



## Minutes of Corporate Services Advisory Committee Meeting

June 16, 2014

6:30 PM

Town Hall (Council Chambers), Arnprior, ON

### **Present:**

Chair, Walter Stack  
Vice-Chair, Lyle Anderson  
Citizen Member, Peter Anas  
Citizen Member, David Mitchell  
Citizen Member, Frank Dugal

### **Also Present:**

Michael Wildman, CAO  
Maureen Spratt, Town Clerk  
Jennifer Morawiec, Director of Corporate Services/  
Treasurer  
Guy Bourgon, Director of Public Works  
Renee Couture, Manager of Financial Services  
Laura Garbuio, Human Resources Officer  
Kaila Bowen, Secretariat Services Coordinator

### **Absent:**

Citizen Member, Rick Farrell  
Citizen Member, David Pajot

#### 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 Secretariat Services Coordinator called the roll with all Members of the Corporate Services Advisory Committee being present, except Citizen Member's David Pajot and Rick Farrell.

#### 3. Adoption of Agenda

##### Resolution No. CSC007-14

Moved by Peter Anas

Seconded by David Mitchell

BE IT RESOLVED THAT the agenda for the Corporate Services Advisory Committee Meeting dated Monday, June 16, 2014 be adopted, with an amendment to the order of items on the agenda, with item 8(a) before item 6(a).

Resolution CARRIED

#### 4. Disclosures of Pecuniary Interest

None

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

##### Resolution No. CSC008-14

Moved by David Mitchell

Seconded by Lyle Anderson

THAT the Corporate Services Advisory Committee Meeting Minutes of April 22, 2014 be adopted.

Resolution CARRIED

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### 8. Staff Reports

#### a) **Town Hall Study – Director of Public Works**

The Director of Public Works provided an overview of the report.

On question of Committee Members the following was clarified:

- OPP may move and work out of another office, but would maintain officer presence in the Town. Council would have a discussion, and the OPP would be consulted if the option of using their current space was chosen by Council.
- Fine tuning of room location will still occur, as the plans presented are draft and can be adjusted as per Council's final decision.
- A lease to own option can be researched by staff.
- A justification for the \$300,000 difference between options C & D can be further defined by staff.
- The capacity for attendance to Council meetings in the current draft plans is 50+ individuals from the public.
- Essential repairs would need to be completed, in the meantime, while staff is using the current building.
- The price to sell the building would take into consideration the state of the building and the costs for various renovations.
- Options for building inhabitation while trying to sell it will be looked into further in the future when a decision has been made by Council.
- Only when renovations are being completed does the building pose potential hazards (i.e. asbestos, lead, etc.).
- If the OPP vacated their current premises, staff feels the additional space can be utilized for Town purposes, in addition to a new Town Hall building.

#### Resolution No. CSAC009-14

Moved by Frank Dugal

Seconded by Lyle Anderson

THAT the Corporate Services Advisory Committee recommend Option D subject to staff providing additional information on:

- a review of the \$300,000 cost variance between options C & D; and
- the lease to own option; and
- the fair market value of this building; and
- the future of the OPP.

Resolution CARRIED

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### 6. Presentations/ Delegations

#### **a) 2013 Audit Highlights – Manager of Financial Services**

The Manager of Financial Services provided a Power Point Presentation to the Committee regarding the 2013 Audit Highlights.

On question of Committee Members the following was clarified:

- Management letters have been re-introduced by staff.
- The legal debate regarding ownership of the Arnprior Airport is still ongoing however inclusion of the Airport in the Town's consolidated financial statements is appropriate.

Committee Members congratulated staff for the progress being made financially, with the tighter controls in place.

#### **b) Council Remuneration – Manager of Financial Services**

The Manager of Financial Services provided a verbal update to the Committee regarding Council Remuneration, indicating the report was Tabled at the June 9, 2014 Council Meeting. Staff's recommendations are in line with the Council Remuneration Ad Hoc Committee's recommendations. Staff researched other municipalities of similar size and scope, paying attention to demographic equivalents, for salary and benefit comparisons. Council attending training was also looked at and included in staff's recommendation. The final report will be presented at the June 23, 2014 Council Meeting.

#### **c) Joint User Agreements – Director of Corporate Services/Treasurer**

The Director of Corporate Services/Treasurer provided a Power Point Presentation to the Committee, regarding Joint User Agreements.

On question of Committee Members the following was clarified:

- The relationship the Town has with the Arnprior Public Library is different than the Arnprior Airport Commission

#### **d) Municipal Cemeteries – Director of Corporate Services/Treasurer**

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

Committee Members were asked to provide recommendations on various areas of the cemetery. The following represents a summary of their recommendations:

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- Decoration Day:
  - Committee Members agreed that an attempt should be made to have Decoration Day should occur at both cemeteries to make it fair for the residents attending.
- Scattering:
  - Committee Members agreed that Scattering should be allowed at the cemetery in a designated area.
  - Committee Members indicated that columbarium's should also be considered.
- Flower Beds:
  - Committee Members agreed that flower beds should be allowed in the cemeteries.

### **e) Employee Handbook – Human Resources Officer**

The Human Resources Officer provided a Power Point Presentation to the Committee, regarding an Employee Handbook.

On question of Committee Members the following was clarified:

- The Handbook does not conflict with the Collective Agreement.
- Confidentiality is embedded in the Town Policies, including the Code of Conduct.
- This handbook would be publically available.

### **f) Hours of Work Policy – Human Resources Officer**

The Human Resources Officer provided a Power Point Presentation to the Committee, regarding the Hours of Work Policy.

### **g) 2014 Municipal Election Update – Town Clerk**

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

On question of Committee Members the following was clarified:

- The voters list is created by MPAC.
- Candidates get a module that they can see who has voted only, not how electors have voted.
- The Town Clerk will get the results and they will be given out publically.
- The Clerk's Office will be reaching out to all of the senior's homes, the Hospital, and Renfrew County Housing, during the voting period. Staff from the Clerk's office will also be here on evenings and weekends to provide assistance with voting.

### **h) Chats Lake Yacht Club & Fish and Game Club Lease – Town Clerk**

The Town Clerk provided a verbal update and background information on the Chats Lake Yacht Club and Fish and Game Club Lease status with the Town of Arnprior. The Clerk indicated that the Town has had a lease with both clubs respectively since 1966 and 1971.

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On question of Committee Members the following was clarified:

- Staff is going to look into a lease plus utilities for both clubs in the future.

7. Matters Tabled/Deferred/Unfinished Business

None

8. NEW BUSINESS

Chair Walter Stack stated that he would like to thank the Committee Members for their guidance and commitment throughout the past term.

a) CLOSED SESSION

None

b) ADJOURNMENT

Resolution No. CSC010-14

Moved by Peter Anas

Seconded by David Mitchell

THAT this meeting of the Corporate Services Advisory Committee be adjourned at 9:35 PM.

Resolution CARRIED