



Minutes

Corporate Services Committee

March 7, 2024, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS

PRESENT: Chair Melanie Middlebro'
Vice Chair Carol Merton
Member Kelly Carmichael
Councillor Travis Dodd
Deputy Mayor Scott Greig
Member Stephanie Sas
Member Bobb Todd
Member Joel Pennington

MEMBERS

ABSENT/REGRETS: Member Neil McCutcheon

STAFF PRESENT: Kate Allan, Director of Corporate Services
Briana Bloomfield, City Clerk
Bradey Carbert, Manager of Corporate Services
Christine Gilbert, Deputy Treasurer
Annie Reed, Human Resources Manager
Kristen Van Alpen, Manager of Legislative Services
Riley Brugess, By-law Enforcement Officer
Kaitlyn Patchell, By-law Enforcement Officer
Sierra Patino, Corporate Services Facilitator

1. CALL TO ORDER

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

2. CALL FOR ADDITIONAL BUSINESS

There was no additional business.

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 February 8, 2024

CR-240307-001

Moved by Deputy Mayor Greig

"THAT the Corporate Services Committee approves the minutes of the meeting held on February 8, 2024."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

There were no deputations 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 Clerks

8.a.1 Report CR-24-019 from the Manager of Legislative Services Re: Policy Review Project - Annual Update

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

In response to a question from Committee, Ms. Van Alphen advised that there is not currently a map of redundant policies. The policy review project aims to reduce the overlap and duplication of policies.

CR-240307-002

Moved by Member Carmichael

"THAT in consideration of Staff Report CR-24-019 respecting the City's Policy Review Project, the Corporate Services Committee recommends that City Council direct staff to:

- 1. Bring forward a by-law to repeal certain policies as outlined in the report; and**
- 2. Approve staff making administrative changes to policies that are being moved to the new City format."**

Carried.

8.b Parking and By-law Enforcement

8.b.1 Report CR-24-010 from the City Clerk Re: 2023 By-law Enforcement Overview and Property Standards By-law Review

The City Clerk provided an overview of the report with a presentation.

In response to a question from Committee, Ms. Bloomfield advised that the provision of by-law services will be reviewed this year to help in formulating the service review report coming forward early next year. Timing and by-law staffing hours along with other processes will be looked at to determine the best route forward. The summer student and other resources will be utilized to aid in this research.

In response to a question from Committee, By-law Enforcement Officer, Kaitlyn Patchell advised that the typical response to an encampment call is as follows:

1. Receive a complaint.
2. Gather information on the location of the encampment and assessing if it is still active.
3. If still active, determine if the people there have been connected with services within the City such as Grey County Housing, Safe n Sound and OSHaRE. At this time, City By-law Officers also provide a resource pamphlet.
4. If not connected to resources, By-law will ask if they would like a call to resources made on their behalf. In some cases, Grey County has outreach staff that can attend these calls with By-law if requested.

Ms. Patchell noted that this process continues until the person(s) has secured housing, whether it be transitional housing or emergency housing. Once they are in stable housing, By-law will help gather their belongings, and conduct a cleanup of the encampment area.

In response to a question from Committee, the City Clerk advised that a substantial amount of education was completed by By-law Officers in the River District relating to waste management. Letters were sent to all property owners and tenants in the downtown core, reminding them that bag tags must be used. She also noted that this summer, By-law Officers were able to issue fines for tenants and owners not complying with the Waste Management By-law.

In response to comments from Committee, the City Clerk noted that By-law is complaint-based, which means that the officers are not going around to vacant buildings asking them to board up the windows. It would only be if there is a complaint. The issues regarding boarded-up buildings have been discussed by staff and is something that is being looked into.

CR-240307-003
Moved by Councillor Dodd

"THAT in consideration of Staff Report CR-24-010 respecting the 2023 By-law Enforcement Overview and Property Standards By-law Review, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to amend the Property Standards By-law as outlined in the report."

Carried.

8.c Accounting

8.c.1 Report CR-24-014 from the Director of Corporate Services Re: 2024 Corporate Services Work Plan

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

In response to a question from Committee, Ms. Allan advised that the work plan projects are not presented as prioritized, or in any particular order. She did note that all projects on the work plans have been through a prioritization process, whether it be through the Capital Budget, Service Review exercise, IT needs assessment, or HR strategy to name a few. Each project on the work plan does highlight where it originated from. She noted that having the work plan information will be a very important piece for Council to consider when making future decisions relating to new projects.

In response to a question from Committee, Ms. Allan clarified that the projects on the work plan are not all to be completed in the year, but are all underway.

In response to questions from Committee, Ms. Allan advised that the calculations for time allocation were rough estimates that the Managers provided, based on the time they typically spend on certain activities. Ms. Allan noted that this exercise brought to her attention that some staff are working 50 plus hours per week.

CR-240307-004
Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CR-24-014 respecting Corporate Services 2024 Work Plan, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.c.2 Report CR-24-018 from the Director of Corporate Services Re: 2024 Tax Policy Update

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

In response to a question from Committee, Ms. Allan advised that when property re-assessment comes into effect, there will be a large increase in assessed property value; however, taxes paid by the ratepayer will not increase by the percentage the assessment goes up. When the assessment increases, the City will decrease the tax ratio, and the City will continue to collect the same amount in tax dollars for the budget, as it did when assessments were lower. Ms. Allan advised that where change will be seen with a reassessment, is if one tax class changed at a different rate from the other tax classes. For example, if residential assessments rose much more than commercial, the residential taxpayer would take on more of the tax burden. The other concern that could arise when properties are re-assessed is an in-class tax shift. This would happen if lower-value residential homes change at a greater percentage than the higher-value homes. The City will address this when, and if it does happen. Ms. Allan noted that changing the multi-residential tax ratios will not affect this.

In response to a question from Committee, Ms. Allan clarified that Council has not approved what a tax bill would be for a home, but rather the total Municipal Levy. When this was approved, an estimation of the impact of the levy was made; however, other factors affect the final taxes. These factors include the City's tax policy and the County levy, which during budget time, were not set. During the budget approval, all that can be estimated is what the budgetary impact is. In response to a follow-up question, Ms. Allan advised that the municipal budget is set, and the levy that the City will collect has been confirmed. The tax rate has not yet been set.

In response to a question from Committee, Ms. Allan advised that when the tax ratio is set, a media release will be sent out to ratepayers, and tenants. In addition, if a tax rate is reduced by a certain amount there are legislative letters that are sent out to landlords and tenants, advising of a rent reduction. The administration and follow-through of these legislative letters are not audited by the City and are the responsibility of the Landlord and Tenant Board.

Ms. Allan noted that each year the City aims to work towards sustainable tax increases. When the City makes these recommended changes, it is in a range of what is professionally believed to be sustainable by the taxpayer. When the tax rate gets set, the City does not aim to have the residential taxpayer realize a rate of 5% when a levy increase of 3% has been approved.

CR-240307-005

Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CR-24-018 respecting 2024 Tax Policy and Rate Calculation, the Corporate Services Committee recommends that City Council directs staff to:

- 1. Reduce the multi-residential class ratio to 1.338950; and**
- 2. Bring forward a by-law to authorize the collection of 2024 property taxes."**

Carried.

8.d Fire

8.d.1 Report CR-24-023 from the Fire Chief Re: 2024 Fire and Emergency Services Work Plan

CR-240307-006

Moved by Councillor Dodd

"THAT in consideration of Staff Report CR-24-023 respecting the 2024 Fire and Emergency Services Work Plan, the Corporate Services Committee recommends that City Council postpone the report until the April 11th Corporate Services Committee meeting."

Carried.

8.e Corporate and Facility Services

None.

8.f Human Resources

None.

8.g Information Technology

None.

8.h Taxes and Revenue

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

There was no additional business.

13. NOTICES OF MOTION

There were no notices of motion.

14. ADJOURNMENT

The business contained on the agenda having been completed, Chair Middlebro' adjourned the meeting at 6:50 p.m.