



## **Minutes**

### **Corporate Services Committee**

**June 24, 2021, 5:30 p.m.**

**City Hall - 808 2nd Avenue East - Council Chambers**

#### **MEMBERS**

##### **PRESENT:**

Chair Travis Dodd  
Mayor Ian Boddy  
Member Jean Paul Caron  
Member Adriana Londono  
Member Stephanie Sas  
Councillor John Tamming (via video)  
Member Bobb Todd

#### **MEMBERS**

##### **ABSENT/REGRETS:**

Councillor Brock Hamley  
Councillor Marion Koepke

#### **STAFF PRESENT:**

Tim Simmonds, City Manager  
Kate Allan, Director of Corporate Services  
Doug Barfoot, Fire Chief  
Briana Bloomfield, City Clerk  
Bethany Chandler, Human Resources Assistant  
Melissa Clancy, Human Resources Manager  
Mark Giberson, Manager of Information Technology  
Nelly Morrow, Deputy Treasurer/Manager of Accounting (via video)  
Michelle Palmer, Manager of Purchasing, Risk, and Asset Management  
Sheyenne Hooghiem, Customer Service Facilitator

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## **1. CALL TO ORDER**

Chair Dodd called the meeting to order at 5:30 p.m.

The Committee took a moment of silence to pay respect to the victims of Residential Schools.

## **2. CALL FOR ADDITIONAL BUSINESS**

There was no additional business.

Chair Dodd noted that Chris Carrier from Fire Marquee and Councillor Tamming were joining the meeting via WebEx.

## **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **4. CONFIRMATION OF MINUTES**

4.a Minutes of the Corporate Services Committee meeting held on May 27, 2021

CR-210624-001

Moved by Member Sas

**"THAT the Corporate Services Committee approves the minutes of the meeting held on May 27, 2021."**

Carried.

## **5. DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

## **6. PUBLIC QUESTION PERIOD**

There were no questions from the public.

## **7. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED**

There were no correspondence items presented for consideration.

Committee discussed Item 9.a at this time.

9.a Report CR-21-053 from the Fire Chief Re: Emergency Response Cost Recovery Services

The Manager of Purchasing, Risk and Asset Management spoke to the questions that were brought up at the May 27, 2021 Committee meeting regarding whether the City could perform the cost recovery services in-house without the assistance of Fire Marquee. Ms. Palmer advised that the City does not know what the workload would be for performing these services, so she was hesitant to recommend that the City perform these tasks internally. Ms. Palmer suggested that a one or two year pilot program with Fire Marquee would be beneficial as it would allow the City to understand the potential revenue that can be generated from these activities and the City would be able to begin collecting this revenue sooner than if the operation needed to be done internally.

Mr. Carrier, a representative from Fire Marquee, highlighted the vast amount of experience Fire Marquee has dealing with insurance companies, the time

required to get money from insurance companies, and the database of insurance professionals and adjusters that Fire Marquee has access to. Mr. Carrier also commented that in non-residential properties, there could be multiple insurers involved which further complicates the process and takes a significant amount of time to handle. Mr. Carrier noted that Fire Marquee has a pay for performance approach, meaning that the City will not have to pay Fire Marquee unless funds are collected from the insurance company.

Mr. Carrier advised that Fire Marquee's cost recovery services do not have any negative effect on the policyholder. Fire Marquee only proceeds with the cost recovery if there is an existing claim filed; if the policy holder does not wish to file a claim with their insurance company, Fire Marquee does not take any action. Mr. Carrier confirmed that there is no risk of premiums going up as a result of their program.

CR-210624-002

Moved by Councillor Tamming

**"THAT in consideration of Staff Report CR-21-053 respecting Emergency Response Cost Recovery Services, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to authorize the execution of a two-year pilot agreement with Fire Marque Inc. for fire service cost recovery to retrieve eligible billable costs associated with fire suppression activities."**

Carried.

## **8. REPORTS OF CITY STAFF**

- 8.a Report CR-21-060 from the Director of Corporate Services Re: Corporate Services Committee Mandate

The City Clerk provided an overview of the report.

CR-210624-003

Moved by Member Sas

**"THAT in consideration of Staff Report CR-20-060 respecting the Corporate Services Committee Mandate, the Corporate Services Committee recommends that City Council direct staff to amend the Board and Committee By-law to include the revised mandate as outlined in the report, including a description of the Divisions within Corporate Services."**

Carried.

- 8.b Fire

None.

## 8.c Accounting

None.

### 8.c.1 Report CR-21-067 from the Director of Corporate Services Re: FS25 Capital Budget Policy

The Director of Corporate Services provided an overview of the report.

Ms. Allan noted that there is often an operating cost associated with a capital project (i.e. increased maintenance, staff time, etc.) that is not part of the capital cost and it is important to ensure this additional cost is estimated and recorded so the true cost of the project can be determined.

Ms. Allan clarified that out of the total tax increase a ratepayer sees, 1% will go towards capital and the remainder will go towards operating budget (i.e. if the tax rate increases by 2.5%, 1% is for capital and 1.5% is for operating).

Chair Dodd commented that the proposed policy provides transparency to members of the public and Council so they understand the true cost of a project. He noted that the capital budget is currently being underfunded and there is a shortfall in the five year capital plan. Dedicating the 1% now will solidify more stability for the City to fund future projects.

The Director of Corporate Services noted that she has a comparison of total capital spending for each municipality in Grey County that she can share with the Committee. Although there isn't an Association of Municipalities of Ontario (AMO) standard for what an annual capital increase should be, it is generally supported to have fulsome asset management plans, be able to quantify what the infrastructure gap is, and make efforts to close the gap. Ms. Allan commented that the dedication of 1% was determined back in 2013 at which time the City focused on core infrastructure (roads, bridges, water, and wastewater), so there are a lot of assets not included (facilities, parks/green spaces, etc.). As the City continues to add more assets to the asset management plan, there will be a better idea of the actual gap and at that time there may be the opportunity to request that the dedicated 1% is increased to a higher rate. Ms. Allan also noted that the 1% is tied to the total levy, so it is a compounding amount that will grow over time.

Chair Dodd noted that this Council has been very good at trying to maintain a capital dedication. The easiest place to cut from is capital and push the project further; however, that results in projects being pushed down to the next generation and the cost of the capital project increasing due to inflation.

CR-210624-004  
Moved by Member Caron

**"THAT in consideration of Staff Report CR-21-067 respecting FS25 Capital Budget Policy, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to adopt the Capital Budget Policy as presented."**

Carried.

8.d Taxes and Revenue

None.

8.e Purchasing

None.

8.f Information Technology

8.f.1 Report CR-21-066 from the Manager of Information Technology Re: IT Needs Assessment Project - Update

The Manager of Information Technology provided an overview of the report.

CR-210624-005  
Moved by Member Todd

**"THAT in consideration of Staff Report CR-21-066 respecting Technology Needs Assessment Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.g Human Resources

8.g.1 Report CR-21-035 from the Manager of Human Resources Re: Labour Relations - Recruitment, Selection and Turnover

The Manager of Human Resources provided an overview of the report.

Chair Dodd commented that he is glad to see the City considering work from home options as that will become an expectation, especially with the younger generation. He also noted that work environments and culture may change post-COVID, and Human Resources will be a vital part of ensuring the City maintains a strong culture and positive work environment.

The Manager of Human Resources clarified that part of the seasonal recruitment breakdown is recall and layoff notices, which is included in the turnover for seasonal employees. She also noted that potential salary enhancements for seasonal employees will be brought forward to budget in alignment with the City's diversity and inclusion strategy.

CR-210624-006

Moved by Member Londono

**"THAT in consideration of Staff Report CR-21-035 respecting Labour Relations – Recruitment, Selection and Turnover, and Human Resources Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.h Clerks

None.

8.i Parking and By-law Enforcement

None.

## **9. MATTERS POSTPONED**

9.a Report CR-21-053 from the Fire Chief Re: Emergency Response Cost Recovery Services

This item was discussed after Item 7.

## **10. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN**

There were no motions for which notice was previously given.

## **11. CORRESPONDENCE PROVIDED FOR INFORMATION**

There were no correspondence items presented for information.

## **12. DISCUSSION OF ADDITIONAL BUSINESS**

There was no additional business.

## **13. NOTICES OF MOTION**

There were no notices of motion.

## **14. ADJOURNMENT**

The business contained on the agenda having been completed, Chair Dodd adjourned the meeting at 6:27 p.m.