



Agenda
Corporate Services Committee

January 15, 2026, 5:30 p.m.
City Hall - 808 2nd Avenue East - Council Chambers

The public can attend meetings in person. Meetings will also be livestreamed on the City's Council and Committee webpage. If there are technical issues with the livestream that can't be fixed within 15 minutes, the meeting will continue, and a recording will be available later, on the webpage or by contacting the City Clerk. People who can't attend the meeting in person for Public Forum, should send their comments to the Recording Secretary one business day before the meeting. These comments will be shared with members and included in the updated agenda.

	Pages
1. CALL TO ORDER	
2. CALL FOR ADDITIONAL BUSINESS	
3. DECLARATIONS OF INTEREST	
4. CONFIRMATION OF MINUTES	
4.a Minutes of the Corporate Services Committee meeting held on November 6, 2025	3
5. DEPUTATIONS AND PRESENTATIONS	
5.a Presentation from the City Clerk Re: Committee Structure Discussion	7
6. PUBLIC FORUM	
7. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED	
There are no correspondence items being presented for consideration.	
8. REPORTS OF CITY STAFF	
8.a Information Technology	
8.a.1 Report CR-26-004 from the Manager of Information Technology Re: Acceptable Use Policy - AF017	18
8.b Accounting	
None.	
8.c Clerks	
None.	
8.d Corporate and Facility Services	
None.	

- 8.e Fire
None.
- 8.f Human Resources
None.
- 8.g Parking and By-law Enforcement
None.
- 8.h Taxes and Revenue
None.

9. MATTERS POSTPONED

There are no matters postponed.

10. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN

There are no motions for which notice was previously given.

11. CORRESPONDENCE PROVIDED FOR INFORMATION

There are no correspondence items being presented for information.

12. DISCUSSION OF ADDITIONAL BUSINESS

13. NOTICES OF MOTION

14. ADJOURNMENT



Minutes

Corporate Services Committee

November 6, 2025, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

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

MEMBERS

ABSENT/REGRETS: Member Meghan Robertson

STAFF PRESENT: Tim Simmonds, City Manager
Kate Allan, Director of Corporate Services
Christine Gilbert, Deputy Treasurer
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 October 9, 2025

"THAT the Corporate Services Committee approves the minutes of the meeting held on October 9, 2025."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

5.a Robyn Strangway-Caulder of MNP Re: 2024 Draft Audited Financial Statements

Robyn Strangway-Caulder of MNP LLP provided an overview of the 2024 draft audited financial statements and audit letter, noting that the City received a clean audit opinion with no noted concerns.

In response to a question from Committee, Ms. Strangway-Caulder noted that Owen Sound Police Services NG911 funding from other municipalities is received through the Province, and that this revenue is deferred on the balance sheet until the program is underway. She added that this is why there was not significant revenue recognized in 2024, and that in future years, this revenue will be recognized as fee for service to cover expenses.

The Director of Corporate Services further clarified that the balance in deferred revenue for NG911 at the end of 2024 was approximately \$2.5 million, and that this amount has increased to approximately \$4.5 million in 2025. Ms. Strangway-Caulder noted that since this balance is material and the amount of revenue coming into the income statement will be significant in future years, and since this is a new form of revenue, it is recommended that a policy for how the revenue will be recognized be created. Ms. Strangway-Caulder added that for the year ending in 2024, the revenue recognition was appropriate for the capital implementation and training costs.

Councillor Dodd left the meeting.

In response to a question from Committee, Ms. Strangway-Caulder noted that the grants receivable lines consisted of ICIP and NG911 funding.

In response to a question from Committee, Ms. Allan noted that the budgeted taxes collected includes budgeting for tax write-offs and supplemental taxation, which accounts for the variance in taxes collected compared to budgeted.

In response to a question from Committee, Ms. Allan noted that the protection services, health services, and recreation and culture lines differ from budget to actuals due to amortization and added that health services includes the cemetery as that is how it is reported to the Ministry.

In response to a question from Committee, Ms. Allan noted that the increase in taxes receivable reflects a declining ability to pay.

In response to a question from Committee, Ms. Allan noted that the longest standing balances for tax receivables are properties that have been in arrears for significant time, and that there isn't a significant risk of collection as funds would be collected upon disposition of the property if it were to occur, although receiving taxes prior to a tax sale registration is always the goal.

In response to a question from Committee, Ms. Allan noted that the surplus shown for the Adult Learning Centre is not necessarily what is in reserves as it is consolidated with their PSAB surpluses as well.

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 Accounting

8.a.1 Report CR-25-134 from the Deputy Treasurer Re: 2024 Draft Audited Financial Statements

The Deputy Treasurer provided an overview of the report.

CR-251106-002

Moved by Member McCutcheon

"THAT in consideration of Staff Report CR-24-126 respecting the 2024 Audited Financial Statements, the Corporate Services Committee recommends that City Council approve the 2024 audited financial statements as presented."

Carried.

8.b Clerks

None.

8.c Corporate and Facility Services

None.

8.d Fire

None.

8.e Human Resources

None.

8.f Information Technology

None.

8.g Parking and By-law Enforcement

None.

8.h 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

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 6:03 p.m.

Below is a list of questions to guide discussion at the committee meeting. These questions will be asked at all Standing Committees and the Tom Thomson Art Gallery Advisory Committee.

Please come prepared to speak to the questions below.

An overview of the responses will be provided to Council in February to assist them with their decision on the City's committee structure. Any changes will take effect in 2027.

The [Committee Structure Review Report](#) and [Presentation](#) are available on the "Meetings of Council and Committees" webpage under the December 15, 2025 Council agenda. Please familiarize yourself with the report and presentation prior to discussion of the questions.

Questions:

1. As a public member, what challenges or drawbacks have you observed with the City's current committee structure?
2. What are your proposed solutions to those challenges?
3. What else should Council know to help them with their decision about the City's committee structure?
4. Are there ways the committee structure or processes could better support participation from public members?



Committee Structure Feedback

Corporate Services Committee

January 15, 2026

Timeline

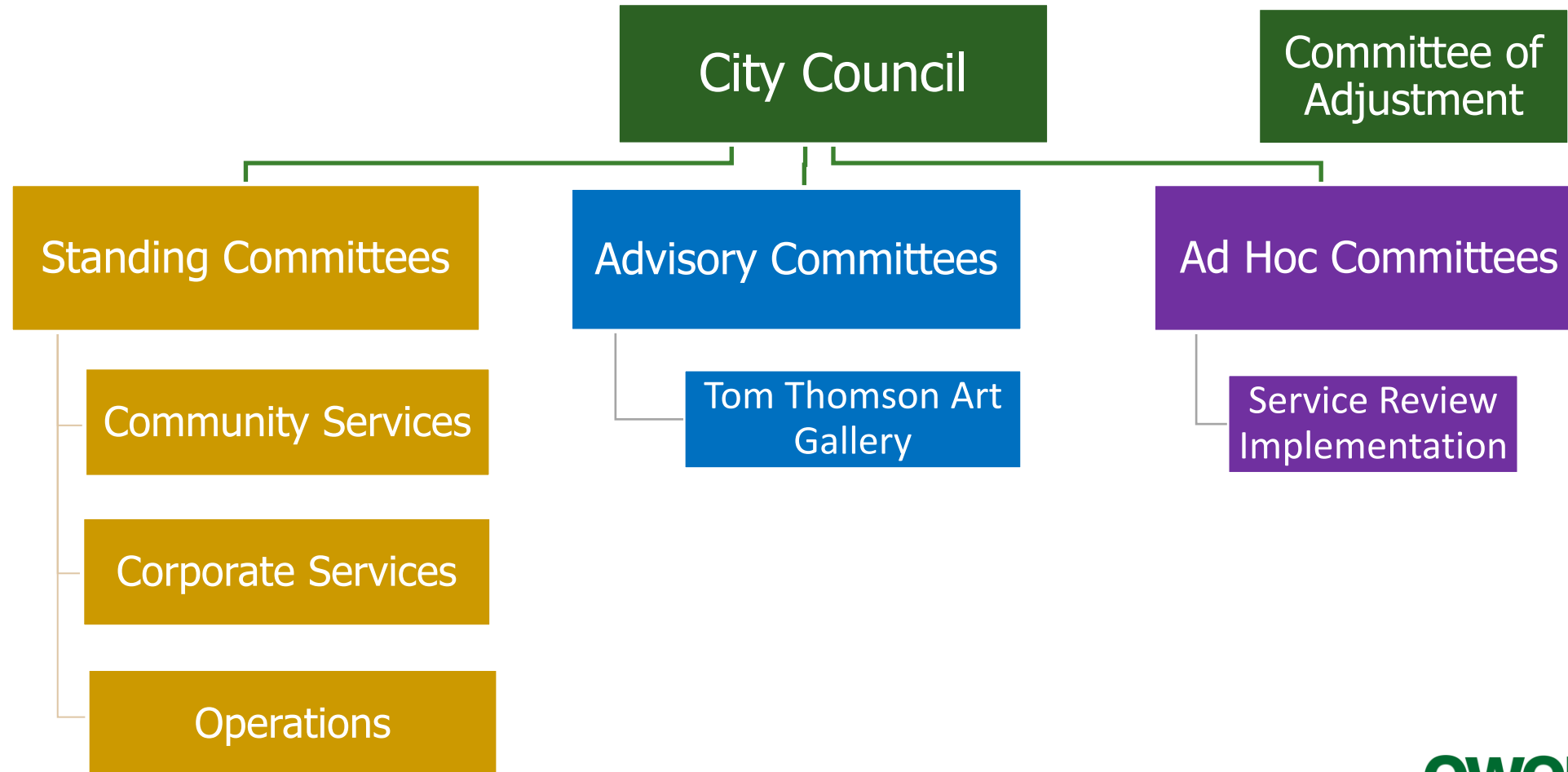
- December 2024 – Request for Staff Report
- December 2025 – Report Presented to Council
- January 2026 – Feedback from Committees
- February 2026 – Feedback Presented to Council
- February 2027 – New Structure In Effect (if change is made)

What is a Committee?

Committees are flexible tools for Council governance

- **Definition:** *Municipal Act*, Section 238: A committee includes advisory committees, subcommittees, or similar entities established by council.
- **Purpose:** Committees assist council in decision-making, policy development, and oversight of specific areas, deeper discussion of issues and an avenue for public input.
- **Governance:** Committees are subject to the same procedural by-law requirements as Council meetings (e.g., notice, openness, and record-keeping).

Committee Structure



Committee Structure Options

Six Options to Align Governance with Strategic Priorities

Option 1 – Maintain the current structure with enhancements

Option 2 – Transition to a **two**-committee structure

Option 3 – Transition to a **three**-committee structure

Option 4 – Transition to a **four**-committee structure

Option 5 – Transition to a **seven**-committee structure

Option 6 – Transition to an expanded committee of the whole structure

Question No. 1

As a public member, what challenges or drawbacks have you observed with the City's current committee structure?

Question No. 2

What are your proposed solutions to those challenges?

Question No. 3

What else should Council know to help them with their decision about the City's committee structure?

Question No. 4

Are there ways the committee structure or processes could better support participation from public members?



Thank you for your feedback!

Staff Report

Report To: Corporate Services Committee
Report From: Mark Giberson, Manager of Information Technology
Meeting Date: January 15, 2026
Report Code: CR-26-004
Subject: Information Technology – AF017 Acceptable Use Policy

Recommendations:

THAT in consideration of Staff Report CR-26-004 respecting Information Technology – AF017 Acceptable Use Policy, the Corporate Services Committee recommends that City Council receive the report for information purposes.

Highlights:

- Policy AF017 updates and modernizes the City’s technology use rules.
- This policy replaces three outdated computer and internet use policies.
- The new policy follows today’s laws and cybersecurity best practices.
- Employees and Council members follow the same security and privacy standards.

Vision 2050 - Strategic Plan Alignment:

[Strategic Plan](#) Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

Previous Report/Authority:

Information Technology - AF017 Acceptable Use Policy repeals or replaces the following outdated policies:

- Repeals: CMA-35 – Electronic Mail, 2000
- Repeals: CMA-36 – Internet Access, 2000
- Replaces: CrS-HR53 – Computer Usage, revised 2006

These earlier policies have been consolidated and modernized under AF017 to align with current cybersecurity, privacy and operational standards.

Background:

Access to technology and digital resources is critical to the City's daily operations. Policy AF017 – Information Technology Acceptable Use replaces three legacy IT policies, CMA-35 Electronic Mail (2000), CMA-36 Internet Access (2000), and CrS-HR53 Computer Usage (revised 2002) consolidating them into a single, comprehensive document that reflects modern workplace technology and security expectations.

The previous policies were last updated in the early 2000s and referenced technologies, software, and practices that are now obsolete, such as dial-up internet connections, early standalone email systems, and limited local network access. These frameworks no longer align with the City's current environment, which includes cloud-based platforms, mobile devices, virtual private networks, and multi-factor authentication.

AF017 modernizes these provisions to align with current cybersecurity standards, privacy legislation, and the operational realities of a connected digital workplace. It defines acceptable and prohibited uses of City-provided technology, outlines responsibilities for employees and Council members, and ensures compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Employment Standards Act, and related regulations.

Analysis and Options:

Operational Impact

The policy provides a consistent framework governing how City technology is used, protecting both the organization and users from security, privacy, and legal risks.

Legislative and Compliance Alignment

The policy ensures adherence to applicable legislation including MFIPPA and the Employment Standards Act. It also requires compliance with software licensing laws and copyright restrictions.

Council Implications

Members of Council are included within the definition of 'employees' under this policy. Council members are expected to use City-issued technology solely for official business. City email and network accounts are subject to monitoring and remain the property of the Corporation. Council members must maintain password confidentiality and adhere to the same data security standards as City staff.

Policy Review and Governance

The policy will be reviewed every five years, or sooner as needed, to ensure alignment with emerging technologies and legislative changes. The Manager of Information Technology is authorized to make administrative updates, with substantive revisions requiring City Manager approval.

Resource Alignment:

Financial Resources

N/A.

Human Resources

Human Resources, in conjunction with Information Technology, will coordinate the rollout of Policy AF017 by ensuring all employees review and acknowledge the policy prior to being granted or continuing access to City technology resources. This rollout will require a moderate level of staff time, focused on coordination, communication, training delivery, and record management rather than additional staffing. Employees with access to the Human Resources Information System will receive the policy electronically through the HR system, with acknowledgements tracked and retained, while employees without system access will participate in in-person group sessions facilitated by Human Resources, with attendance and signed acknowledgements maintained in personnel files. Human Resources and Information Technology will jointly support compliance, access control, record-keeping, and ongoing policy administration, with the work absorbed

into existing operational capacity through regular staff meetings, training sessions, and onboarding processes.

Time and Scheduling

The rollout of Policy AF017 will occur over an approximate six-month period to ensure all employees are adequately informed and able to complete the required review and acknowledgement. Implementation will be scheduled to align with existing staff meetings, onboarding sessions, and planned training opportunities to minimize operational disruption, with additional sessions arranged as needed to capture employees who are unavailable during regular meetings.

Technology and Infrastructure

N/A.

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

This report has been posted to the City's website with the agenda in advance of the meeting. Also, following Council's receipt of this report, Policy AF017 will be circulated to all staff, Council members, and committee members. It will be incorporated into onboarding and annual compliance training and posted on the City's internal policy portal.

Report Developed in Consultation With:

Kristen Van Alphen, Manager Legislative Services

Janet Ashfield, Human Resource Manager

Tim Simmonds, City Manager

Attachments:

Policy AF017 – Information Technology Acceptable Use

Reviewed by:

Kristen Van Alphen, Manager Legislative Services

Tim Simmonds, City Manager

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Mark Giberson, Manager of information technology at mgiberson@owensound.ca or 519-376-4440 ext. 1284.

Policy Statement

1. The Corporation of the City of Owen Sound (the "City") recognizes that access to technology is essential to the daily operations of City business and is committed to defining 'acceptable use' for the various Information Technology (IT) resources provided to employees.

Purpose

2. The purpose of this policy is to:
 - a. identify authorized employees' roles, responsibilities, and requirements for the appropriate use of corporate technology resources;
 - b. outline the acceptable use of Information Technology resources and equipment like the internet, electronic messaging, networks, computers, applications and mobile devices like cell phones and tablets;
 - c. ensure compliance with the Government of Ontario Information Technology Standards, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other legislative requirements;
 - d. protect the City from legal liability;
 - e. reduce the risk of virus attacks or other attacks that would compromise network systems; and
 - f. reduce the risk of damage, loss or theft of corporate technology resources and devices.

Scope

3. This policy applies to all users of technology resources provided by the City of Owen Sound, defined herein as 'employees'.

Definitions

4. For the purposes of this policy,
"Artificial Intelligence" means AI refers to the branch of computer science focused on creating systems and algorithms that enable computers to perform tasks that typically require human-like intelligence.

“City” means the City of Owen Sound, and a reference to the City is a reference to the geographical area or The Corporation of the City of Owen Sound as the context requires;

“Corporate Network” means the network used to connect together computers and other devices managed by the City;

“Corporate Storage” means the solutions and services used by City staff to store and manage their data, documents, this included Cloud based Storage such as Microsoft OneDrive, Computers and City servers”

“Director” means the City Manager, the Director of Community Services, the Director of Corporate Services, the Director of Public Works & Engineering, the Fire Chief, the Chief Curator, or any one of the above, and any designates thereof;

“Electronic Device” means Cell phone, computer, laptop, tablet, or any other device implemented to support access to internal and external files and the internet;

“Employee” means City of Owen Sound full-time employees, part-time employees, students, volunteers, members of Council and Committee;

“Information Technology (IT)” means the division within the City of Owen Sound that oversees technology-related tasks and responsibilities. It focuses on the storage, retrieval, and processing of information. The IT division is responsible for installing and maintaining computers and networks, ensuring that all systems function together effectively.

“Manager” means an employee who is responsible for a City division and includes employees who supervise and manage other employees;

“MFA” (Multi Factor Authentication) means security process that requires users to present two or more forms of verification before gaining access to a digital account or system.

“Software” means the programs and other operating information used by computers, smartphones, and tablets, including but not limited to mobile applications, web-based applications, and cloud-based applications.

Policy

Account Activation and Termination

5. The level of access employees have to the City’s computers, networks, applications, internet services, email services, and communication hardware is based on specific job requirements.

6. Employees must have the approval of a Director and Manager of Information Technology to gain access to the above technology. Without this approval, access will not be granted.
7. Access is provided at the sole discretion of the City of Owen Sound.
8. All users must read this policy in accordance with the City's Code of Conduct and Confidentiality Policy before receiving access rights and passwords.
9. Access will be terminated, and any hardware must be returned upon an employee's cessation of employment with the City, unless other approved arrangements are made.

General Security

10. The City employs various measures to protect its equipment, systems, and data from deliberate or inadvertent destruction or misuse. Such measures include:
 - a. designation of individual accounts, logins, and passwords including Multi Factor Authentication (MFA);
 - b. security settings in software applications;
 - c. virus scanning software; and
 - d. firewalls.
11. Sharing of accounts, logins and passwords is prohibited unless an exception is granted by the Manager of Information Technology in writing.
12. Without the written approval of the Manager of Information Technology, employees may not:
 - a. alter or attempt to alter any security setting;
 - b. disable virus protection; or
 - c. attempt to bypass IT security system protections.
13. Electronic Devices not directly managed by the Information Technology division are not permitted to be connected to the City's networks, whether directly or via virtual private network or other remote access technologies.

Electronic Device Security

14. Every employee is responsible for protecting the confidentiality of their account and password information.
15. Every employee's password must adhere to the City's specific account security parameters including the use of MFA.

16. To ensure the security of user accounts, the password policy requires that passwords must be at least 12 characters long and include an upper-case letter, a lower-case letter, a number, and a special character. Previous passwords cannot be reused, and passwords must be changed annually.
17. If staff enter their password incorrectly three times, their computer account will be locked. To unlock or reset their password, they must contact the IT department.
18. If a user forgets or believes that their password has become compromised, the user must inform their immediate supervisor and the Manager of Information Technology immediately.
19. Information Technology department utilizes remote management tools to manage/update systems and to troubleshoot issues efficiently. Employees are not permitted to disable or otherwise interfere with the functioning of these tools.

Ownership

20. The City strives to protect the confidentiality of all network users. However, all files and electronic communications, including email, internet, and web content systems, that are created on, or generated by or transmitted through the City's computer and network services are deemed to be the property of the City of Owen Sound.
21. The City retains control and custody of and the right to supervise all computers, networks, internet services, e-mail services, and communication hardware usage. The City reserves the right, at any time, to inspect and/or monitor system files, logs, and other activities, including electronic communication stored on any server or individual computer for troubleshooting and maintenance purposes, other circumstances require authorization by the City Manager. Electronic monitoring will adhere to provincial regulations under the *Employment Standards Act*.
22. Information that staff store on any City device that is not work related is not to be considered private and is deemed to be the property of the City of Owen Sound.
23. Upon cessation of employment for any reason, all personal information stored on the City's systems or devices will be forfeited and will not be returned to the user.

Internet

24. Internet access is provided for work-related activities and will be used only in connection with an employee's specific job duties. Users may not engage

in personal online commercial activities, including offering services or products for sale or soliciting services or products from online providers. Permissible, acceptable, and appropriate Internet-related work activities include:

- a. researching, accumulating, and disseminating any information related to the user's assigned responsibilities; and
 - b. collaborating and communicating with other users, community/business partners, and customers of the City, according to the user's assigned job duties and responsibilities.
25. When using Artificial Intelligence (AI) technology, Employees must ensure that no personal or confidential information is divulged and must be aware that all information stored in an Artificial Intelligence (AI) platform is discoverable.
26. Employees must exercise care in selecting websites to visit on the internet, including sites received in, or linked from, e-mail.

Electronic Communications

27. Electronic communication, such as e-mail, social media, social networking, and instant messaging, helps facilitate business interactions at the City. All electronic communication accounts must be approved by the appropriate Director and the City Manager and accessed using a program approved by the Manager of Information Technology.
28. Electronic communications may be considered public records under the *Municipal Freedom of Information and Protection of Privacy Act*. Employees must assume that any electronic communication may be deemed "public information" and treated the same as any other written communication.
29. Use of personal email accounts is prohibited for work activities unless authorized by the Manager of Information Technology.
30. In no circumstances may electronic communications containing personal information be forwarded or copied to individuals outside the City unless consent is provided for the disclosure in accordance with relevant legislation.
31. Employees may not use IT resources (hardware, applications and services) to promote, advocate or communicate personal views or the views of other individuals or organizations that could be perceived as an endorsement by the City when no such endorsement has been provided.

Software Approval

32. All software must be approved by the Manager of Information Technology to ensure compliance with security standards, compatibility with existing systems and confirm licensing costs.

Copyrights

33. The City and its employees shall fully comply with all laws pertaining to the reproduction, use or distribution of copyrighted or otherwise protected materials.

Prohibited Uses

34. Any use determined to be inconsistent with this policy or other policies, rules or regulations of the City is prohibited. The following activities, in addition to those outlined in the policy, are always prohibited on any IT resources:
- a. intentionally sending files or messages containing programs designed to disrupt other systems (commonly known as viruses, malware or ransomware);
 - b. accessing another computer system without authorization inside or outside of the City's network (commonly known as hacking);
 - c. intentionally possessing, using, or transmitting unauthorized material, in violation of copyright restrictions;
 - d. storing files that are not work-related on the corporate network or storage;
 - e. installation of software in violation of software licensing and piracy restrictions;
 - f. creating, viewing, storing, printing, or re-distributing unlawful or potentially offensive material or information on any computer system accessed through the City's network (this includes sexually explicit, obscene, or other potentially offensive material); and
 - g. using the City's equipment services for private financial gain, commercial advertising, or solicitation purposes.
35. Employees must exercise extra care when accessing/opening electronic messages or attachments from unknown senders on either City or personal email accounts.
36. Employees must refrain from:
- a. changing the configuration or attempting to circumvent or subvert security measures on operating systems and software, unless this activity is a part of the employee's normal job/duty.

- b. using IT resources and other resources in such a way as to incur lawsuits or other liability against the City (e.g., by violating copyright laws, creating and distributing false financial data, making defamatory allegations, etc.).
- c. engaging in any activity that might be purposefully harmful to IT resources, systems or to any data stored thereon, such as propagating malicious programs, installing unauthorized software, making unauthorized modifications to data or using any program or command in a manner that can degrade the system performance or deny services to authorized users; or
- d. making copies of any of the City's software, applications, or utilities for use outside the City.

Reporting Misuse

- 37. Employees must promptly report any misuse allegations to their supervisor and the Manager of Information Technology.
- 38. Employees who receive an offensive email must refrain from forwarding, deleting, or responding to the message and instead report it directly to Information Technology staff through the IT helpdesk.

Enforcement

- 39. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Policy review

- 40. The Manager of Information Technology will review this policy:
 - a. every five (5) years to ensure effectiveness and compliance with current business processes; or
 - a. sooner, if required, based on legislative changes.
- 41. The Manager of Information Technology is authorized to make such administrative changes to this policy as appropriate to keep the policy current. Any revision to the policy's intent must be presented to the City Manager for consideration.

Related Information and Resources

Internal

- 42. Mobile Devices Policy AF014
- 43. Electronic Monitoring Policy CrS-HR72

44. Confidentiality Policy CrS-HR-71

External

45. Employment Standards Act

46. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Appendices

47. N/A

Revision History

Authority	Date	Approval	Description of Amendment
Choose an item.	Click or tap to enter a date.	Choose an item.	
Choose an item.	Click or tap to enter a date.	Choose an item.	
Choose an item.	Click or tap to enter a date.	Choose an item.	