



Minutes of Corporate Services Advisory Committee Meeting

February 5, 2018

6:30 PM

Town Hall – Council Chambers

105 Elgin St. W. Arnprior ON.

**Present:**

Chair, Walter Stack  
Vice-Chair, Frank Dugal  
Citizen Member Peter Anas  
Citizen Member, Chris Couper  
Citizen Member, Marc Bissonnette

**Also Present:**

Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager, Client Services/  
Treasurer  
Ken Terry, IT Support Coordinator

**Absent:**

Citizen Member, Lori van Wyk

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 Member, Lori van Wyk.

3. Adoption of Agenda

Resolution No. CSC001-18

Moved by Peter Anas

Seconded by Frank Dugal

**Be It Resolved That** the agenda for the Corporate Services Advisory Committee Meeting dated Monday, February 5, 2018 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. CSC002-18

Moved by Peter Anas

Seconded by Frank Dugal

**That** the minutes of the Corporate Services Advisory Committee meeting dated November 6, 2017 be adopted.

Resolution CARRIED

## Minutes of Corporate Services Advisory Committee Meeting

### 6. Presentations/ Delegations

#### a) **Property Tax Billing and Collection Policy – General Manager, Client Services/Treasurer**

Resolution No. CSC003-18

Moved by Chris Couper

Seconded by Marc Bissonnette

**That** the Corporate Services Advisory Committee receive the Property Tax Billing and Collection Policy presentation as information

Resolution CARRIED

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

Discussion ensued, with Committee Members noting:

- How many properties will be affected under the new Municipal Tax Sale rules?
  - The General Manager, Client Services/Treasurer noted approximately an additional 40 properties will be affected by the change to the 2-year cycle.
- It is important to have a flexible payment plan.
- Moving to online payments will be great, but a pilot program will be necessary. Will the utility billing be moved to online as well after taxes are successful?
  - The General Manager, Client Services Treasurer noted that this is the plan, once taxes have been in place and are working well with online payments.

#### b) **Bell Fiber – IT Support Coordinator**

Resolution No. CSC004-18

Moved by Peter Anas

Seconded by Chris Couper

**That** the Corporate Services Advisory Committee receive the Bell Fiber 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.

Discussion ensued among Committee Member, with positive comments being received about this service coming to the Town of Arnprior.

#### c) **2018 Municipal and School Board Election – Town Clerk**

Resolution No. CSC005-18

Moved by Peter Anas

Seconded by Frank Dugal

**That** the Corporate Services Advisory Committee receive the 2018 Municipal and School Board Election presentation as information.

## Minutes of Corporate Services Advisory Committee Meeting

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) Residential Block Parties – Town Clerk**

Resolution No. CSC006-18

Moved by Chris Couper

Seconded by Peter Anas

**That** the Corporate Services Advisory Committee receive the Residential Block Parties 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.

Discussion ensued, with Committee Members providing the following feedback:

- There should be no fee if possible, and if necessary for legal purposes, it should be no more than \$5.00.
- A check box with an initial to note that they have received neighbourhood support, versus a sign-up sheet of 50%+1. This way the organizer is noting they made a reasonable effort to notify and invite their neighbours.
- Time limits of having these parties should be limited to Fridays, Saturdays, and Statutory Holidays.
- Is the waiver/ liability insurance necessary?
  - The Town Clerk noted the legal opinion is that a waiver of liability is necessary.
- The Town should have the right to refuse a Block Party on a case by case basis.
- Consideration for a deposit for the barricades, provided by the Town.
- Town staff should deliver barricades and retrieve them.
- Once registered, Police, Fire and Ambulances should be notified.
- A minimum lead time for the application should be stipulated – 2-4 weeks, but with flexibility.
- This should be made available online.

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

None

### 8. Staff Reports

None

### 9. New Business

#### **a) Town of Arnprior Facebook Account – Chris Couper**

Citizen Member Chris Couper noted that he sees social media posts from the Town coming through on the Nick Smith Centre Facebook page.

## Minutes of Corporate Services Advisory Committee Meeting

Mr. Couper noted that he understands the Town does not want a two way communication page, however there is a way to have a locked one way, no comment ability, and communication page to provide information only.

### Resolution No. CSC007-18

Moved by Chris Couper

Seconded by Marc Bissonnette

That the Corporate Services Advisory Committee recommends to Council that a Town of Arnprior, Facebook page be created for corporate-wide issues/communications, instead of using the Nick Smith Centre Facebook page; and

Further That the new Town of Arnprior Facebook page be locked down to one-way administrative posting of information.

Resolution CARRIED

### 10. Closed Session

None

### 11. Adjournment

#### Resolution No. CSC008-18

Moved by Chris Couper

Seconded by Marc Bissonnette

**That** this meeting of the Corporate Services Advisory Committee be adjourned at 8:02 pm.

Resolution CARRIED