



## Minutes

### Corporate Services Committee

May 8, 2025, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

**MEMBERS PRESENT:** Chair Melanie Middlebro'  
Vice Chair Travis Dodd  
Deputy Mayor Scott Greig  
Councillor Brock Hamley  
Member Trish Meekins

#### MEMBERS

**ABSENT/REGRETS:** Member Kelly Carmichael  
Member Neil McCutcheon  
Member Stephanie Sas

**STAFF PRESENT:** Kate Allan, Director of Corporate Services  
Bradey Carbert, Manager of Corporate Services  
Christine Gilbert, Deputy Treasurer  
Janet Ashfield, Manager of Human Resources  
Mark Giberson, Manager of Information Technology  
Shawn Dubosq, Corporate Facility Projects Coordinator  
Allison Penner, Deputy Clerk  
Christina McLean, Corporate Services Facilitator

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#### 1. CALL TO ORDER

Chair Middlebro' called the meeting to order at 5:35 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 April 10, 2025

CR-250508-001

Moved by Deputy Mayor Greig

**"THAT the Corporate Services Committee approves the minutes of the meeting held on April 10, 2025."**

Carried.

**5. DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

**6. PUBLIC FORUM**

There were no questions or comments 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-25-053 from the Deputy Clerk Re: Animal Control 2024 Year in Review and Dog By-law Update

The Deputy Clerk provided an overview of the report.

CR-250508-002

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-25-053 respecting Animal Control 2024 Year in Review and Dog By-law Update, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to amend the Dog By-law, as outlined in the report."**

Carried.

The Deputy Clerk left the meeting.

8.b Corporate and Facility Services

8.b.1 Report CR-25-058 From the Manager of Corporate Services Re: 2026-2030 Multi-year Capital Plan

The Manager of Corporate Services provided a presentation respecting the 2026-2030 Multi-year Capital Plan.

In response to a question from Committee respecting project 26V.4 - Library Windows and Doors, Mr. Carbert clarified that any original windows were rehabilitated in 2020-2021, and that this project relates to the aluminum windows and doors installed around the 1970s.

In response to a question from Committee respecting project 26M.10 - Billy Bishop Accessibility Updates, Mr. Carbert clarified that this project mainly pertains to the exterior of the building and includes the current lack of accessible parking spaces.

In response to a question from Committee respecting project 17A.1 - Computer Mobile Replacement, Mr. Carbert noted that these capital costs are based on the computers and other items that are set to come up for replacement as per the standardized replacement schedule, and that once replaced, older items are either reused in other capacities, recycled or sold.

In response to a question from Committee respecting project 26B.1 - Digital Message Signs (JMRRC & Bayshore), The Manager of Information Technology noted that the current digital sign at the JMRRC that was installed in 2016 is no longer operational and that the technology is no longer supported to be serviced. In addition, Mr. Giberson noted that the technology that provides the ability to update and manage these signs has been greatly simplified and improved since 2016.

In response to a question from Committee respecting project 25U.4 - Fire Station Renovation/Expansion, Mr. Carbert clarified that this project is included in the multi-year capital plan along with the existing engineering funds that were included in the 2024 budget to complete the pre-design study conceptual drawings, which is what determined the proposed 4,000 square foot addition and pricing. He added that the next step in the project is to issue an RFP for an architect, and that further conversation surrounding the project can occur with a project status update at a future Council meeting prior to issuing the RFP.

CR-250508-003

Moved by Vice Chair Dodd

**"THAT in consideration of Staff Report CR-25-058 respecting the 2026-2030 Multi-year Capital Plan – Corporate Services, the Corporate Services Committee recommends that City Council direct staff to bring forward a report on the draft multi-year capital plan and incorporate the feedback from Committee regarding the proposed projects."**

Carried.

CR-250508-004

Moved by Councillor Hamley

**"THAT in consideration of Staff Report CR-25-058 respecting the 2026-2030 Multi-year Capital Plan - Corporate Services, the Corporate Services Committee recommends that City Council direct staff to bring forward a report respecting a project status update on Capital Project 25U.4 - Fire Station Renovation and Expansion to the Special Council Meeting scheduled for June 2, 2025, prior to issuing an RFP for architectural and/or construction services."**

Carried.

8.c Accounting

8.c.1 Report CR-25-055 from the Deputy Treasurer Re: 2025 Fees and Charges Update - Corporate Services

The Deputy Treasurer provided an overview of the report.

CR-250508-005

Moved by Councillor Hamley

**"THAT in consideration of Staff Report CR-25-055 respecting the 2025 Fees and Charges Update – Corporate Services, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.c.2 Report CR-25-057 from the Director of Corporate Services Re: 2025 T1 Financial Update

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

CR-250508-006

Moved by Vice Chair Dodd

**"THAT in consideration of Staff Report CR-25-057 respecting 2025 T1 Financial Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.c.3 Report CR-25-056 from the Deputy Treasurer Re: AF015 - Council Expense Policy

The Deputy Treasurer provided an overview of the report.

CR-250508-007

Moved by Member Meekins

**"THAT in consideration of Staff Report CR-25-056 respecting Policy AF015 Council Expense Policy Update (Formerly CrS-HR40 Council Budget Policy), the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to:**

- 1. Approve the updated Council Expense Policy (Policy AF015), substantially in the form attached to the report; and**
- 2. Rescind the existing Council Budget Policy (CrS-HR40)."**

Carried.

8.d Fire

None.

8.e Human Resources

None.

8.f Information Technology

None.

8.g Parking and By-law Enforcement

None.

8.h Taxes and Revenue

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**

There were no correspondence items presented for information.

**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 6:42 p.m.