



## **Minutes**

### **Service Review Implementation Ad Hoc Committee**

**April 9, 2025, 9:00 a.m.**

**City Hall - 808 2nd Avenue East - Council Chambers**

**MEMBERS PRESENT:** Chair Ian Boddy  
Vice Chair Marion Koepke  
Councillor Melanie Middlebro'  
Deputy Mayor Scott Greig

**STAFF PRESENT:** Tim Simmonds, City Manager  
Pam Coulter, Director of Community Services  
Briana Bloomfield, City Clerk  
Mark Giberson, Manager of Information Technology  
Kristen Van Alphen, Manager of Legislative Services  
Desiree van Dijk, Information and Privacy Coordinator  
Allison Penner, Deputy Clerk

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#### **1. CALL TO ORDER**

The Deputy Clerk called the meeting to order at 9:06 a.m.

#### **2. ELECTION OF THE CHAIR**

The Deputy Clerk opened the floor for nominations for the position of Chair of the Service Review Implementation Ad Hoc Committee. Councillor Koepke nominated Mayor Boddy for the position of Chair. Mayor Boddy accepted the nomination.

The Deputy Clerk asked for any further nominations. There being no further nominations, the Deputy Clerk declared nominations closed. Mayor Boddy was acclaimed as Chair of the Service Review Implementation Ad Hoc Committee.

#### **3. ELECTION OF THE VICE CHAIR**

Mayor Boddy opened the floor for nominations for the position of Vice Chair of the Service Review Implementation Ad Hoc Committee. Deputy Mayor Greig nominated Councillor Koepke for the position of Vice Chair. Councillor Koepke accepted the nomination.

Mayor Boddy asked for any further nominations. There being no further nominations, Councillor Koepke was acclaimed as the Vice Chair of the Service Review Ad Hoc Committee.

**4. CALL FOR ADDITIONAL BUSINESS**

4.a Deputy Mayor Greig Re: Fees & Charges By-law Updates

**5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6. CONFIRMATION OF MINUTES**

6.a Minutes of the Service Review Implementation Ad Hoc Committee meeting held on February 12, 2025

SR-250409-001

Moved by Councillor Middlebro'

**"THAT the Service Review Implementation Ad Hoc Committee approves the minutes of the meeting held on February 12, 2025."**

Carried.

**7. DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

**8. PUBLIC FORUM**

There were no questions or comments from the public.

**9. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED**

There were no correspondence items presented for consideration.

**10. REPORTS OF CITY STAFF**

10.a Report CR-25-035 from the City Clerk Re: Review of Short-Term Rental (STR) Licensing Program

The City Clerk provided an overview of the report and a PowerPoint presentation.

In response to a question from the Committee, Ms. Bloomfield advised that the STR occupancy maximum includes the operator, and that the proposed by-law amendment is intended to make that clearer to the public.

In response to a question from the Committee, Ms. Bloomfield noted that the report proposes removing the principal residence requirement only for areas zoned MC and C1.

In response to a question from the Committee, Ms. Bloomfield advised that the STR Licensing Coordinator is a member of the Building Division team. The

Director of Community Services provided an overview of the work performed by the STR Licensing Coordinator beyond administering STR licensing.

In response to a question from the Committee, the City Manager advised that staff believe expanding STR eligibility in MC and C1 would be a benefit to River District business owners, and that it would result in a small number of new STR units. Mr. Simmonds further noted that while there are hotel development projects underway, it could be one to two years before these are operational.

In response to a question from the Committee, Ms. Bloomfield advised that staff continue to track time spent administering the STR program and noted that staff are always looking for opportunities to enhance efficiency.

In response to a question from the Committee, Ms. Bloomfield noted that proposed requirements for displaying human trafficking information could be limited to while the STR is rented.

In response to a question from the Committee, Mr. Simmonds advised that staff will conduct an additional STR review survey in 2026.

SR-250409-002d

Moved by Vice Chair Koepke

**"THAT in consideration of Staff Report CR-25-035 respecting a review of the Short-Term Rental (STR) Program, the Service Review Implementation Ad Hoc Committee recommends that City Council:**

- 1. Continue the STR licensing program;**
- 2. Direct staff to bring forward a by-law to amend the STR By-law to:**
  - a. Include housekeeping amendments as outlined in the report;**
  - b. Include the posting of the human trafficking information sheet while the STR is being rented;**
  - c. Increase the rental cap from 180 days to 240 days; and**
  - d. Remove the principal residence and rental cap requirements in the C1 and MC zones as outlined in the report, with the inclusion of any insurance requirements provided by the City's insurer for those zones;**
- 3. Direct staff to amend the Fees and Charges By-law to add a \$750 licensing fee for STRs located in the C1 or MC zones; and**
- 4. Direct staff to provide notice of the amendment to the Fees and Charges By-law as required by the Notice By-law."**

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

	In Favour	Opposed
Deputy Mayor Greig		X
Councillor Middlebro'		X
Vice Chair Koepke	X	
Mayor Boddy	X	

The resolution was defeated with two (2) votes opposed and two (2) votes in favour.

SR-250409-003

Moved by Councillor Middlebro'

**"THAT in consideration of Staff Report CR-25-035 respecting a review of the Short-Term Rental (STR) Program, the Service Review Implementation Ad Hoc Committee recommends that City Council:**

- 1. Continue the STR licensing program;**
- 2. Direct staff to bring forward a by-law to amend the STR By-law to:**
  - a. Include housekeeping amendments as outlined in the report;**
  - b. Include the posting of the human trafficking information sheet while the STR is being rented; and**
  - c. Increase the rental cap from 180 days to 240 days."**

SR-250409-004

Moved by Deputy Mayor Greig

**"THAT in consideration of Resolution No. SR-250409-003, the Service Review Ad Hoc Committee divides the motion into distinct elements.**

Carried.

SR-250409-005

Moved by Councillor Middlebro'

**"THAT in consideration of Staff Report CR-25-035 respecting a review of the Short-Term Rental (STR) Program, the Service Review Implementation Ad Hoc Committee recommends that City Council continue the STR licensing program."**

Carried.

SR-250409-006

Moved by Councillor Middlebro'

**"THAT in consideration of Staff Report CR-25-035 respecting a review of the Short-Term Rental (STR) Program, the Service Review Implementation Ad Hoc Committee recommends that City Council direct staff to bring forward a by-law to amend the STR by-law to include housekeeping amendments as outlined in the report."**

Carried.

SR-250409-007

Moved by Councillor Middlebro'

**"THAT in consideration of Staff Report CR-25-035 respecting a review of the Short-Term Rental (STR) Program, the Service Review Implementation Ad Hoc Committee recommends that City Council direct staff to bring forward a by-law to amend the STR by-law to include the posting of the human trafficking information sheet while the STR is being rented."**

Carried.

SR-250409-008

Moved by Councillor Middlebro'

**"THAT in consideration of Staff Report CR-25-035 respecting a review of the Short-Term Rental (STR) Program, the Service Review Implementation Ad Hoc Committee recommends that City Council direct staff to bring forward a by-law to amend the STR By-law to increase the rental cap from 180 days to 240 days."**

Carried.

SR-250409-009d

Moved by Vice Chair Koepke

**"THAT in consideration of Staff Report CR-25-035 respecting a review of the Short-Term Rental (STR) Program, the Service Review Implementation Ad Hoc Committee recommends that City Council direct staff to bring forward a by-law to amend the STR By-law to remove the principal residence and rental cap requirements in the C1 and MC zones as outlined in the report, with the inclusion of any insurance requirements provided by the City's insurer for those zones."**

Defeated.

10.b Report CR-25-021 from the City Clerk Re: Project 1a5 - Civil Marriage Services

The City Clerk provided an overview of the report and a PowerPoint presentation.

In response to questions from the Committee, Ms. Bloomfield advised that two officiants perform most of the City's civil ceremonies, but that five or six staff members have the authority to do so. Ms. Bloomfield noted that all City marriage officiants receive training.

In response to a question from the Committee, Ms. Bloomfield advised that, except in the case of City Hall, applicable fees are charged for rental of City facilities when these are rented for civil marriage ceremonies.

In response to questions from the Committee, the Director of Community Services advised that the 2025 Fees & Charges By-law update will consider updated fees for facility rentals, and that staff would contact the donors of an east side pergola prior to adding a fee for its rental.

In response to a question from the Committee, Ms. Bloomfield advised that all marriage officiants in Ontario are either appointed by a municipality or have been authorized by the province under an eligible religious entity.

In response to questions from the Committee, Ms. Bloomfield noted that wedding ceremonies performed both during and outside of office hours have historically had the same cost because the couple receives the same service. Ms. Bloomfield advised that increasing the fee for ceremonies outside of business hours would make the City's fees significantly higher than nearby municipalities.

SR-250409-010

Moved by Vice Chair Koepke

**"THAT in consideration of Staff Report CR-25-021 respecting civil marriage services, the Service Review Implementation Ad Hoc Committee recommends that City Council:**

- 1. Continue to offer civil marriage services;**
- 2. Direct staff to bring forward a by-law to update the Fees and Charges By-law to change the civil marriage fees as outlined in staff recommendation number two of the report;**
- 3. Authorize the increase of payment to the officiant for after hour weddings from \$125 to \$150; and**
- 4. Direct staff to provide notice of the update to the Fees and Charge By-law as required by the City's Notice By-law."**

### **Amendment**

SR-250409-011d

Moved by Councillor Middlebro'

**“THAT Resolution No. SR-250409-010, clause number two, be amended to include the addition of a \$600 fee for weddings performed after hours.”**

Defeated.

### **Main Motion**

SR-250409-010

Moved by Vice Chair Koepke

**"THAT in consideration of Staff Report CR-25-021 respecting civil marriage services, the Service Review Implementation Ad Hoc Committee recommends that City Council:**

- 1. Continue to offer civil marriage services;**
- 2. Direct staff to bring forward a by-law to update the Fees and Charges By-law to change the civil marriage fees as outlined in staff recommendation number two of the report;**
- 3. Authorize the increase of payment to the officiant for after hour weddings from \$125 to \$150; and**
- 4. Direct staff to provide notice of the update to the Fees and Charge By-law as required by the City's Notice By-law."**

Carried.

- 10.c Report CR-25-039 from the Manager of Legislative Services Re: Project 2b3 - Mobile Devices Policy

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

In response to a question from the Committee, Ms. Van Alphen noted that the proposed policy would not apply to Council.

In response to a question from the Committee, the City Manager advised that the cost associated with this policy is reasonable when considering the efficiencies that could be achieved through the implementation of mobile technology, such as reducing reliance on paper-based tasks.

In response to questions from the Committee, the Manager of Information Technology noted that there will be no difference to the workload of Information Technology staff between providing a corporate device compared to providing a stipend for use of a personal device.

In response to a question from the Committee, Mr. Giberson advised that a survey of staff found that a considerable number of staff use their personal phones for work duties without being compensated.

In response to a question from the Committee, Mr. Giberson noted that Human Resources and Information Technology staff are collaborating to develop processes to ensure corporate-issued equipment is returned. Mr. Giberson noted that software can be installed on corporate devices to allow them to be remotely disabled, and therefore worthless, if not returned.

In response to a question from the Committee, Mr. Giberson advised that no additional software costs are anticipated because of the implementation of this policy.

SR-250409-012

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-25-041 respecting Project 2b3 – Mobile Devices Policy, the Service Review Implementation Ad Hoc Committee recommends that City Council:**

- 1. Direct staff to bring forward a by-law to adopt Policy AF014 Mobile Devices; and**
- 2. Commit to a two-year phased approach to implementation as outlined in the report beginning in 2026."**

Carried.

- 10.d Report CR-25-039 from the Information and Privacy Coordinator Re: Project 4c1 - Agreement Catalogue

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

SR-250409-013

Moved by Vice Chair Koepke

**"THAT in consideration of Staff Report CR-25-039 respecting Project 4c1 - Agreement Catalogue, the Service Review Implementation Ad Hoc Committee recommends that City Council receive the report for information purposes."**

Carried.

- 10.e Report CR-25-032 from the Director of Corporate Services Re: Project 5a2 - Develop an Allocation Policy

The City Manager provided an overview of the report.



In response to a question from the Committee, the City Manager advised that budgeting software implementation will begin with a mirrored process to ensure consistency with the existing budgeting process, and that full implementation is expected in the next term for Council.

SR-250409-014

Moved by Vice Chair Koepke

**"THAT in consideration of Staff Report respecting Project 5a2 - Develop an Allocation Policy, the Service Review Implementation Ad Hoc Committee recommends that City Council receive the report for information purposes."**

Carried.

**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**

**14.a Fees & Charges By-law Updates**

Deputy Mayor Greig requested that future annual updates to the Fees & Charges By-law include a note respecting which changes are resultant from previous decisions of Council and which changes are being recommended by staff for the first time.

**15. NOTICES OF MOTION**

There were no notices of motion.

**16. ADJOURNMENT**

The business contained on the agenda having been completed, Mayor Boddy adjourned the meeting at 10:30 a.m.