

**SECOND Meeting - Regular Session**

The Administrative Services Committee met in regular session this 22<sup>nd</sup> day of February, 2016 in the Oakville and Trafalgar Rooms of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville, commencing at 7:00 p.m.

- Present: Chairperson - Councillor Jeff Knoll
- Mayor - Rob Burton  
Councillors - Dave Gittings  
- Roger Lapworth  
- Natalia Lishchyna  
- Sean O'Meara
- Staff - G. Lalonde, Commissioner of Corporate Services and Treasurer  
- V. Tytaneck, Town Clerk  
- J. Barry, Senior Manager, Enforcement Services  
- K. Galione, Senior Manager, Legislative Services  
- L. Morgan, Council and Committee Coordinator

**Declarations of Pecuniary Interest**

No declarations of pecuniary interest were declared.

**AGENDA ITEM(S)**

1. **Tax Apportionments**
  - **Report from Finance Department, January 14, 2016**

Moved by Mayor Burton

That the recommended apportionment of taxes in the amount of \$2,749.82 attached as Appendix A to the report of the Financial Operations Department, dated January 14, 2016, be approved.

CARRIED

**2. Corporate Policy and Procedure Update Report**  
**- Report from Clerk's Department, January 15, 2016**

Moved by Mayor Burton

1. That the new Employee Related Business Expense procedure F-FOC-001-007, be received;
2. That the updated Conference Expense procedure HR-DVL-001-002, be received; and
3. That the following old corporate Transit policies be rescinded:
  - a. Official Plan Directives 11-01-02;
  - b. Target Groups – Area of Service 11-02-02;
  - c. User – Route Systems 11-02-03;
  - d. User – Transfers 11-02-06;
  - e. Community – Fare Structure 11-02-09;
  - f. Community – Financial 11-02-10; and
  - g. System Equipment 11-02-11.

CARRIED

**3. 2015 Closed Meeting Statistics**  
**- Report from Clerk's Department, January 29, 2016**

Moved by Mayor Burton

That the report dated January 29, 2016, from the Clerk's department regarding the 2015 closed meetings statistics, be received.

CARRIED

**4. Construction Noise Prohibitions - By-law 2016-016**  
**- Report from Clerk's Department, January 14, 2016**

Moved by Councillor Lapworth

That By-law 2016-016, being a by-law to amend Town of Oakville Noise By-law 2008-098, attached as Appendix A to the report from the Clerk's department, dated January 14, 2016, be approved.

CARRIED

5. **Accessibility Advisory Committee (January 14, 2016)**

Moved by Councillor Gittings

That the minutes of the Accessibility Advisory Committee meeting of January 14, 2016, be received.

CARRIED

**ADJOURNMENT**

The meeting adjourned at 7:20 p.m.