



Minutes

Corporate Services Committee

November 14, 2024, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

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

MEMBERS

ABSENT/REGRETS: Member Neil McCutcheon
Member Bobb Todd

STAFF PRESENT: Tim Simmonds, City Manager
Kate Allan, Director of Corporate Services
Phil Eagleson, Fire Chief
Michelle Palmer, Senior Manager of Strategic Initiatives and Operational Effectiveness
Bradey Carbert, Manager of Corporate Services
Christine Gilbert, Deputy Treasurer
Kristen Van Alphen, Manager of Legislative Services
Carly McArthur, Communications Advisor
Sierra Patino, Capital Asset and Risk Management Coordinator
Christina McLean, Corporate Services Facilitator

1. CALL TO ORDER

Chair Middlebro' 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 October 10, 2024

CR-241114-001

Moved by Member Carmichael

"THAT the Corporate Services Committee approves the minutes of the meeting held on October 10, 2024."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

- 5.a Deputation from United Way Bruce Grey Re: RentSafe Owen Sound Collaborative

The RentSafe Owen Sound Collaborative provided a presentation on housing and equity in Owen Sound.

CR-241114-002

Moved by Vice Chair Merton

"THAT in consideration of the deputation provided on November 14, 2024 from United Way of Bruce Grey respecting RentSafe Owen Sound Collaborative, the Corporate Services Committee recommends that City Council direct staff to bring forward a report respecting the three recommendations presented, including but not limited to:

- 1. Collection of data on habitability issues in rental housing;**
- 2. Including language for mould repairs in applicable by-laws; and**
- 3. Supports for landlords to maintain habitability of rental units and facilitating effective tenant-landlord interaction as a strategy in retaining and improving the existing rental housing stock in Owen Sound."**

Carried.

- 5.b Deputation from BDO Canada LLP Re: 2023 Audited Financial Statements

Traci Smith of BDO Canada LLP gave a presentation on the 2023 Audited Financial Statements.

In response to a question from Committee, the Director of Corporate Services clarified that in 2023 the City did not budget for interest revenue, this number is trending up over the past 2-3 years. Ms. Smith noted that the taxes receivable for this size of municipality is relatively small in comparison to other municipalities of similar size.

In response to a question from Committee, Ms. Smith clarified that public sector accounting standards require municipalities to report on items that are not

necessarily included in the annual budget, such as long-term financial liabilities. These are in place to provide as much information as possible on both a current and long-term basis and ensures consistency among municipalities.

The Committee discussed item 8.c.1 at this time.

8.c.1 Report CR-24-126 from the Deputy Treasurer Re: 2023 Audited Financial Statements

The Deputy Treasurer provided an overview of the report.

CR-241114-003

Moved by Member Carmichael

"THAT in consideration of Staff Report CR-24-126 respecting 2023 Audited Financial Statements, the Corporate Services Committee recommends that City Council approve the audited 2023 financial statements as presented."

Carried.

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 Clerks

8.a.1 Report CR-24-115 from the Manager of Legislative Services Re: AMCTO resolution respecting an update to the Municipal Elections Act

The Manager of Legislative Services gave an overview of the report.

CR-241114-004

Moved by Vice Chair Merton

"THAT in consideration of Staff Report CR-24-115 respecting AMCTO's resolution respecting an update to the *Municipal Elections Act*, the Corporate Services Committee recommends that City Council endorse the draft resolution in the form attached to the report."

Carried.

8.b City Manger

8.b.1 Report CM-24-037 from the Communications Advisor Re: Report a Concern

The Communications Advisor provided an overview of the report.

In response to a question from Committee, Ms. McArthur noted that the general category of report-a-concern forms includes many different types of items, such as items that could be captured under another option, items we defer to the police service, or items that are not in the scope of the City.

In response to a question from Committee, Ms. McArthur clarified that the forms are directed to the appropriate department based on responses in the form, and then each department tracks their work orders through their own tracking system.

In response to a question from Committee, the City Manager noted that requests are triaged by level of urgency and are worked through accordingly.

CR-241114-005

Moved by Member Sas

"THAT in consideration of Staff Report CM-24-037 respecting the Report A Concern Form, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.c Accounting

8.c.1 Report CR-24-126 from the Deputy Treasurer Re: 2023 Audited Financial Statements

The Committee discussed Item 8.c.1 after Item 5.b.

8.c.2 Report CR-24-114 from the Director of Corporate Services Re: 2024 T2 Financial Update and Year End Forecast

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

In response to a question from Committee, Ms. Allan noted that the art gallery deficit has improved since the drafting of this report. Ms. Allan also clarified that in regard to winter control, much of the costs are regarding fleet and staff hours, which are still budgeted to be paid regardless of winter weather.

In response to a question from Committee, the Fire Chief noted that based on replacement strategies in the Fleet Management Plan, the lifespan of equipment and assets may need to be accelerated or extended based on usage, and therefore winter weather can have a significant impact on the lifespan of these assets.

In response to a question from Committee, Ms. Allan noted that the gapping funds have substantially originated from vacancies in both the Fire and Engineering Departments.

CR-241114-006

Moved by Member Carmichael

"THAT in consideration of Staff Report CR-24-114 respecting 2024 T2 Financial Update and Year End Forecast, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.d Corporate and Facility Services

8.d.1 Report CR-24-121 from the Manager of Corporate Services Re: Owen Sound Fire Station Expansion and Renovation Pre-design Study

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

Steve Bernier of Whiteline Architects Inc. gave an overview of the proposed pre-design floor plan.

In response to a question from Committee, Mr. Carbert noted that the electrical and mechanical components of this building are currently in critical condition and are at risk of failing.

In response to a question from Committee, the Mr. Eagleson clarified that this proposal only includes items that are required to run the fire service effectively and includes the most cost-effective solutions in comparison to the costs of building new. Additionally, it is necessary to provide the needed resources for the future of the fire department and the possible complement that may be in place at that time.

In response to a question from Committee, Ms. Allan noted that there is a commitment that aggregate capital spending goes up 1% annually and that debt payments associated with capital projects are deducted from the capital funds available annually, and therefore any new debt in this case would not affect the tax levy.

CR-241114-007

Moved by Vice Chair Merton

"THAT in consideration of Staff Report CR-24-121 respecting Owen Sound Fire Station Expansion and Renovation Pre-design Study, the Corporate Services Committee recommends that City Council direct staff to include the construction component of the Owen Sound Fire Station Renovation and Expansion project, outlining the most critical parts of the plan, in the 2025-2029 Multi-Year Capital Plan update."

Prior to a vote on the motion, Deputy Mayor Greig requested a recorded vote:

	In Favour	Opposed
Member Carmichael	X	
Councillor Dodd	X	
Deputy Mayor Greig		X
Member Sas	X	
Member Pennington	X	
Vice Chair Merton	X	
Chair Middlebro'	X	

The resolution was carried with six (6) votes in favour and one (1) vote opposed.

The Committee recessed between 7:55 p.m. and 8:01 p.m.

8.d.2 Report CR-24-124 from the Capital Asset & Risk Management Coordinator and the Manager of Corporate Services Re: 2024 Asset Management Plan

The Capital Asset and Risk Management Coordinator provided a presentation and overview of the report.

In response to a question from Committee, Mr. Carbert noted that this program is going to be improved and developed as it based on the replacement costs and will therefore balance out over the future as it outlines how much money the City should set aside over the entire eventual life of the asset.

CR-241114-008

Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CR-24-124 respecting 2024 Asset Management Plan for Non-core Assets, the Corporate Services Committee recommends that City Council:

- 1. Approve the City's 2024 Asset Management Plan for Non-Core Assets; and**
- 2. Direct staff to bring forward a by-law to adopt the plan as attached to the report."**

Carried.

8.e Fire

None.

8.f Taxes and Revenue

None.

8.g Information Technology

None.

8.h Human Resources

None.

8.i 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

11.a City of Owen Sound - Join a Committee

Chair Middlebro' noted that applications for Committee vacancies are open until November 20, 2024, and encouraged Committee members to share this information with their networks.

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, Chair Middlebro' adjourned the meeting at 8:30 p.m.