



Minutes of Corporate Services Advisory Committee Meeting

November 6, 2017

6:30 PM

Stanley Tourangeau Fire/Police Services Building

67-A Meehan St. Arnprior, ON

**Present:**

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

**Also Present:**

Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager of Client Services/  
Treasurer

**Absent:**

Chair, Walter Stack  
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 Chair Walter Stack, and Citizen Member Chris Couper.

3. Adoption of Agenda

Resolution No. CSC022-17

Moved by Lori van Wyk

Seconded by Peter Anas

**Be It Resolved That** the agenda for the Corporate Services Advisory Committee Meeting dated Monday, November 6, 2017 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Adoption of Minutes of Previous Meetings

a) Corporate Services Advisory Committee Minutes – September 5, 2017

Resolution No. CSC023-17

Moved by Peter Anas

Seconded by Lori van Wyk

**That** the minutes of the Corporate Services Advisory Committee meeting dated September 5, 2017 be adopted.

Resolution CARRIED

## Minutes of Corporate Services Advisory Committee Meeting

### 6. Presentations/ Delegations

#### **a) Bi-Annual Financial Report – General Manager of Client Services/Treasurer**

Resolution No. CSC024-17

Moved by Peter Anas

Seconded by Lori van Wyk

**That** the Corporate Services Advisory Committee receive the Bi-Annual Financial Report presentation as information

Resolution CARRIED

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

#### **b) 2017 Downtown Parking Analysis – General Manager of Client Services/Treasurer**

Resolution No. CSC025-17

Moved by Lori van Wyk

Seconded by Peter Anas

**That** the Corporate Services Advisory Committee receive the 2017 Downtown Parking Analysis presentation as information.

Resolution CARRIED

The General Manager of Client Services/Treasurer provided a Power Point presentation, attached as Appendix B and forming part of these minutes, and responded to questions.

Discussion ensued, with Committee Members noting that the option of being able to pay up front was provided with the historic sewer and water levy.

#### **c) Use of Corporate Resources – Municipal Election – Town Clerk**

Resolution No. CSC026-17

Moved by Lori van Wyk

Seconded by Peter Anas

**That** the Corporate Services Advisory Committee receive the Use of Corporate Resources – Municipal Election 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.

#### **d) Statistics Report By-law Enforcement – Verbal Update – Town Clerk**

The Town Clerk provided a verbal statistical report regarding 2017 By-law Enforcement Activities noting:

- Staff cannot comment about any specific matters relating to properties, or identifiable information.

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- The Town's By-Law Enforcement officers act independently as a contractor on behalf of the Town.
- In 2017 there have been:
  - 212 animal calls
    - 46 animals taken to the Arnprior & District Human Society
      - 2016 – 46 animals for the whole year
      - 2015 – 20 animals for whole year
    - There is an increase now because the Town currently has a contract for pound keeper services.
  - 167 parking related calls received
  - 736 parking tickets issued
    - 2016 - 1300 parking tickets issued
    - 2015 - 1000 parking tickets issued
    - 2014 - 1100 parking tickets issued
  - There has been a major increase in property standards infractions
    - The Town now issues tickets under the clean yards by-law:
      - This is to serve as a proactive approach, which has seen great progress this year.
      - Turnaround time to rectify the infraction is 24-48 hours
    - In 2017 there have been 370 ticket issued regarding property standards/ clean yards
      - 2016 – 191 tickets issued
      - 2015 – 175 tickets issued

Committee members noted that the Revitalized Downtown looks fantastic, and to pass their positive remarks on to all staff involved.

7. Matters Tabled/Deferred/Unfinished Business

None

8. Staff Reports

None

9. New Business

None

10. Closed Session

None

11. Adjournment

Resolution No. CSC027-17

Moved by Peter Anas

Seconded by Lori van Wyk

**That** this meeting of the Corporate Services Advisory Committee be adjourned at 7:33 pm.

Resolution CARRIED