Bylaw 09-25.

Carried Unanimously

6.2.2 Priority 3 Snow and Ice Control Pilot

MOTION: By Councillor Hallmark that no recommendation be forwarded to Council at the November 19, 2024 Budget Meeting regarding the Priority 3 Snow and Ice Control Pilot.
Carried Unanimously

6.2.3 Neighbourhood Area Structure Plan - North Point

MOTION: By Mayor Thorn that a recommendation be forwarded to Council for approval at the November 19, 2024 Budget Meeting that \$0.300M for development of the North Point Neighbourhood Area Structure Plan be approved as an on ramp to the 2025 Budget.
Carried Unanimously

6.2.4 Okotoks Fire & Rescue Radios

MOTION: By Councillor Lang that a recommendation be forwarded to Council for approval at the November 19, 2024 Budget Meeting that \$0.100M for Okotoks Fire & Rescue radios be approved as an on ramp to the 2025 Budget.
Carried

6.2.5 Licensed Child Care Services

MOTION: By Councillor Swendseid that the Licensed Child Care Services report be received as information.
Carried Unanimously

6.2.6 Municipal Census and 2025 Municipal Election

MOTION: By Councillor Robinson that a recommendation be forwarded to Council for approval at the November 19, 2024 Budget Meeting that the funds allocated to a 2025 municipal census be transferred to the 2025 municipal election and a municipal census be an on ramp to the 2028 Budget.
Carried Unanimously

6.2.7 Artificial Intelligence and Innovation

MOTION: By Mayor Thorn that a recommendation be forwarded to Council for approval at the November 19, 2024 Budget Meeting that \$0.150M for Artificial Intelligence and Innovation research and initiatives be approved as on ramps to the 2025 Budget and included in the Information Technology 2026, 2027, 2028 and 2029 Operating Budgets.

Carried

6.2.8 Transportation Master Plan

Councillor Robinson requested that item 6.2.8 Transportation Master Plan be tabled until later in the meeting.

Chair Heemeryck inquired if the Committee was in support and the item was tabled with the unanimous consent of the Committee.

6.2.9 Stormwater Maintenance and Monitoring

MOTION: By Councillor Robinson that a recommendation be forwarded to Council for approval at the November 19, 2024 Budget Meeting that \$0.100M for increased Stormwater Maintenance and Monitoring be approved as an on ramp to the 2025 Budget and included in the Water Services 2026, 2027, 2028 and 2029 Operating Budgets.

Carried Unanimously

6.2.10 Salary and Wage Adjustments

MOTION: By Councillor Hallmark that a recommendation be forwarded to Council for approval at the November 19, 2024 Budget Meeting to hire the positions of Business Support Technician, Legislative Affairs Officer, and IT Security Analyst as on ramps to the 2025 Budget.

Carried

6.2.8 Transportation Master Plan (Take from the Table)

MOTION: By Councillor Swendseid that a recommendation be forwarded to Council for approval at the November 19, 2024 Budget Meeting that \$0.150M for development of a Transportation Master Plan be approved as an on ramp to the 2025 Budget.

Carried

6.3 Budget Ramps for Consideration (Resumed)

6.3.1 Okotoks Public Library Board Requisition

MOTION: By Councillor Robinson that a recommendation be forwarded to Council for approval at the November 19, 2024 Budget Meeting that the Okotoks Public Library Board requisition increase of \$24,728 over the previously approved 2025 Budget be approved.

Carried

MOTION: By Mayor Thorn that Administration be directed to request a report from the Okotoks Public Library Board regarding the plan for increasing employee salaries at the Okotoks Public Library be brought to the November 19, 2024 Budget Meeting

Carried Unanimously

6.3.2 Waste Service Levels Recommendation

MAIN

MOTION: By Councillor Swendseid that a recommendation be forwarded to Council that draft Bylaw 09-25 reflect a service level change to every other week garbage pickup, cart size adjustments, fee reductions and other operational changes, and the necessary Waste Bylaw 18-16 amendments be brought to Council for consideration no later than December 31, 2025.

MOTION: By Mayor Thorn that the meeting go into Closed Session as the matter to be discussed during this portion of the meeting is within s. 24(1)(g) in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 8:15 p.m.
Carried Unanimously

In Attendance

Chair Heemeryck

Mayor Thorn

Councillors Hallmark, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Chief Financial Officer Ralph Ettenauer

Community Growth & Identity Director Jeff Greene

Operations & Utilities Director Jeremy Huet

Parks & Recreation Director Christa Michailuck

Legislative Affairs Manager Cathy Duplessis

People, Policy & Technology Senior Manager Paula Bernat

Communications, Governmental & Indigenous Senior Strategist and

Acting Senior Manager of Community Safety Ben Morgan

Legislative Affairs Officers Lucy Mundy and Janice Storch

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

Carried Unanimously

AMENDING

MOTION: By Councillor Robinson that the date in the Main Motion be changed from December 31, 2025 to December 31, 2024.

Carried Unanimously

MAIN MOTION

AS AMENDED: By Councillor Swendseid that a recommendation be forwarded to Council that draft Bylaw 09-25 reflect a service level change to garbage pickup every other week, cart size adjustments, fee reductions and other operational changes, and the necessary Waste Bylaw 18-16 amendments be brought forward for Council consideration no later than December 31, 2024.

Carried Unanimously

6.3.3 Dog Licensing Service Level Review

MOTION: By Councillor Robinson that a recommendation be forwarded to Council that removal of the fees for dog licensing be reflected in draft Bylaw 09-25, and the necessary Responsible Pet Ownership Bylaw 18-08 amendments be brought forward for Council consideration no later than December 31, 2024.

Carried Unanimously

7. **NEW BUSINESS**

None

8. **NEXT MEETING**

The next meeting of the Governance and Priorities Committee is Monday, October 21, 2024 at 4:30 p.m.

9. **ADJOURNMENT**

MOTION: By Councillor Lang that the Governance and Priorities Committee Meeting of September 16, 2024 adjourn at 8:33 p.m.

Carried Unanimously