



**THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE**  
**CORPORATE SERVICES ADVISORY COMMITTEE MEETING MINUTES/REPORT**

The members of the Corporate Services Advisory Committee met on December 4, 2017 in the Council Chambers, at 9:33 p.m.

**PRESENT:**

Vice Chair Councillor John Wiens, Lord Mayor Pat Darte, Councillors: Martin Mazza, Betty Disero, Jim Collard, Jamie King, Paolo Miele, Terry Flynn.

**REGRETS:**

Councillor Maria Bau-Coote

**STAFF:**

Holly Dowd	Chief Administrative Officer/Director of Corporate Services
Sheldon Randall	Director of Operations
Rob Grimwood	Fire Chief
Craig Larmour	Director of Community & Development Services
Peter Todd	Town Clerk
Victoria Butters	Deputy Clerk

**OTHERS:**

**MEDIA:**

Suzanne Mason	Sun Media
Mike Zettel	Niagara this Week

Vice Chair Councillor John Wiens called the meeting to order at 9:33 p.m.

**CONFLICT OF INTEREST:**

There were no conflicts were declared at this time.

**DELEGATION:**

There were no delegations made at this meeting.

**PRESENTATION:**

There were no presentations made at this meeting.

## **CONSENT AGENDA:**

The consent agenda is a set of reports that could be approved in one motion of Council. The approval endorses all of the recommendations contained in each of the reports within the set.

Prior to the motion being taken, a Councillor may request that one or more of the reports be lifted out of the consent agenda to be considered separately.

### **CS-17-034**

#### **Scent Free Policy**

The recommendations contained in Corporate Services Report CS-17-034 be adopted to include that:

- 1.1. Council adopt a Scent Free Policy (attached to this report as Appendix A) to be adhered to within all Town owned buildings; and
- 1.2 the Scent Awareness Policy P-CS-16-002, adopted by By-law 4885-16 be rescinded.

### **CS-17-035**

#### **Community Guide Policy**

The recommendations contained in Corporate Services Report CS-17-035 be adopted to include that:

- 1.1 That the Community Guide Policy attached to this report be approved, and a by-law be forwarded to Council adopting the Policy.

Moved by Lord Mayor Pat Darte that the reports included in the Consent Agenda be approved as recommended.

## **APPROVED.**

### **CS-17-036**

#### **2018 Meeting Schedule of Council and General Committee Chair Appointments**

Moved by Councillor Miele that the recommendations contained in Corporate Services Report CS-17-036 be adopted to include that:

- 1.1 the revised 2018 Meeting Schedule, attached as Appendix I, be adopted; and
- 1.2 the structure of the Standing Committees under the Committee of the Whole (COTW) be replaced with a General Committee moving forward for the remainder of the term of Council; and

- 1.3 Appendix II attached to this report, being a schedule for Chair appointments for all COTW meetings for the remainder of the term of Council be approved.; and
- 1.4 Staff be directed to prepare a by-law for a future meeting to amend the Town's Procedural By-law to reflect the changes outlined in the report; and
- 1.5 Staff be directed to prepare a by-law for a future meeting to amend the Town's Procurement Policy to reflect the changes outlined in the report.

**APPROVED.**

**NEW BUSINESS**

**a) Notice of Motion - Support for the Lincoln Welland Regiment Foundation**

Lord Mayor Pat Darte put forth a notice of motion for the next Council Meeting regarding potential Irrigation funding from the Region.

At this time Lord Mayor Pat read the letter from DSBN regarding the sale by tender process of the Parliament Oak property. The letter will be included in the December 7, 2017 Information Package.

ADJOURNMENT: 9:41 p.m.

***Lord Mayor, this concludes the Minutes/Report of the Corporate Services Advisory Committee I Councillor \_\_\_\_\_ move, seconded by Councillor \_\_\_\_\_ that the Minutes/Report of the December 4, 2017 Corporate Services Advisory Committee Meeting be adopted.***

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LORD MAYOR PAT DARTE