



Minutes

Corporate Services Committee

October 9, 2025, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS PRESENT: Chair Melanie Middlebro'
Vice Chair Travis Dodd
Member Kelly Carmichael
Member David Crane
Deputy Mayor Scott Greig
Councillor Brock Hamley
Member Neil McCutcheon

MEMBERS

ABSENT/REGRETS: Member Meghan Robertson

STAFF PRESENT: Kate Allan, Director of Corporate Services
Michelle Palmer, Senior Manager, Strategic Initiatives and
Operational Effectiveness
Janet Ashfield, Manager of Human Resources
Bradey Carbert, Manager of Corporate Services
Mark Giberson, Manager of Information Technology
Bethany Chandler, Human Resources Specialist
Carly McArthur, Communications Advisor
Courtney McDonald, Human Resources Specialist
Christina McLean, Committee and Executive Support
Coordinator

1. CALL TO ORDER

Chair Middlebro' called the meeting to order at 5:31 p.m.

2. CALL FOR ADDITIONAL BUSINESS

2.a Chair Middlebro' Re: Committee Applications

3. DECLARATIONS OF INTEREST

3.a Member Crane - Item 8.c.1 Report CR-25-126 Re: 2025 T2 Financial Update

Member Crane declared a conflict of interest due to his personal employment with RBC as it speaks to financial wellness.

4. CONFIRMATION OF MINUTES

4.a Minutes of the Corporate Services Committee meeting held on September 11, 2025

CR-251009-001

Moved by Member Carmichael

"THAT the Corporate Services Committee approves the minutes of the meeting held on September 11, 2025."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

There were no depositions 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 Communications

8.a.1 Report CM-25-025 from the Communications Advisor Re: External Communications Strategy Project Plan

The Communications Advisor provided a PowerPoint presentation on the External Communications Strategy project plan, highlighting key milestones and upcoming community engagement opportunities.

In response to a question from Committee, Ms. McArthur noted that while the size of a City affects communications, the public sector survey displayed that many similar issues exist for public service communications in municipalities of all sizes.

CR-251009-002

Moved by Vice Chair Dodd

"THAT in consideration of Staff Report respecting External Communications Strategy Project Plan, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.b Information Technology

8.b.1 Report CR-25-129 from the Manager of Information Technology Re: Electronic Signature Policy (AF011)

The Manager of Information Technology provided an overview of the report.

The Communications Advisor and Senior Manager, Strategic Initiatives and Operational Effectiveness left the meeting.

CR-251009-003

Moved by Member Carmichael

"THAT in consideration of Staff Report CR-25-129 respecting Electronic Signature Policy (AF011), the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to adopt Electronic Signatures Policy AF011 as presented in the report."

Carried.

8.c Accounting

8.c.1 Report CR-25-126 from the Director of Corporate Services Re: 2025 T2 Financial Update

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

In response to a question from Committee, Ms. Allan noted that while there are always properties in the tax sale process, payment plans are always the first step before proceeding to the registered tax sale process. She added that various properties on the list are currently listed for sale, and the tax arrears will be received by the City upon sale of the properties.

CR-251009-004

Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CR-25-126 respecting 2025 T2 Financial Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.d Human Resources

8.d.1 Report CR-25-127 from the Human Resources Specialist Re: Joining the Coalition of Inclusive Municipalities

The Human Resources Specialist provided an overview of the report.

In response to a question from Committee, Ms. McDonald noted that there are some neighbouring municipalities in the Coalition. She added that the

Coalition focuses on inclusion both within the organization and within the community as a whole.

In response to a question from Committee, Ms. McDonald clarified that there are no fees to join or receive their resources, and that policy work can be one way to fulfill the initiatives.

CR-251009-005

Moved by Member Carmichael

"THAT in consideration of Staff Report CR-25-127 respecting Joining the Coalition of Inclusive Municipalities, the Corporate Services Committee recommends that City Council endorse the resolution attached to the report."

Carried.

8.d.2 Report CR-25-046 from the Manager of Human Resources Re: Pay and Compensation Update

The Manager of Human Resources provided an overview of the report.

In response to a question from Committee, Ms. Ashfield noted that when looking at comparators, total compensation packages are compared, not just wages. She added that the market review does not look at each role individually but compares the entire pay scale and bands within organizations.

In response to a question from Committee, Ms. Ashfield noted that in 2026 a pay grid will be put in place for unionized staff with comparably valued jobs on the same pay lines.

In response to a question from Committee, Ms. Ashfield added that jobs are placed on a pay line based on the points within the organization, and then compared based on that, as the value of a position to each organization can vary based on internal equity.

CR-251009-006

Moved by Councillor Hamley

"THAT in consideration of Staff Report CR-25-046 respecting Pay and Compensation Compliance, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.d.3 Report CR-25-130 from the Human Resources Specialist Re: Human Resources Metrics

The Human Resources Specialist provided an overview of the report.

In response to a question from Committee, Ms. Chandler noted that there is a mixed response for reasoning of the number of declined offers, including housing considerations in the area, compensation, and job shopping.

In response to a question from Committee, Ms. Chandler noted that exit interviews now occur to gather data following resignations and terminations, and that some of the main reasons provided are opportunities for advancement or opportunities closer to home.

In response to a question from Committee, Ms. Chandler clarified that this overview includes Fire staff and does not include Police or Library staff.

In response to a question from Committee, Ms. Chandler noted that remote work arrangements are up to the discretion of the specific manager and director as per the policy and is up to a maximum of 2.5 days a week for most cases.

In response to a question from Committee, Ms. Chandler noted that feedback collected in exit interviews is presented to the Senior Leadership Team on an annual basis, including information collected pertaining to the relationship between staff and management.

CR-251009-007

Moved by Vice Chair Dodd

"THAT in consideration of Staff Report CR-25-130 respecting Human Resources Metrics Analysis, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.d.4 Report CR-25-118 from the Manager of Human Resources Re: Update on Safety in Council Chambers

The Manager of Human Resources provided an overview of the report.

In response to a question from Committee, the Manager of Corporate Services noted that the proposed barrier system would be comprised of bollards and ropes between the Clerk's staff and lectern in the Council Chambers.

In response to a question from Committee, Mr. Carbert noted that communication, signage, and staff being aware of controversial items are

all additional preventative factors outlined in the risk assessment, and that a physical barrier would serve as a visual cue of the staff's space.

In response to a question from Committee, Mr. Carbert noted that once a safety concern is brought up, a risk assessment must be completed. Ms. Ashfield added that this risk assessment was initiated from a request from Council.

CR-251009-008

Moved by Vice Chair Dodd

"THAT in consideration of Staff Report CR-25-118 respecting Safety in Council Chambers, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Amendment:

CR-251009-009

Moved by Deputy Mayor Greig

"THAT Resolution No. R-251009-008 include "direct staff to remove the \$1,300 for the bollard system from the budget."

Carried.

Main Motion:

CR-251009-008

Moved by Vice Chair Dodd

"THAT in consideration of Staff Report CR-25-118 respecting Safety in Council Chambers, the Corporate Services Committee recommends that City Council:

- 1. Receive the report for information purposes; and**
- 2. Direct staff to remove the \$1,300 for the bollard system from the budget."**

Carried.

8.e Clerks

None.

8.f Corporate and Facility Services

None.

8.g Fire

None.

8.h Parking and By-law Enforcement

None.

8.i 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

12.a Committee Applications

Chair Middlebro' highlighted that applications are now open for various City Committees, that applications are open until November 7, 2025, and that more information is available at owensound.ca/CommitteeVacancies. She added that other ways to get involved include the public washroom survey that is now open as well as the upcoming Communications Strategy engagement.

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 6:59 p.m.