



**Minutes**

**Corporate Services Committee**

**June 13, 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 Neil McCutcheon  
Member Stephanie Sas  
Member Bobb Todd

**MEMBERS**

**ABSENT/REGRETS:** Member Joel Pennington

**STAFF PRESENT:**

Kate Allan, Director of Corporate Services  
Phil Eagleson, Fire Chief  
Briana Bloomfield, City Clerk  
Bradey Carbert, Manager of Corporate Services  
Sierra Patino, Recording Secretary

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**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 May 9th, 2024.

**"THAT the Corporate Services Committee approves the minutes of the meeting held on May 9, 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-24-048 from the City Clerk Re: Composition of Council and Establishment of Wards**

The City Clerk provided an overview of the report.

In response to a question from Committee, the City Clerk clarified the table on page 4, which breaks down the number of Council positions available and the number of people who ran for these positions, based on the last election. In a follow-up, Ms. Bloomfield advised that the selection is based solely on the highest number of votes per position, and there is no minimum number of votes required.

In response to a question from Committee, Ms. Bloomfield advised that reporting on the composition of Council is a legislated practice, and a report must come to Council each term.

In response to a question from Committee, Ms. Bloomfield advised that staff is not aware of an Association of Municipalities Ontario (AMO) standard or report for composition, and equity and fairness of Council. She noted that staff will investigate this further.

In response to a question from Committee, Ms. Bloomfield advised that a question regarding the composition of Council could be added to the next election ballot, and direction to complete a staff report would be required to begin that process.

CR-240613-002  
Moved by Vice Chair Merton

**"THAT in consideration of Staff Report CR-24-048 respecting the composition of Council and the establishment of wards, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.b Fire

8.b.1 Report CR-24-065 from the Fire Chief Re: Shared Service MOU with Georgian Bluffs

The Fire Chief provided an overview of the report.

CR-240613-003  
Moved by Councillor Dodd

**"THAT in consideration of Staff Report CR-24-065 respecting Fire Prevention Services – Shared Service MOU with Georgian Bluffs, the Corporate Services Committee recommends that City Council direct the City Manager to execute the memorandum of understanding as outlined in the report."**

Carried.

8.c Corporate and Facility Services

8.c.1 Report CR-23-071 from the Manager of Corporate Services Re: Asset Management Plan Update

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

In response to a question from Committee, Mr. Carbert advised that a third-party consultant is not being used to complete the 2024 Asset Management Plan. He noted that there was a previous commitment to complete asset management activities internally to ensure that the data is owned, maintained and manipulated by the City to help develop other operational processes outside of solely meeting the requirement.

CR-240613-004

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-24-071 respecting 2024 Asset Management Plan Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.d Accounting

8.d.1 Report CR-24-063 from the Director of Corporate Services Re: T1 Financial Update

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

In response to a question from Committee, Ms. Allan advised that the winter control budget is derived from a forecast on historical trends, which shows that there is typically one major snow event every November or December. However, the past few years have not demonstrated this, so it is forecasted to be \$85,000 under budget.

In response to a question from Committee, Ms. Allan advised that last year, interest earned on working funds was added to the budget and noted that any interest retained on the reserves is still tracking to be on course. Ms. Allan highlighted that the cash balance is slightly lower than anticipated mainly due to the timing of payments. Additionally, one factor that was not considered was the Police Station upgrades and the timing of those payments. These factors have reduced the working capital until final tax payments come through in June and September.

In response to a question from Committee, Ms. Allan advised that she will provide Committee with the background document used for this report, which summarizes the City's financial position.

CR-240613-005

Moved by Member McCutcheon

**"THAT in consideration of Staff Report CR-24-063 respecting 2024 T1 Financial Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.d.2 Report CR-24-068 from the Director of Corporate Services Re: 2025 Operating Budget Public Engagement

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

In response to a question from Committee, Ms. Allan advised that the survey design team consisted of herself, staff from the City Manager's Office, and the communications team. She noted that the questions were intentionally not comprehensive as the goal was to ask questions only relevant to the decisions that staff are currently making for this budget. She noted that questions relating to public transit were not included, as the City is not currently looking at making changes to this service this year, and including questions that staff are not planning on amending could be deceiving to the public.

In response to a question from Committee, Ms. Allan advised that this survey is not intended to be a comprehensive, statistically significant survey that is spread Citywide. This survey is superseded by the Strategic Plan Surveys being undertaken, and the Citizen Satisfaction surveys that were widespread.

In response to a question from Committee, Ms. Allan advised that the intention of the survey is to use the results to help guide staff decisions regarding activities in the budgets that are currently being evaluated.

In response to a request from Committee, Ms. Allan responded that the questions would clarify that an increase in service level may lead to increased tax funding requirements.

CR-240613-006

Moved by Member Todd

**"THAT in consideration of Staff Report CR-24-068 respecting 2025 Operating Budget Public Engagement, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.e Human Resources  
None.

8.f Parking and By-law Enforcement  
None.

8.g Taxes and Revenue  
None.

8.h Information Technology  
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 6:22 p.m.