



Minutes

Corporate Services Committee

September 11, 2025, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS PRESENT: Chair Melanie Middlebro'
Member Kelly Carmichael
Deputy Mayor Scott Greig
Member Neil McCutcheon (via video)
Councillor Brock Hamley
David Crane

MEMBERS

ABSENT/REGRETS: Vice Chair Travis Dodd
Member Meghan Robertson

STAFF PRESENT: Phil Eagleson, Fire Chief
Bradey Carbert, Manager of Corporate Services
Christine Gilbert, Deputy Treasurer
Lauren Stewart, Purchasing and Claims Coordinator
Christina McLean, Committee and Executive Support
Coordinator

1. CALL TO ORDER

Chair Middlebro' called the meeting to order at 5:30 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 July 10, 2025

CR-250911-001

Moved by Councillor Hamley

"THAT the Corporate Services Committee approves the minutes of the meeting held on July 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 Fire

8.a.1 Report CR-25-124 from the Fire Chief Re: Fire Marque Inc. Update

The Fire Chief provided an overview of the report.

In response to a question from Committee, Mr. Eagleson clarified that the 30% service charge is not included in the revenue numbers provided in the report as it is collected before the funds are received by the City.

In response to a question from Committee, Mr. Eagleson noted that unsuccessful claims are either cases without insurance, or without sufficient fire department costs listed in their policy.

CR-250911-002

Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CR-25-114 respecting Fire Marque Inc. Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.b Corporate and Facility Services

8.b.1 Report CR-25-121 from the Purchasing and Claims Coordinator Re: Bi-Annual Summary of Awarded Purchases between \$50,000 and \$249,000 from January 1, 2025 to June 30, 2025

The Purchasing and Claims Coordinator provided an overview of the report.

CR-250911-003

Moved by Member Carmichael

"THAT in consideration of Staff Report CR-25-121 respecting Bi-Annual Summary of Awarded Purchases between \$50,000 and \$249,999 from January 1, 2025 to June 30, 2025, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.c Taxes and Revenue

8.c.1 Report CR-25-111 from the Tax Collector Re: MPAC's Revised Role for s.357 Applications - Cancellation, Reduction or Refund of Property Taxes

The Deputy Treasurer provided an overview of the report.

In response to a question from Committee, Ms. Gilbert noted that one of the rationales of the Municipal Property Assessment Corporation (MPAC) changing these regulations was to provide increased flexibility to municipalities. She added that the threshold percentages as presented are in line with other municipalities that have already put thresholds in place.

In response to a question from Committee, Mr. Eagleson clarified that properties would not receive insurance monies for instances such as loss due to fire without a receipt from paying the property taxes, so there isn't a risk for "double dipping". Ms. Gilbert added that a fulsome application process built into the procedure could also aid in this.

In response to a question from Committee, Ms. Gilbert noted that there is between approximately 5-15 applications under section 357 annually.

In response to a question from Committee, Ms. Gilbert clarified that this program is only applicable within the year of loss. She added that under 357(1)(g), the amounts are prorated for only the time in which renovations were actively taking place. Ms. Gilbert noted that any additional assessment value created from completed renovations are still added onto the assessment role, just not to today's value, and are added in 2016 dollars to be relative to the latest assessment.

"THAT in consideration of Staff Report CR-25-111 respecting MPACs revised role for s.357's – Cancellation, Reduction or Refund of Property Taxes, the Corporate Services Committee recommends that City Council:

- 1. Direct staff to bring forward a policy and procedure for administering applications under Section 357 of the *Municipal Act, 2001*, including:
 - a. A case-by-case approach for applications made under subsection 357(1)(d)(ii) (substantially unusable buildings), where thresholds for tax relief will be established through the forthcoming policy, and will guide the amount of tax relief provided;**
 - b. A standardized approach under subsection 357(1)(g) (repairs/renovations), where property tax relief will be determined using a percentage reduction capped at 25%, based on the vacant portion's notional value and deemed unusable square footage returned provided by MPAC; and**
 - c. Maintaining existing processes for all other subsections of Section 357;****
- 2. Approve the two current Section 357 applications as outlined in the report (Rockview Apartments and Parkway Plaza); and**
- 3. Direct staff to bring forward a by-law to amend the Delegation of Authority By-law to delegate authority to the Treasurer, or designate, to administer and approve future applications consistent with the finalized Section 357 Policy."**

Carried.

8.d Accounting

None.

8.e Clerks

None.

8.f Information Technology

None.

8.g Human Resources

None.

8.h Parking and By-law Enforcement

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 6:02 p.m.