

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:

Greg Watterton	Treasurer
John Elston	Supervisor, Emergency Services and Fire Chief
Sarah Axford	Corporate Services Assistant
Stephanie Troyer-Boyd	Tax Collector/Deputy Clerk
Michael Barnier	Corporate Services Specialist/Economic Development

1. **CALL TO ORDER**

Sarah Axford, Corporate Services Assistant called the meeting to order at 9:00 a.m.

2. **APPOINTMENT OF CHAIRPERSON FOR 2009**

Clare Bloomfield nominated Albert Bannister as Chair of Corporate Services Committee for 2009, seconded by Frank Berze.

As there were no further nominations Albert Bannister was selected as Chair of this Committee for 2009.

Albert Bannister assumed the role as Chairperson.

Al Edmondson nominated Frank Berze as Vice Chair of the Corporate Services Committee for 2009, seconded by Clare Bloomfield.

As there were no further nominations Frank Berze was selected as Vice Chair of this Committee for 2009.

3. **ADDITIONS TO AGENDA**

None disclosed by any of the members.

4. **MINUTES**

The Committee reviewed the December 15, 2008 minutes of the Corporate Services Committee.

Resolution # CSC/2009/01

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT the minutes of the Corporate Services Committee meeting dated December 15, 2008 be approved.

- Carried -

5. **FIRE AND EMERGENCY SERVICES**

5.1 **Minutes – Joint Health & Safety Committee Meeting**

The minutes from the November 19, 2008 meeting of Joint Health & Safety Committee were reviewed. It was noted by the Fire Chief that the Violence in the Workplace training was well attended and received positive feedback.

Resolution # CSC/2009/02  
Moved by Clare Bloomfield  
Seconded by Al Edmondson

THAT the minutes of the Joint Health & Safety Committee meeting of November 19, 2008 be received.

- Carried -

5.2 Minutes – Joint Health & Safety Committee Meeting

The Committee reviewed the minutes from the December 17, 2008 meeting of the Joint Health & Safety Committee meeting as presented.

Resolution # CSC/2009/03  
Moved by Frank Berze  
Seconded by Al Edmondson

THAT the minutes of the Joint Health & Safety Committee meeting of December 17, 2008 be received.

- Carried -

5.3 Inquiries

Frank Berze inquired into the status of the river rescue program. Fire Chief John Elston indicated that the training has been completed and the department is currently waiting for the boat to be delivered.

6. TREASURY

6.1 2009 Municipal Insurance Program Renewal

The Committee reviewed the report with questions answered by Greg Watterton, Treasurer. Greg Watterton indicated that the increase in premium is the result of increased values and asset inventory now completed. There is also potential savings from increasing the current deductible limit on Third Party & Direct Compensation coverage in the Automobile Fleet program.

Frank Berze inquired if a study had been completed to ensure that the Municipality is adequately covered. Greg Watterton reviewed the tendering process from three years ago and indicated that comparisons with municipalities within Middlesex County had been completed and it found that the insurance coverage was comparable.

Resolution # CSC/2009/04  
Moved by Frank Berze  
Seconded by Clare Bloomfield

THAT Report Number CSD001/09, dated January 15, 2009 entitled “**2009 Municipal Insurance Program Renewal**” be received and that it be recommended to Council that the Municipality accept the renewal of the municipal insurance with the Frank Cowan Company for the year 2009 and;

THAT the deductible for Third Party & Direct Compensation coverage in the Automobile Fleet program be increased from nil to \$10,000 and;

THAT the limit of liability be increased from \$20,000,000 to \$25,000,000.

- Carried -

6.2 Reimbursement of Community Centre Fee

The Committee reviewed the report as prepared by the Community Centre Coordinator, Rick Sinclair.

Resolution # CSC/2009/05

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Report PRD09-01 entitled "Reimbursement of Community Centre Fee", dated January 15, 2009 be received; and

FURTHER THAT the request of 50% or more reduction in the rental fees for the St. Patrick's Youth Ministry rental of the Ilderton Community Centre on Saturday, November 7, 2008 be denied.

- Carried -

6.3 Inquiries – Budget 2009

Greg Watterton indicated that the draft budget is near completion and will be presented at the Committee of the Whole meeting February 11, 2009 for review by the Committee.

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

7.1 Inquires – Update

Michael Barnier, Corporate Services Specialist/Economic Development updated the Committee with the introduction of USB keys for two Councillors for the agenda package starting in February, as well as the arrangements that have been made for Business Visits starting in February for the members of Council.

8. **ADMINISTRATION**

8.1 Weapons Training in Gravel Pits by City of London Police

The Committee reviewed the report from Stephanie Troyer-Boyd, Tax Collector/Deputy Clerk. The Committee discussed the use of the pits, how long the agreement has been in place with the Municipality, as well as if the Municipality was incurring costs associated with the use. The Committee also discussed the possibility of a notification process from the City of London Police to the residents abutting or across the road from the pit.

Resolution # CSC/2009/06

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT Corporate Services Committee receive the Report No. CSD001-DC of the Tax Collector/Deputy Clerk dated December 22, 2008 entitled "Weapons Training in Gravel Pits by City of London Police"; and

FURTHER THAT the City of London Police be authorized to continue training within the gravel pits located on Olalondo Road and Sunningdale Road; and

FURTHER THAT staff be directed to send correspondence to the City of London Police with such notification making provision for the City of London Police to notify, in writing, the residents abutting and across the road of their dates of training within the Olalondo Road gravel pit; and

FURTHER THAT staff be directed to draft an agreement with these conditions and present it at the February meeting of Corporate Services for the 2010 year.

- Carried -

## 8.2 Grant Policy and Budget

The Committee reviewed the report as submitted by Cathy Saunders, Chief Administrative Officer/Clerk. Clare Bloomfield indicated that extending the deadline to apply was a positive amendment to the policy. Discussion regarding the subsidization of user fees for Recreation rates was discussed. Chair Bannister also discussed the different approaches of applying per capita or per household to achieve to the budget allotment.

Resolution # CSC/2009/07  
Moved by Frank Berze  
Seconded by Al Edmondson

THAT Report No. CAOC003/09 of the Chief Administrative Officer/Clerk, dated January 21, 2009 and entitled "Grant Policy and Budget", be received.

THAT Policy GG-1.01 – Grant Requests be amended to change the grant application submission date from March 31<sup>st</sup> to April 30<sup>th</sup> as attached to Report No. CAOC003/09 "Grant Policy and Budget".

THAT a Grant Allocation Budget be established on an annual basis based on a calculation of \$3.00 for each property in Middlesex Centre.

- Carried -

## 8.3 Lottery Licence Fourth Quarter Report 2008

The Committee reviewed the report as submitted by Corporate Services Assistant, Sarah Axford.

Resolution # CSC/2009/08  
Moved by Al Edmondson  
Seconded by Clare Bloomfield

THAT Report Number CSA002/09 of the Corporate Services Assistant, dated January 21, 2009 and entitled "**Lottery Licence Fourth Quarter Report 2008**", be received.

- Carried -

## 8.4 Council Members Attendance 2008

The Committee reviewed the report as submitted.

Resolution # CSC/2009/09  
Moved by Clare Bloomfield  
Seconded by Al Edmondson

THAT Report Number CSA003/09 of the Corporate Services Assistant, dated January 22, 2009 and entitled "**Council Members Attendance for 2008**", be received as all members of Council were within the attendance requirements of Policy CL-1.09 and no further action is required.

- Carried -

9. **HUMAN RESOURCES**

9.1 **Proposed Revisions to Employees Compensation Package**

The Committee reviewed the report with questions answered by Greg Watterton. The Committee discussed the retirement benefits as well as the safety boot allowance. The Committee also discussed the impact of changing the early retirement age from fifty-five to sixty.

Resolution # CSC/2009/10  
Moved by Frank Berze  
Seconded by Al Edmondson

THAT Report CSD002/09-T, dated January 20, 2009, entitled "**Revisions to Employees Compensation Package**" be received; and

FURTHER THAT it be respectfully requested that the Committee give consideration to the recommended enhancements to the employee compensation package; and

FURTHER THAT the Committee make recommendation to Council to approve the Safety Boot Allowance increase from the current \$160.00 to \$180.00 as outlined in Report CSD002/09-T "**Revisions to Employees Compensation Package**"; and

FURTHER THAT the Benefits Following Early Retirement submission be deferred.

- Carried -

10. **CONTRACT SERVICES**

10.1 **Inquiries – Animal Control**

Greg Watterton and Sarah Axford updated the Committee on the implementation of the new Animal Control Contract. It was noted that the Annual Report from Animal Care Centre would follow on the February meeting of Corporate Services Committee.

11. **OTHER**

11.1 **January Information Items**

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

1. Ausable Bayfield Conservation Authority Minutes – Thursday, November 13, 2008

Clare Bloomfield noted that in the minutes of the Ausable Bayfield Conservation Authority Minutes on page 2 and item 1 that Off Road Vehicles are becoming a problem municipal and County wide. John Elston indicated that a meeting with the Ontario Provincial Police is scheduled to discuss similar matters and this matter will be brought to their attention.

2. Upper Thames River Conservation Authority Minutes – Tuesday, November 25, 2008
  3. Upper Thames River Conservation Authority FYI – November 2008
  4. Ausable Bayfield Maitland Valley Source Protection Region – Municipal Update Information Meeting
  5. Emergency Management Training for Senior Management and Elected Officials (please let John Elston or Shannon Leitch know if you are interested in attending)
12. **ADJOURNMENT**

This meeting of the Corporate Services Committee adjourned at 10:45 a.m. to meet again at 9:00 a.m. on Tuesday, February 17, 2009.

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CHAIR

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RECORDING SECRETARY