



Minutes

Corporate Services Committee

May 3, 2022, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS

PRESENT: Chair Scott Greig
Member Jean Paul Caron
Councillor Travis Dodd
Councillor Brock Hamley
Deputy Mayor Brian O'Leary
Member Stephanie Sas
Member Bobb Todd

MEMBERS

ABSENT/REGRETS: Member Grant McLevy
Member Caralee Sutherland

STAFF PRESENT: Kate Allan, Director of Corporate Services
Annie Reed, Human Resources Manager
Melissa Clancy, Human Resources Manager
Kim Sowerby, Customer Service Facilitator

1. CALL TO ORDER

Chair Greig called the meeting to order at 5:32 p.m.

2. CALL FOR ADDITIONAL BUSINESS

2.a Chair Greig Re: Awarding of the East Bayshore Road Tender RFT-22-021

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 March 24, 2022

"THAT the Corporate Services Committee approves the minutes of the meeting held on March 24, 2022."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

5.a Presentation from the Director of Corporate Services Re: Tax Policy Primer

The Director of Corporate Services provided a presentation on the Tax Policy Primer. Ms. Allan went through some key items such as:

- What are ratios;
- Why to consider changing ratios;
- What might we be asked by taxpayers; and
- What does future assessments look like.

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.

8. REPORTS OF CITY STAFF

8.a Taxes and Revenue

8.a.1 Report CR-22-046 from the Manager of Revenue Re: 2022 Tax Policy By-law

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

In response to a question from Committee, the Director of Corporate Services advised that the City did have residential growth, 36 new homes were added to the tax roll last year however the new revenue generated was completely offset by write down decisions on commercial assessment through the Assessment Review Board. Ms. Allan noted that in the 2018 tax year there was significant growth with almost 400,000 in new revenue showing on the tax roll. While the following years have been slower to generate new assessment, looking at the significant growth in revenue in the planning applications and building permit fees we do anticipate a positive impact on the assessment roll in the next year or two.

In response to a question from Committee, The Director of Corporate Services confirmed that once the City issues an occupancy permit, the Municipal Property Assessment Corporation will assess the properties and add them to the tax roll. The City does have a Proactive Assessment Base Management process that monitors when an occupancy permit is issued the tax department can watch for the supplementary assessment from MPAC. If the tax department does not receive it in 6 months, the tax department will follow up with MPAC.

In response to a question from Committee, The Director of Corporate Services noted that the City currently does not have any properties that are affected by capping or claw backs, but that could be something that comes back into play if the inter tax class shift is significant enough. Ms. Allan noted that one area the City does not have control is the County levy.

CR-220503-002

Moved by Councillor Hamley

"That in consideration of Staff Report CR-22-046 respecting 2022 Tax Policy By-law, the Corporate Services Committee recommends that City Council direct staff to maintain the current rates for 2022 as outlined in Table 6 of the report."

Carried.

8.a.2 Report CR-22-041 from the Director of Corporate Services Re: Safe Restart Funding Transit

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

CR-220503-003

Moved by Councillor Dodd

"THAT in consideration of Staff Report CR-22-041 respecting Safe Restart Funding - Transit, the Corporate Services Committee recommends that City Council direct staff to:

- 1. Transfer the 2021 funding allocation to reserves; and**
- 2. Utilize 2022 allocated funding to offset ongoing transit revenue shortfalls in the current fiscal year."**

Carried.

8.b Fire

None.

8.c Accounting

None.

8.d Corporate and Facility Services

None.

8.e Information Technology

None.

8.f Human Resources

8.f.1 Report CR-22-049 from the Human Resources Manager Re: Human Resources Metrics - Recruitment, Selection, and Turnover

The Human Resources Manager provided an overview of the report.

In response to a question from Committee, the Director of Corporate Services advised that early on in COVID, the City's I.T. Division worked quickly to make sure staff had a virtual private network to work remotely. Ms. Allan also confirmed that the City has a Remote Work Policy to verify that staff have a safe workplace at home. Ms. Allan noted that by creating the ability for staff to work from home, the City can widen the geographical scale of where employees could live and still work for the City of Owen Sound.

In response to a question from Committee, the Director of Corporate Services advised that staff working from home should, in theory, not impact the services residents receive. Ms. Allan also noted that the City has more access via the website and allows for more items to be purchased over the phone and payment with credit cards.

CR-220503-004

Moved by Deputy Mayor O'Leary

"THAT in consideration of Staff Report CR-22-049 respecting Human Resources Metrics – Recruitment, Selection and Turnover, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.f.2 Report CR-22-042 from the Human Resources Manager Re: National Day for Truth and Reconciliation

The Human Resources Manager provided an overview of the report.

In response to a question from the Committee, the Human Resources Manager advised that if the report is approved, City non-union and CUPE

employees would be off on September 30, emergency services and Fire would still be fully operational. Ms. Clancy confirmed that the Truth and Reconciliation Call to Action #80, called upon the Federal government to establish a statutory holiday for Truth and Reconciliation to honour Indigenous Peoples. The City is starting the reconciliation process by working with community partners to rebuild relationships.

CR-220503-005

Moved by Member Caron

"THAT in consideration of Staff Report CR-22-042 respecting National Day for Truth and Reconciliation, the Corporate Services Committee recommends that City Council:

- 1. Approve CUPE 1189-00, CUPE 1189-01, and non-union employees being provided with September 30, National Day for Truth and Reconciliation as a Public Holiday; and**
- 2. Direct staff to update CrS-HR1 – Public Holidays policy to reflect the addition of September 30, National Day for Truth and Reconciliation, to the list of observed public holidays for the City of Owen Sound."**

Carried.

8.g Clerks

None.

8.h Parking and By-law Enforcement

None.

9. MATTERS POSTPONED

There were no matters postponed.

10. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN

There were no motions for which notice was previously given.

11. CORRESPONDENCE PROVIDED FOR INFORMATION

11.a Report from MPAC Re: 2021 Annual Report

11.b Report from BDO Re: Audit Planning

CR-220503-006

Moved by Member Caron

"THAT in consideration of correspondence provided for information purposes listed on the May 3, 2022 Corporate Services Committee agenda, the Corporate Services Committee recommends that City Council receive Items 11.a and 11.b for information purposes."

Carried.

12. DISCUSSION OF ADDITIONAL BUSINESS

12.a Awarding of the East Bayshore Road Tender RFT-22-021

Chair Greig asked the Director of Corporate Services to explain why Tender RFT-22-021 that was awarded for the East Bayshore Road project did not have funding from development charges. Ms. Allan noted that when the City collects development charges if they are not used within the year they are collected they are housed in reserves within the envelope they are applicable to. The City has almost fully applied the road development charges reserves to the 10th Street Bridge and growth related projects on the East Side. Ms. Allan noted that the East Bayshore Road project could potentially be eligible for development charges if the City had a more substantial base build up. The report for Tender RFT-22-021 did note that it is the City's reasonable expectation that the City could recover some if not all of the costs through future development contributions from the developer of the former RCA site.

13. NOTICES OF MOTION

There were no notices of motion.

14. ADJOURNMENT

The business contained on the agenda having been completed, Chair Greig adjourned the meeting at 6:38 p.m.