



Minutes

Service Review Implementation Ad Hoc Committee

April 8, 2026, 9:00 a.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS PRESENT: Chair Ian Boddy
Vice Chair Suneet Kukreja
Deputy Mayor Scott Greig
Councillor Melanie Middlebro'

STAFF PRESENT: Tim Simmonds, City Manager
Kate Allan, Director of Corporate Services
Pam Coulter, Director of Community Services
Aidan Ware, Director and Chief Curator - Art Gallery, Culture,
Tourism
Eckhard Pastrik, Manager of Parks and Open Space
Kim Sowerby, Corporate Applications Analyst (via video)
Christina McLean, Committee and Executive Support
Coordinator

1. CALL TO ORDER

The Committee and Executive Support Coordinator called the meeting to order at 9:05 a.m.

2. ELECTION OF CHAIR

The Committee and Executive Support Coordinator opened the floor for nominations for the position of Chair for the Service Review Implementation Ad Hoc Committee.

Councillor Middlebro' nominated Mayor Boddy for the position of Chair. The Committee and Executive Support Coordinator noted that in accordance with the Board and Committee By-law, a member may serve as Chair of a committee for two (2) consecutive years after which the Council member is not eligible to serve as Chair of the committee for one (1) year.

SR-260408-001
Moved by Councillor Middlebro'

"THAT in consideration of the Election of the Chair item listed on the April 8, 2026 Service Review Ad Hoc Committee meeting agenda, the Service Review

Implementation Ad Hoc Committee waives the provision in the Board and Committee By-law that a member is not eligible to serve as Chair of a committee for more than two (2) consecutive years in order to permit the Mayor to continue serving as Chair as there are only three (3) meetings left of the Committee."

Carried.

Mayor Boddy accepted the nomination.

The Committee and Executive Support Coordinator asked for any further nominations. There being no further nominations, the Committee and Executive Support Coordinator declared nominations closed.

Mayor Boddy was acclaimed as Chair of the Service Review Implementation Ad Hoc Committee.

3. ELECTION OF VICE CHAIR

The Committee and Executive Support Coordinator opened the floor for nominations for the position of Vice Chair for the Service Review Implementation Ad Hoc Committee.

Deputy Mayor Greig nominated Councillor Kukreja for the position of Vice Chair. Councillor Kukreja accepted the nomination.

The Committee and Executive Support Coordinator asked for any further nominations. There being no further nominations, the Committee and Executive Support Coordinator declared nominations closed.

Councillor Kukreja was acclaimed as Vice Chair of the Service Review Implementation Ad Hoc Committee.

Mayor Boddy assumed the position of Chair for the remainder of the meeting.

4. CALL FOR ADDITIONAL BUSINESS

There was no additional business.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. CONFIRMATION OF MINUTES

6.a Minutes of the Service Review Implementation Ad Hoc Committee meeting held on February 11, 2026

SR-260408-002

Moved by Councillor Middlebro'

"THAT the Service Review Implementation Ad Hoc Committee approves the minutes of the meeting held on February 11, 2026."

Carried.

7. DEPUTATIONS AND PRESENTATIONS

There were no depositions or presentations.

8. PUBLIC FORUM

There were no questions or comments from the public.

9. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED

There were no correspondence items presented for consideration.

10. REPORTS OF CITY STAFF

- 10.a Report CR-26-022 from the Corporate Application Analyst Re: Conclusion of Project 1b1 - Integration of Microsoft Teams

The Corporate Application Analyst provided an overview of the report.

In response to a question from Committee, Ms. Sowerby noted that staff are now able to stay at their workstation and attend meetings virtually via Teams, which cuts down on travel time for staff moving from one location to another.

In response to a question from Committee, Ms. Allan noted that vehicle use is charged out to different accounts, and that while the amount saved is insignificant for insurance premium purposes, the amount saved for vehicle use and mileage reimbursements could be tracked.

SR-260408-003

Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CR-26-022 respecting the completion of Project 1b1 - Integration of Microsoft Teams, the Service Review Implementation Ad Hoc Committee recommends that City Council receive the report for information purpose."

Carried.

- 10.b Report CR-26-026 from the Corporate Application Analyst Re: Conclusion of Project 2a1 - Investigate Cloud-based Solutions for a Digital Timecoding Solution

The Corporate Application Analyst provided an overview of the report.

SR-260408-004

Moved by Vice Chair Kukreja

"THAT in consideration of Staff Report CR-26-026 respecting the completion of Project 2a1 – investigate cloud-based solutions for a digital timecoding solution, the Service Review Implementation Ad Hoc Committee recommends that City Council receive the report for information purpose."

Carried.

10.c Report CS-26-020 from the Director and Chief Curator Re: Conclusion of Project 3a3 - Tourism Services at the TOM Pilot Project

The Director and Chief Curator of the Tom Thomson Art Gallery provided an overview of the report.

In response to a question from Committee, the Director of Community Services noted that parking limitations at the Tom Thomson Art Gallery could be supported through education and increased signage directing users to the nearby parking lots.

In response to a question from Committee, Ms. Coulter noted that parking in municipal lots and on-street used to be tracked into three categories, low, medium and high usage, though this data is no longer collected.

In response to a question from Committee, Ms. Ware noted that expanding the shared model further to include the library would require an agreement with the library outlining the terms of use for lobby space.

In response to a question from Committee, Ms. Coulter noted that there are a lot of synergies between Tourism and TOM operations, and their integration has shown to be an effective way to deliver both of these services without comprising any professional integrity.

In response to a question from Committee, Ms. Coulter noted that the wayfinding signage project is a capital budget item which relies on grant funding, and that the first stage has taken place on the periphery of the downtown core, but it hasn't been completed within the River District.

SR-260408-005

Moved by Councillor Middlebro'

"THAT in consideration of Staff Report CS-26-020 respecting the conclusion of Project 3a3 -Tourism Services at the Tom Thomson Art Gallery Pilot Project, the Service Review Implementation Ad Hoc Committee recommends that City Council approve the continuation of Tourism Services at the Art Gallery."

Carried.

10.d Report CS-26-015 from the Manager of Parks and Open Space Re: Parks Service Levels for Playgrounds

The Manager of Parks and Open Space provided a PowerPoint presentation respecting the draft service levels for playgrounds.

In response to a question from Committee, Mr. Pastrik noted that the estimated playground replacement cost of \$284,000 is relative to the scope of work that was recently completed at Comm-R-Ette and Owen Heights playgrounds. He added that there are many City playgrounds that are beyond their useful life or

were removed for other reasons, leaving a number of playgrounds with minimal equipment.

In response to a question from Committee, the City Manager noted that the inspection and risk management requirements for playgrounds are always changing and are at a much higher standard today than they were in the past when many of these playgrounds were installed.

In response to a question from Committee, Ms. Coulter noted that there is limited frontage on some of the current parkland properties, which limits the ability to declare them as surplus for alternate non park use. Mr. Simmonds added that traditionally, declaring parklands and open spaces as surplus and making them revenue generating is often met with significant public feedback.

In response to a question from Committee, Mr. Pastrik noted that a GIS database has been built up over the past few years to help inform decision making on park assets.

In response to a question from Committee, Mr. Simmonds noted that information respecting an additional staff person or other opportunities would be brought back for consideration during operating budget discussions.

In response to a question from Committee, Mr. Simmonds noted that approximately 29 to 30 service review projects have been completed so far.

SR-260408-006

Moved by Deputy Mayor Greig

"THAT in consideration of Staff Report CS-26-015 respecting Parks Service Levels for Playgrounds, the Service Review Implementation Ad Hoc Committee recommends that City Council:

- 1. Approve the draft Service Level Documents; and**
- 2. Direct staff to move forward with the recommendations as outlined in the Service Level Documents for Playgrounds."**

Carried.

11. MATTERS POSTPONED

There were no matters postponed.

12. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN

There were no motions for which notice was previously given.

13. CORRESPONDENCE PROVIDED FOR INFORMATION

There were no correspondence items presented for information.

14. DISCUSSION OF ADDITIONAL BUSINESS

There was no additional business.

15. NOTICES OF MOTION

There were no notices of motion.

16. ADJOURNMENT

The business contained on the agenda having been completed, Chair Boddy adjourned the meeting at 10:20 a.m.