



**Minutes**

**Corporate Services Committee**

**September 12, 2024, 5:30 p.m.  
City Hall - 808 2nd Avenue East - Council Chambers**

**MEMBERS PRESENT:** Chair Melanie Middlebro'  
Member Kelly Carmichael  
Councillor Travis Dodd  
Deputy Mayor Scott Greig  
Member Neil McCutcheon  
Vice Chair Carol Merton (via video)  
Member Joel Pennington

**MEMBERS**

**ABSENT/REGRETS:** Member Stephanie Sas  
Member Bobb Todd

**STAFF PRESENT:** Kate Allan, Director of Corporate Services  
Briana Bloomfield, City Clerk  
Janet Ashfield, Manager of Human Resources  
Bradey Carbert, Manager of Corporate Services  
Allison Penner, Deputy Clerk  
Bethany Chandler, Human Resources Specialist –  
Recruitment, Retention & Compensation  
Christina McLean, Corporate Services Facilitator

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**1. CALL TO ORDER**

Chair Middlebro' called the meeting to order at 5:32 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 July 11, 2024

In response to a question from Committee, the City Clerk clarified that items considered and recommended at Committee are subject to change when presented to City Council.

CR-240912-001

Moved by Deputy Mayor Greig

**"THAT the Corporate Services Committee approves the minutes of the meeting held on July 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**

Item 8.b.1 was discussed at this time.

8.b.1 Report CR-24-090 from the Director of Corporate Services Re: FS25 - Capital Budget Policy

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

In response to questions from Committee, the Director of Corporate Services advised of how, when, and by whom a change could be made to the 5-year capital plan under the proposed policy.

Vice Chair Merton left the meeting.

In response to a question from Committee, the Director of Corporate Services advised that with direction from Committee, staff could amend the proposed policy to allow for rigid capital commitments to be for a term of less than five years.

In response to a question from Committee, the Director of Corporate Services discussed the threshold of 2/3 Council approval for budgetary changes versus Council majority for changes to projects in the 5-year Capital Plan under the proposed policy.

CR-240912-002

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-24-090 respecting AF006 Capital Budget Policy Update, the Corporate Services Committee recommends that Council receive the report for information purposes."**

Carried.

Councillor Middlebro' relinquished the Chair to Deputy Mayor Greig and left the meeting. Deputy Mayor Greig assumed the role of Chair.

8.a Corporate and Facility Services

- 8.a.1 Report CR-24-091 from the Manager of Corporate Services Re: Bi-Annual Summary of Awarded Purchases between \$50,000 and \$249,000 from January 1, 2024 to June 30, 2024

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

CR-240912-003

Moved by Member McCutcheon

**"THAT in consideration of Staff Report CR-24-091 respecting Bi-Annual Summary of Awarded Tenders and Proposals between \$50,000 and \$249,999 from January 1, 2024 to June 30, 2024, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.b Accounting

- 8.b.1 Report CR-24-090 from the Director of Corporate Services Re: FS25 - Capital Budget Policy

Item 8.b.1 was discussed before Item 8.a.1.

8.c Human Resources

- 8.c.1 Report CR-24-095 from the Manager of Human Resources Re: Human Resources Metrics - Recruitment and Retention

The Human Resources Specialist - Recruitment, Retention & Compensation provided an overview of the report.

In response to a question from Committee, Ms. Chandler advised that negotiation and being relative with comparators while adhering to limitations within the collective agreements is part of the recruitment process.

CR-240912-004

Moved by Member Carmichael

**"THAT in consideration of Staff Report CR-24-095 respecting Human Resources Metrics – Recruitment & Retention, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.d Clerks

8.d.1 Report CR-24-097 from the Deputy Clerk Re: Dog By-law, Animal Control Contract and Policy Clean Up

The Deputy Clerk provided an overview of the report.

In response to a question from Committee, Ms. Penner discussed the changes to the removal of deceased animals from public roadways and green spaces from the animal control contractor to City staff.

In response to a question from Committee, Ms. Penner clarified the fines and patrol areas for animal control by-laws, specifically in relation to off-leash dogs.

CR-240912-005

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-24-097 respecting the Dog By-law, animal control contract, and policy clean up, the Corporate Services Committee recommends that City Council directs staff to:**

- 1. Bring forward a by-law to repeal and replace the Dog By-law, substantially in the form attached to the report;**
- 2. Submit an application to the Ministry of the Attorney General for approval of the set fines for the Dog By-law substantially in the form attached to the report;**
- 3. Provide notice of an amendment to the Fees and Charges By-law in accordance with the Notice By-law;**
- 4. Bring forward a by-law to amend the Fees and Charges By-law substantially in the form attached to the report;**
- 5. Bring forward a by-law to repeal Policies CS65 Animal Shelter – Costs to be Levied for Use of the Facility and CrS-C38 Social Media Usage Policy – OS Animal Control; and**

**6. Amend the level of service in the animal control contract as outlined in the report."**

Carried.

8.e Fire  
None.

8.f Information Technology  
None.

8.g Parking and By-law Enforcement  
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. DISCUSSION OF ADDITIONAL BUSINESS**

There was no additional business.

**12. NOTICES OF MOTION**

There were no notices of motion.

**13. ADJOURNMENT**

The business contained on the agenda having been completed, Deputy Mayor Greig adjourned the meeting at 6:38 p.m.