

Minutes of the Corporate Services Committee meeting being a special meeting held in the Council Chamber, Council Building on Wednesday, November 25, 2019 at 6:00 p.m.

Present: Councillor Marks, Chair  
Councillor Hurst, Vice-Chair  
Councillor Giberson, Member  
Councillor Neal, Member  
Councillor Nicholson, Member  
Mayor Carter, Ex-Officio

Also

Present: Councillor Kerr (entered the meeting at 6:03 p.m.)  
Councillor Gray (entered the meeting at 6:22 p.m., left the meeting at 7:31 p.m.)  
Councillor McConkey (entered the meeting at 6:05 p.m.)  
L. Davis, Council-Committee Coordinator  
T. Adams, Commissioner, Corporate Services Department  
P. Ralph, City Manager  
S. Yoon, City Solicitor  
B. Jeffs, Interim Director, Municipal Law Enforcement and Licensing Services  
K. Feagan, Manager, Municipal Law Enforcement  
K. Man, Manager, Policy and Research  
E. McLean, Policy and Research Analyst  
R Cipolletta, Coordinator, M.L.E. Operations  
Z. Clark, M.L.E. Officer

Absent: None

## **Public Agenda**

### **Additional Agenda Items**

None

### **Declarations of Pecuniary Interest**

None

Moved by Mayor Carter,  
"That the order of the agenda be altered to bring forward Reports CORP-19-87, CORP-19-92 and CORP-19-93 at this time." Carried on the following 2/3 vote of members present

Affirmative – Councillors Giberson, Marks, Neal, Nicholson, and Mayor Carter

Negative – Councillor Hurst

Absent – None

Councillor Kerr entered the meeting.

Moved by Councillor Nicholson,  
“That the Corporate Services Committee adopt the recommendation contained in Report CORP-19-87 concerning the KPMG physical security audit.” Carried

Councillor McConkey entered the meeting

Moved by Councillor Nicholson,  
“That the Corporate Services Committee adopt the recommendation contained in Report CORP-19-92 concerning the City Manager By-law 33-98, as amended.” Carried as amended by later vote

Moved by Councillor Nicholson,  
“That the City Manager’s By-law be further amended to add the word ‘retention’ after the word ‘appointment’ in Section 8 (a) and Section 8 (d).” Carried

The vote to adopt the recommendation contained in Report CORP-19-92 Carried as amended.

Moved by Councillor Nicholson,  
“That the Corporate Services Committee adopt the recommendation contained in Report CORP-19-93 concerning the clean-up and enforcement of trails, parks and open spaces.” Carried by later vote

The Committee questioned staff concerning Report CORP-19-93.

The vote to adopt the recommendation contained in Report CORP-19-93 Carried on the following

Affirmative – Councillors Giberson, Hurst, Neal, Nicholson, Marks and Mayor Carter

Negative – None

Absent – None

Councillor Gray entered the meeting during discussion.

## **Presentations**

Erin McLean, Policy and Research Analyst provided an overview of the Property Standards By-law 01-2002 Review.

The Committee questioned the Policy and Research Analyst.

Councillor Gray left the meeting.

## **Delegations**

Moved by Councillor Hurst,  
“That any member of the public wishing to address the Corporate Services Committee concerning Property Standards By-law 01-2002 be heard.” Carried

Beth Kelly, Valiant Property Rental addressed the Corporate Services Committee concerning Property Standards By-law 01-2002.

The Committee questioned Beth Kelly.

**Reports**

CORP-19-100 Property Standards By-law 01-2002 Review

Recommendation (Amended - See Page 4)

That Report CORP-19-100 dated November 20, 2019 concerning the review of Property Standards By-law 01-2002 be referred to staff for further review and to consider public feedback in the preparation of a subsequent report and recommendation.

CORP-19-87 KPMG Physical Security Audit

Recommendation (Carried - See Page 2)

That the Corporate Services Committee recommend to City Council:

That Report CORP-19-87, dated October 16, 2019 and Attachment 1, being the KPMG Physical Security Audit, be received for information and that the recommendations and management responses in the KPMG audit be endorsed as the general basis for implementing improvements to physical security.

CORP-19-92 Proposed Amendments to the City Manager’s By-Law 33-98, as amended

Recommendation (Amended - See Page 2)

That the Corporate Services Committee recommend to City Council:

That pursuant to Report CORP-19-92 dated November 13, 2019, the City Manager’s By-law 33-98, as amended, be further amended as recommended in this Report.

CORP-19-93 Clean Up and Enforcement of Trails, Parks and Open Spaces

Recommendation (Carried - See Page 2)

That the Corporate Services Committee recommend to City Council:

That Report CORP-19-93 dated November 12, 2019 concerning the cleanup and enforcement of trails, parks and open spaces be received for information.

Moved by Councillor Nicholson,

“That Report CORP-19-100 dated November 20, 2019 concerning the review of Property Standards By-law 01-2002 be referred to staff for further review and to consider public feedback in the preparation of a subsequent report and recommendation; and,

That a working group of affected stakeholders be set up to assist staff in the future review of the Property Standards By-law and associated legislation.” Carried“

## **Adjournment**

Moved by Mayor Carter,

“That the meeting adjourn.” Carried

The meeting adjourned 8:03 p.m.