



**Minutes**

**Corporate Services Committee**

**October 10, 2024, 5:30 p.m.**

**City Hall - 808 2nd Avenue East - Council Chambers**

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

**MEMBERS**

**ABSENT/REGRETS:** Member Neil McCutcheon  
Member Joel Pennington  
Member Stephanie Sas  
Member Bobb Todd

**STAFF PRESENT:** Tim Simmonds, City Manager  
Kate Allan, Director of Corporate Services  
Briana Bloomfield, City Clerk  
Bradey Carbert, Manager of Corporate Services  
Christine Gilbert, Deputy Treasurer  
Kristen Van Alphen, Manager of Legislative Services  
Christina McLean, Corporate Services Facilitator

---

**1. CALL TO ORDER**

Vice Chair Merton 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 September 12, 2024

CR-241010-001  
Moved by Councillor Dodd

**"THAT the Corporate Services Committee approves the minutes of the meeting held on September 12, 2024."**

Carried.

**5. DEPUTATIONS AND PRESENTATIONS**

**5.a Presentation from the Director of Corporate Services Re: 2025 Draft Operating Budget**

The Director of Corporate Services and City Manager provided a PowerPoint presentation respecting the 2025 Draft Operating Budget.

In response to a question from Committee, Ms. Allan advised that the public budget survey did not capture specific service usage as it pertains to grant allocation.

In response to a question from Committee, Ms. Allan noted that parking pass revenue has been stable year over year at the level presented.

In response to a question from Committee, the City Manager noted the ways in which the public can access budget information and provide feedback through the City's website.

In response to a question from Committee, Ms. Allan advised that legal fees are allocated back to the department they are relating to, and facilities staff salaries are shown budgeted from internal allocations. Ms. Allan noted the benefits of condition assessments on asset management in relation to budget.

In response to a question from Committee regarding the budgeted asset management increase, Ms. Allan noted that this draft budget only includes the previously approved 1% increase.

**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 Accounting**

**8.a.1 Report CR-24-099 from the Director of Corporate Services Re: City Grants to Community Groups Update**

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

In response to a question from Committee, Ms. Allan noted that the eligibility criteria under this policy is more structured than the previous policy, and how this will be helpful when considering applications.

In response to a question from Committee, Ms. Allan advised that to be eligible for grants, groups are to be providing a service that the City could otherwise provide, such as an event or program, and that the funds saved would offset the use of funds for the grant provided from the City.

In response to a question from Committee, Ms. Allan noted that the City does not receive financial statements from groups who receive these grants or require them to undertake fundraising to be eligible.

CR-241010-002

Moved by Member Carmichael

**"THAT in consideration of Staff Report CR-24-099 respecting City Grants to Community Groups, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to approve the policy, substantially in the form attached to the report."**

Carried.

8.b Taxes and Revenue

8.b.1 Report CR-24-092 from the Deputy Treasurer Re: Property Tax Write Off - Extenuating Circumstances

The Deputy Treasurer provided an overview of the report.

In response to a question from Committee, the Deputy Treasurer clarified that the City would be assuming the County and Education tax levy portions.

CR-241010-003

Moved by Councillor Dodd

**"THAT in consideration of Staff Report CR-24-092 respecting Property Tax Write Off - Extenuating Circumstances, the Corporate Services Committee recommends that City Council direct staff to write off a combined total of \$5,205.27 in 2022 and 2023 property taxes for roll 4259-010-006-26400."**

Carried.

8.c Corporate and Facility Services

8.c.1 Report CR-24-107 from the Manager of Corporate Services Re: 2024 Building Condition Assessments Summary

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

In response to a question from Committee, Mr. Carbert noted that to bring the City into alignment with asset management best practices for annual average funding of facilities assets would require a one-time tax rate increase of 6.15% to create a new baseline.

In response to a question from Committee, Mr. Carbert noted that if approved, 1% of the prior year tax levy would be designated for core assets as has been done since 2013, and an additional 1% would be designated for facilities. Mr. Carbert noted that playground assessments will be conducted in a future study with a playground specialist in 2025.

In response to a question from Committee, Mr. Carbert noted that this does not include debt payment funding for any facilities other than City Hall.

CR-241010-004

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-24-107 respecting the 2024 Building Condition Assessments Summary, the Corporate Services Committee recommends that City Council directs staff to use the 2024 Building Condition Assessments Summary Report in the development of the City's asset management program, service delivery review projects, multi-year capital plans and operating budgets. "**

Carried.

#### 8.d Clerks

##### 8.d.1 Report CR-24-106 from the City Clerk and Manager of Legislative Services Re: Election 2026 Voting Methods and Inaugural Meeting

The City Clerk and Manager of Legislative Services provided an overview of the report.

In response to a question from Committee, Ms. Van Alphen advised that the voter's list is now provided by Elections Ontario instead of MPAC, so there is much more robust information available to staff.

CR-241010-005

Moved by Chair Middlebro'

**"THAT in consideration of Staff Report CR-24-106 respecting voting methods for the 2026 municipal and school board and election and the Inaugural meeting, the Corporate Services Committee**

**recommends that City Council direct staff to bring forward a by-law to authorize internet & telephone voting as the voting method for the 2026 municipal and school board election. "**

Carried.

CR-241010-006d

Moved by Chair Middlebro'

**"THAT in consideration of Staff Report CR-24-106 respecting voting methods for the 2026 municipal and school board and election and the Inaugural meeting, the Corporate Services Committee recommends that City Council direct staff to include an \$1,500 in the 2026 draft budget for the Inaugural Meeting."**

Defeated.

CR-241010-007

Moved by Member Dodd

**"THAT in consideration of Staff Report CR-24-106 respecting voting methods for the 2026 municipal and school board and election and the Inaugural meeting, the Corporate Services Committee recommends that City Council direct staff to include \$5,000 in the 2026 draft budget to hold an off-site event for the 2026 Inaugural Meeting."**

Carried.

8.e Fire

None.

8.f Human Resources

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 being 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, Vice Chair Merton adjourned the meeting at 8:02p.m.