



**MINUTES**  
**Strategic Priorities Committee**

September 17, 2019  
9:00 am  
Council Chambers, Town Hall

Council Present: Mayor Strathdee  
Councillor Craigmile  
Councillor Edney  
Councillor Hainer  
Councillor Luna  
Councillor Pridham  
Councillor Winter

Staff Present: Brent Kittmer, CAO / Clerk  
Richard Anderson, Director of Emergency Services / Fire Chief  
Grant Brouwer, Director of Building and Development  
Dave Blake, Environmental Services Supervisor  
Brent Dundas, Deputy Fire Chief  
Morgan Dykstra, Public Works Coordinator  
Amanda McKay, Planning Coordinator  
Jason Silcox, Building Inspector  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

Chair Strathdee called the meeting to order at 9:00 am.

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

**3. AMENDMENTS AND APPROVAL OF THE AGENDA**

**Resolution 2019-09-17-01**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Pridham

**THAT** the September 17, 2019 Strategic Priorities Committee agenda be accepted as presented.

**CARRIED**

#### **4. STRATEGIC PRIORITIES REVIEW**

##### **4.1 DEV 50-2019 Proposed Fire Hall Design and Pre-Tender Cost Estimate**

Grant Brouwer, Jason Silcox and Fire Chief Anderson presented DEV 50-2019 report.

The Committee discussed the design and asked that staff take into consideration future administrative staffing needs of the Fire Department to ensure that space exists today for tomorrow's needs.

The Committee discussed the costing options.

Brent Kittmer provided an overview of the next steps for the project, the cost estimate as it is today, and how the project can be financed.

##### **Resolution 2019-09-17-02**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Luna

**THAT** DEV 50-2019 Proposed Fire Hall Design and Pre-Tender Cost Estimate report be received; and

**THAT** Strategic Priorities Committee recommend to Council:

**THAT** Council directs Design Team 2 to complete a final line by line review of the design details and furnishings and equipment budget to determine what items are a critical need today, and what items could be eliminated or delayed; and

**THAT** Council directs the design be modified to demolish the existing hose drying tower and mezzanine area to create an entirely “build new” administrative area; and

**THAT** once the design modifications are made by Design Team 2, staff are authorized to release the fire hall upgrade tender, and authorized to include provisions to allow a flexible completion date of within 24 months of the awarding of the project (i.e. construction within either the 2020 or 2021 construction season), with a requirement for completion of within 8 months of breaking ground.

**CARRIED**

The Committee took a brief a recess at 10:38 am.

Chair Strathdee called the meeting back to order at 10:45 am.

#### **4.2 PW 51-2019 Water and Sewer Rates**

Dave Blake spoke to PW 51-2019 report and responded to questions from the Committee.

##### **Resolution 2019-09-17-03**

**Moved By:** Councillor Pridham

**Seconded By:** Councillor Luna

**THAT** Report PW 51-2019 Water and Sewer Rates be received for discussion; and

**THAT** the Committee recommends to Council:

**THAT** water rates be increased by 2.0% for 2020 in accordance with the Town's current Water System Financial Plan; and

**THAT** wastewater rates be increased by 2.4% for 2020 in accordance with the Town's current Wastewater System Financial Plan.

**CARRIED**

#### **4.3 PW 56-2019 Water and Sewer Policies**

Dave Blake spoke to PW 56-2019 report and responded to questions from the Committee.

Councillor Hainer departed the meeting at 10:49 am.

The Committee recommended that the Frozen Water Policy be amended to include text about responsibilities if taps are not left running during a frozen water occurrence, and encouraged staff to ensure that all notices are very clear on the homeowner's responsibilities and liabilities.

The Committee requested that staff review and confirm the Town's legal right to enter private property to connect one home's water supply to a neighbour's.

Councillor Hainer returned at 11:04 am.

The Committee recommended that the Water Repair and Restoration policy be amended to include an option to pay a homeowner cash reimbursement for damages incurred to private driveways rather than the Town undertaking the work. There was general agreement that this

reimbursement rate would need to be adjusted on an annual basis to reflect current contractor costs.

The Committee also requested that the policy speak to specialty driveways like interlocking brick and stamped concrete, with consideration given to establishing a cap on the compensation rate offered to repair these types of driveways.

**Resolution 2019-09-17-04**

**Moved By:** Councillor Luna

**Seconded By:** Councillor Craigmile

**THAT** Report PW 56-2019, Water and Sewer Policies be received for discussion; and

**THAT** the Strategic Priorities Committee recommends to Council:

**THAT** Council adopt the amended Water and Sewer policies regarding “Frozen Water Service”, “Sewer Blockage” and “Water Repair and Restoration”.

**CARRIED**

**4.4 PW 52-2019 Waste Management Services and Fees By-law Review**

Dave Blake spoke to PW 52-2019 report and responded to questions from the Committee.

**Resolution 2019-09-17-05**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Hainer

**THAT** Report PW 52-2019, Waste Management Services and Fees By-law Review be received for discussion; and

**THAT** the Committee recommends to Council:

**THAT** a Mattress and Box Spring program be incorporated into the by-law update with the program to be self-funded through per unit charges; and,

**THAT** At Home Diversion Initiatives be supported by Council with inclusion of an annual budget allotment of \$5,000.00 to be sold to residents at cost; and,

**THAT** Waste dumping restrictions at the Site within 30-minutes of site closure and on Saturdays be incorporated into the proposed waste management by-law; and,

**THAT** Waste Diversion Initiatives such as Recycling, Leaf and Yard Waste be incorporated into a self-funded Waste Management System to be funded through Wheelie Bin fees and landfill site operations.

**CARRIED**

Brent Kittmer advised the committee that one discussion point regarding the fire hall was missed. Brent Kittmer sought clarification from the Committee with respect to the possibility of private donations for the Fire Hall. The Committee was of the consensus that all donations would be factored into the bottom line of the project.

**5. NEXT MEETING**

Chair Stratthdee reviewed the upcoming meetings as presented on the agenda.

**6. ADJOURNMENT**

**Resolution 2019-09-17-06**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Luna

**THAT** this meeting of the Strategic Priorities Committee adjourn at 12:20 pm.

**CARRIED**

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Al Stratthdee, Mayor

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Brent Kittmer, CAO / Clerk