



Minutes of Corporate Services Advisory Committee Meeting

May 2, 2016

6:30 PM

Town Hall (Council Chambers), Arnprior, ON

Present:

Chair, Walter Stack
Vice-Chair, Frank Dugal
Citizen Member, Peter Anas
Citizen Member, Chris Couper
Citizen Member, Rick Farrell
Citizen Member, David Mitchell
Citizen Member, Lori van Wyk

Also Present:

Maureen Spratt, Town Clerk
Jennifer Morawiec, Director of Corporate Services/
Treasurer
Renee Mask, Manager of Financial Services
Laura Garbuio, Human Resources Officer
Kaila Zamojski, Deputy Clerk
John Steckly, Civil Engineering Officer
Karen Deluca, Chief Librarian

Absent:

1. Call to Order

Chair Walter Stack 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.

3. Adoption of Agenda

Resolution No. CSC008-16

Moved by Peter Anas

Seconded by David Mitchell

BE IT RESOLVED THAT the agenda for the Corporate Services Advisory Committee Meeting dated Monday, May 2, 2016 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Adoption of Minutes of Previous Meetings

a) Corporate Services Advisory Committee Minutes – February 1, 2016

Resolution No. CSC009-16

Moved by Chris Couper

Seconded by Lori van Wyk

THAT the minutes of the Corporate Services Advisory Committee meeting dated February 1, 2016 be adopted.

Resolution CARRIED

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6. Presentations/ Delegations

a) **2016 Budget – Downtown Revitalization Project – Manager of Financial Services/ Civil Engineering Officer**

Resolution No. CSC010-16

Moved by David Mitchell

Seconded by Lori van Wyk

THAT the Corporate Services Advisory Committee receive the 2016 Budget – Downtown Revitalization Project presentation as information.

Resolution CARRIED

The Manager of Financial Services and Civil Engineering Officer provided an overview of the 2016 Budget and Downtown Revitalization Project, attached as Appendix A and forming part of these minutes, and responded to questions.

Discussion ensued, with the Committee Members requesting the following further information to be provided:

- A high level cubic meter cost analysis, outlining the cost savings at the Water Treatment/Filtration Plants after the revitalization and underground works have been completed.
- A high level cost savings analysis of energy savings due to LED street lighting downtown.

b) **Facility User Insurance Program – Director of Corporate Services/Treasurer**

Resolution No. CSC011-16

Moved by Rick Farrell

Seconded by Peter Anas

That the Corporate Services Advisory Committee receive the Facility User Insurance Program presentation as information.

Resolution CARRIED

The Director of Corporate Services/Treasurer provided a Power Point presentation on the Facility User Insurance Program, attached as Appendix B and forming part of these minutes, and responded to questions.

The Director of Corporate Services/Treasurer requested the Committees feedback, with the following being a summary of the comments received:

- Clarification of a renter versus a user.
- If the fee is implemented it should be included in the rental fee
- Waiving fees for not-for-profit groups should be taken into consideration, as a fee could discourage these groups from meeting.
- Fees should be charged equitably across the board.

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- Park users, specifically exercise groups in the park, should be considered/ investigated, to see if they should qualify for this type of charge, or if they currently are required to rent the park for this type of use.
- Library users should not be considered renters, only regular groups which are for profit.
- High risk areas should be looked at more seriously for this type of charge.

c) Youth Award – Deputy Clerk

Resolution No. CSC012-16

Moved by David Mitchell

Seconded by Frank Dugal

That the Corporate Services Advisory Committee receive the Youth Award presentation as information.

Resolution CARRIED

The Deputy Clerk provided a Power Point presentation on the Youth Award, attached as Appendix C and forming part of these minutes, and responded to questions.

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

- A policy should be developed and brought back for Committee consideration with criteria for all awards, including a Youth Award.
- Consideration should be given to an Awards Gala/Event on an Annual basis.
- Age of recipient should be looked at more broadly, making the award available to all youth who are in school and a resident of the Town of Arnprior.
- The current awards presented annually at the High School Graduation could be encompassed into this Youth Award policy.
- Athletics should not be included as eligible criteria.
- Council should be the body to select the candidate(s).
- Recipients should be able to demonstrate that they are making a positive contribution to the Town.
- An accompanying letter should be included with this Award, as the student(s) could then use this to accompany any future scholarship/bursary/grant applications.

Committee Members also suggested including the Employee Service Awards in this Gala/Event.

d) Procedure By-law, Hiring and Public Notification Policies – Town Clerk/ Deputy Clerk/ Human Resources Officer

Resolution No. CSC013-16

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Moved by David Mitchell

Seconded by Lori van Wyk

That the Corporate Services Advisory Committee receive the Procedure By-law, Hiring and Public Notification Policies presentation as information.

Resolution CARRIED

The Town Clerk, Deputy Clerk, and Human Resources Officer provided a Power Point presentation, attached as Appendix D and forming part of these minutes, and responded to questions.

Committee Members requested the by-laws/policies presented be circulated with highlighted changes.

7. Matters Tabled/Deferred/Unfinished Business

Unfinished Business

a) Council Composition

The Town Clerk provided a verbal update to the previous discussion regarding Council Composition noting:

- Ranked Ballots as an option for the upcoming Municipal Election
- Shortening of the Campaign Period
- The Deadline to Pass By-laws, which would be May 1st of 2017
- A report will be brought forward in September, with further clarifications

b) Off-Road Vehicles By-law

The Town Clerk provided an update on the status of the potential Off-Road Vehicles Bylaw noting:

- All Advisory Committees have been consulted on the topic of Off Road Vehicles.
- Feedback from committee members, OPP, By-law and staff has been mixed as to whether or not to allow Off Road Vehicles in Town.
- Staff will be providing a report for consideration of Council on the topic of Off Road Vehicles
- The Town of Renfrew passed a by-law in October of 2015, and to date there have been no complaints received.
- If the abandoned rail line becomes a trail and ORV use is allowed on the trail, a by-law will need to be passed to offer a way for people to get to and from the trail, as well as to accommodations, restaurants, etc.

Reeve Walter Stack provided an overview of the progress made on the CPR Rail Line future Trail, by the County, noting that all three parties have recently voted in favour of signing the deal.

8. Staff Reports

None

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9. New Business

Citizen Member Chris Couper put forward the topic of Door to Door Sales/ Hawker and Peddlers, noting that there are many in Town and requesting the requirements for these people to have a licence.

- The Town Clerk noted that individuals are required to have a licence for peddling in town. The by-law in place is currently under review and update by the Clerk's Office.
- It is important to inform people not to open their door to just anyone. Local utility companies, municipalities, other government agencies do not send salespeople door-to-door.
- These types of sales are also covered under the Consumer Protection Act.
- The Town will continue to provide notices warning residents, on the Town website and/or in the newspaper.

Committee Members suggested putting a notice about door-to-door sales in a future water billing, as this is received by residents on a regular basis.

10. Closed Session

None

11. Adjournment

Resolution No. CSC014-16

Moved by Rick Farrell

Seconded by Peter Anas

THAT this meeting of the Corporate Services Advisory Committee be adjourned at 8:53 PM.

Resolution CARRIED