



Minutes

Service Review Implementation Ad Hoc Committee

June 10, 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
Michelle Palmer, Senior Manager of Strategic Initiatives and Operational Effectiveness
Christina McLean, Committee and Executive Support Coordinator

1. CALL TO ORDER

Mayor Boddy called the meeting to order at 9:00 a.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 Service Review Implementation Ad Hoc Committee meeting held on April 8, 2026

SR-260610-001

Moved by Councillor Middlebro'

"THAT the Service Review Implementation Ad Hoc Committee approves the minutes of the meeting held on April 8, 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 Report CM-26-020 from the Senior Manager, Strategic Initiatives and Operational Effectiveness Re: 2026 Organizational Work Plan Mid-Year Update

The Senior Manager, Strategic Initiatives and Operational Effectiveness provided an overview of the report.

In response to a question from Committee, Ms. Palmer noted that the projects in the attachment that are listed as being in the initiation/planning phase reflects projects that have not formally kicked off with the project team, but that the project lead has started the pre-work.

In response to a question from Committee, Ms. Palmer clarified that the purpose of this update is to display how projects are managed and tracked, and that questions regarding details of specific projects should be directed to the applicable departmental staff or standing committees.

In response to a question from Committee, the Director of Corporate Services noted that properties that have not had their water meters replaced are not being charged the extra fees yet, but that they will be charged after the cut off date passes. She added that registered letters are being sent to properties that have been noted as hard refusals to ensure they are aware of the charges should they still refuse the replacement.

In response to a question from Committee, Ms. Allan clarified that the Section 357 Policy that is noted in the attachment under project OPR-26-012 is a policy outlining the process for certain tax exemptions where either the property or a portion of it was deemed unusable for a length of time, and that completing this policy is a priority over other projects in the division.

In response to a question from Committee, the City Manager noted that the Winter Maintenance Review takes into consideration legislative requirements, road classifications and other factors, and that the rigidity at which snow clearing takes place can be considered as part of this review.

Ms. Palmer provided a demonstration of the new ProjectTeam software to show how it functions and streamlines the project management process across the organization.

"THAT in consideration of Staff Report CM-26-020 respecting the 2026 Organizational Work Plan Mid-Year Update, the Service Review Implementation Ad Hoc Committee recommends that City Council receive the report for information purposes."

Carried.

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, Mayor Boddy adjourned the meeting at 9:38 a.m.