

Minutes of a regular meeting of the Municipality of Middlesex Centre Corporate Services Committee held this date at the Municipal Office, Coldstream at 9:00 a.m.

**PRESENT**

Council Members: Al Edmondson, Albert Bannister, Clare Bloomfield and Frank Berze

Staff Members:

Cathy Saunders	Chief Administrative Officer/Clerk
Greg Watterton	Director, Finance & Community Services
John Elston	Manager, Emergency Services/Fire Chief
Stephanie Troyer-Boyd	Tax Collector/Deputy Clerk
Mike Barnier	Corporate Services Specialist
Claudia Thar	Acting Corporate Services Assistant – Administration

The reporter from the Middlesex Banner was also in attendance.

1. **CALL TO ORDER**

Chair Bannister called the meeting to order at 9:00 a.m.

2. **ADDITIONS TO AGENDA**

None were disclosed by any of the members.

3. **DISCLOSURE OF PECUNIARY INTEREST**

None were disclosed by any of the members.

4. **MINUTES**

The Committee reviewed the July 27, 2009 minutes of the Corporate Services Committee.

Resolution # CSC/2009/64  
Moved by Clare Bloomfield  
Seconded by Frank Berze

THAT the minutes of the Corporate Services Committee meeting dated July 27, 2009 be approved.

- Carried -

5. **FIRE AND EMERGENCY SERVICES**

5.1 Report No. PS-F-2009-011/FC – Emergency Management Ontario (EMO) Host Municipality Request

Manager, Emergency Services/Fire Chief John Elston reviewed the staff report noting the recommendation is to deny the request of the Ministry of Community Safety and Correctional Services (Emergency Management Ontario) that Middlesex Centre be a host community for potential evacuees, noting that Middlesex Centre does not currently have adequate facilities. Mr. Elston advised that accommodation could potentially involve providing shelter to families for a period of one to two weeks. Chief Elston's report suggested that the request could be reconsidered when the new Wellness and Recreation Centre Complex is built and fully functional. Cathy Saunders Chief Administrative Officer/Clerk indicated there will be plans for a permanent generator at the new Wellness Centre location.

In response to an inquiry from Chair Bannister, Chief Elston confirmed that costs incurred for hosting evacuees would be recoverable from the province.

Resolution # CSC/2009/065

Moved by Al Edmondson

Seconded by Frank Berze

THAT Report PS-F-2009-011/FC dated August 4, 2009 and entitled "**Emergency Management Ontario (EMO) Host Municipality Request**" be received; and

THAT Corporate Services Committee recommend to Council that the Municipality of Middlesex Centre deny the request from the Ministry of Community Safety and Correctional Services – Emergency Management Ontario to be a host community for potential evacuees; and

THAT Municipality of Middlesex Centre staff inform Emergency Management Ontario and Bettina Weber, CEMC for the County of Middlesex of Council's decision with regards to this matter.

- Carried -

5.2 Report No. PS-F-2009-012/FC – Emergency Response to 16052 Ten Mile Road – May 7, 2009

Manager, Emergency Services/Fire Chief John Elston reviewed the staff report noting that Middlesex Centre has received a request to waive charges billed for the Fire Department response at the subject location on May 7, 2009. The tenant is questioning why the property owner was billed for the fire call noting that he contacted Fire Dispatch prior to and following the burn as required under the Municipality's Open Air Burn By-law 2007-060. Chief Elston indicated the Bryanston station had responded to a call and determined that prohibited materials, including tires and carpet remnants, were being burned. Chief Elston's report noted that By-law 2007-060, which is available on the Municipality's website or upon request, clearly defines materials that are considered acceptable to burn and those materials which are considered to be prohibited burn materials.

Resolution # CSC/2009/066

Moved by Al Edmondson

Seconded by Frank Berze

THAT Report PS-F-2009-012/FC dated August 19, 2009 and entitled "**Emergency Response to 16052 Ten Mile Road – May 7, 2009**" be received; and

THAT Corporate Services Committee recommend to Council that the charges incurred on Invoice Number 09-208 for the fire department response to 16052 Ten Mile Road on May 7, 2009 remain as billed.

- Carried -

5.3 Inquiries

There were no further reports or inquiries.

6. **FINANCE AND COMMUNITY SERVICES**

6.1 **Report No. CSD014/09-T – Whitehills Childcare Association Rental Agreement – Ilderton Curling Club**

Director, Finance and Community Services, Greg Watterton presented a recommendation to renew the agreement with Whitehills Childcare Association for rental of space at the Ilderton Curling Club for a period of one year. Mr. Watterton stated no change to the current monthly rental amount of \$400.00 is being recommended at this time, noting that a comprehensive review of rental fees for all municipal facilities is being undertaken and a subsequent staff report will include recommended rental rates for profit and non-profit organizations.

Resolution # CSC/2009/067

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Report Number CSD014/09-T, dated August 17, 2009 and entitled “**Whitehills Childcare Association Agreement**” be received; and

THAT it be recommended to Council that the Municipality enter into a further one year agreement with the Whitehills Childcare Association at a monthly rent of \$400 for the period September 1, 2009 to June 30, 2010; and

THAT the Mayor and Clerk be authorized to execute the Agreement.

- Carried -

6.2 **Inquiries**

There were no further reports or inquiries.

7. **CORPORATE SUPPORT SPECIALIST/ECONOMIC DEVELOPMENT**

7.1 **Inquiries**

There were no reports or inquiries.

8. **ADMINISTRATION**

8.1 **Report No. CSA036/09 – 2010 Election – Vote By Mail**

Chief Administrative Officer/Clerk Cathy Saunders reviewed the staff report which recommends Middlesex Centre utilize the “Vote by Mail” method for the 2010 Municipal Election. It was noted that Canada Post is no longer offering the Vote by Mail program. However, another company, named Datafix, offers the same service with additional resources that will allow staff to manage the voter’s list to a greater standard.

In response to Frank Berze’ inquiry regarding differences between the Vote by Mail method and the traditional polling station method, Cathy Saunders indicated the costs would be comparable whereas, based on the 2006 election, the benefits of the Vote by Mail method included greater efficiency and accuracy, reduced training requirements and higher voter turn-out than traditional methods used in previous municipal elections. It was noted that a polling station would be set up at the municipal office on Election Day. Cathy Saunders stated the recommendation to proceed with the Vote by Mail method is being brought forward at this time in order to begin the process of updating and maintaining the voter’s list.

Resolution # CSC/2009/068  
Moved by Clare Bloomfield  
Seconded by Al Edmondson

THAT Report No CAOC036/09 of the Chief Administrative Officer/Clerk, dated August 21, 2009 entitled “**2010 Election - Vote By Mail**”, be received.

THAT the Vote by Mail process be approved for the 2010 Municipal Election being held on November 8, 2010.

THAT staff be directed to prepare the necessary agreement with Datafix to begin preparing for the 2010 Municipal Election.

THAT staff be directed to prepare the necessary by-law to authorize the use of Vote by Mail for the 2010 Municipal Election for consideration by Council at a future meeting; and

THAT staff be directed to prepare the necessary procedures and form for the use of the Vote by Mail process.

- Carried -

8.2 Confidential Report – Insurance Claims

Cathy Saunders stated the confidential report of Current Insurance Claim Matters was provided to Committee for information purposes.

8.3 Inquiries

There were no further reports or inquiries.

9 HUMAN RESOURCES

9.1 Report No CAOC034/09 – Employee Compensation Package – Benefits Early Retirement

Director, Finance and Community Services, Greg Watterton stated the Staff Report has been provided as a follow up to an earlier recommendation from the Personnel Committee. The report recommends approval of a cost-shared Early Retirement Benefit providing health and dental coverage to employees retiring between the ages of 55 and 65, based on described eligibility criteria.

Chair Bannister expressed concern regarding the costs and precedent associated with this recommendation stating once such a benefit is in place, it would be difficult to discontinue at some point in the future and also noting the financial difficulties other large employers have experienced in relation to similar offerings.

Al Edmondson noted there may be some offsetting factors in that insurance costs associated with staff hired to replace the retiring workers would likely be at a lower rate. Greg Watterton noted the recommendation is that Early Retirement benefits cease after age 65, therefore the employer costs would not extend indefinitely.

In response to members' inquiries staff indicated this type of benefit does exist, but is not common within other Middlesex County municipalities. Staff noted that provincial employees have a similar benefit and confirmed that health and dental benefits are available to purchase privately through independent organizations representing retired individuals.

Frank Berze suggested some halfway measure might be considered and recommended the matter be referred to Council for further discussion.

Resolution # CSC/2009/069

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT Report Number CAOC034/09 of the Chief Administrative Officer/Clerk, dated August 21, 2009 and entitled "**Employee Compensation Package – Benefits Early Retirement**", be received; and

FURTHER THAT Corporate Services Committee recommends that amended Policy GG-2.09 "Retirement Benefits" be approved in accordance with Appendix A to Report Number CAOC034/09, dated August 21, 2009.

- Carried -

9.2 Inquiries

Greg Watterton provided a staffing update indicating that Pat Veerman has accepted the full-time Lead Hand position at the Ilderton Arena. Rick Sinclair has accepted a one year contract for the Booking Coordinator position. An Information Memo to Council will be forthcoming.

10. CONTRACT SERVICES

10.1 Inquiries

There were no reports or inquires.

11. OTHER

11.1 August Information Items

The Committee reviewed the Information Memo and attachments highlighting the following items:

1. Ausable Bayfield Conservation Authority – Summer/Autumn 2009 Newsletter
2. Ausable Bayfield Conservation Authority – Reptile Show at Rock Glen Conservation Area
3. Communities in Bloom – 2009 National Symposium on Parks & Grounds
4. Lake Erie Region Source Protection Committee – July 9, 2009
5. Memorandum regarding change to Cellular Provider – August 19, 2009
6. Ministry of Community and Social Services – Final Proposed Accessible Information and Communication Standards
7. St. Clair Region Conservation Authority – August 2009

12. **ADJOURNMENT**

This meeting of the Corporate Services Committee was adjourned at 9:45 a.m. to meet again at 9:00 a.m. on Monday, September 28, 2009.

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CHAIR

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RECORDING SECRETARY