

**MINUTES OF THE REGULAR
POLICIES AND PRIORITIES COMMITTEE MEETING**
held on Monday, June 17, 2024

Present: Deputy Mayor Lanctot; Mayor Pickard; Members Baker, Chauvet, Lapointe, McAree, and Schlosser; Chief Administrative Officer Smyl; and Recording Secretary Grimstad-Davidson.

Call to Order: The meeting was called to order at 4:00pm; Deputy Mayor Lanctot presiding.

Adoption of Agenda: 24-045 Moved by Member Schlosser

That the agenda be adopted as presented.
- CARRIED UNANIMOUSLY.

Minutes - Regular Meeting of the Policies & Priorities Committee May 21, 2024: 24-046 Moved by Mayor Pickard

That the Minutes of the May 21, 2024 Regular Policies and Priorities Committee Meeting be adopted as presented.
- CARRIED UNANIMOUSLY.

Public Input Session: There were no members of the public wishing to make a presentation.

Off-Site Levy Annual Review: 2024 Report: The Chief Administrative Officer advised that Off-Site Levies were reviewed annually to ensure that project costs remain current and to ensure the Town is collecting sufficient funds for future growth. Based on the review, marginal changes in transportation and water were proposed for 2025. The proposed fee increase for 2025 also reflected cost of living increases, and he introduced the Planner to present highlights of the report.

24-047 Moved by Member Schlosser

That the Policies and Priorities Committee forward a recommendation to Council to adopt the Off-Site Levy Annual Review: 2024 Report and new proposed Off-Site Levy Rates for 2025.
- CARRIED UNANIMOUSLY.

2023 Audit Management Letter: The Chief Administrative Officer introduced the Director of Corporate Services to review the 2023 Audit Management Letter.

24-048 Moved by Member Chauvet

That the Policies and Priorities Committee accept the 2023 Audit Management Letter as information.
- CARRIED UNANIMOUSLY.

2024 20-Year Capital & Major Maintenance Plan: The Chief Administrative Officer noted that the 20-Year Capital & Major Maintenance Plan forms a major part of the Town's financial planning process, and introduced the Director of Corporate Services to answer questions. The process of adding items to the Plan was discussed.

24-049 Moved by Member Lapointe

That the Policies and Priorities Committee forward a recommendation to Council to adopt the 2024 20-Year Capital & Major Maintenance Plan.
- CARRIED UNANIMOUSLY.

Records Retention and Destruction Bylaw 1492-4:

The Chief Administrative Officer advised that pursuant to the adoption of Policy 23-016 – Body Worn Cameras and In-Car Video Systems, the Records Retention and Destruction Bylaw required an update to reflect retention of body-worn camera and in-car video system footage.

24-050 Moved by Member Chauvet

That the Policies and Priorities Committee forward a recommendation to Council to adopt Records Retention and Destruction Bylaw 1492-4.

- CARRIED UNANIMOUSLY.

Code of Conduct Bylaw 1540 Review:

The Chief Administrative Officer noted that Council was required to review the Code of Conduct Bylaw no later than 12 months prior to a general election and introduced the Legislative Manager to review discussion items for the Committee regarding the bylaw.

Members discussed removal of the dress code requirement from the bylaw, and updating the formal complaint process.

24-051 Moved by Member Baker

That the Policies and Priorities Committee direct Administration to prepare an amendment to the Code of Conduct Bylaw 1540, and forward the draft bylaw to a future Policies and Priorities Committee meeting.

- CARRIED UNANIMOUSLY.

Adjournment:

24-052 Moved by Member McAree

That the Regular Meeting of the Policies and Priorities Committee be adjourned. Time: 5:18pm.

- CARRIED UNANIMOUSLY.

Jana Baker
 _____ Chair

[Signature]
 _____ Chief Administrative Officer

