

**Service Delivery Review Implementation Committee  
Meeting Minutes  
June 8, 2021  
9:00 am  
Virtual Meeting via Zoom**

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**Present:** Deputy Mayor Karl Moher - Chair  
C.A.O. - Elana Arthurs  
Chief Building Official/B.L.E.O. - Brian Fawcett  
Fire Chief, Manager of Emergency Services - Chuck Pedersen  
Deputy Treasurer/Tax Clerk - Carol-Anne Nelson  
Deputy Clerk – Martina Chait-Hartwig  
Interim Treasurer – Paul Creamer

**Absent:** Lead Hand - Chris Moffatt

1. Deputy Mayor Moher called the meeting to order at 9:02 a.m.
2. The minutes from May 11, 2021 were amended and approved by consensus.
3. Report Back on Action Items from last meeting and required follow up
  - Martina reviewed updated tracker Excel document
  - Carol-Anne and Paul are looking into various new modules for Diamond and Virtual City Hall
  - Martina reported on the tracking of time spent on Planning matters, it is taking up a large amount of staff time and the complexity continue to increase to the limited availability of land, changes in Provincial legislation and regulations and increased participation from stakeholders.
4. New Business – A continued discussion from Action Items took place.
5. Action Items:
  - More information to be brought back to a future meeting regarding possible digital tools through Diamond System
  - Staff to continue to update Tracking Spreadsheet
6. Next Meeting Date: T.B.A
7. Adjournment  
The meeting adjourned at 9:28 a.m.