



Minutes

Corporate Services Committee

May 9, 2024, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS

PRESENT: Chair Melanie Middlebro'
Vice Chair Carol Merton
Deputy Mayor Scott Greig
Member Stephanie Sas
Member Bobb Todd

MEMBERS

ABSENT/REGRETS: Member Kelly Carmichael
Councillor Travis Dodd
Member Neil McCutcheon
Member Joel Pennington

STAFF PRESENT:

Tim Simmonds, City Manager
Kate Allan, Director of Corporate Services
Phil Eagleson, Fire Chief
Michelle Palmer, Senior Manager of Strategic Initiatives and Operational Effectiveness
Bradey Carbert, Manager of Corporate Services
Carly McArthur, Communications Advisor
Sierra Patino, Recording Secretary

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 April 11, 2024

CR-240509-001

Moved by Member Todd

"THAT the Corporate Services Committee approves the minutes of the meeting held on April 11, 2024."

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 General

8.a.1 Report CM-24-026 from the Communications Advisor Re: Follow Up to Flag-Flying, Proclamations and Public Awareness Campaigns Policy Update

The Communications Advisor provided an overview of the report.

CR-240509-002

Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CM-24-026 respecting Updates to the Flag-Flying, Proclamations and Public Awareness Campaigns Policy, the Corporate Services Committee recommends that City Council direct staff to:

- 1. Bring forward a by-law to adopt the policy as attached to the report which includes:**
 - a. Maintaining the flag-flying period of 14 consecutive days;**
 - b. Maintaining the non-hierarchical approach to the community flagpole by not proactively flying specific groups' flags; and**
 - c. That groups can apply once for ongoing flag-flying events; and**

2. Bring forward a by-law to amend the Delegation of Powers and Duties By-law to delegate approval authority to the City Manager as outlined in the policy."

Carried.

8.b Human Resources

8.b.1 Report CR-24-047 from the Director of Corporate Services Re: Holiday Closure Schedule Revisions

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

In response to a question from Committee, Ms. Allan advised that the only updates in the holiday closure schedule were for the next two years. Every other year stays the same as when it was previously approved. Ms. Allan confirmed that staff must use vacation days for the holiday closure.

CR-240509-003

Moved by Member Todd

"THAT in consideration of Staff Report CR-24-047 respecting Holiday Closure Revisions, the Corporate Services Committee recommends that City Council direct staff to amend the 2024 and 2025 holiday closure schedule as outlined in the report."

Carried.

8.c Information Technology

8.c.1 Report CR-24-045 from the Manager of Information Technology Re: Information Technology Needs Assessment Status Update

The Manager of Information Technology provided an overview of the report.

In response to a question from Committee, Mr. Giberson advised that Blackline Consultants were used for reviewing the current use of technology in the City. They conducted a process review of all current systems, in which they looked at optimization within these systems, finding ways to make processes leaner, and converting manual processes to automated systems.

In response to a question from Committee, Mr. Giberson advised that the service review opportunities allowed IT to look at areas where there may not be a foundation or policy, which moved some items recommended by Blackline to service review. Some projects may be complimentary with service review items. The City Manager noted that the Blackline document of recommendations was key in determining service review projects.

In response to a question from Committee, Mr. Giberson advised that the automated systems projects are labour-intensive, and can take a lot of staff time. He noted that a large priority for these projects is making sure they are implemented correctly, without rushing.

CR-240509-004

Moved by Member Sas

"THAT in consideration of Staff Report CR-24-05 respecting Information Technology Needs Assessment Project – Status Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.d Fire

8.d.1 Report CR-24-023 from the Fire Chief Re: 2024 Physician Recruitment Update

The Fire Chief provided an overview of the report.

In response to a question from Committee, the Fire Chief advised that from past experiences, the public does desire to get involved in this initiative by donating their time, homes for accommodation, recruiting, etc. He advised that the task force is aware of this desire and is investigating the best ways to utilize this.

CR-240509-005

Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CM-24-023 respecting the Physician Recruitment Update, the Corporate Services Committee recommends that City Council direct staff to open a discussion with Brightshores Health System regarding their need for transient medical professional accommodations."

Carried.

8.e Accounting

8.e.1 Report CR-24-043 from the Director of Corporate Services Re: Tax Policy Changes in 2024 Provincial Budget

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

In response to a question from Committee, Ms. Allan advised that there has been no specific mention of affordable multi-residential in the tax policy changes. She noted that in June, with the development charges

update, there will be language regarding affordable housing; however, this will be difficult for the City to implement with no current way to assess whether a development will be affordable.

In response to a question from Committee, Ms. Allan advised that the City would continue to monitor what Toronto and Hamilton are doing with their vacant tax policies. She added that it would be very difficult for lower-tier municipalities and their counties to implement a vacant tax policy without a strong, successful program to follow.

CR-240509-006

Moved by Member Sas

"THAT in consideration of Staff Report CR-24-043 respecting Tax Policy Changes in the 2024 Budget, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.f Corporate and Facility Services

8.f.1 Report CR-24-046 from the Manager of Corporate Services Re: 2025-2029 Multi-Year Capital Plan Corporate Services

The Manager of Corporate Services provided an overview of the report through a PowerPoint presentation. City staff overseeing specific projects provided an overview of their capital detail sheets.

In response to questions from Committee, the following answers were provided regarding the capital projects outlined in the presentation and report by the respective manager:

25U.4 - Bunker Gear Replacement - The escalation in costs of bunker gear over the past few years is due to inflation, but largely the safety refinement, materials used and requirements of the bunker gear.

In response to a question regarding the capital project scoring matrix, Ms. Allan advised that Council approved, and provided a weighting to the matrix attributes two years ago. The attributes are not weighted equally, so having a 5 in one attribute does not contribute 5 more points to the project score. In a follow-up, Ms. Allan advised that the weighting could change every year at Council's discretion to align with their priorities.

25A.3 IT Strategic Review - The previous Blackline Consultant project only looked at the City's current systems, and how they can be improved. They did not look at the City's budgets, or staffing levels, did not engage the Strategic Leadership Team, or Council, and did not set goals. It was solely a process review. This proposed project will take all of this into account

and look at how the City can best align with its business goals. In a follow-up, the City Manager advised that this review will take the current service review projects into account and the Service Review Committee will be seeing updates on this with the associated projects.

28G.3 - Access Control System - Three years ago, the vendor of the current system stopped supporting the software and hardware suite, with only 6 months' notice. The City has done workarounds to ensure it is maintained, but it is a substantial risk as there are no parts available if anything major were to happen.

25B.2 - Citizen Satisfaction Survey 2025 - In 2021, there were roughly 400 survey participants. The statistically relevant survey was phone-based. Because of the demand, the City also launched a web-based, but the gatherings were kept separate. The information from these surveys is used to identify potential areas of service improvement and communications regarding City services. The 2025 survey will launch around the time of the 2050 Council Vision, which will help Council focus on which priorities are most relevant to the public.

In response to a question from Committee, Mr. Carbert explained the reserve fund table on the fleet slide of the presentation. The first row of the table shows the opening balance of the reserve fund, and the last row shows what the closing balance would be, after any purchases.

25M.11 - Billy Bishop Museum (BBM) Rehab - The City has had an operating agreement with the BBM since 2008. In the agreement, the City is responsible for the rehabilitation, replacement, and capital maintenance of the building. The projects for this building included in the plan are maintaining the existing space. Some projects such as the porch extension listed in the detail sheet are funded solely from donations and grants. Mr. Simmonds noted this agreement is set to expire in 2028.

25M.5 - Water Bottle Refill Stations - The focus of the water bottle filling program, as per Council's direction is to find outdoor sources for the stations. In the coming years, the replacement of existing stations will be looked at rather than adding new ones as some are 10-15 years old.

In response to a question from Committee, Mr. Carbert advised that the Building Condition Assessments (BCA) are treated as a snapshot in time - it is identifying and logging where the City is at with the condition of its facilities. The BCA report to Council will likely be accompanied by a recommendation to investigate facility needs, and levels of service before the 2025 Asset Management Plan. The BCA report will not likely come to Committees; however, when the next phase begins to look at the opportunities for the facility registry, the Committees will be involved and engaged.

CR-240509-007
Moved by Member Todd

"THAT in consideration of Staff Report CR-24-046 respecting the 2025-2029 Multi-year Capital Plan – Corporate Services, the Corporate Services Committee recommends that City Council direct staff to bring forward a report on the draft multi-year capital plan and incorporate the feedback from Committee regarding the proposed projects."

Carried.

8.g Parking and By-law Enforcement

None.

8.h Taxes and Revenue

None.

8.i Clerks

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 7:24 p.m.