



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

October 15, 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  
Grant Brouwer, Director of Building and Development  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Public Works  
Trisha McKibbin, Director of Corporate Services  
André Morin, Director of Finance / Treasurer  
Matthew Corbett, Library CEO  
Christine Brine, Tax Collector  
Jo-Anne Lounds, Corporate Risk Management and Procurement  
Coordinator  
Leslee Stacey, Accounting Coordinator  
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 declared.

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

**Resolution 2019-10-15-01**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Pridham

**THAT** the October 15, 2019 Strategic Priorities Committee agenda be accepted as presented.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

None.

**5. STRATEGIC PRIORITIES REVIEW**

**5.1 FIN 16-2019 Treasurer's Fiscal Health Report**

Brent Kittmer provided opening comments to today's deliberations.

Andre Morin spoke to FIN 16-2019 and responded to questions from the Committee.

**Resolution 2019-10-15-02**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Hainer

**THAT** FIN 16-2019 Treasurer's Fiscal Health Report be received for information; and

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

**THAT** staff be directed to prepare an annual report outlining the latest Town financial ratios and indicators including a 5 year trend and present to Council on an annual basis;

**THAT** staff be directed to create a reserve policy to guide reserve and reserve fund objectives and goals;

**THAT** staff be directed to develop an asset management action plan and long term financial strategy to achieve the action plan;

**THAT** staff be directed to prepare a report in 2020 that analyzes the targeted residential property tax share and strategies to mitigate erosion of the non-residential tax base and present to Council; and

**THAT** staff be directed to work with the Senior Management Team and Council to identify a group of comparable municipalities and prepare an expenditure benchmarking policy.

**Amendment**

**Resolution 2019-10-15-03**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Edney

**THAT** the following paragraph be added as the eighth paragraph to resolution 2019-10-15-02:

**THAT** staff be directed to post the Fiscal Health Report on the municipal website.

**CARRIED**

**Resolution 2019-10-15-02**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Hainer

**THAT** FIN 16-2019 Treasurer's Fiscal Health Report be received for information; and

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

**THAT** staff be directed to prepare an annual report outlining the latest Town financial ratios and indicators including a 5 year trend and present to Council on an annual basis;

**THAT** staff be directed to create a reserve policy to guide reserve and reserve fund objectives and goals;

**THAT** staff be directed to develop an asset management action plan and long term financial strategy to achieve the action plan;

**THAT** staff be directed to prepare a report in 2020 that analyzes the targeted residential property tax share and strategies to mitigate erosion of the non-residential tax base and present to Council; and

**THAT** staff be directed to work with the Senior Management Team and Council to identify a group of comparable municipalities and prepare an expenditure benchmarking policy; and

**THAT** staff be directed to post the Fiscal Health Report on the municipal website.

**CARRIED**

The Committee took a brief recess at 10:29 am.

Chair Strathdee called the meeting back to order at 10:44 am.

**5.2 FIN 17-2019 2020 Pre-Budget Report**

Andre Morin spoke to FIN 17-2019 report and responded to questions from the Committee.

The Committee requested that staff give some consideration to hiring an outside assessor to verify MPAC assessments.

The Committee indicated it would be beneficial for MPAC to provide an orientation session for Council at an upcoming meeting.

**Resolution 2019-10-15-04**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Craigmile

**THAT** FIN 17-2019 2020 Pre-Budget report be received for information.

**CARRIED**

**5.3 CAO 56-2019 Strategic Plan Annual Report and 2020 Council Priorities Review**

Brent Kittmer spoke to CAO 56-2019 report and responded to questions from the Committee.

Councillor Hainer departed Council Chambers at 11:18 am.

Councillor Hainer returned to her seat at 11:24 am.

Due to a lack of time, the Committee only briefly discussed 2020 priorities, 2020 budget target, end of term priorities, and items to remove from the work plan.

Key points included:

- Council's preferred budget target ranges from 2.0% - 2.9%, with an acknowledgement that 2020 can be used as a year to buffer future cost increases associated with downloads.
- The hospital parking review to determine if the Town can prevent a fee being charged is no longer a priority.
- Priorities for 2020 include reconstruction of Elizabeth and Waterloo Streets to resolve basement flooding issues, delivering serviced industrial land, resolving Meadowridge entrance sign encroachment issue, and research into how the Town can incentivize small business to locate in St. Marys

**Resolution 2019-10-15-05**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Luna

**THAT** CAO 56-2019 Strategic Plan Annual Report and 2020 Council Priorities Review be received for information and discussion; and

**THAT** CAO 59-2019 be listed on the November 19, 2019 agenda to finalize the 2020 priorities review.

**CARRIED**

**6. NEXT MEETING**

Mayor Strathdee reviewing the upcoming meeting as presented on the agenda.

**7. ADJOURNMENT**

**Resolution 2019-10-15-06**

**Moved By:** Councillor Luna

**Seconded By:** Councillor Craigmile

**THAT** this meeting of the Strategic Priorities Committee adjourn at 12:10 pm.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk