



Minutes

Corporate Services Committee

December 7, 2023, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS

PRESENT: Vice Chair Melanie Middlebro'
Member Kelly Carmichael
Councillor Travis Dodd
Deputy Mayor Scott Greig
Member Neil McCutcheon
Member Stephanie Sas
Member Bobb Todd

MEMBERS

ABSENT/REGRETS: Chair Brock Hamley

STAFF PRESENT: Kate Allan, Director of Corporate Services
Bradey Carbert, Manager of Corporate Services
Annie Reed, Human Resources Manager
Sierra Patino, Corporate Services Facilitator

1. CALL TO ORDER

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

2. CALL FOR ADDITIONAL BUSINESS

2.a Vice Chair Middlebro' Re: Member Sas' 3-Year Committee Recognition

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 9, 2023.

"THAT the Corporate Services Committee approves the minutes of the meeting held on November 9, 2023."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

There were no depositions or presentations.

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 Corporate and Facility Services

8.a.1 Report CR-23-119 from the Corporate Services Manager Re: Municipal Insurance Renewal 2024

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

In response to a question from Committee, Mr. Carbert advised that the City does not self-insure. In 2021, the City increased its deductible from \$10,000 to \$20,000, which is the closest to self insurance provided.

In response to a question from Committee, Mr. Carbert advised that the seminars and trainings offered by the insurance provider are included in the premiums and are part of the insurance package.

In response to a question from Committee, Mr. Carbert advised that the City pays the insurance provider directly, and they then get a commission on their sale. The City does not pay an additional commission fee to the service provider.

In response to a question from Committee, Mr. Carbert advised that for the renewal in 2023, Staff did look at excluding small low-value assets such as the St. Georges Ball Park in the policy for cost savings. It was determined that the cost savings would range from \$60 - \$400 dollars. He noted that the majority of the Property Policy is in the large facilities, and it was determined that the smaller assets be included in the more significant blanket policy.

CR-231207-002
Moved by Councillor Dodd

"THAT in consideration of Staff Report CR-23-119 respecting Municipal Insurance Renewal 2024, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.b Human Resources

8.b.1 Report CR-23-118 from the Human Resources Manager Re: Employee Benefit Overview and Update

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

CR-231207-003
Moved by Member Sas

"THAT in consideration of Staff Report CR- 23-118 respecting Employee Benefits Overview and Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.c Taxes and Revenue

8.c.1 Report CR-23-102 from the Tax Collector Re: 2024 Interim Tax Levy By-Law

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

CR-231207-004
Moved by Councillor Dodd

THAT in consideration of Staff Report CR-23-102 respecting the 2024 Interim Tax Levy, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law for the 2024 interim levy, with the by-law prescribing that:

- 1. All property classes will be based on 50 per cent of the total 2023 taxes billed for each property and adjusted as necessary to reflect any additional taxes added to the previous year's taxes as a result of assessment added to the tax roll;**
- 2. The interim levy applies to assessments added to the tax roll for 2023 that were not on the assessment roll when the by-law was passed; and**

3. The interim bill payment due date for the two (2) installments be:

- a. Thursday, February 29, 2024; and**
- b. Tuesday, April 30, 2024."**

Carried.

8.d Accounting

None.

8.e Clerks

None.

8.f Fire

None.

8.g Information Technology

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 Member Sas' 3-Year Committee Recognition

Vice Chair Middlebro' recognized Member Sas for her three years of service on the Corporate Services Committee, noting the importance of public members sitting on a Committee as Member Sas' term ends this year.

13. NOTICES OF MOTION

There were no notices of motion.

14. ADJOURNMENT

The business contained on the agenda having been completed, Vice Chair Middlebro' adjourned the meeting at 5:51 p.m.