



**Minutes**

**Corporate Services Committee**

**January 12, 2023, 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  
Member Stephanie Sas  
Member Caralee Sutherland  
Member Bobb Todd  
Councillor Jon Farmer

**MEMBERS**

**ABSENT/REGRETS:** Member Grant McLevy

**STAFF PRESENT:**

Tim Simmonds, City Manager  
Kate Allan, Director of Corporate Services  
Phil Eagleson, Fire Chief  
Bradey Carbert, Manager of Corporate Services  
Desiree van Dijk, Records Management Coordinator  
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 Chair Grieg Re: Thank You

**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 November 1, 2022

CR-230112-001

Moved by Councillor Dodd

**"THAT the Corporate Services Committee approves the minutes of the meeting held on November 1, 2022."**

Carried.

#### **5. DEPUTATIONS AND PRESENTATIONS**

5.a Deputation from BDO Re: Audit Fees

Traci Smith and Victoria Watson from BDO discussed the changes in audit fees.

Key points discussed were:

- Audit standards, who governs them and what standards are required.
- CAS 315R was revamped for the entire audit process and how it affects municipalities.
- All Information Systems need to be audited as well by BDO.

The Committee discussed the risks the City could face and noted that if the wrong amounts were recorded or not disclosed in the financial statements, it could offset the outcome of the information. Staff/BDO explained that it is important to have procedures in place to check that all items get entered correctly.

The Committee also discussed that the information systems audit planning process needs to look into all systems that are used by the City for bringing information to the general ledger. The Director of Corporate Services advised that the City completed a software systems needs assessment with Blackline Consulting to give recommendations on the software the City uses. It was noted that even if the City gets new software it will still need to go through the IS audit process for the auditors.

#### **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

#### 8.a.1 Report CR-23-011 from the Fire Chief Re: Fire and Emergency Services Annual Report

The Fire Chief provided an overview of the report.

In response to a question from Committee, the Fire Chief advised that there have been two new hires, Bethany Pilkington and Kevin Aleinik and the Deputy Fire Chief position remains vacant. Chief Eagleson noted that the fire hall still needs further upgrades to accommodate the new recruits.

In response to a question from Committee, the Fire Chief noted that inspection numbers were up in 2022 due to businesses opening up again after the pandemic and staff being able to enter into these businesses to do the inspections.

Chief Eagleson noted that for about the last 172 years, the City of Owen Sound firefighters have been career/professional based with no volunteer firefighters. Councillor Dodd noted that there are conditions within the Firefighters arbitration agreement that does not allow contracting out to volunteer services. If this were to be amended, there would need to be an agreement with the union to remove the clause. Chief Eagleson confirmed that the City of Owen Sound does support and work with the Intertownship Fire Department and mutual aid with Grey County.

In response to a question from Committee, Chief Eagleson advised that the medical resuscitate calls are assisting and supporting the EMS partners and almost a third are suspected drug use/overdose related, the other calls are regular ambulance calls or lift assist calls.

CR-230112-002

Moved by Member Caron

**"THAT in consideration of Staff Report CR-23-011 respecting Owen Sound Fire and Emergency Services Annual Report, the Corporate Services Committee recommends that City Council receives the report for information purposes."**

Carried.

### 8.b Accounting

None.

### 8.c Taxes and Revenue

None.

8.d Corporate and Facility Services

8.d.1 Report CR-23-008 from the Manager of Corporate Services Re: Municipal Insurance Renewal 2023

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

In response to a question from Committee, the Manager of Corporate Services advised that the City renews its insurance policy annually to stay current with markets, and inflation and to make sure all assets are current. Staff advised that the insurance industry is still in a hard market due to a combination of factors, including natural disasters across Canada, which affect insurance rates.

In response to a question from Committee, The Director of Corporate Services noted that the Climate Adaptation Plan will look into the risks involved with insurance and how this could affect rates in the future. The City Manager noted that there is a section in the Climate Adaptation Plan that includes vulnerability assessment and lists a number of climate threats for potential insurance claims.

It was noted by Committee, that Council has written letters to the provincial government to have all insurance rates looked at, as it's not just municipalities that are getting the big increases in rates. Committee also noted that Council will need to stay on top of having the joint several liability clause looked at to see if there could be any adjustments.

CR-230112-003

Moved by Councillor Farmer

**"THAT in consideration of Staff Report CR-23-008 respecting Municipal Insurance Renewal 2023, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.e Information Technology

None.

8.f Human Resources

None.

8.g Clerks

8.g.1 Report CR-23-006 from the Records Management Coordinator Re: Freedom of Information By-law

The Records Management Coordinator provided an overview of the report.

In response to a question from Committee, the Records Management Coordinator confirmed that "all powers and duties granted or vested in the Head to the Clerk" is only referring to the items in the report for the Freedom of Information By-law.

CR-230112-004

Moved by Member Todd

**"THAT in consideration of Staff Report CR-23-006 respecting the Freedom of Information By-law, the Corporate Services Committee recommends that City Council directs staff to:**

- 1. bring forward a by-law to:
  - a) affirm the designation of the Mayor as Head of the Institution;**
  - b) delegate all powers and duties granted or vested in the Head to the Clerk, without limits, restrictions, conditions, or requirements;**
  - c) repeal By-law No. 2016-006; and****
- 2. bring forward a by-law to amend the Delegation of Powers and Duties By-law to reflect the updated Freedom of Information By-law."**

Carried.

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 Thank You

Chair Greig thanked Jean-Paul Caron and Bobb Todd for their years of service on the Corporate Services Committee.

Member Caron and Member Todd thanked City Council for the opportunity to be on the Committee.

**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 6:40 p.m.