

Staff Report

Report To: Corporate Services Committee

Report From: Kate Allan, Director of Community Services
Phil Eagleson, Fire Chief
Michelle Palmer, Senior Manager Strategic Initiatives and Operational Effectiveness

Meeting Date: February 6, 2025

Report Code: CR-25-019

Subject: Committee Orientation and 2025 Work Plans for Corporate Services, Fire and Strategic Initiatives

Recommendations:

THAT in consideration of Staff Report CR-25-019 respecting Committee Orientation and 2025 Work Plans for Corporate Services, Fire and Strategic Initiatives, the Corporate Services Committee recommends that City Council receive the report for information purposes.

Highlights:

- Committee orientation provides helpful information for members respecting committee procedural and legislative matters. In 2025, like in 2024, the City Clerk, together with Administrative Assistants, has done the orientation in advance of the first meeting of the new Committee.
- In conjunction with orientation, this report provides work plans for 2025 for the divisions of Corporate Services as well as the work plans for Fire and Strategic Initiatives.

Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service.

Climate and Environmental Implications:

This supports the objectives of the City's Corporate Climate Change Adaptation Plan by considering climate adaptation in the development of the City's strategies, plans and policies.

Previous Report/Authority:

N/A

Background:

Each year, staff develop work plans for each division within Corporate Services and the Fire Department. For convenience and to streamline processes, the Strategic Initiatives Work Plan, which reports to the Office of the City Manager, is being presented at the Corporate Services Committee. The plans are based on the direction provided by Council through the Strategic Plan, various Master Plans and the 2023 Service Review. They are aligned with the 5-year capital budget and annual operating budget and consider the Asset Management Plan.

Analysis:

There is a role for the Committee to provide advice and recommendations to Council, host public meetings or open houses as directed by Council and monitor and evaluate financial and operational performance of programs and services. These work plans are used to focus staff effort, increase productivity, accountability, and transparency, and let the Committee glimpse what is planned for the coming year. Within the 2025 work plans are the 49 initiatives that include multi-functional teams from across the organization geared to implementing the 49 recommendations from the 2023 Service Review.

Like other years, the 2025 work plans are ambitious.

In addition to the work plans from Corporate Services, Fire and Strategic Initiatives (Attachments 3-11), a compiled list of initiatives from across the

corporation has been gathered from all work plans developed by supervisors, managers, and members of the Strategic Leadership Team to provide a holistic view of the work being undertaken in 2025 and the required resources to complete. The compiled listing is appended to this report as Attachment 2.

Organizational Structure

Attachment 1 provides an overall organizational chart and an organizational chart for Corporate Services.

Financial Implications:

As presented, work plans are consistent with each division's capital and operating budget.

Communication Strategy:

Many of the work plan items involve notifying the public or communicating with others. Staff will address these as each initiative moves forward.

Consultation:

Work plans are developed in consultation with the Director. The Strategic Leadership Team reviewed work plans for the purposes of alignment and overall human resource planning.

Attachments:

1. Organizational Charts – City Manager and Corporate Services
2. 2025 Compiled List of Initiatives - Organization-Wide
3. 2025 Work Plan – Director of Corporate Services
4. 2025 Work Plan – City Clerk
5. 2025 Work Plan – Deputy Treasurer
6. 2025 Work Plan – Manager of Corporate Services
7. 2025 Work Plan - Manager of Human Resources
8. 2025 Work Plan - Manager of Information Technology
9. 2025 Work Plan – Manager of Legislative Services
10. 2025 Work Plan – Senior Manager of Strategic Initiatives

11. 2025 Work Plan – Fire Chief
12. 2025 Corporate Services Committee Introduction Presentation

Recommended by:

Kate Allan, Director of Corporate Services

Phil Eagleson, Fire Chief

Michelle Palmer, Senior Manager of Strategic Initiatives and Operational Effectiveness

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Kate Allan, Director of Corporate Services at kallan@owensound.ca or 519-376-4440 ext. 1238.