



Minutes of Corporate Services Advisory Committee Meeting

November 7, 2016

6:30 PM

Town Hall (Council Chambers), Arnprior, ON

Present:

Vice-Chair, Frank Dugal
Citizen Member, Peter Anas
Citizen Member, David Mitchell
Citizen Member, Lori van Wyk

Also Present:

Maureen Spratt, Town Clerk
Kaila Zamojski, Deputy Clerk
Jennifer Morawiec, Director of Corporate Services/
Treasurer
Renee Mask, Manager of Financial Services
Laura Garbuio, Human Resources Officer

Absent:

Chair, Walter Stack
Citizen Member, Rick Farrell
Citizen Member, Chris Couper

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 Citizen Members Rick Farrell, Chris Couper, and Chair Walter Stack.

3. Adoption of Agenda

Resolution No. CSC021-16

Moved by David Mitchell

Seconded by Peter Anas

Be It Resolved That the agenda for the Corporate Services Advisory Committee Meeting dated Monday, November 7, 2016 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Adoption of Minutes of Previous Meetings

a) Corporate Services Advisory Committee Minutes – September 6, 2016

Resolution No. CSC022-16

Moved by Lori van Wyk

Seconded by Peter Anas

That the minutes of the Corporate Services Advisory Committee meeting dated September 6, 2016 be adopted.

Resolution CARRIED

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At the request of Citizen Member David Mitchell the Director of Corporate Services/Treasurer provided a response to the questions surrounding the LAS Sewer Water Line Warranty, discussed at the previous meeting, noting the following:

- The LAS Warranty Program has been presented and approved by Council. AMO did do a background check on the company providing the warranty services, who does set the prices with the contractor performing the work. Citizens are able to opt out whenever they want, once enrolled in the program.

6. Presentations/ Delegations

a) Tangible Capital Asset (TCA) Policy Review – Manager of Financial Services

Resolution No. CSC023-16

Moved by Peter Anas

Seconded by David Mitchell

That the Corporate Services Advisory Committee receive the Tangible Capital Asset (TCA) Policy Review Presentation presentation as information.

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.

b) Consolidated Leave Policy – Human Resources Officer

Resolution No. CSC024-16

Moved by Lori van Wyk

Seconded by David Mitchell

That the Corporate Services Advisory Committee receive the Consolidated Leave Policy presentation as information.

Resolution CARRIED

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

The Human Resources Officer requested feedback from the Corporate Services Advisory Committee, with the following representing a summary of the items suggested:

- As the Town of Arnprior wants to remain a workplace of choice, thought should be given to elder-care and family-care leaves/ time-off when required, as well as remaining competitive when it comes to maternity and paternity leaves.
- Working towards more than the minimum standards will assist in making Arnprior a workplace of choice.

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c) 2018 Municipal Election and Changes to the Municipal Elections Act – Town Clerk

Resolution No. CSC025-16

Moved by David Mitchell

Seconded by Peter Anas

That the Corporate Services Advisory Committee receive the 2018 Municipal Election and Changes to the Municipal Elections Act presentation as information

Resolution CARRIED

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

Committee Members requested a copy of the Report to Council, be sent to them for information purposes.

d) Licensing By-law – Deputy Clerk

Resolution No. CSC026-16

Moved by David Mitchell

Seconded by Peter Anas

That the Corporate Services Advisory Committee receive the Licensing By-law presentation as information

Resolution CARRIED

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

The Deputy Clerk requested feedback from the Corporate Services Advisory Committee, resulting in the following resolution:

Resolution No. CSC027-16

Moved by David Mitchell

Seconded by Peter Anas

That the Corporate Services Advisory Committee recommends to Council the increase in Hawkers and Peddlers Licencing Fee to \$500, and the addition of Clothing, E-Waste, and Metal Drop Box Licences as well as Old Gold & Precious Metal Dealer, and Pawnbroker Licences.

And Further That the Drop Boxes include a tow-away clause if they do not meet property standards/ are not licenced by the municipality, at the cost of the drop box owner.

Resolution CARRIED

e) Concern/Complaint Policy – Deputy Clerk

Resolution No. CSC028-16

Moved by Lori Van Wyk

Seconded by Peter Anas

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That the Corporate Services Advisory Committee receive the Concern/Complaint Policy presentation as information

Resolution CARRIED

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

The Deputy Clerk requested feedback from the Corporate Services Advisory Committee, with the following representing a summary of the items suggested:

- By-law Enforcement complaints made to the contracted service, should be forwarded to the Town for information on a regular basis, to track the responses being made.
- Complaints being made to Members of Council should be forwarded to staff for tracking purposes.
- It is unrealistic to set a timeframe for response to the inquiry/complaint/concern, however the individual should receive a note of receipt the next business day either electronically or by phone.
- 5-7 business day response to an issue, should be sufficient time, depending on the situation, however the first initial response/ investigation should be able to be completed within this timeframe.

7. Matters Tabled/Deferred/Unfinished Business

None

8. Staff Reports

None

9. New Business

Vice Chair Frank Dugal announced that the 2016 Town Christmas Party is on December 2, 2016, and noted that he hoped to see Committee Members there.

10. Closed Session

None

11. Adjournment

Resolution No. CSC029-16

Moved by David Mitchell

Seconded by Peter Anas

That this meeting of the Corporate Services Advisory Committee be adjourned at 8:59 PM.

Resolution CARRIED