CORPORATE SERVICES COMMITTEE MEETING MINUTES
March 2, 2017 – 2:00 PM
New Liskeard Boardroom – City Hall

1. CALL TO ORDER

Meeting called to order at 1:54 P.M.

2. ROLL CALL

☑ Mayor Carman Kidd
☑ Christopher W. Oslund, City Manager
☑ Councillor Jeff Laferriere
☑ Kelly Conlin, Director of Corporate Services (A)
☑ Councillor Danny Whalen
☑ Laura Lee MacLeod, Treasurer
☑ Airianna Misener, Executive Assistant

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- Addition under New business: 9.7 Corporate Communication Strategy

4. APPROVAL OF AGENDA

Recommendation CS-2017-011

Moved by: Mayor Carman Kidd

Be it resolved that:
The Corporate Services Committee agenda for the March 2, 2017 meeting be approved as amended.

CARRIED

5. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CS-2017-012

Moved by: Councillor Danny Whalen

Be it resolved that:
The Corporate Services Committee minutes of the February 2, 2017 meeting be approved as presented.

CARRIED

6. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7. DELEGATIONS/PRESENTATIONS

- None

8. UNFINISHED BUSINESS

- None

9. NEW BUSINESS

9.1 Fire Rescue Van – Disposal

Discussion:
The Committee reviewed Administrative Report CS-019-2017 Disposal of Assets Fire Rescue Van. The Treasurer is responsible for the declaration and method of disposal of surplus municipal assets in accordance with the City's policy, noted Christopher Oslund. Based on the justification used to support the purchase of a new Fire Rescue Van, the Treasurer concluded that the surplus unit should be sold for scrap in order to eliminate any potential liability. The Committee recommends that the report be forwarded to Council.

9.2 Water/Sewer Rates – Schools

Discussion:
As a result of the water meter inequalities and inaccurate billings amongst the school properties within the Municipality, City staff recommended these properties be billed based on a flat rate fee per student for optimal billing equality.

Recommendation CS-2017-013

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee hereby recommends staff present a flat fee billing option for the Water Sewer Rates on school properties, at an upcoming regular Council meeting.

9.3 DTSSAB 2017 Apportionment

Discussion:
As a result of the 2017 DTSSAB Apportionment, Laura Lee recommended that the City budget the actual apportionment and allow reserves to flow through under the City's account.

9.4 Accounting Software

Discussion:
As a result of recent issues with the City's current financial software solution, City staff investigated the issues further and concluded that the software served the needs of the Municipality for 15 years but has reached its end of life and is in need of urgent replacement, explained the City's IT Administrator.

The issues have been effecting day to day operations, customer service and accounting functions.

Staff recommended Enterprise Resource Planning software to replace the existing software immediately. The Committee provided the following recommendation.

Recommendation CS-2017-014

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby recommends Council consider the Enterprise Resource Planning (ERP) software purchase as part of the 2017 general operating budget.

9.5 Budget By-law

Discussion:
The Budget By-law will be presented to Council at the April 18, 2017 regular Council meeting.

9.6 105 Market Street

Discussion:
City staff was seeking the Committee's input on the distribution of a letter received regarding concerns at 105 Market Street. 105 Market is owned and operated by the New Liskeard Not-for-Profit Housing Corporation (NLNPHC). The Committee concluded that the City has no oversight on the facility.

9.7 Corporate Communication Strategy

Discussion:
As a result of the recent water main break, Christopher Oslund made the Committee aware that City staff is looking to implement a Communications policy to allow for communication consistency in the event a similar situation occurred in the future.

10. ADMINISTRATIVE REPORT

- CS-018-2017 – Information Technology-ERP
- MEMO 009-2017-CS Unfinanced Capital
- RS-002-2017 – Don Sheperdson Memorial Arena - Electrical Panel Replacement
- CS-019-2017 – Disposal of Assets – Fire Rescue Van

11. CLOSED SESSION

Recommendation CS-2017-015
Moved by: Councillor Danny Whalen

Be it resolved that:
The Corporate Services Committee convenes into Closed Session at 3:09 p.m. to discuss the following matters:

a. Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations.

   - POA Department

CARRIED

Recommendation CS-2017-016
Moved by: Mayor Carman Kidd

Be it resolved that:
The Corporate Services Committee rise without report at 3:14 p.m.

CARRIED

12. SCHEDULE OF MEETINGS

- To be determined

13. ADJOURNMENT

Recommendation CS-2017-017

Moved by: Mayor Carman Kidd

Be it resolved that:
The Corporate Services Committee meeting is adjourned at 3:16 p.m.

CARRIED

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Chair

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Recorder