



**Minutes of Corporate Services Advisory Committee Meeting
September 7, 2021
6:30 PM
Electronic Participation – Via Zoom**

Committee and Staff Attendance

Committee Members Present:

Chair, Ted Strike
Vice Chair, Lisa McGee
Chris Couper, Committee Member
Andy Tamas, Committee Member
Darrel O'Shaughnessy, Committee Member
(6:44 pm)

Town Staff Present:

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

Committee Members Absent:

1. Call to Order

Chair Ted Strike called the Corporate Services Advisory Committee meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of the Committee being present.

3. Land Acknowledgment

Chair Ted Strike asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

I would like to begin by acknowledging that the land on which we work and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.

4. Adoption of Agenda

Resolution Number 016-21
Moved by Chris Couper
Seconded by Andy Tamas

Be It Resolved That the agenda for the Corporate Services Advisory Committee Meeting of dated Tuesday, September 7, 2021, be adopted.

Resolution Carried

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5. Adoption of Minutes of Previous Meeting(s)

Resolution Number 017-21

Moved by Chris Couper

Seconded by Lisa McGee

That the Corporate Services Advisory Committee approve the Minutes listed under item no. 5(a) on the Agenda.

Resolution Carried

6. Presentations/ Delegations

a) Online Initiatives – General Manager, Client Services/ Treasurer

Resolution Number 018-21

Moved by Lisa McGee

Seconded by Chris Couper

That the Corporate Services Advisory Committee receives the Online Initiatives presentation as information.

Resolution Carried

Following the presentation the GMCS, Treasurer advised it is important for the municipality to continue the momentum of implementing online initiatives, other than those discussed, to generate further efficiencies and provide enhanced customer service to residents.

The GMCS, Treasurer requested feedback on what other services committee members see as being a priority for residents for moving online and/or providing additional functionality.

Feedback received is as follows:

- The online initiatives as presented are great; however, concern was expressed about the worry surrounding equity of access for those without computer access or are not computer savvy. Would they still be able to interact with the municipality in the manner in which they are accustomed?
 - The GMCS noted that alternate avenues of contact with the municipality would continue to be offered (ie. In person).
- The option for by-law enforcement specific, online concern system, with follow-up was requested.
 - The GMCS Treasurer noted that the Town already has a by-law enforcement specific online concern form, which sends the complainant a ticket number when entered for tracking purposes. The complainant will also be notified of any updates made to the ticket by email.
- Requests for building permits, pet licencing, garbage tags were also requested.
 - The GMCS Treasurer noted the ability to request and purchase building permits online is scheduled to start in 2022. Pet licencing can already be completed online, and tags will be mailed to the resident. Garbage tags and landfill vouchers are being researched with the hope of implementation in 2022.

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- Zoning and planning applications were also discussed, with Committee Members noting there would be some limitations to this.
- Committee members inquired how to manage data for archival purposes? The Town Clerk noted that any necessary online records would be maintained as per the records management policy, and any updates to the policy would be made as required.

Committee Member Darrel O'Shaughnessy joined the meeting at 6:44 pm.

b) Licencing Backyard Hens – Town Clerk

Resolution Number 019-21

Moved by Darrel O'Shaughnessy

Seconded by Chris Couper

That the Corporate Services Advisory Committee receives the Licencing Backyard Hens presentation as information.

Resolution Carried

Discussion ensued among Committee Members with the following being a summary of the discussion:

- Was there any thought on allowing residents to sell versus giving away their hens? The Town Clerk noted that this was discussed, and the current by-law will not allow for this at this time.

c) Election Signs – Town Clerk

Resolution Number 020-21

Moved by Lisa McGee

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee receives the Elections Signs presentation as information.

Resolution Carried

The Town Clerk asked for feedback on several items regarding Election Signs, noted below.

Discussion ensued among Committee Members with the following being a summary of the discussion:

- Size of Election Signs
 - Committee members agreed that 1.5 square meters is a good size
 - Committee members suggested there be a fine for contravention to this and any other area of the by-laws.
 - Committee members also suggested a fee be charged to the candidate if the municipality has to remove any signs.
 - Committee members noted that a sign should not be allowed to be attached to another sign.
- Installation Date (Municipal Elections)
 - Committee members agreed that 6 weeks prior to the election was sufficient.

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- Installation Date (Provincial and Federal Elections)
 - Committee members agreed that the day the writ is issued is sufficient.
- Removal Date
 - Committee members agreed that seven days is sufficient time to provide candidates to remove their election signs.
- Placement Restrictions
 - Committee Members agreed that signs should be allowed on County Roads and private property, and to add the allowance for signs to be placed on the north side of William Street.
 - Committee Members noted that signs should not be allowed downtown.
- Sign Setbacks
 - Committee members agreed with the current restrictions regarding set backs and requested that height restrictions be added as well as an increased set back at intersections and crosswalks.
- Sign Deposit/ Removal Fee
 - Committee members suggested there be a fee put in to remove an election sign that is against the by-law or that are left longer than allowed. Committee members further suggested a warning be issued and then a fine if necessary.
- Additional Restrictions:
 - Number of election signs per candidate in various areas (residential properties road allowances, campaign offices)
 - Committee members noted this was not necessary at this time.
 - Not permitted on private property without the consent of the owner or occupant of the property
 - Committee members agreed with this provision.
 - Non-illuminated – no flashing lights
 - Committee members agreed with this provision.
 - Not permitted within 25 meters of another election sign from the same candidate.
 - Committee members noted they felt this could prevent opportunity and to not include this provision.
 - Not permitted within 50 meters of a Help/Revision Centre (Town Hall)
 - Committee Members agreed with this provision, but asked the Clerk to further clarify in the policy instances where a residential property falls within this distance.
 - Not permitted in or on a vehicle that is parked within 50 meters of a Help/Revision Centre (Town Hall)
 - Committee Members agreed with this provision, however asked for clarification on if the candidate was visiting Town Hall for Town business, not election business. The Clerk noted they would need to park farther away.
 - Not permitted in a median strip; sight triangle; on a utility pole; on any official sign or official sign structure
 - Committee members agreed with these provisions.

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7. Matters Tabled/ Deferred/ Unfinished Business

None

8. Staff Reports

None

9. New Business

Committee Member Darrel O'Shaughnessy reiterated that the Greater Arnprior Seniors Council is very interested in spearheading a Welcome Wagon Initiative. Staff noted an information report will be brought forward at the next Committee Meeting, to discuss this further.

10. Adjournment

Resolution Number 022-21

Moved by Lisa McGee

Seconded by Andy Tamas

That the Corporate Services Advisory Committee adjourns at 7:48 pm.