



**Minutes**

**Corporate Services Committee**

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

**MEMBERS PRESENT:** Chair Melanie Middlebro'  
Member Kelly Carmichael (via video)  
Deputy Mayor Scott Greig  
Councillor Brock Hamley (via video)  
Member Neil McCutcheon

**MEMBERS**

**ABSENT/REGRETS:** Vice Chair Travis Dodd  
Member Meghan Robertson

**STAFF PRESENT:** Briana Bloomfield, City Clerk  
David Crane, Manager of Revenue/Deputy Treasurer  
Mark Giberson, Manager of Information Technology  
Christina McLean, Committee and Executive Support  
Coordinator

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**1. CALL TO ORDER**

Due to a lack of quorum at 5:30 p.m., Chair Middlebro' called the meeting to order at 5:37 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 November 6, 2025

CR-260115-001

Moved by Deputy Mayor Greig

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

Carried.

**5. DEPUTATIONS AND PRESENTATIONS**

5.a Presentation from the City Clerk Re: Committee Structure Discussion

The City Clerk provided a presentation on the Committee Structure Review and requested feedback from committee members.

The Committee provided feedback to staff on the Committee Structure Review, which will be compiled and included in a future report to Council.

Chair Middlebro' thanked the outgoing public members for their time and participation over the course of their terms.

**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 Information Technology

8.a.1 Report CR-26-004 from the Manager of Information Technology Re: Acceptable Use Policy - AF017

The Manager of Information Technology provided an overview of the report.

In response to a question from Committee, Mr. Giberson noted that staff training will occur and operating procedures will be created as this policy is implemented.

CR-260115-002

Moved by Councillor Hamley

**"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."**

Carried.

- 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 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 6:13 p.m.