

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

Committee Members:

Al Edmondson, Albert Bannister, Clare Bloomfield, Frank Berze

Staff Members:

Greg Watterton	Acting Chief Administrative Officer/Treasurer
Stephanie Troyer-Boyd	Acting Clerk
Wayne Shipley	Acting Fire Chief (left at 9:10 a.m.)
Claudia Thar	Acting Corporate Services Assistant – Administration

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 November 23, 2009 minutes of the Corporate Services Committee.

Resolution # CSC/2009/103

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT the minutes of the Corporate Services Committee meeting dated November 23, 2009 be approved.

- Carried -

5. **DELEGATION**

Jeff Coleman of Frank Cowan Company Limited and Don Urbshott of Urbshott-Galloway Insurance Brokers attended the meeting to present information on the 2010 renewal of the Municipal Insurance Program.

Mr. Coleman stated factors contributing to the 19% premium increase for 2010 are related to the insurance industry in general as well as Middlesex Centre's specific claims experience. Premiums for liability insurance and errors and omissions liability insurance have increased considerably. Mr. Coleman stated the proposed policy deductibles and limits are the same as the 2009 policy noting that Frank Cowan Company would recommend increased limits when warranted.

Mr. Coleman answered member's questions regarding the impact of specific claims on the current renewal premium. Mr. Coleman stated that reserves must be set aside while claims against the municipality are in progress and must be carried until such claims are resolved. Mr. Coleman explained the importance of documentation in various aspects of municipal operations including road maintenance and offered to provide a road liability or contract

analysis seminar at a future date to recommend ways of avoiding or reducing risk.

In response to an inquiry from Chair Bannister, Mr. Coleman confirmed the total sum insured figure of \$47,738,500.00 (page 9 of the proposal document) represents coverage for all municipally owned buildings, structures and their contents as well as provision for temporary quarters and replacement of documents if required. This figure represents the total amount Frank Cowan Insurance would be responsible for in relation to any single event. Mr. Coleman noted this figure would need to be reviewed when the new Wellness and Recreation Centre comes on line.

Resolution # CSC/2009/104
Moved by Frank Berze
Seconded by Al Edmondson

THAT Corporate Services Committee recommends to Municipal Council approval of the 2010 Municipal Insurance Program proposal of Frank Cowan Company dated December 1, 2009.

- Carried -

6. **FIRE AND EMERGENCY SERVICES**

6.1 Report No. PS-F-2009-025/FC – Fire Department Responses/Call Outs – September 1st, 2009 to November 30th, 2009

Chair Albert Bannister noted an increase in the number of call outs for medical assistance, structure fires and carbon monoxide detectors. Acting Fire Chief Wayne Shipley confirmed Coldstream had three calls for fires involving houses and other structures during the quarter. Chief Shipley also noted the newer carbon monoxide detectors are cumulative and as units reach a certain lifespan will activate resulting in a potential false alarm situation. It was suggested the Fire Department include information on carbon monoxide detectors in a future edition of the municipal newsletter.

Resolution # CSC/2009/105
Moved by Clare Bloomfield
Seconded by Frank Berze

THAT Report No. PS-F-2009-025/FC entitled **“Fire Department Responses/Callouts – September 1st, 2009 to November 30th, 2009”** and dated December 17, 2009 be received.

- Carried -

6.2 Inquiries

There were no further reports or inquiries.

7. **FINANCE AND COMMUNITY SERVICES**

7.1 Report No. CSD026/09-T – 2009 UTRCA Building Capital Levy

Chair Albert Bannister stated that funding approval was not received by the Upper Thames River Conservation Authority for construction of the new administration building.

Acting Chief Administrative Officer/Treasurer Greg Watterton provided background on the 2009 UTRCA Administration Building Capital Levy and recommended the levy be paid in January 2010 and included as part of the 2010 operating budget and calculation of 2010 tax rates.

Following discussion, members supported the staff recommendation.

Resolution # CSC/2009/106

Moved by Al Edmondson

Seconded by Frank Berze

THAT Report Number CSD026/09-T, dated December 2, 2009 and entitled "**2009 UTRCA Building Capital Levy**" be received; and

THAT it be recommended to Council that the 2009 UTRCA Building Capital Levy be paid in January 2010 and be included as part of the 2010 operating budget and calculation of the 2010 tax rates.

- Carried -

7.2 Report No.CSD024/09-T – Tri-Township Arena Board Request for Budget Approval

Greg Watterton presented a staff report detailing the Tri-Township Arena Board request for funding of 2010 capital projects. As part of the current agreement Middlesex Centre is responsible for 43% of approved projects. The total being requested from Middlesex Centre is \$60,200.00.

Mr. Watterton questioned if the need for the proposed service truck and plow would be specific to the arena facility and if painting would be considered a capital expenditure. Documentation attached to the Tri-Township Arena Board request outlines the need for a service truck and plow to replace an existing tractor and plow to complete winter maintenance in the main parking lot of the arena. It was suggested rather than incurring the \$25,000.00 capital expense for purchase of this equipment, the Arena Board might consider contracting out winter maintenance as an operational expense.

Given that Middlesex Centre is proceeding with a new multi-purpose recreational facility, members supported payment of Middlesex Centre's share of the requested capital expenses with the exception of the service truck and plow, and requested that a letter be sent to the Tri-Township Arena Board stating this would be the end of Middlesex Centre's capital commitment to the Tri-Township Arena as per previous correspondence (dated May 7, 2007).

Resolution # CSC/2009/107

Moved by Clare Bloomfield

Seconded by Al Edmondson

THAT Report Number CSD024/09-T, dated November 19, 2009 and entitled "**Tri-Township Arena Board Request for Funding**" be received; and

THAT it be recommended to Council that funding requested for Tri-Township Arena 2010 capital projects, excluding the service truck and plow, be approved; and

THAT the listed items receiving approval be included as part of the 2010 operating budget; and

THAT correspondence be sent to the Tri-Township Arena Board advising the aforementioned funding will conclude Middlesex Centre's capital commitment to the Tri-Township Arena and giving notice of Middlesex Centre's intention to terminate it's partnership in the Tri-Township Arena effective December 31, 2010.

- Carried -

7.3 Inquiries

There were no further reports or inquiries.

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

8.1 Inquiries

There were no reports or inquiries.

9. **ADMINISTRATION**

9.1 Report No. CSD014-AC – Delaware Lions Club – Request for Expense Reimbursement

Acting Clerk Stephanie Troyer-Boyd provided a Staff Report outlining the request of the Delaware Lions Club for reimbursement of expenses totaling \$674.29 from the Delaware Hydro Utilities Proceeds Reserve Fund for repairs and gasoline for the tractor and pump trailer necessary to maintain the flower basket project initiated by the Delaware Lioness.

Albert Bannister noted the fund is intended for capital versus operational expenses.

Resolution # CSC/2009/108

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Report No. CSD014-DC/09 of the Acting Clerk, dated November 30, 2009 and entitled "Delaware Lions Club – Request for Expense Reimbursement", be received; and

THAT Corporate Services Committee recommend to Council that the request from the Delaware Lions Club for 50% reimbursement of 2009 costs relating to the daily watering, fertilizing and hanging/removal of hanging baskets in the amount of \$674.29 for the equipment and maintenance of a tank and pump assembly to water the hanging baskets relating to the Delaware Flower Project be granted; and

FURTHER THAT the request be funded from the Delaware Hydro Utility Proceeds Reserve Fund.

- Carried -

9.2 Inquiries

There were no further reports or inquiries.

10. **HUMAN RESOURCES**

10.1 Inquiries

In response to an inquiry from Clare Bloomfield, Mayor Al Edmondson provided an update on the status of recruiting to fill the Chief Administrative Officer vacancy. Mayor Edmondson stated interviews are scheduled to be conducted in January.

11. **CONTRACT SERVICES**

11.1 Inquiries

There were no reports or inquires.

12. **INFORMATION ITEMS**

Chair Bannister referred to Information Item 3 correspondence from the Historica Dominion Institute regarding Veteran Appreciation Days and requested information in the referenced toolkit be downloaded and brought to the January Corporate Services Committee for further discussion.

Item	Item Index
1	ABCA Board of Directors December 17/09 Agenda
2	ABCA Board of Directors November 12/09 Minutes
3	Historica Dominion Institute – Veteran Appreciation Days
3	LTVCA Board of Directors November 12/09 Minutes
4	The Tattler – Thames Talbot Land Trust Newsletter – December 2009
5	UTRCA Board of Directors November 24/09 Agenda and Minutes

12. **ADJOURNMENT**

This meeting of the Corporate Services Committee was adjourned at 10:52 a.m. to meet again at 9:00 a.m. on Monday, January 25, 2009.

CHAIR

RECORDING SECRETARY