



Minutes

Corporate Services Committee

April 9, 2026, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS PRESENT: Chair Suneet Kukreja
Vice Chair Melanie Middlebro'
Member Monica Dale (via video)
Councillor Travis Dodd
Member Daniel Fletcher
Member Neil McCutcheon
Councillor Carol Merton
Member Greg Milburn
Member Franklin Morais

STAFF PRESENT: Tim Simmonds, City Manager
Kate Allan, Director of Corporate Services
David Crane, Manager of Revenue/Deputy Treasurer
Jason Hoffman, Manager of Corporate Services
Kristen Van Alphen, Manager of Legislative Services
Shawn Dubosq, Corporate Facility Projects Coordinator
Staci Landry, Deputy Clerk
Christina McLean, Committee and Executive Support
Coordinator

1. CALL TO ORDER

Chair Kukreja called the meeting to order at 5:30 p.m. All Committee members and staff listed above were present except for Councillor Middlebro'.

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 March 12, 2026

CR-260409-001

Moved by Member Milburn

"THAT the Corporate Services Committee approves the minutes of the meeting held on March 12, 2026."

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 Clerks

8.a.1 Report CR-26-020 from the Deputy Clerk Re: Animal Control 2025 Year in Review

The Deputy Clerk provided an overview of the report.

In response to a question from Committee, Ms. Landry noted that a media release will be issued as a reminder to the public that animal tags can be purchased online and to note that there will no longer be an admin fee charged for ordering tags online. She added that communications, such as emails and letters, are sent to remind residents to license their pets prior to their annual expiry.

In response to a question from Committee, Ms. Landry clarified that an inquiry as noted in the report are any questions received regarding adopting an animal or other general questions, and complaints are regarding specific instances such as dogs at large or animal bites.

In response to a question from Committee, Ms. Landry clarified that cat licences do not expire and are valid for the lifespan of the pet, while dog licences are to be renewed annually.

In response to a question from Committee, Ms. Landry clarified that licences are only required for animals that reside within the City.

CR-260409-002

Moved by Councillor Merton

"THAT in consideration of Staff Report CR-26-020 respecting the Animal Control 2025 Year in Review, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.a.2 Report CR-26-027 from the Manager of Legislative Services Re: Policy Review Project - 2026 Annual Update

The Manager of Legislative Services provided a PowerPoint presentation on the Policy Review Project annual review.

In response to a question from Committee, Ms. Van Alphen noted that divisional staff are consulted throughout the process to understand what policies are being repealed to ensure there are no operational gaps.

In response to a question from Committee, Ms. Van Alphen noted that the list of policies presented is sorted by those that are being repealed due to being obsolete, redundant, or better served as being a procedure.

In response to a question from Committee, Ms. Van Alphen noted that policies are kept and time stamped based on the state they are in when they are approved.

CR-260409-003

Moved by Councillor Dodd

"THAT in consideration of Staff Report CR-26-027 respecting the Policy Review Project – 2026 Update, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to repeal the policies listed in Appendix A to this report."

Carried.

Councillor Middlebro' joined the meeting.

8.b Corporate and Facility Services

8.b.1 Report CR-26-033 from the Corporate Facility Projects Coordinator Re: Billy Bishop Museum Front Verandah Replacement - Budget Amendment and Project Authorization

The Corporate Facility Projects Coordinator provided an overview of the report.

In response to a question from Committee, Mr. Dubosq clarified that the project is set to commence in September once attendance volume slows

down, and that the facility will still be accessible at the rear of the museum throughout construction.

In response to a question from Committee, Mr. Dubosq noted that the proposed cost includes a 15% contingency in the case that additional costs are discovered once the tendering process is completed. He added that planned interior rehabilitation is currently up to date, therefore the reallocation of these funds does not put additional pressure on interior renovations of the facility.

In response to a question from Committee, Ms. Allan noted that Community Improvement Plan program funding can no longer be used to fund City projects.

CR-260409-004

Moved by Member Fletcher

"THAT in consideration of Staff Report CR-26-033 respecting a budget amendment and project authorization for the Billy Bishop Museum Front Verandah Replacement, the Corporate Services Committee recommends that City Council:

- 1. Approve increasing the Billy Bishop Museum Front Verandah Replacement project budget to \$131,400, subject to pricing received through the tender process;**
- 2. Approve allocating \$21,200 in surplus funds from the 2023–2026 Billy Bishop Museum interior rehabilitation projects toward the funding shortfall; and**
- 3. Approve allocating \$30,200 from the Capital Reserve which result from unspent funds allocated to this facility in previous years to fully fund the shortfall."**

Carried.

8.c Taxes and Revenue

8.c.1 Report CR-26-030 from the Deputy Treasurer Re: 2026 Fees and Charges Update - Corporate Services

The Deputy Treasurer provided an overview of the report.

In response to a question from Committee, the City Manager noted that setting appropriate user fees is always a balance between aligning with comparators, maintaining sufficient cost recovery and limiting taxpayer subsidization for specific services.

In response to a question from Committee, the Director of Corporate Services noted that highlighting transparency in which fees are subsidized

by the tax base and showing the true cost of a service is the goal for future fees and charges reviews.

CR-260409-005

Moved by Councillor Dodd

"THAT in consideration of Staff Report CR-26-030 respecting the 2025 Corporate Services Fees and Charges Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."

Carried.

8.d Accounting

8.d.1 Report CR-26-037 from the Director of Corporate Services Re: 2025 Year End

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

In response to a question from Committee, Ms. Allan clarified that the surplus as noted in the report is due to one-time items, and if it trends to be something that persists year over year, the City would manage the budget accordingly in future years.

CR-260409-006

Moved by Member Milburn

"THAT in consideration of Staff Report CR-26-037 respecting 2025 Year End, the Corporate Services Committee recommends that City Council:

- 1. Accept the Treasurer's statement with regard to compliance with the Development Charges Act;**
- 2. Direct staff to transfer the operating surplus to the tax stabilization reserve; and**
- 3. Approve all unbudgeted reserve transfers as presented in the report."**

Carried.

8.e Fire

None.

8.f Human Resources

None.

8.g Information Technology

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

12.a Staff Introductions

The Director of Corporate Services introduced new staff members to the Committee, including the Manager of Corporate Services, Jason Hoffman and Deputy Treasurer, David Crane.

13. NOTICES OF MOTION

There were no notices of motion.

14. ADJOURNMENT

The business contained on the agenda having been completed, Chair Kukreja adjourned the meeting at 6:26 p.m.