

## Staff Report

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**Report To:** Community Services Committee  
**Report From:** Pamela Coulter, Director of Community Services  
**Meeting Date:** February 19, 2025  
**Report Code:** CS-25-017  
**Subject:** Committee Orientation, Committee Mandate and 2025  
Community Services Workplans

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### Recommendations:

THAT in consideration of Staff Report CS-25-017 respecting Committee Orientation, Committee Mandate and 2025 Community Services Workplans, the Community Services Committee recommends that City Council receive the report for information purposes.

### Highlights:

- Committee orientation provides helpful information for members respecting committee mandate and procedural and legislative matters. In 2025 the City Clerk, together with Administrative Assistants, provided orientation in advance of the first meeting of the new Committee. There was also a training session for all Council and Committee members that focused on Procedural and Ethical matters.
- In conjunction with orientation, this report provides work plans for 2025 for the five main divisions of Community Services, including Building, Planning & Heritage, Arena Operations, Parks and Open Space (including Cemetery, Facility Booking, and Community Programs), Tourism, and Events.

## **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 Community Services. The plans are based on the direction provided by Council through the Strategic Plan and various Master Plans. They are aligned with the 5-year capital budget and annual operating budget and consider the Asset Management Plan. All of these have been developed with public input and consultation.

## **Analysis:**

For many of the initiatives, there is a role for the Committee in considering a draft policy, hosting a public open house, or meeting. Other times, there is not a direct role for Committee/Council. These work plans are used, in part, to measure the success of each of the divisions in annual performance reviews.

The items focus staff effort, increase productivity, accountability, and transparency, and let the Committee glimpse what is planned for the coming year.

New in 2025 is a consolidated list of projects and initiatives across the City's 3 main Departments as well as Fire.

Like other years, the 2025 work plans are ambitious.

As part of the staff presentation of the work plans, staff will present the following:

- Five fun facts about the division aimed to share who we are and what we do;
- Five 2024 “high fives” or celebrations; and
- Five 2025 highlights from the work plans (attached).

### **Financial Implications:**

Work plans, as presented, are consistent with the capital and operating budget for each division. Throughout the year, Community Services staff will work with Corporate Services staff on financial reporting primarily through Corporate Services Committee and Council.

Again in 2025, there will be an opportunity for Committee input on capital and operating budget priorities prior to the Council budget sessions.

### **Communication Strategy:**

Many of the work plan items include the need to notify the public or communicate with others. These will be addressed by staff as each of the initiatives moves forward.

### **Consultation:**

The lead staff person for each division has created the work plans, consulting with the Director and City Manager. Work plans were shared among the Directors, Curator of the Tom Thomson Art Gallery and Fire Chief together with the City Manager for the purposes of alignment and overall human resource planning.

### **Attachments:**

1. Work Plans

### **Recommended by:**

Pamela Coulter, BA, MCIP, RPP, Director of Community Services

### **Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Pamela Coulter, Director of Community Services, at [pcoulter@owensound.ca](mailto:pcoulter@owensound.ca) or 519-376-4440 Ext. 1252.