



## Minutes

### Corporate Services Committee

April 10, 2025, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

**MEMBERS PRESENT:** Chair Melanie Middlebro'  
Vice Chair Travis Dodd  
Deputy Mayor Scott Greig  
Councillor Brock Hamley  
Member Neil McCutcheon  
Member Trish Meekins  
Member Stephanie Sas

#### MEMBERS

**ABSENT/REGRETS:** Member Kelly Carmichael

**STAFF PRESENT:** Tim Simmonds, City Manager  
Kate Allan, Director of Corporate Services  
Kristen Van Alphen, Manager of Legislative Services  
Rebecca Ellerdiem, Community and Business Development Advisor  
Carly McArthur, Communications Advisor  
Christina McLean, Corporate Services Facilitator

---

#### 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 March 6, 2025

CR-240410-001

Moved by Councillor Hamley

**"THAT the Corporate Services Committee approves the minutes of the meeting held on March 6, 2025."**

Carried.

- 4.b Minutes of the Corporate Services Committee meeting held on November 14, 2024

CR-240410-002

Moved by Councillor Hamley

**"THAT the Corporate Services Committee approves the minutes of the meeting held on November 14, 2024."**

Carried.

**5. DEPUTATIONS AND PRESENTATIONS**

There were no deputations 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 City Manager

- 8.a.1 Report CM-25-006 from the Communications Advisor Re: Corporate Website Analytics and Overview

The Communications Advisor provided a presentation regarding corporate website analytics.

In response to a question from Committee, Ms. McArthur clarified that there are separate websites for Tourism and the River District as they are typically visited by different audiences than the corporate website and added that there may be opportunities in the future to add these as microsites to the corporate website.

CR-250410-003  
Moved by Member Sas

**"THAT in consideration of Staff Report CM-25-006 respecting Corporate Website Analytics and Overview, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.b Clerks

8.b.1 Report CR-25-036 from the Manager of Legislative Services Re: Policy Review Project - 2025 Annual Update

The Manager of Legislative Services provided a presentation regarding the Policy Review Project.

In response to a question from Committee, the City Manager clarified that many of the policies being repealed are outdated or otherwise no longer relevant.

In response to a question from Committee, Ms. Van Alphen noted that the policies are now stored in a central policy library where they are locked to changes but accessible to staff.

CR-250410-004  
Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-25-036 respecting the 2025 Policy Review Project update, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to repeal certain policies as outlined in the report."**

Carried.

8.c Accounting

None.

8.d Corporate and Facility Services

None.

8.e Fire

None.

8.f Human Resources

None.

8.g Information Technology

None.

8.h Parking and By-law Enforcement

None.

8.i 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 5:53 p.m.