

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/Director of Finance & Community Services (left at 10:40 a.m.)
Stephanie Troyer-Boyd	Acting Clerk
Wayne Shipley	Acting Fire Chief (left at 10:00 a.m.)
Claudia Thar	Acting Corporate Services Assistant – Administration
Shannon Leitch	Corporate Services Assistant – Fire & Emergency Services (left at 10:00 a.m.)

1. **CALL TO ORDER**

Acting Chief Administrative Officer/Treasurer, Greg Watterton called the meeting to order at 9:00 a.m.

2. **APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

Acting Chief Administrative Officer/Director of Finance & Community Services, Greg Watterton requested nominations for Chairperson of the Corporate Services Committee for the current term. Albert Bannister was nominated by Al Edmondson and the nomination was seconded by Clare Bloomfield. Albert Bannister accepted the nomination.

Resolution CSC/2010/001

Moved by Al Edmondson
Seconded by Clare Bloomfield

THAT, Albert Bannister be appointed as Chairperson of the Corporate Services Committee for the term ending November 30, 2010.

– Carried –

Acting Chief Administrative Officer/Director of Finance & Community Services, Greg Watterton requested nominations for Vice Chairperson of the Corporate Services Committee for the current term. Frank Berze was nominated by Clare Bloomfield and the nomination was seconded by Al Edmondson. Frank Berze accepted the nomination.

Resolution CSC/2010/002

Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT, Frank Berze be appointed as Vice Chairperson of the Corporate Services Committee for the term ending November 30, 2010.

– Carried –

3. **ADDITIONS TO AGENDA**

None were disclosed by any of the members.

4. **DISCLOSURE OF PECUNIARY INTEREST**

None were disclosed by any of the members.

5. **MINUTES**

The Committee reviewed the December 21, 2009 minutes of the Corporate Services Committee.

Resolution # CSC/2010/003

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT the minutes of the Corporate Services Committee meeting dated December 21, 2009 be approved.

- Carried -

6. **DELEGATION**

Steve Dausett of the Tri-Township Arena attended the meeting to discuss the request for funding approval of 2010 Tri-Township Arena capital projects. Mr. Dausett stated the Chippewa of the Thames First Nation had verbally agreed to their portion of the budget request and the Municipality of Strathroy–Caradoc had provided verbal and email confirmation of their endorsement subject to the approval of the other two parties to the agreement.

Chair Bannister indicated Middlesex Centre was questioning the need for a service truck and plow at the arena noting that winter maintenance of the arena parking lot could be considered an operational expense.

Frank Berze articulated additional concerns with respect to the capital funding request including Middlesex Centre's stated intention to withdraw from the Tri-Township Arena partnership in the near future following construction of a new arena facility in Komoka.

Mr. Dausett described several ways in which the arena parking lot has been maintained in the past and commented on the restrictions associated with each. Mr. Dausett indicated that other means of funding acquisition of the truck and plow, such as leasing or a five year amortization, could be considered. Mr. Dausett indicated that notice of Middlesex Centre's intention to withdraw from the partnership had not yet been forwarded to the other two parties to the agreement.

In response to Chair Bannister's inquiry, Mr. Dausett indicated Middlesex Centre's withdrawal from the Tri-Township Arena agreement would not adversely impact minor hockey opportunities for youth in the Delaware and Kilworth-Komoka areas since the Mount Brydges Minor Hockey Association would remain in existence.

Chair Bannister thanked Mr. Dausett for attending the meeting.

Discussion continued with members agreeing to recommend approval of the requested capital projects excluding the service truck and plow and to provide written confirmation to the Tri-Township Arena Board and the other two parties to the agreement of Middlesex Centre's intention to withdraw from the Tri-Township Arena partnership effective December 31, 2010.

Resolution # CSC/2010/004

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT it be recommended to Council that funding requested for Tri-Township Arena 2010 capital projects as seen in Report No. CSD024/09-T dated

December 10, 2009 and entitled “**Tri-Township Arena Board Request for Budget Approval**”, 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, the Municipality of Strathroy-Caradoc and the Chippewa of the Thames First Nation giving notice of Middlesex Centre’s intention to terminate it’s partnership in the Tri-Township Arena effective December 31, 2010.

- Carried -

7. **FIRE AND EMERGENCY SERVICES**

7.1 **Report No. FCS001/10 – Volunteer Firefighter Attendance at Conferences**

Acting Chief Administrative Officer/Director of Finance & Community Services, Greg Watterton presented the staff report regarding attendance at the annual Ontario Association of Fire Chiefs conference. Mr. Watterton noted it is not the municipality’s practice to send part-time staff to more than one day training seminars and Middlesex Centre policies do not speak to attendance by volunteer positions at conferences.

Acting Fire Chief Wayne Shipley stated his recommendation would differ from the Staff Report recommendation in that he would support the attendance of additional positions beyond the Fire Chief at the annual OAFB conference. The Acting Fire Chief’s rationale is that it is not feasible for one individual to attend and benefit from all the concurrent seminars, the Ontario Fire Marshall’s presentation and the trade show.

Greg Watterton inquired if it would be feasible to provide the opportunity for additional personnel to attend the conference with associated registration and expenses reimbursed but not provide a point per diem payment to each. However, it was noted that some individuals would be required to take vacation or unpaid time off from other jobs in order to attend. The relatively modest costs associated with (notionally) six or seven personnel attending the annual conference over the total number of volunteer personnel on the Fire Department was seen as good value for training dollar spent.

Acting Fire Chief Wayne Shipley confirmed the information obtained at the conference is typically discussed during a subsequent District Chief’s meeting but Acting Chief Shipley acknowledged a better job could be done of disseminating information and sharing the learning with all Fire Department personnel. The Acting Fire Chief also committed to providing a report to Council following the conference.

Resolution # CSC/2010/005

Moved by Frank Berze

Seconded by Al Edmondson

THAT Report Number FCS001/10 dated December 18, 2009, and entitled “**Volunteer Firefighter Attendance at Conferences**” be received; and

THAT it be recommended to Council that the Manager of Emergency Services and Fire Chief, the Training Officer and the five District Chiefs or their respective Deputy District Fire Chief as an alternate, for a total of seven individuals, be approved to attend the annual Ontario Association of Fire Chiefs conference.

- Carried -

7.2 Report No. PS-F-2010-001 – Fire & Emergency Services 2009 Annual Report

Members reviewed the report prepared by the Corporate Services Assistant, Fire & Emergency Services.

Resolution # CSC/2010/006

Moved by Al Edmondson

Seconded by Frank Berze

THAT Report Number PS-F-2010-001 entitled “**Fire & Emergency Services 2009 Annual Report**”, prepared by the Corporate Services Assistant, Fire & Emergency Services be received.

- Carried -

In response to an inquiry from Clare Bloomfield, Acting Fire Chief Wayne Shipley stated discussions regarding a potential county-wide water rescue response program are at very preliminary stages. Acting Chief Shipley stated Middlesex Centre currently has 8 individuals trained in water rescue techniques and there is definitely a need to have more individuals trained in this area.

7.3 Report No. PS-F-2010-002/FC – Emergency Response to 83 Kilworth Park Drive, Kilworth – November 8, 2009

Corporate Services Assistant, Fire & Emergency Services, Shannon Leitch showed a photograph taken at the scene of the incident in question and confirmed there is no record of prior occurrences at this address.

Mayor Al Edmondson noted the municipality would have been liable in the event of serious injury, loss of life or damage to property if the Fire Department had delayed it’s response to a 911 call in order to investigate the nature of the fire.

Committee members concurred with Frank Berze suggestion that the Public Works & Engineering Committee be asked to consider extending the municipality’s compost site operations into the fall by an additional two week period.

Resolution # CSC/2010/007

Moved by Frank Berze

Seconded by Al Edmondson

THAT Report PS-F-2010-002 entitled “**Emergency Response to 83 Kilworth Park Drive, Kilworth – November 8, 2009**” be received, and

THAT Corporate Services Committee recommends to Council that the charges incurred on Invoice Number 105174 for the Fire Department response to 83 Kilworth Park Drive on November 8, 2009 be confirmed.

- Carried -

7.4 Inquiries

There were no further reports or inquiries.

8. **FINANCE AND COMMUNITY SERVICES**

8.1 Snowmobiles on Municipal Property

Frank Berze described a resident’s concerns with regard to snowmobiles cutting across Lions Park in Delaware. Mr. Berze

stated there are signs posted which prohibit operation of snowmobiles in the park. Members discussed the legality of snow machine use in parks, on private property in general and on municipal road allowances as well as the appropriate enforcement measures and authorities.

Resolution # CSC/2010/008

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT staff be directed to investigate laws, by-laws and any related rules and regulations with respect to the operation of snowmobiles in municipal parks, on private property in general and on municipal and county road allowances and to provide a report to the next Corporate Services Committee.

- Carried -

8.2 Report No. PRD10-02 – Reimbursement of Curling Club Floor Rental Fee

Members reviewed the Staff Report submitted by Booking Co-ordinator, Rick Sinclair regarding the request of the Multiple Sclerosis Society of Canada for reimbursement of all or a portion of the fee for rental of the Ilderton Curling Club floor for an event to be held July 24, 2010.

Resolution # CSC/2010/009

Moved by Al Edmondson

Seconded by Frank Berze

THAT, as seen in Report PRD10-02 dated January 15, 2010 entitled “**Reimbursement of Curling Club Floor Rental Fee**”, the request of the Multiple Sclerosis Society of Canada for reimbursement of all or a portion of the rental fee for the Ilderton Curling Club floor for an event to be held on July 24, 2010 be denied.

- Carried -

8.3 Inquiries

There were no further reports or inquiries.

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

9.1 Inquiries

Corporate Support Specialist/Economic Development, Mike Barnier provided members with an update on current projects including work on a county data base, an upcoming document management project, an upcoming report on solar panels for the Komoka Wellness Centre and servicing issues related to business development in the Delaware and Kilworth-Komoka areas.

10. **ADMINISTRATION**

10.1 Report No. CSD001-AC – Recreation & Facilities Services Committee Appointment

Members reviewed the report regarding the vacancy of a public member representative seat on the Recreation & Facilities Services Committee.

Resolution # CSC/2010/010

Moved by Clare Bloomfield

Seconded by Al Edmondson

THAT Report Number CSD001-AC, dated January 5, 2010, entitled "**Recreation and Facilities Services Committee Appointment**" be received; and

THAT Recreation and Facilities Services Committee maintain four public member representatives to the end of the term, November 30, 2010.

- Carried -

10.2 Report No. CSA001-10 – Fourth Quarter Report – Council Attendance

Members reviewed the staff report on fourth quarter council attendance.

Resolution # CSC/2010/011

Moved by Frank Berze

Seconded by Al Edmondson

THAT Report Number CSA001-10 of the Corporate Services Assistant, dated January 20, 2010, entitled "**Fourth Quarter Report – Council Attendance**", be received.

- Carried -

10.3 Report No. CSA002-10 – Lottery Licence Fourth Quarter Report 2009

Members reviewed the fourth quarter report on the lottery licencing function.

Resolution # CSC/2010/012

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Report Number CSA002-10 of the Corporate Services Assistant, dated January, 20, 2010, entitled "**Lottery Licence Third Quarter Report 2009**", be received.

- Carried -

10.4 Report No. CSD002-AC – Agreements for Rental Space at the Ilderton Arena

Acting Chief Administrative Officer/Director of Finance & Community Services, Greg Watterton confirmed the subject 2010 agreements for rental space at the Ilderton arena are being renewed with the same terms and conditions as in 2009 and that all parties are satisfied with the agreements.

Resolution # CSC/2010/013

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Report Number CSD002-AC, dated January 14, 2010, entitled "**Agreements for Rental Space at the Ilderton Arena**" be received; and

THAT the Mayor and Acting Clerk are authorized to execute the 2010 rental agreements with the Ilderton & District Soccer Club, Ilderton Minor Hockey Association and Ilderton Skating Club.

- Carried –

10.5 Report No. CSA003-10 – Veteran Appreciation Days

Frank Berze stated based on preliminary information from the Delaware Legion, it was estimated there could be fewer than one

dozen active veterans and family members locally who may be available to attend a Veteran Appreciation Day ceremony. It was noted there would likely be very few active veterans in the Ilderton area as well.

Al Edmondson suggested given the limited numbers in each area, a combined effort coordinated through the County of Middlesex and possibly in conjunction with the City of London would make good sense.

Resolution # CSC/2010/014

Moved by Al Edmondson

Seconded by Frank Berze

THAT Corporate Services Committee recommends to Municipal Council that the County of Middlesex be approached to consider coordinating a county wide Veteran Appreciation Day ceremony and related events.

- Carried -

10.6 Inquiries

There were no further reports or inquiries.

11 **HUMAN RESOURCES**

11.1 Inquiries

There were no reports or inquires.

12. **CONTRACT SERVICES**

12.1 Report No. FCS002/10 – Summary of 2009 Animal Control Contract

Acting Chief Administrative Officer/Director of Finance & Community Services, Greg Watterton presented the staff report indicating a considerable increase in net revenue for the Animal Control function based on the new animal control contract in 2009. Greg Watterton commended Hillside Kennel on their service over the previous contract year noting good performance in the areas of operational response and recordkeeping. Frank Berze stated he has received positive feedback from residents on the service provided by Hillside Kennel as well.

Mr. Watterton also noted that the licencing and billing function have improved since being assumed by the municipality. Mr. Watterton further noted it is the municipality's intention to pursue investment of some of the increased animal control revenue into service improvements, possibly including spaying/neutering clinics.

Resolution # CSC/2010/015

Moved by Al Edmondson

Seconded by Frank Berze

THAT Report No. FCS002/10 entitled "**Summary of 2009 Animal Control Contract**" dated January 14, 2010 be received.

- Carried -

12.2 Inquiries

There were no further reports or inquiries.

13. **INFORMATION ITEMS**

Item	Item Index
1	Ausable Bayfield Conservation Authority – Media Release - Winter Wonderland Snowshoeing Event and March Break Day Camps
2	Drinking Water Source Protection - Ausable Bayfield Source Protection Area – Draft Proposed Assessment Report – January 5, 2010
3	Drinking Water Source Protection – Information Meeting for Municipal Councillors about Draft Proposed Assessment Reports – February 9, 2010
4	Lower Thames Valley Conservation Authority – Media Release – Longwoods Moonlight Winter Family Hike
5	St. Clair Region Conservation Authority Board of Directors Meeting – December 10, 2009

14. **ADJOURNMENT**

On a motion duly carried this meeting of the Corporate Services Committee was adjourned at 10:45 a.m. to meet again at 9:00 a.m. on Thursday, February 18, 2010.

CHAIR

RECORDING SECRETARY