



## Minutes of Corporate Services Advisory Committee Meeting

August 18, 2014

6:30 PM

Town Hall (Council Chambers), Arnprior, ON

### **Present:**

Vice-Chair, Lyle Anderson  
Citizen Member, David Mitchell  
Citizen Member, Frank Dugal  
Citizen Member, Rick Farrell

### **Absent:**

Chair, Walter Stack  
Citizen Member, Peter Anas  
Citizen Member, David Pajot

### **Also Present:**

Maureen Spratt, Town Clerk  
Jennifer Morawiec, Director of Corporate Services/  
Treasurer  
Laura Garbuio, Human Resources Officer  
Jim McBain, By-law Enforcement Officer  
Darla McBain, By-law Enforcement Officer  
Kaila Bowen, Secretariat Services Coordinator

#### 1. Call to Order

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

#### 2. Roll Call

The Secretariat Services Coordinator called the roll with all Members of the Corporate Services Advisory Committee being present, except Citizen Member's David Pajot, Peter Anas, and Chair Walter Stack.

#### 3. Adoption of Agenda

##### Resolution No. CSC011-14

Moved by Frank Dugal

Seconded by David Mitchell

BE IT RESOLVED THAT the agenda for the Corporate Services Advisory Committee Meeting dated Monday, August 18, 2014 be adopted, with an amendment to item 6(c) Investment Policy presentation, with the addition of a couple slides.

Resolution CARRIED

#### 4. Disclosures of Pecuniary Interest

None

#### 5. Adoption of Minutes of Previous Meetings

##### Resolution No. CSC012-14

Moved by David Mitchell

Seconded by Frank Dugal

THAT the Corporate Services Advisory Committee Meeting Minutes of June 16, 2014 be adopted.

Resolution CARRIED

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### 6. Presentations/ Delegations

#### a) **Property Standards Process – MLES By-law Enforcement**

The By-law Enforcement Officer provided a Power Point Presentation to the Committee regarding the Property Standards Process, attached as Appendix A and forming part of these minutes.

On question of Committee Members the following was clarified:

- There is not currently a fence by-law in the Town of Arnprior.
- Complainant information is always kept confidential by By-law Enforcement Officers.
- Under the Highway Traffic Act individuals using mobility aids are considered pedestrians.

The Town Clerk and Vice Chair thanked the By-law Enforcement officer for their presentation, and the work they do for the Town.

#### b) **Council HR Handbook – Human Resources Officer**

The Human Resources Officer provided a Power Point Presentation to the Committee regarding the Council HR Handbook.

On question of Committee Members the following was clarified:

- There is a Council Orientation Binder which will go alongside the Council Human Resources Handbook distributed to Council Members, following the election.

Committee Members provided the following comments:

- Staff sit with each Councillor and go through the policies and procedures included in the binder, and create a check list/ sign off sheet for what has been reviewed and when.
- Staff should look at changing the word 'received' to 'assigned' for items given to Council to use for their term of office.
- Staff should try and change any abbreviations used in the package, as not all individuals will know what the abbreviations stand for.

**Citizen Member David Mitchell left the Council table at 7:25 PM, and Committee Members took a short recess.**

**Citizen Member David Mitchell returned to the Council table at 7:30 PM, and the Meeting resumed from the short recess.**

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### c) Investment Policy – Director of Corporate Services/ Treasurer

The Director of Corporate Services/Treasurer provided a Power Point Presentation to the Committee, regarding the Investment Policy.

On question of Committee Members the following was clarified:

- The purpose of borrowing from the RAAG group if the Town became a member, would be strictly for municipal purposes.
- The level of risk the Town is able/willing to take when it comes to investments is outlined in the investment policy, and is also very restricted through Ontario Regulations.
- All recommendations from staff will be backed up by fact and research when it comes to investment options.

### d) 2014 Municipal Election Update – Town Clerk

The Town Clerk provided a Power Point Presentation to the Committee, regarding 2014 Municipal Election Update.

On question of Committee Members the following was clarified:

- A voter cannot re-visit their vote, once a vote has been cast.
- There will be no paper ballots, only electronic voting by internet or telephone.

#### 7. Matters Tabled/Deferred/Unfinished Business

None

#### 8. Staff Reports

None

#### 9. New Business

None

#### 10. Closed Session

None

#### 11. Adjournment

Vice Chair Lyle Anderson thanked the Committee Members for being a part of the Committee this term.

Citizen Member David Mitchell thanked staff for their hard work and preparation for the meetings, as they have been very organized, and of great interest to him.

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Resolution No. CSC013-14

Moved by Rick Farell

Seconded by David Mitchell

THAT this meeting of the Corporate Services Advisory Committee be adjourned at 8:16 PM.

Resolution CARRIED