

**TOWN OF OKOTOKS  
UNADOPTED MINUTES  
FOR THE GOVERNANCE AND PRIORITIES COMMITTEE MEETING  
HELD MONDAY, OCTOBER 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  
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 Mayor Thorn that the agenda for the October 21, 2024 Governance and Priorities Committee Meeting be adopted as presented.

Carried Unanimously

**3. APPROVAL OF MINUTES**

3.1 Governance and Priorities Committee - September 16, 2024

MOTION: By Councillor Hallmark that the minutes of the Governance and Priorities Committee Meeting held September 16, 2024 be adopted as presented.

Carried Unanimously

#### 4. BUSINESS

##### 4.1 Open Wood Burning Fire Pits

Fire Chief Trevor Brice reviewed the report containing the issue that direction from the Governance and Priorities Committee is required in response to a resident's request to ban open wood burning fire pits within Okotoks Town limits.

MOTION: By Councillor Robinson that a recommendation be forwarded to Council to amend Fire Services Bylaw 10-17 by November 12, 2024 to include the addition of the following: treated or painted lumber, lumber products containing glue products, leaves, brush or yard waste, wet or unseasoned wood to Prohibited Debris under section 2. Definitions; and provisions that determine fire pit dimensions, means to extinguish a fire thoroughly prior to leaving it and maximum flame heights under section 8. Exemptions.

Carried Unanimously

##### 4.2 Procedure Bylaw Amendment

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that discussion regarding potential amendments to Council's Procedure Bylaw are provided for Committee consideration.

MOTION: By Councillor Robinson that a recommendation be forwarded to Council to amend the Procedure Bylaw to allow commencement of Public Hearings at 6:30 p.m., by January 31, 2025.

Carried

MOTION: By Councillor Robinson that Administration provide recommendations for Council's consideration to streamline the Public Hearing 15-minute break period, by January 31, 2025.

Carried Unanimously

#### 4.3 2025 Election Policy Report

Legislative Affairs Manager Cathy Duplessis reviewed the report containing the issue that Bill 20 requires amendments to the Town's Election Procedures Bylaw prior to December 31, 2024 in preparation for the 2025 General Election.

**MOTION:** By Councillor Robinson that a recommendation be forwarded to Council to amend the Election Procedures Bylaw as recommended and discussed, within sufficient time to comply with all legal obligations outlined in Bill 20.

Carried Unanimously

Break at 5:29 p.m. Reconvene at 6:00 p.m.

#### 5. **NEW BUSINESS**

None

#### 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 6:01 p.m.

Carried Unanimously

##### 6.1 Old Library Space Naming (*FOIP* s. 24(1)(a))

###### In Attendance

Chair Heemeryck

Mayor Thorn

Councillors Hallmark, Lang, Robinson, and Swendseid

Chief Administrative Officer Elaine Vincent

Community Growth & Identity Director Jeff Greene

People, Policy & Technology Senior Manager Paula Bernat

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

Legislative Affairs Manager Cathy Duplessis

Community Identity Manager Chris MacIsaac  
Senior Legislative Affairs Officer Patty Huber  
Legislative Affairs Officer Lucy Mundy

6.2 Human Resources Matter (*FOIP* s. 24(1)(a)(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

Communications, Governmental & Indigenous Senior Strategist Ben Morgan

Legislative Affairs Manager Cathy Duplessis

Senior Legislative Affairs Officer Patty Huber

Legislative Affairs Officer Lucy Mundy

MOTION: By Councillor Lang that the meeting come out of Closed Session at 7:07 p.m.

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

MOTION: By Mayor Thorn that option one be chosen for the name of the shared space at the old library building in the Arts and Learning Campus.

Carried Unanimously

**8. NEXT MEETING**

The next meeting of the Governance and Priorities Committee is to be determined.

## **9. ADJOURNMENT**

MOTION: By Councillor Lang that the Governance and Priorities Committee Meeting of October 21, 2024 adjourn at 7:10 p.m.

Carried Unanimously