



**Minutes**

**Corporate Services Committee**

**July 19, 2022, 5:30 p.m.**

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

**MEMBERS**

**PRESENT:**

Chair Scott Greig  
Mayor Ian Boddy  
Member Jean Paul Caron  
Councillor Travis Dodd  
Deputy Mayor Brian O'Leary  
Member Bobb Todd

**MEMBERS**

**ABSENT/REGRETS:**

Councillor Brock Hamley  
Member Grant McLevy  
Member Stephanie Sas  
Member Caralee Sutherland

**STAFF PRESENT:**

Tim Simmonds, City Manager  
Kate Allan, Director of Corporate Services  
Phil Eagleson, Fire Chief  
Kim Sowerby, Customer Service Facilitator  
Mark Giberson, Manager of Information Technology  
Bradey Carbert, Manager of Corporate Services  
Larry Gill, Corporate Property and Projects Supervisor  
Sheyenne Hooghiem, Capital Asset and Risk Management Co-Ordinator  
Kim Sowerby, Customer Service Facilitator

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**1. CALL TO ORDER**

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

**2. CALL FOR ADDITIONAL BUSINESS**

2.a Deputy Mayor O'Leary Re: Question for the Fire Chief

2.b Director of Corporate Services Re: Introducing the new Manager of Corporate Services

### 3. DECLARATIONS OF INTEREST

- 3.a Councillor Dodd - Report CR-22-074 from the Director of Corporate Services Re: Investment Policy

Councillor Dodd declared a conflict of interest with item 8.c.1 due to his employment.

- 3.b Mayor Boddy - Report CR-22-074 from the Director of Corporate Services Re: Investment Policy

Mayor Boddy declared a conflict of interest with item 8.c.1 due to a family member's employment relationship.

### 4. CONFIRMATION OF MINUTES

- 4.a Minutes of the Corporate Services Committee meeting held on June 7, 2022

CR-220719-001

Moved by Member Caron

**"THAT the Corporate Services Committee approves the minutes of the meeting held on June 7, 2022."**

Carried.

Mayor Ian Boddy joined the meeting at 5:35 pm.

### 5. DEPUTATIONS AND PRESENTATIONS

- 5.a Presentation from Blackline Consulting Re: Information Technology Needs Assessment

Ian Shelley from Blackline Consulting shared a PowerPoint presentation on the City's Information Technology needs assessment and highlighted the following:

- Scope of the project
- Findings
- Recommendations
- Priority
- Costs

In response to a question from Committee, Ian Shelley from Blackline Consulting advised that there are several advantages to having cloud-based software compared to in-house software. Firstly, Mr. Shelley mentioned that when organizations use cloud-based software, they are able to draw upon the support and expertise of the software host and their employees. Secondly, cloud-based software generally allows an organization to stay up to date on the latest software version as updates are managed by the software host. Mr. Shelley advised that while cloud-based software has come a long way in terms of security in recent years, each municipality should do its due diligence to make

sure they are picking the correct programs and having the correct anti-virus programs in place to ensure tight security. The Manager of Information Technology noted that certain software that is currently hosted in-house (such as Fire Pro) will not be looked at to switch to cloud-based and will continue to run in house.

**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 Information Technology

8.a.1 Report CR-22-067 from the Manager of Information Technology Re: Information Technology Needs Assessment Project - Conclusion and Next Steps

The City's Information Technology Needs Assessment Project Lead provided an overview of the report.

In response to a question from Committee, the Director of Corporate Services advised that some of the recommendations are certainly a capital component for software acquisition, implementation, and ongoing staffing costs. The City currently has a vacancy in the IT department and is working towards designing a job description that will encompass some of the deliverables from Blackline's report. Ms. Allan advised that this position is already funded within the current budget. Ms. Allan noted that on the capital side, an annual amount of approximately \$250,000 will be going towards implementing these recommendations and that would come through the existing capital levy. There are also opportunities to apply for Federation of Canadian Municipalities grants specific to asset management that will cover not only implementation, but also consulting fees and software acquisition. Ms. Allan commented that there is also the Ontario Community Infrastructure Fund funding program that will allow asset management costs and dedicated staff time to be funded under that program.

In response to a question from Committee, the City Manager noted that MNP, the company doing the service review, is fully engaged with the results of Blackline Consulting's work. MNP has a copy of Blackline's final needs assessment report and will consider the recommendations from that report when providing their final deliverables to the City. The Manager of Information Technology advised that the City does engage with other municipalities and the upper tiers to see what software programs they are

using and use their purchase agreements and support where it is in the City's best interest to do so. The City currently uses software that the County of Grey uses for their GIS and we are able to work alongside them on that program and utilize their expertise as well.

CR-220719-002

Moved by Councillor Dodd

**"THAT in consideration of Staff Report CR-22-067 respecting Information Technology Needs Assessment Project - Conclusion and Next Steps, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.b Fire

8.b.1 Report CR-22-070 from the Fire Chief Re: Fire and Emergency Services Operations Update

The Fire Chief provided an overview of the report.

In response to a question from Committee, the Fire Chief advised that when a 3rd alarm is called, all of the City's off-duty career firefighters are called, and the request for mutual aid support is at the Incident Commander's discretion based on what resources are needed.

In response to a question from Committee, the Fire Chief noted that during the capital budget report you will see a request for a facility audit and some recommendations as the building is almost 50 years old and the facility is not accessible or properly set up for multiple genders.

CR-220719-003

Moved by Deputy Mayor O'Leary

**"THAT in consideration of Staff Report CR-22-070 respecting Fire Department Operations Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

Having previously declared an interest, Councillor Dodd and Mayor Boddy left Council Chambers at this time.

8.c Accounting

8.c.1 Report CR-22-074 from the Director of Corporate Services Re: Investment Policy

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 similar to banking, financial services are not required to go out to tender. Ms. Allan noted that the City is very happy with the level of service and the rate of return from our current provider and the ongoing and existing relationship is working very well. Ms. Allan noted that under the controls in the policy, the City does need two signatures for cash transfers through the bank. This is normally Ms. Allan and the Deputy Treasurer, however, the Mayor and the City Manager do have authority to sign for these as well.

CR-220719-004

Moved by Deputy Mayor O'Leary

**"THAT in consideration of Staff Report CR-22-074 respecting Investment Policy, the Corporate Services Committee recommends that City Council direct staff to bring forward:**

- 1. A by-law to execute Investment Policy No. FS09, as attached to the report; and**
- 2. A separate policy to govern banking services."**

Carried.

Councillor Dodd and Mayor Boddy returned to their chairs.

8.d Taxes and Revenue

None.

8.e Corporate and Facility Services

8.e.1 Report CR-22-069 from the Corporate Property and Projects Supervisor  
Re: 2022 Animal Shelter Internal Facility Audit

The Corporate Property and Projects Supervisor gave an overview of the report.

In response to a question from Committee, the Corporate Property and Projects Supervisor advised that the City can always look into starting projects sooner than 2023, however, there are challenges due to shortages in staff and contractors. The City could provide some of the work in house but currently, we don't have the capacity to complete the work. The City currently has a two person team that works on maintenance of buildings which has a large project list. Mr. Gill noted that the exterior lighting has been repaired and the operators were happy with this repair. The operators of the animal shelter voiced that they would like the air quality to be addressed first and even though the flooring might be adding to the odour, the flooring could wait. The Director of Corporate Services advised that we do receive donations every year towards the

animal shelter, and in fact the reserve we are working with plus the 25,000 that was set aside from last year's budget has been built up through donations through the public. Any time donations come in through the year that exceed the minimum amount we anticipate, it gets set aside for capital projects. Ms. Allan noted that the City can always do a media release suggesting that we could receive donations for this project.

Committee noted that Council put \$25,000 back into the reserve which is in excess of the \$60,000 that was already there. It was noted that security cameras would be a great addition to the facility, the City will have a look into the privacy policy for this.

In response to a question from Committee, the Director of Corporate Services noted that this report and audit was a great pilot project for the City to plan out how to do these assessments and the staff are planning out a greater scope for both the police station and fire station in 2023. The City is hoping that this will be a proactive program that we can apply to all City buildings. Ms. Allan noted that facility projects are required to be in our asset management plan by 2025. The City will need to have something in place by then to understand inventory and the service level to be maintained. The City Manager confirmed that the City acknowledges the urgency and importance of completing the animal shelter updates and the City intends on undertaking the required work.

CR-220719-005

Moved by Councillor Dodd

**"THAT in consideration of Staff Report CR-22-069 respecting the 2022 Animal Shelter Internal Facility Audit, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

- 8.e.2 Report CR-22-071 from the Purchasing & Risk Management Coordinator  
Re: Bi-Annual Summary of Awarded Tenders and Proposals between \$50,000 and \$249,999.99 from January 1, 2022 to June 30, 2022

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

CR-220719-006

Moved by Councillor Dodd

**"THAT in consideration of Staff Report CR-22-071 respecting Bi-Annual Summary of Awarded Tenders and Proposals between \$50,000 and \$249,999 from January 1, 2022 to June 30, 2022, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

8.f Human Resources

None.

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**

There were no correspondence items presented for information.

**12. DISCUSSION OF ADDITIONAL BUSINESS**

12.a Question for the Fire Chief

Deputy Mayor O'Leary asked his question during item 8.b.1.

12.b Introducing the new Manager of Corporate Services

The Director of Corporate Services introduced Bradey Carbert the new Manager of Corporate Services. Mr. Carbert has joined us from the Municipality of Meaford where he worked for over 20 years. Mr. Carbert's background has gone from operations to waste management right through to more recently asset management, IT and GIS procurement. The City is very happy to have Bradey join the team.

**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 6:54 p.m.