

Staff Report

Report To: Community Services Committee
Report From: Pamela Coulter, Director of Community Services
Meeting Date: February 15, 2023
Report Code: CS-23-014
Subject: Community Services Standing Committee Orientation and Work Plans – 2023

Recommendations:

THAT in consideration of Staff Report CS-23-014 respecting Community Services Standing Committee Orientation and Work Plans, the Community Services Committee recommends that City Council receive the work plans for information purposes.

Highlights:

- Committee orientation provides helpful information for members respecting committee procedural and legislative matters. In 2023, the City Clerk, together with Administrative Assistants, has done the orientation in advance of the first meeting of the new Committee.
- In conjunction with orientation, this report provides work plans for 2023 for the five main divisions of Community Services, including Building, Planning & Heritage, Arena Operations, Parks and Open Space (including Cemetery), and Community & Business Development (including Tourism, Events, Community Programs & Facility Booking).

Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service

Previous Report/Authority:

2023 Operating and Capitals Budgets

Strategic Plan and various Master Plans

Background:

February 15, 2023, will be the first meeting of a new Community Services Committee.

Committee Orientation

The City Clerk, together with the team of Administrative Assistants, has prepared an orientation presentation for the new Committee that included:

- Committee Structure, Council-Committee Relationship;
- Procedural By-law;
- Board & Committee By-law; and
- Code of Conduct and Council-Staff Relations Policy.

Division Work Plan

Each year staff develop work plans for each division within Community Services. The plans are based on the direction provided by Council through the Strategic Plan and various Master Plans. They are aligned with the 5-year capital and annual operating budgets and consider the Asset Management Plan. All of these have been developed with public input and consultation.

For many of the initiatives, there is a role for the Committee in considering a draft policy or hosting a public open house or meeting. Other times, there is not a direct role for Committee/Council.

These work plans are used, in part, to measure the success of each of the divisions in annual performance reviews. The items focus staff effort, increase productivity, accountability, and transparency, and let the Committee glimpse what is planned for the coming year.

As part of the staff presentation of the work plans, staff will present the following:

- Five fun facts about the division aimed to share who we are and what we do;
- Five 2022 “high fives” or celebrations;
- Five 2022 highlights from the workplans (attached).

Mandate and Organizational Structure

The Mandate of the Committee was updated in 2021 and is attached to this report for reference. An organization chart for each of the divisions is also attached.

Financial Implications:

Work plans, as presented, are consistent with the capital and operating budget for each division. Throughout the year, Community Services staff will work with Corporate Services staff on financial reporting primarily through Corporate Services Committee.

Communication Strategy:

Many of the work plan items include the need to notify the public or communicate with others. These will be addressed by staff as each of the initiatives moves forward.

Consultation:

The lead staff person for each division has created the work plans, consulting with the Director and City Manager.

In 2022, for the first time, work plans were shared among the Directors, Curator of the Tom Thomson Art Gallery and Fire Chief together with the City Manager for the purposes of alignment and resource planning.

Attachments:

1. Mission and Mandate – Community Services Committee
2. Work Plans – Building, Parks & Open Space (including Cemetery), Community & Business Development (Tourism, Events, Community Programs and Facility Booking) and Arena Operations

Recommended by:

Pamela Coulter, Director of Community Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Pamela Coulter, Director of Community Services at pcoulter@owensound.ca or 519-376-4440 x.1252