



Minutes

Corporate Services Committee

November 1, 2022, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS

PRESENT:

Chair Scott Greig (via Webex)
Member Jean Paul Caron
Councillor Travis Dodd
Councillor Brock Hamley (via Webex)
Member Grant McLevy
Deputy Mayor Brian O'Leary
Member Caralee Sutherland
Member Bobb Todd

MEMBERS

ABSENT/REGRETS: Member Stephanie Sas

STAFF PRESENT:

Tim Simmonds, City Manager
Kate Allan, Director of Corporate Services
Melissa Clancy, Human Resources Manager
Kim Sowerby, Customer Service Facilitator

1. CALL TO ORDER

Vice Chair O'Leary called the meeting to order at 5:30 p.m.

2. CALL FOR ADDITIONAL BUSINESS

2.a Member Caron re: Recycling

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 September 6, 2022

"THAT the Corporate Services Committee approves the minutes of the meeting held on September 6, 2022."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

5.a Presentation from BDO Re: Financial Statements

Traci Smith from BDO provided a brief overview of the statement from 11.b. and noted the following:

- BDO has given the City of Owen Sound a clean audit opinion on the financial statements;
- There are no internal control issues to be reported; and
- The financials include the River District Board and the Owen Sound & North Grey Union Public Library.

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 Fire

None.

8.b Accounting

8.b.1 Report CR-22-094 from the Director of Corporate Services Re: 2021 Audited Financial Statements

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 post employment benefits are aimed to capture the fact that as we work, we are generating a liability for the City that relates to benefits that we will receive after we are employed. The City budgets for post employment benefits on a cash basis so we don't actually expense or accrue an amount for every year a staff member is here in operating budgets. Ultimately, when the City pays out on benefits, that is when it is estimated on current years and services.

CR-221101-002
Moved by Chair Greig

"THAT in consideration of Staff Report CR-22-094 respecting 2021 Audited Financial Statements, the Corporate Services Committee recommends that City Council approve the 2021 Financial Statements as they are presented."

Carried.

8.b.2 Report CR-22-097 from the Director of Corporate Services Re: 2022 T2 Operating Forecast and Capital Update

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 does not have an assessment stabilization reserve. If the City was ever to be short on dollars for tax right offs, it would be pulled from the tax stabilization reserve. Ms. Allan noted that each year the City receives the revenue at risk report which shows the total outstanding appeals and the City aims to accrue every year what the actual amount is even if we haven't paid it out yet.

CR-221101-003
Moved by Councillor Dodd

"THAT in consideration of Staff Report CR-22-097 respecting T2 Operating Forecast and Capital Plan Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.c Taxes and Revenue

None.

8.d Corporate and Facility Services

None.

8.e Information Technology

None.

8.f Human Resources

8.f.1 Report CR-22-095 from the Strategic Human Resources Manager Re: Remote and Flexible Work Policy

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

In response to a question from Committee, the Strategic Human Resources Manager advised that this policy wouldn't be working from home 100% of the time; it could be meant that if a staff member needed to have more flexible hours in their day, this could accommodate that. Ms. Clancy noted that some jobs may be able to work from home on certain days, but if they are requested to be in their assigned work location for meetings or staff coverages, they would have to adhere to City protocol.

The Director of Corporate Services highlighted that the City has lost staff to other municipalities due to the ability to work remotely. Ms. Allan noted that if working remotely is important to some staff while always wanting to hire within City limits, this policy would give the City the ability to broaden the scope of where employees live.

The City Manager noted that the current Acting Director of Public Works was able to take on his current role due to having the ability of flex-hours to work within his schedule. Ms. Clancy confirmed that after discussions with all the Directors, each department would have the ability to use this policy, some staff might not have the ability to work from home, but they could use the flex hours if that works better for them.

In response to a question from Committee, Ms. Clancy noted that the City has also implemented an electronic monitoring policy due to the *Working for Workers Act*. The City will not be doing active monitoring but there will be pastime monitoring. Ms. Clancy advised that in the policy staff need to advise where their home office will be and it does not allow staff to conduct work in unsafe spaces.

CR-221101-004

Moved by Councillor Dodd

"THAT in consideration of Staff Report CR-22-095 respecting the Remote and Flexible Work Policy, the Corporate Services Committee recommends that City Council receive the report for information purposes."

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 BDO Re: Audit Final Report

CR-221101-005

Moved by Member McLevy

"THAT in consideration of correspondence provided for information purposes listed on the November 1, 2022 Corporate Services Committee agenda, the Corporate Services Committee recommends that City Council receive Items 11.a for information purposes."

Carried.

12. DISCUSSION OF ADDITIONAL BUSINESS

12.a Recycling

Member Caron asked what can be done to make sure that more businesses are recycling. The City Manager advised he would take this question back to the Acting Director of Public Works and the City staff that are working on the Waste Management Strategy.

13. NOTICES OF MOTION

There were no notices of motion.

14. ADJOURNMENT

The business contained on the agenda having been completed, Vice Chair O'Leary adjourned the meeting at 6:15 p.m.