Committee Introduction

Corporate Services Committee

February 6, 2025

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Briana Bloomfield
City Clerk

Kate Allan
Director of Corporate Services

Bradey Carbert
Manager of Corporate Services

Janet Ashfield
Manager of Human Resources

Mark Giberson
Manager of I.T.

Christine Gilbert
Deputy Treasurer

- Divisions in Corporate Services include:
  - Accounting and Finance
  - Capital Planning, Purchasing, Asset and Risk Management, and Facility Services
  - Clerks, Legislative Services and By-law Enforcement
  - Human Resources and Payroll
  - Information Technology

- Fire Services reports also go through the Corporate Services Committee
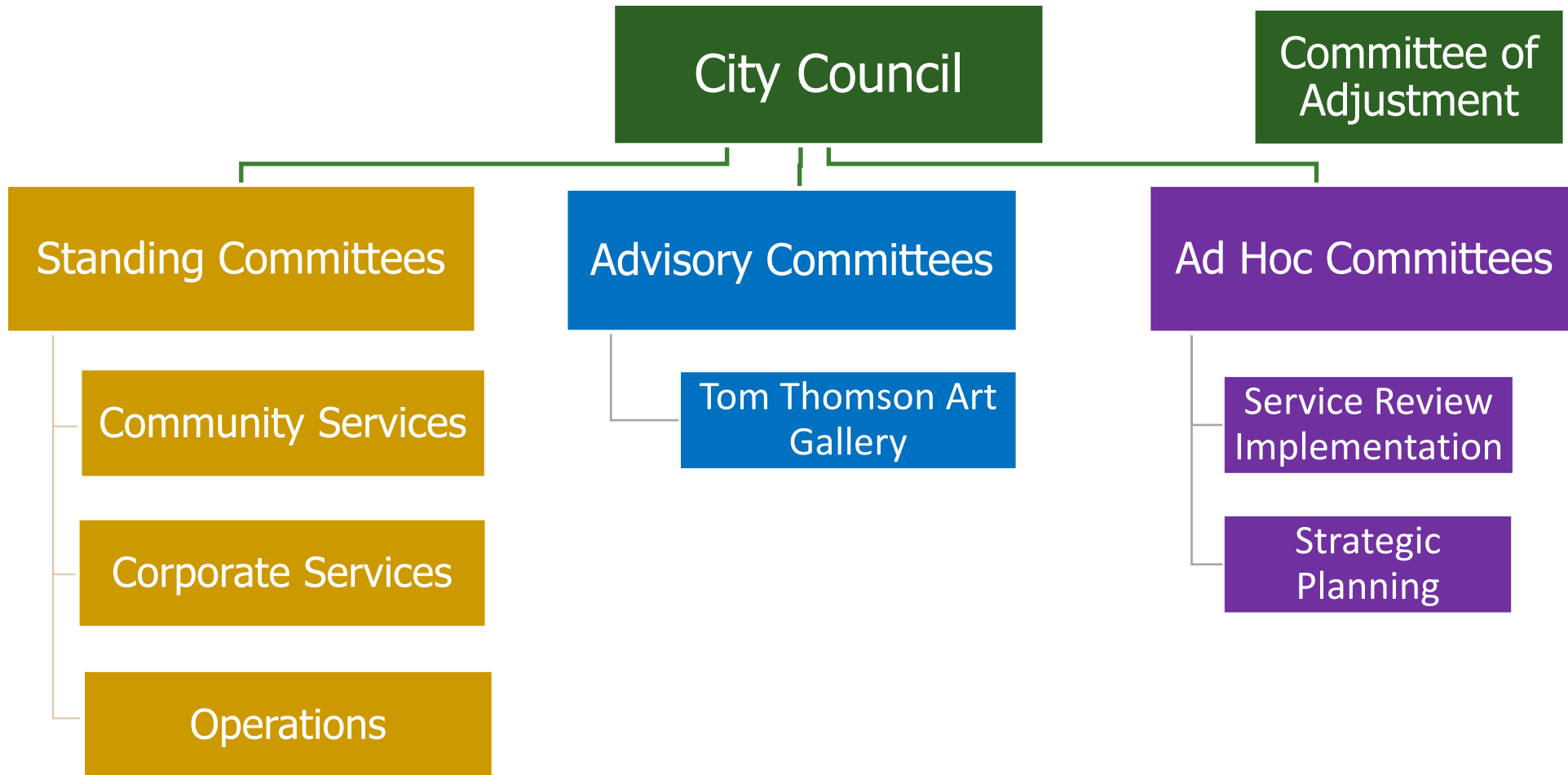
- Council:
  - Makes the final decision on all matters

- Committees:
  - Provide advice and recommendations to Council
  - Host public meetings or open houses as directed by Council
  - Monitor and evaluate financial and operational performance of programs and services

- Provide advice and recommendations to Council on Department policies, programs and services
- Provide a forum for the exchange of ideas and action on policy, programs and initiatives
- Implement and support the work of Council in achieving the vision, goals and objectives of the Strategic Plan and other plans
- Engage, support and work with partners
- Review and provide feedback on annual work plans
- Monitor performance of work plans

- Corporate Services Committee meets as follows:

  Day: 2nd Thursday of the month
  Time: 5:30 p.m.
  Location: Council Chambers

- Agenda
  - Published to City's website the Friday before the meeting
  - Recording Secretary (Christina McLean) will send a notification email
  - Agendas are to be read prior to the meeting

- Attendance
  - Notify Recording Secretary if you cannot attend
  - Approval must be given to be absent from 3 consecutive meetings
  - Provide notice to Recording Secretary if you need to join the meeting electronically (Teams)

- Non-core Asset Management Plan completed
- 10 Capital Projects completed
- Building Condition Assessments completed on 29 City facilities
- Pre-Design Study for the expansion and renovation of the Fire Station completed
- Approved the use of internet and telephone voting in the 2026 municipal election
- Implemented additional online service options for existing City services:
  - Including purchasing animal licenses, completing select facility bookings, viewing billing accounts, and accessing building permits.

- Successfully met new PS 3280 standards for Asset Retirement Obligations
- Received a clean audit opinion for the 2023 Financial Statements
- Negotiated Collective Agreement with CUPE Inside Workers
- Completed and implemented a market review for non-union staff
- Developed and implemented a Salary Administration Policy
- Rolled out Citation Canada to all staff
- Introduced a new Staff Recognition Program

- 26 Competitive Procurements Issued
- 93 Purchase Orders Issued
- 28 Claims against the City
- 3 Claims by the City
- $13,586,520.03 billed for Water
- 1,844,469 m^3 of Water Consumption billed
- $35,015,646.28 total Tax Revenue
- Over 100,000 emails received per month

- 77 Business Licenses Issued
- 246 Marriage Licenses Issued
- 94 Marriages Performed
- 1031 By-law Investigations Initiated
- 25 Short Term Rental Licenses Issued
- Responded to Record number of FOI Requests
- Wellness Day Hosted over 80 Members of Staff
- 2309 IT Tickets resolved
- 97% of Staff passed Email Attack Testing

- What you can expect at Corporate Services in 2025:
    - Purchasing Policy Update
    - Asset Management Policy
    - Multi-year Capital Plan Consultation
    - Energy Conservation and Demand Management Plan
    - Annual Reports
        - By-law Enforcement, Finance, Fire Services, FOI Requests, Policy Project, Taxes, Tenders, etc.

Questions?