



Minutes

Corporate Services Committee

March 6, 2025, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS PRESENT: Chair Melanie Middlebro'
Councillor Travis Dodd
Deputy Mayor Scott Greig
Member Neil McCutcheon
Member Joel Pennington
Member Stephanie Sas
Councillor Brock Hamley
Member Trish Meekins

MEMBERS

ABSENT/REGRETS: Member Kelly Carmichael

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
Briana Bloomfield, City Clerk
Bradey Carbert, Manager of Corporate Services
Desiree van Dijk, Information and Privacy Coordinator
Christina McLean, Corporate Services Facilitator

1. CALL TO ORDER

The City Clerk called the meeting to order at 5:30 p.m.

2. ELECTION OF THE CHAIR

The City Clerk opened the floor for nominations for the position of Chair for the Corporate Services Committee.

Deputy Mayor Greig nominated Councillor Middlebro' for the position of Chair.
Councillor Middlebro' accepted the nomination.

Member Pennington nominated Councillor Dodd for the position of Chair, Councillor Dodd did not accept the nomination.

The City Clerk asked for any further nominations. There being no further nominations, the City Clerk declared nominations closed. Councillor Middlebro' was acclaimed as Chair of the Corporate Services Committee and assumed the position of Chair.

3. ELECTION OF THE VICE CHAIR

Chair Middlebro' opened the floor for nominations for the position of Vice Chair for the Corporate Services Committee.

Councillor Dodd nominated Councillor Hamley for the position of Vice Chair. Councillor Hamley did not accept the nomination.

Deputy Mayor Greig nominated Councillor Dodd for the position of Vice Chair. Councillor Dodd accepted the nomination.

Chair Middlebro' asked for any further nominations. There being no further nominations, Chair Middlebro' declared nominations closed. Councillor Dodd was acclaimed as Vice Chair of the Corporate Services Committee.

4. CALL FOR ADDITIONAL BUSINESS

There was no additional business.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. CONFIRMATION OF MINUTES

6.a Minutes of the Corporate Services Committee meeting held on February 6, 2025

CR-240306-001

Moved by Member McCutcheon

"THAT the Corporate Services Committee approves the minutes of the meeting held on February 6, 2025."

Carried.

7. DEPUTATIONS AND PRESENTATIONS

There were no deputations or presentations.

8. PUBLIC FORUM

8.a David Walton, Owen Sound resident

Mr. Walton provided comments pertaining to the consideration of the City hiring a position dedicated to climate action.

8.b Joachim Ostertag, Owen Sound resident

Mr. Ostertag, a member of Climate Action Team Owen Sound (CATOS), restated the previous comments regarding a dedicated climate action staff person, stated some of the current initiatives of CATOS, as well as provided comments pertaining to climate action, mitigation, and funding.

8.c Barry Randall, Owen Sound resident

Mr. Randall restated the previous comments regarding consideration of a position dedicated to climate action and acknowledged the current and planned City initiatives pertaining to climate change mitigation.

9. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED

There were no correspondence items presented for consideration.

10. REPORTS OF CITY STAFF

10.a General

10.a.1 Report CR-25-019 from the Director of Corporate Services Re: Committee Orientation and 2025 Workplans - Corporate Services

The City Clerk provided a presentation regarding Corporate Services Committee introduction and orientation.

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

In response to a question from Committee, the Senior Manager of Strategic Initiatives and Operational Effectiveness noted that partnerships between the City and external groups are not included in the compiled list of initiatives as attached to this report as this list only includes partnerships between internal staff and departments.

CR-250306-002

Moved by Member Sas

"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."

Carried.

10.b Corporate and Facility Services

10.b.1 Report CR-25-017 from the Manager of Corporate Services Re: Climate Action Strategy Annual Report

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

In response to a question from Committee, Deputy Mayor Greig clarified that in 2018 there was an internal staff person who compiled these actionable items as noted in the attachments to this report. Additionally, he noted that recent capital improvements to corporate and recreational facilities, such as those at the Bayshore Community Centre, will make great improvements toward hydro usage and efficiency.

In response to a question from Committee, Mr. Carbert noted that due to changes to provincial reporting requirements, the current reporting will be different from the previous reports provided. He added that generating these plans in the future will be achievable through the energy portfolio software.

In response to a question from Committee, the Senior Manager of Strategic Initiatives and Operational Effectiveness clarified that the previously mentioned staff person in 2018 was not a designated Climate Action Coordinator position, but that they were a student hired to work with City facilities staff and the County to help put together a baseline inventory and projected targets for climate change reduction.

The City Manager noted that a lot of factors have changed since a designated climate action position was put in front of Council in 2019. Most notably that the County has been considering this as a possible County-led initiative which would have the benefits of resource and idea sharing between communities.

CR-250306-003

Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CR-25-017 respecting Climate Action Strategy Annual Report, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

10.b.2 Report CR-25-018 from the Manager or Corporate Services Re: Bi-Annual Summary of Awarded Tenders and Proposals between \$50,000 and \$249,999 from July 1 to December 31, 2024

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

In response to a question from Committee, Mr. Carbert noted that staff are working with the Public Buyers Association and other municipalities regarding the possible tariffs imposed by the United States. Mr. Carbert clarified that until there is legislation in place or direction given from other levels of government, the City will not be making any changes to the purchasing guidelines in order to protect the City from risk of litigation. In addition, he noted that the City has been working on an updated purchasing policy that could entail new thresholds and possibly give the City more discretion on future purchases.

CR-250306-004

Moved by Councillor Dodd

"THAT in consideration of Staff Report CR-25-018 respecting Bi-Annual Summary of Awarded Tenders and Proposals between \$50,000 and \$249,999 from July 1, 2024, to December 31, 2024, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

10.b.3 Report CR-25-025 from the Manager of Corporate Services Re: 2025 Asset Management Plan Proposed Levels of Service Community Engagement

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

The City Manager acknowledged the amount of work that has been completed by staff on asset management in the last 5 years.

CR-250306-005

Moved by Councillor Hamley

"THAT in consideration of Staff Report CR-25-025 respecting 2025 Asset Management Plan Proposed Levels of Service Community Engagement, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

10.c Clerks

10.c.1 Report CR-25-023 from the Information and Privacy Coordinator Re: FOI 2024 Year in Review

The Information and Privacy Coordinator gave an overview of the report.

In response to a question from Committee, Ms. Van Dijk clarified that there has been an increasing number of FOI requests from the general public as well as from the Police Service. In addition, Ms. Van Dijk noted that staff are working on a more streamlined and efficient process for FOI requests submitted by Police.

CR-250306-006

Moved by Member McCutcheon

"THAT in consideration of Staff Report CR-25-023 respecting FOI 2024 Year in Review, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

10.d Fire

10.d.1 Report CR-25-001 from the Fire Chief Re: 2024 Fire and Emergency Services Annual Report

The Fire Chief provided an overview of the report.

In response to a question from Committee, Mr. Eagleson clarified that the new training requirements as mandated by the Provincial government are defined and in place, regardless of the wishes of municipalities across the province. In addition, he noted that staff are investigating the possibility of coordination between neighbouring municipalities and fire departments through mutual agreements.

In response to a question from Committee, Mr. Eagleson noted that while there could be errors in dispatching that would send fire services to a call that they would not be required at, there are an equal number of errors in the opposite direction as well. He added that these dispatching errors should be minimized in the future with increased information sharing between dispatch centers.

In response to a question from Committee, Mr. Eagleson clarified that firefighters attend select EMS calls as requested by Grey County as per the agreement. He clarified that medical dispatching is not through the dispatch center in Owen Sound, but that they go through the Ministry at central ambulance centers, such as the center in London.

In response to a question from Committee, Mr. Eagleson noted that using the large trucks for EMS calls is not economically efficient, and that using smaller vehicles would be more efficient when the large apparatuses are not needed.

CR-250306-007

Moved by Member McCutcheon

"THAT in consideration of Staff Report CR-25-001 respecting Owen Sound Fire and Emergency Services Annual Report 2024, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

10.e Accounting

10.e.1 Report CR-25-024 from the Director of Corporate Services Re: 2024 Year End

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

In response to a question from Committee, Ms. Allan noted that there are no legislated amounts that the City must have in reserves, except for the Tax Stabilization reserve, which is to have 3% of the tax levy as required by the province. In addition, Ms. Allan noted that paying for the deficit resulting from winter control this year will likely come from the tax stabilization reserve.

In response to a question from Committee, Ms. Allan noted that the non-departmental variances as noted in the attachments are corporate expenses that either benefit the corporation as a whole or are inefficient to allocate to each department, she added that some of the variances shown in that area are from wage gapping and savings on overall insurance premiums.

In response to a question from Committee, Ms. Allan clarified that the variances in staff wages and benefits under certain departments or facilities could be due to where staff time has been coded, while this causes some departments to look over or under budget, overall staff wages are in a surplus position.

In response to a question from Committee, Ms. Allan clarified that while the City did not create a separate Strategic Planning reserve fund in 2024, it will be created in 2025 and the \$100,000 allocated to Vision 2025 initiatives will be transferred from the tax stabilization reserve into that reserve at that time.

"THAT in consideration of Staff Report CR-25,024 respecting 2024 Year End, the Corporate Services Committee recommends that the City Council:

- 1. Accept the Treasurer's statement with regard to compliance with the *Development Charges Act*;**
- 2. Direct staff to transfer the operating surplus to the tax stabilization reserve; and**
- 3. Approve all unbudgeted reserve transfers as presented in the report and summarized in Appendix B."**

Carried.

10.f Taxes and Revenue

None.

10.g Information Technology

None.

10.h Human Resources

None.

10.i Parking and By-law Enforcement

None.

11. MATTERS POSTPONED

There were no matters postponed.

12. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN

There were no motions for which notice was previously given.

13. CORRESPONDENCE PROVIDED FOR INFORMATION

There were no correspondence items presented for information.

14. DISCUSSION OF ADDITIONAL BUSINESS

There was no additional business.

15. NOTICES OF MOTION

There were no notices of motion.

16. ADJOURNMENT

The business contained on the agenda having been completed, Chair Middlebro' adjourned the meeting at 7:08 p.m.