

Township of Chatsworth

Special Council Meeting Minutes Strategic Planning Session Chatsworth Fire Hall Wednesday, September 30, 2020 @ 5:00 p.m.

Members Present:

Mayor - Scott Mackey
Deputy Mayor - Brian Gamble
Councillor - Diana Rae
Councillor - Shawn Greig
Councillor - Elizabeth Thompson

Staff Present:

CAO Clerk, Patty Sinnamon
Treasurer Karmen Krueger
Operations Manager Jamie Morgan
Fire Chief Mike Givens

1. Call to Order

Mayor Mackey called the meeting to order at 5:00 p.m. and indicated that following the January 2020 review, Council requested that a further strategic planning session be held in the follow to focus on the 2021 Budget Process.

Mayor Mackey turned the meeting over the CAO Patty Sinnamon who presented a detailed power point presentation to Council.

CAO Sinnamon reviewed the 4 pillars outlined in the 2017 Strategic Plan and indicated that the focus on this evening's meeting would be a pre-cursor to the 2021 Budget and the Budget timeline.

The CAO reviewed the topics covered in the January, 2020 Review.

Staff are recommending a different approach to both the process and the budget itself for 2021, with Asset Management being the driver for long term planning and budgeting. With this in mind, the legislated requirements for Asset Management were reviewed.

The CAO then outlined the approach to a more prospective budget being recommended including:

- No line by line item review – look at function
- Begin with Capital Budget – to focus on long term
- Focus on inputs and outputs, Council decides service levels and priorities through the budget process
- Look at impacts if services are cut
- What is the true cost of delivering the service

Staff commented that some information is already known going into the budget process such as OMPF and OCIF funding remaining the same for 2021 and the OPP Billing Statement for 2021 indicates a \$31,000.00 decrease. Some of the unknowns are the 2021 insurance renewal and any impacts from COVID-19.

Treasurer Karmen Krueger then provided Council with a draft Financial Plan. It was stressed that this was a very preliminary draft, and is meant to highlight the funding requirements for capital infrastructure over the next ten years, based on current asset management information.

Treasurer Krueger indicated that staff would be preparing both a multi-year capital and operating budget that will support long term planning.

**Township of Chatsworth
Special Council Meeting Minutes
September 30, 2020**

Council had many questions for staff for clarification and was appreciative of the discussions held as well as the commitment from staff to prepare the long-term financial plan.


Council was also supportive of the budget timelines that were presented, and it is anticipated that the timeline could be achieved. The budget timeline presented is as follows:

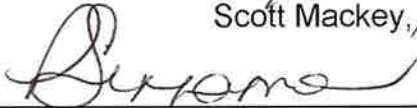
ACTIVITY	PROPOSED DATE
Treasurer to prepare budget documents and communicate with department heads	September 15, 2020
Departments to complete all budget worksheets for submission to Treasurer (Includes tax supported and user-pay operating budgets, capital worksheets and changes to user fees. Identifies incremental increases to services, staffing, etc. with user pay to be balanced to zero levy impact (water, building)	October 30, 2020
Treasurer to perform detailed analysis of operating and capital requests	November 10, 2020
Department Heads and CAO review consolidated documents	November 17, 2020
Introductory Presentation and draft budget to Council	Week of November 23, 2020
Council to approve rates and fees	December 2, 2020
Budget Deliberation Meetings of Council to arrive at final amounts to be approved	December 3 - 20, 2020
Final Approval of 2021 Budget	January 6, 2021
Adopt Tax Rate By-law	April, 2021

Staff will work with Council to set dates for the December budget deliberation meetings, although it was felt that Wednesday evenings seem to work well.

20. Adjournment

The Mayor adjourned the meeting at 8:45 p.m.



 Scott Mackey, Mayor


 Patty Sinnamon, CAO Clerk