



Minutes of Corporate Services Advisory Committee Meeting

September 6, 2016

6:30 PM

Town Hall (Council Chambers), Arnprior, ON

Present:

Chair, Walter Stack
Vice-Chair, Frank Dugal
Citizen Member, Peter Anas
Citizen Member, Lori van Wyk

Absent:

Citizen Member, Rick Farrell
Citizen Member, David Mitchell
Citizen Member, Chris Couper

Also Present:

Jennifer Morawiec, Director of Corporate Services/
Treasurer
Renee Mask, Manager of Financial Services
Laura Garbuio, Human Resources Officer
Kaila Zamojski, Deputy Clerk
Ken Terry, IT Support Coordinator

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, except Citizen Members Rick Farrell, David Mitchell, and Chris Couper.

3. Adoption of Agenda

Resolution No. CSC015-16

Moved by Peter Anas

Seconded by Lori van Wyk

BE IT RESOLVED THAT the agenda for the Corporate Services Advisory Committee Meeting dated Tuesday, September 6, 2016 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Adoption of Minutes of Previous Meetings

a) Corporate Services Advisory Committee Minutes – May 2, 2016

Resolution No. CSC016-16

Moved by Peter Anas

Seconded by Frank Dugal

THAT the minutes of the Corporate Services Advisory Committee meeting dated May 2, 2016 be adopted.

Resolution CARRIED

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Corporate Services Advisory Committee Members requested a status update on the following past items of business:

- Off Road Vehicles By-law
 - The Director of Corporate Services/Treasurer noted the Town Clerk has brought forward a report to Council, which is now with staff to complete necessary further research and bring back a final by-law for Council approval.
 - Chair Walter Stack noted that the CPR Rail Line Agreement is scheduled to be finalized in October of this year.
- Council Composition/ Issues and Options
 - The Director of Corporate Services/ Treasurer noted that the information report will be coming back to this Committee for information purposes at the next meeting in November.
- Facility User Insurance
 - The Director of Corporate Services/Treasurer noted that the Facility User Insurance is to appear in front of Council this Fall, and all of the feedback provided by this Committee has been worked into the final policy.
- Door to Door Sales/ Hawkers and Peddlers
 - The Director of Corporate Services/Treasurer noted that there have not been many formal complaints made to the Town on the issue of Door-to-Door Sales. She also noted that the Licensing by-law will be reviewed this year by the Clerk's Office.

6. Presentations/ Delegations

a) LAS Sewer & Water Line Warranty Service – Manager of Financial Services

Resolution No. CSC017-16

Moved by Peter Anas

Seconded by Frank Dugal

THAT the Corporate Services Advisory Committee receive the LAS Sewer & Water Line Warranty Services presentation as information;

AND FURTHER THAT the Corporate Services Advisory Committee recommends:

1. That Council endorse the Sewer and Water Line Warranty service offered by Service Line Warranties of Canada Inc. (SLWC) and endorsed by LAS, and
2. That Council enter into a three year Non-Royalty Marketing Agreement with SLWC for the marketing of their warrantee program to protect service line laterals (Water and Sewer) on private properties

Resolution CARRIED

The Manager of Financial Services provided a Power Point Presentation, attached as Appendix A and forming part of these minutes, and responded to questions.

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The Manager of Financial Services noted she would investigate further the following items, as requested by the Corporate Services Advisory Committee:

- The LAS Warranty Program, as to where the monthly fees come from and if there are any stipulations, as to how many occurrences, etc.
- If AMO or LAS has completed a background check on the SWLC company, to determine credibility.
- The possibility of setting a standardized price for local contractors who would be responding to calls, to make sure that rates are not being increased so that the resident in the end still is paying a large fee.
- The renewal period and how long the residents have to stay with the company for.

b) Nick Smith Centre IT Connectivity – IT Support Coordinator

Resolution No. CSC018-16

Moved by Peter Anas

Seconded by Lori van Wyk

That the Corporate Services Advisory Committee receive the Nick Smith Centre IT Connectivity presentation as information.

Resolution CARRIED

The IT Support Coordinator provided a Power Point presentation, attached as Appendix B and forming part of these minutes, and responded to questions.

c) Awards & Selection Criteria – Deputy Clerk/ Human Resources Officer

Resolution No. CSC019-16

Moved by Peter Anas

Seconded by Lori van Wyk

That the Corporate Services Advisory Committee receive the Awards & Selection Criteria presentation as information;

And Further That the Corporate Services Advisory Committee recommends the following to Council:

1. That the Youth of the Year Award be established;
2. That Selection Criteria be established for all awards;
3. That awards continue to be presented at various Town events;
4. That a Comprehensive Awards Policy, be drafted, based on the principles set out in the staff presentation.

Resolution CARRIED

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

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Discussion ensued among Committee Members with the following feedback being received:

- Under requirements for the Youth of the Year Award add “Other, etc.” so as to not fully limit the areas that the youth must be involved with in order to eligible.
- Do not include “Academic Performance” as Selection Criteria for the Youth of the Year Award.
- Present all Community Awards (Youth, Senior, Volunteer, and Town Awards) at the July 1st Canada Day Celebrations on an annual basis.
- Change the Town Award for Members of Council to have expanded criteria, other than just being a Member of Council for two terms. Include contributions to the community above and beyond being a Member of Council. Make the criteria similar to that of the Individual Town Award recipient.
- All Employee Awards should be presented at the Town Christmas Party
- Consider options for ongoing employee recognition, as this could be another type of Employee Award the Town could issue.
- Look at exceptional circumstances, such as an Olympian; should there be a separate consistent award given for exceptional circumstances?

7. Matters Tabled/Deferred/Unfinished Business

None

8. Staff Reports

None

9. New Business

None

10. Closed Session

None

11. Adjournment

Resolution No. CSC020-16

Moved by Peter Anas

Seconded by Frank Dugal

THAT this meeting of the Corporate Services Advisory Committee be adjourned at 7:55 PM.

Resolution CARRIED