



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

July 21, 2020  
9:00 am  
Town Hall, Council Chambers

Council Present: Mayor Strathdee (in-person)  
Councillor Craigmile (videoconference)  
Councillor Edney (videoconference)  
Councillor Hainer (videoconference)  
Councillor Luna (videoconference)  
Councillor Pridham (videoconference)  
Councillor Winter (in-person)

Staff Present: **In-Person**  
Brent Kittmer, CAO / Clerk  
Jenna McCartney, Deputy Clerk  
**Conference Line**  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
André Morin, Director of Finance / Treasurer

**1. CALL TO ORDER**

Chair Strathdee called the meeting to order at 9:04 am.

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

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

**Resolution 2020-07-21-01**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Luna

**THAT** the July 21, 2020 Strategic Priorities Committee agenda be accepted as presented.

**CARRIED**

## **4. STRATEGIC PRIORITIES REVIEW**

Brent Kittmer provided an introduction to the budget approach for 2020.

### **4.1 FIN 22-2020 2021 Pre-Budget**

André Morin presented FIN 22-2020 staff report and responded to questions from the Committee.

The Committee was of the consensus of the following items:

- maintaining current tools for public engagement during the budget process rather than investing in new software approaches for this budget period while increasing opportunities for engagement
- commence the budget schedule as soon as the draft budget is prepared and meet weekly if possible
- consider the capital budget in advance of the operations budget
- assume that the Town will operate under COVID-19 Stage 3 for all of 2021. Use a \$300,000 target for direct COVID-19 costs \$100,000 for continued COVID relief
- assume no changes to normal service levels. Service level adjustments should be presented only as a response to reduce the cost impact of the COVID-19 pandemic.
- review opportunities for fee increases for discretionary services based on a user pay model therefore reducing the tax levy burden
- proceed with preparing a draft 2021 budget using the proposed blended funding model of growth, tax levy increase of 1%, COVID fee increases, and possible reductions in transfers to capital reserves

**Resolution 2020-07-21-02**

**Moved By:** Councillor Pridham

**Seconded By:** Councillor Luna

**THAT** FIN 22-2020 2021 Pre-Budget report be received; and

**THAT** the Strategic Priorities Committee support the 2021 proposed Budget process; and

**THAT** the Strategic Priorities Committee provide general direction to the CAO and Director of Finance/Treasurer for the preparation of the 2021 Draft Budget.

**CARRIED**

**4.2 CAO 39-2020 Annual Review of the Strategic Priorities Identified by Council for the 2018-2022 Term**

Brent Kittmer presented CAO 39-2020 report and responded to questions from the Committee.

Council reviewed the adjusted work plan for strategic priorities proposed by the CAO for 2021. There was consensus that the 2021 budget be built to reflect the adjusted work plan.

In addition, Council provided staff with the following direction related to priorities for 2021:

- Abandon the drafting of a comprehensive refreshment vehicle by-law that permits them to operate on public property. Remain status quo, permitted on commercial zoned properties only, and develop an approach that requires Town approvals for refreshment vehicles at events only.
- Adjust advisory committee meeting schedules to an “on as needed basis” only rather than keeping with a regular monthly schedule.

**Resolution 2020-07-21-03**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Winter

**THAT** CAO 39-2020 Annual Review of the Strategic Priorities be received for discussion and direction to staff.

**CARRIED**

**5. NEXT MEETING**

Chair Stratthdee reviewed the upcoming meeting schedule as presented on the agenda.

**6. ADJOURNMENT**

**Resolution 2020-07-21-04**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Hainer

**THAT** this meeting of the Strategic Priorities Committee adjourns at 11:00 am.

**CARRIED**

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Al Stratthdee, Mayor

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Brent Kittmer, CAO / Clerk