

Staff Report

Report To: City Council
Report From: Allison Penner, Deputy Clerk
Meeting Date: May 12, 2025
Report Code: CR-25-060
Subject: Public Appointment to the Corporate Services Committee

Recommendations:

THAT in consideration of Staff Report CR-25-060 respecting Public Appointment to the Corporate Services Committee, City Council directs staff to bring forward a by-law to amend the Board and Committee By-law to appoint Meghan Robertson with a term beginning immediately and ending on January 31, 2026.

Highlights:

- On April 28, 2025, Council directed staff to bring forward an open report to appoint Meghan Robertson to the Corporate Services Committee.
- This appointment will give the Corporate Services Committee a full compliment of members prior to the next regularly scheduled meeting.
- Direction from Council is required to amend the Board and Committee By-law to appoint Meghan Robertson.

Strategic Plan Alignment:

This report supports the delivery of Core Service.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

[Board and Committee By-law](#)

Closed Staff Report CR-25-051 – Public Member Appointment to the Corporate Services Committee

Background:

The Corporate Services Committee is a Standing Committee of Council that is mandated to:

1. Provide advice and recommendations to Council on Corporate Services and Fire Department policies, programs, and services. Corporate Services includes the following Divisions:
 - a. Clerk's Office;
 - b. Human Resources;
 - c. Facilities, Purchasing, Risk and Asset Management;
 - d. Information Technology (IT); and
 - e. Revenue, Finance and Accounting.
2. Provide a forum for the exchange of ideas and actions on policy, programs and initiatives related to Corporate Services and the Fire Department;
3. Implement and support the work of Council in achieving the vision, goals and objectives of the City's Strategic Plan relating to Corporate Services and the Fire Department;
4. Review, provide feedback and participate in City policy development in areas relating to Corporate Services and the Fire Department; and
5. Engage, support, and work collaboratively with partners.

At the time the 2025 Board and Committee By-law was passed, there were no vacancies on the Corporate Services Committee. Since its passing, a vacancy has arisen.

Analysis:

During the April 28, 2025 Closed Session, City Council directed staff to bring forward an open report to appoint Meghan Robertson to the Corporate Services Committee with a term ending January 31, 2026.

Financial Implications:

There are no financial implications associated with this report.

Communication Strategy:

Meghan Robertson will be contacted respecting her appointment to the Corporate Services Committee.

The Corporate Services Committee recording secretary will be advised of the appointment and will send out the meeting invitations to Meghan Robertson.

The amended Board and Committee By-law will be available on the City's website.

Consultation:

None.

Attachments:

None.

Recommended by:

Allison Penner, Deputy Clerk
Briana Bloomfield, City Clerk
Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Allison Penner, Deputy Clerk at apenner@owensound.ca or 519-376-4440 ext. 1235.