



Minutes

Service Review Implementation Ad Hoc Committee

September 10, 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'
Scott Greig

STAFF PRESENT: Tim Simmonds, City Manager
Kate Allan, Director of Corporate Services
Pam Coulter, Director of Community Services
Lara Widdifield, Director of Public Works and Engineering
Briana Bloomfield, City Clerk
Christina McLean, Committee and Executive Support
Coordinator

1. CALL TO ORDER

Chair Boddy called the meeting to order at 9:02 a.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 Service Review Implementation Ad Hoc Committee meeting held on July 9, 2025
- 4.b Minutes of the Closed Session Service Review Implementation Ad Hoc Committee meeting held on July 9, 2025
- 4.c Minutes of the Service Review Implementation Ad Hoc Committee meeting held on July 16, 2025

SR-250910-001

Moved by Vice Chair Koepke

"THAT the Service Review Implementation Ad Hoc Committee approves the minutes of the following meetings:

- 1. The Service Review Implementation Ad Hoc Committee meeting held on July 9, 2025;**
- 2. The closed session of the Service Review Implementation Ad Hoc meeting held on July 9, 2025; and**
- 3. The Service Review Implementation Ad Hoc meeting held on 16, 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 Report CR-25-105 from the Director of Corporate Services Re: Current State Assessment and M365 Optimization Roadmap - Update

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

In response to a question from Committee, Ms. Allan noted that the financial impacts for the recommended phase 2 projects are between \$40,000 and \$100,000 which are already in the software transformation budget and clarified that these are not additional funds being requested.

In response to a question from Committee, Ms. Allan noted that the large range of costs is due to the variable of how much work can be done internally versus through consultants.

SR-250910-002

Moved by Councillor Middlebro'

"THAT in consideration of Staff Report CR-25-105 respecting Current State Assessment and M365 Optimization Roadmap – Update for Committee, the Service Review Implementation Ad Hoc Committee recommends that City Council receive the report for information purposes."

Carried.

9. MATTERS POSTPONED

9.a Report CR-25-106 from the City Clerk Re: Project 1c5 - Provision of By-law Services - Staffing

The City Clerk provided a presentation on Project 1c5 - Provision of By-law Services.

In response to a question from Committee, Ms. Bloomfield clarified that a part-time permanent position would be a year-round position working 3 days a week, and that the days and hours would be determined as needed operationally.

In response to a question from Committee, Ms. Allan noted that the contract for parking enforcement costs approximately \$50,000 annually. The City Manager added that the future need of the parking contract could be reconsidered once new staff are in place. Additionally, he noted that while the Owen Sound Police Service (OSPS) do foot patrols downtown, additional by-law patrols would provide the City increased oversight over how often these patrols are happening, and that the OSPS patrols could be additional to this. He noted that the addition of a mobile phone designated for the River District enforcement would increase the ability for immediate response for business owners and residents.

In response to a question from Committee, Mr. Simmonds noted that having by-law officers continually patrolling the River District will begin to set a standard and precedent of having an enforcement presence in the area.

In response to a question from Committee, Ms. Allan clarified that the parking enforcement contract is paid for through the River District levy. By-law officers typically would not be able to be funded by these levies, as they benefit the City as a whole.

In response to a question from Committee, Ms. Bloomfield noted the proposed full-time officer is intended to be dedicated to the River District. She added that the proposed part-time officer would have flexible hours, and the schedule could be determined to best fit operational needs.

SR-250910-003

Moved by Vice Chair Koepke

"THAT in consideration of Staff Report CR-25-106 respecting Project 1c5 - Provision of By-law Services - Staffing, the Service Review Implementation Ad Hoc Committee recommends that City Council direct staff to include a By-law Enforcement Supervisor and a part-time By-law Enforcement Officer in the Mayor's 2026 budget for consideration by the Mayor (Option 1b)."

Carried.

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 Boddy adjourned the meeting at 9:49 a.m.