



Minutes of Corporate Services Advisory Committee Meeting

February 1, 2016

6:30 PM

Town Hall (Council Chambers), Arnprior, ON

Present:

Vice-Chair, Frank Dugal
Citizen Member, Peter Anas
Citizen Member, Chris Couper
Citizen Member, Lori Van Wyk

Also Present:

Maureen Spratt, Town Clerk
Jennifer Morawiec, Director of Corporate Services/
Treasurer
Ken Terry, IT Support Coordinator
Laura Garbuio, Human Resources Officer
Kaila Zamojski, Deputy Clerk

Absent:

Chair, Walter Stack
Citizen Member, Rick Farrell
Citizen Member, David Mitchell

1. Call to Order

Vice Chair Frank Dugal called the Corporate Services Advisory Committee Meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The Deputy Clerk called the roll with all Members of the Corporate Services Advisory Committee being present, except Chair Walter Stack, Citizen Member, Rick Farrell, and Citizen Member David Mitchell.

3. Adoption of Agenda

Resolution No. CSC001-16

Moved by Lori Van Wyk

Seconded by Peter Anas

BE IT RESOLVED THAT the agenda for the Corporate Services Advisory Committee Meeting dated Monday, February 1, 2016 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Adoption of Minutes of Previous Meetings

a) Corporate Services Advisory Committee Minutes – October 19, 2015

Resolution No. CSC002-16

Moved by Lori Van Wyk

Seconded by Peter Anas

THAT the minutes of the Corporate Services Advisory Committee meeting dated October 19, 2015 be adopted.

Resolution CARRIED

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6. Presentations/ Delegations

a) **Finance Office Reports**

- i. **Corporate Services 2016 Work Plan – Director of Corporate Services/Treasurer, Town Clerk, Human Resources Officer, IT Support Coordinator**

Resolution No. CSC003-16

Moved by Chris Couper

Seconded by Peter Anas

THAT the Corporate Services Advisory Committee receive the Corporate Services 2016 Work Plan presentation as information.

Resolution CARRIED

The Director of Corporate Services/Treasurer, along with the Town Clerk, Human Resources Officer, and IT Support Coordinator provided an overview of the 2016 Corporate Services Work Plan, attached as Appendix A and forming part of these minutes, and responded to questions.

b) **Clerk's Office Reports – Town Clerk**

- i. **Bill 8 – Town Clerk**

Resolution No. CSC004-16

Moved by Lori Van Wyk

Seconded by Peter Anas

That the Corporate Services Advisory Committee receive the Bill 8 Presentation as information.

Resolution CARRIED

The Town Clerk provided a Power Point presentation on Bill 8, attached as Appendix B and forming part of these minutes, and responded to questions.

- ii. **Council Composition – Town Clerk**

Resolution No. CSC005-16

Moved by Chris Couper

Seconded by Lori Van Wyk

That the Corporate Services Advisory Committee receive the Presentation on Council Composition as information.

Resolution CARRIED

The Town Clerk provided a Power Point presentation on Council Composition, attached as Appendix C and forming part of these minutes, and responded to questions.

The Town Clerk requested the Committees feedback, with the following being a summary of the comments received:

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- Will there be an Ad-Hoc Committee set up to discuss this topic?
- The difference between Reeve and Deputy Mayor was clarified by the Town Clerk.
- Consensus of Committee Members was that the current system, an at-large system, and seven members of Council is better representative of the overall community.

iii. Property Standards By-law – Town Clerk

Resolution No. CSC006-15

Moved by Chris Couper

Seconded by Lori Van Wyk

That the Corporate Services Advisory Committee receive the Presentation on the Property Standards By-law as information.

Resolution CARRIED

The Town Clerk provided a Power Point presentation, attached as Appendix D and forming part of these minutes.

The Town Clerk requested the Committees feedback, with the following being a summary of the comments received:

- A potential tax break for keeping up with your vacant property could be considered.
- A permit rebate program, for working on your vacant property could be considered.
- It is important to have a total Town focus, not only the Downtown core.
- It may be beneficial to set maximum time limits when a building must be torn down after a Fire or disaster has occurred.
- It may be beneficial to limit the number of family groups that can live in one home, depending on the size of the home.

7. Matters Tabled/Deferred/Unfinished Business

None

8. Staff Reports

None

9. New Business

None

10. Closed Session

None

11. Adjournment

Resolution No. CSC007-16

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Moved by Peter Anas

Seconded by Lori Van Wyk

THAT this meeting of the Corporate Services Advisory Committee be adjourned at 7:59 PM.

Resolution CARRIED