

Minutes of a regular meeting of the Municipality of Middlesex Centre Corporate Services Committee held this date at the Municipal Office, Coldstream at 10:00 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 of Finance & Community Services
Mike Barnier	Corporate Services Specialist
Andrea Gottfried	Financial Assistant – Accounts Receivable
Sarah Axford	Corporate Services Assistant – Administration
Shannon Leitch	Corporate Services Assistant – Fire Department
Claudia Thar	Recording Secretary

1. **CALL TO ORDER**

Chair Bannister called the meeting to order at 10:00 a.m.

2. **ADDITIONS TO AGENDA**

None were disclosed by any of the members.

3. **DISCLOSURE OF PECUNIARY INTEREST**

Frank Berze declared an interest in item 8.6 Report No. CAOC033/09 Delaware Lioness Club – Request for Donation/Grant as his wife is a member of Lioness Club.

4. **MINUTES**

The Committee reviewed the June 22, 2009 minutes of the Corporate Services Committee.

Resolution # CSC/2009/50  
Moved by Clare Bloomfield  
Seconded by Frank Berze

THAT the minutes of the Corporate Services Committee meeting dated June 22, 2009 be approved.

- Carried -

5. **FIRE AND EMERGENCY SERVICES**

5.1 Report No. PS-F-2009010/FC – Emergency Response to 1635 Gainsborough Road – July 27, 2008

Shannon Leitch, Corporate Services Assistant reviewed the staff report. Shannon Leitch indicated the incident had been called in by a neighbour and reported as a possible barn fire and in accordance to standard protocol, two stations had been dispatched. Referring to the Alarm Report, Shannon Leitch stated once on-site, Fire Department personnel determined that the source of the blaze to be an extremely large pile of debris, subsequently found to include a desk and other items. Chair Albert Bannister stated it was unfortunate that the incident was erroneously reported as a suspected barn fire however, members agreed it was necessary to respond on the side of safety. Members discussed the liability and responsibilities of property owners in such cases. Frank Berze indicated he would like to see a post-event assessment completed by the Fire Chief after a major fire.

The Committee discussed the possibility of reducing the charge to three trucks due to the incorrect information being relayed to Fire Dispatch. It was acknowledge however that both Fire Stations did attend the scene and therefore the full charge should be applied.

Resolution # CSC/2009/51

Moved by Frank Berze

Seconded by Al Edmondson

THAT Report Number PS-F-2009-010/FC dated July 22/09 and entitled "**Emergency Response to 1635 Gainsborough Road – July 27, 2008**" be received; and

THAT Corporate Services Committee recommend to Council that the charges transferred to roll number 39 39 034 060 20200 as a result of Invoice Number 08-024 for the Fire Department response to 1635 Gainsborough Road on July 27, 2008 be confirmed.

- Carried -

5.2 Inquiries

There were no further reports or inquiries.

6. **FINANCE AND COMMUNITY SERVICES**

6.1 Report No. CSD011/09-T – Six Month Review of Animal Control Contract

Director of Finance and Community Services, Greg Watterton stated that Middlesex Centre has received positive feedback to-date on both the service being provided by Hillside Kennels Animal Control as well as the additional services being provided under the current Animal Control Agreement. Greg Watterton reviewed the financial information provided with the report and stated that revenue received from the sale of tags has enabled the municipality to provide increased services, including responding to sick and injured wildlife.

Chair Bannister noted the animal control statistics and costs for cats are almost double that for dogs. Chair Bannister inquired if Middlesex Centre should consider licensing cats in future. Staff noted calls for cats are often the result of packs of feral animals. Chief Administrative Officer/Clerk Cathy Saunders noted that managing the population of feral cats is an important service to the community. Al Edmondson suggested if funds were available, perhaps the municipality could consider offering a spring spaying clinic.

Resolution # CSC/2009/52

Moved by Al Edmondson

Seconded by Frank Berze

THAT Report Number CSD 011/09 dated July 7/09 and entitled "**Six Month Review of Animal Control Contract**" be received; and

THAT Corporate Services Committee recommend to Council that the pick up of stray cats and injured or sick wild animals by Hillside Animal Control be continued to the end of the current contract on December 31, 2011; and

FURTHER THAT staff be directed to investigate the licensing of cats and provision of a spring spaying clinic and provide a staff report at a future Corporate Services Committee meeting.

- Carried -

6.2 Report No. CSD012/09-T – Weldon Park Cross Country Meets

Greg Watterton presented the staff report and summarized the traffic, safety and staffing concerns associated with large cross country meets held at Weldon Park in recent years. Although Weldon Park has been a popular and attractive location for these events in the past, Greg Watterton suggested due to safety considerations and other logistics that Weldon Park no longer be offered as a venue for cross country meets. It was noted that the event is getting to a size that cannot be accommodated at the Park.

Resolution # CSC/2009/53

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Report Number CSD 012/09-T dated July 10/09 and entitled “**Weldon Park Cross Country Meets**” be received; and

THAT Corporate Services Committee recommend to Council that it be prohibited to hold cross country meets in Weldon Park.

- Carried -

6.3 Report No. CSD013/09 – Delaware Community Centre Fire Suppression

Greg Watterton provided a staff report including quotations for a fire suppression system and range hood at the Delaware Community Centre. Greg Watterton stated although the total quotations are higher than originally anticipated, the work is required in order to continue offering this facility as a venue for functions involving the cooking of large meals.

Resolution # CSC/2009/54

Moved by Al Edmondson

Seconded by Frank Berze

THAT Report Number CSD 013/09 dated July 10/09 and entitled “**Delaware Community Centre Fire Suppression**” be received; and

THAT Corporate Services Committee recommend to Council that the quotation of London Fire Equipment and J. R. Robertson in the total amount of \$10,340.00 be accepted and the work be authorized to proceed as soon as possible.

- Carried -

6.4 Report No. CST005/09 – Dog Licence Penalty Write-Off Request

Members reviewed the staff report submitted by Financial Assistant Andrea Gottfried and concurred with the recommendation that penalty charges to account 9128002079 should stand as billed.

Resolution # CSC/2009/55  
Moved by Frank Berze  
Seconded by Clare Bloomfield

THAT Report Number CST005/09-T dated July 22/09 and entitled  
“**Dog Licence Penalty Write-Off Request**” be received; and

THAT Corporate Services Committee recommend to Council that  
penalty charges on account 9128002079 stand as billed.

- Carried -

6.5 Inquiries

There were no further reports or inquiries.

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

7.1 Report No. CSS10/09 – Corporate Support Specialist Update

Corporate Support Specialist Mike Barnier provided an update on Economic Development activities and Information Technology matters. Mike Barnier stated that he anticipates business visitations in the Delaware area should be completed by end of summer. Mike Barnier noted a more informal business visitation and streamlined questionnaire are yielding good results.

Mike Barnier confirmed Middlesex Centre’s new internet service provider should be in place by end of week.

Mike Barnier provided information on the GIS mapping which is being undertaken this summer and offered to make a presentation of the system’s capabilities at a future Corporate Services Committee meeting.

Resolution # CSC/2009/56  
Moved by Al Edmondson  
Seconded by Frank Berze

THAT Report Number CSD010/09 dated July 23, 2009 and entitled  
“**Corporate Support Specialist Update**” be received.

- Carried -

7.2 Inquiries

There were no further reports or inquiries.

8. **ADMINISTRATION**

8.1 Report No. CSA012/09 – Policy Review – Policy GG-3.10: Bereavement Policy; Policy GG-2.53 and Bereavement Leave Policy

Corporate Services Assistant Sarah Axford presented the staff report recommending revision and combination of policies GG-3.10 Bereavement Policy and GG-2.53 Bereavement Leave Policy. Sarah Axford stated the revisions involve some wording changes with respect to family relationships, an increase in the approved amount for a memorial donation or floral tribute from \$50.00 to \$75.00 and increase in the maximum bereavement leave for select familial relationships.

Staff responded to members' inquiries on the recommended changes noting that both the financial amount for donation/floral tribute and the increase to bereavement leave for immediate family members are in line with current market conditions and practices.

Resolution # CSC/2009/57  
Moved by Clare Bloomfield  
Seconded by Al Edmondson

THAT Report Number CSA012/09, dated June 29, 2009 and entitled "**Policy Review – Policy GG-3.10: Bereavement Policy; Policy GG-2.53 and Bereavement Leave Policy**", be received; and

THAT Corporate Services Committee recommend to Council that Policy GG-2.53: Bereavement Policy – Leave/Flowers and/or Donations attached as Appendix "A" of Report Number CSA012/09 be approved as amended; and

FURTHER THAT Policy GG-3.10: Bereavement Policy attached as Appendix "B" of Report Number CSA012/09 be deleted.

- Carried -

8.2 Report No. CSA014/09 – Accessibility Standards for Customer Service, Ontario Regulation 429/07 – Policy GG-1.19: Customer Service Policy – Providing Goods and Services to People with Disabilities

Corporate Services Assistant Sarah Axford presented a staff report which outlined development of a new policy GG-1.19 entitled "Customer Service Policy – Providing Goods and Services to People with Disabilities". Sarah Axford stated the new policy development was undertaken to meet the requirements of the Accessibility Standards for Customer Service (Ontario Regulation 429/07). To be in compliance with this regulation, Middlesex Centre is required to implement related policies, procedures and staff training.

Chair Bannister requested several minor wording changes in the draft policy to reflect Middlesex Centre as an entity.

Staff confirmed the cost of implementing the new policy and compliance with the regulation would be the time and costs associated with staff conducting the training.

Resolution # CSC/2009/58  
Moved by Frank Berze  
Seconded by Clare Bloomfield

THAT Report Number CSA014/09, dated July 20, 2009 and entitled "**Accessibility Standards for Customer Service, Ontario Regulation 429/07 – Policy GG-1.19: Customer Service Policy – Providing Goods and Services to People with Disabilities**", be received.

THAT Corporate Services Committee recommend to Council that Policy GG-1.19: Customer Service Policy – Providing Goods and Services to People with Disabilities attached as Appendix "A" of Report Number CSA014/09 be approved as amended.

- Carried -

8.3 Report No. CSA015/09 – Lottery Licence Second Quarter Report 2009

The Committee reviewed the Second Quarter Lottery Licence Report.

Resolution # CSC/2009/59  
Moved by Frank Berze  
Seconded by Al Edmondson

THAT Report Number CSA015/09, dated July 20, 2009 and entitled “**Lottery Licence Second Quarter Report 2009**”, be received.

- Carried -

8.4 Report No. CSA016/09 – Second Quarter Report – Council Attendance

The Committee reviewed the Second Quarter Council Attendance Report.

Resolution # CSC/2009/60  
Moved by Frank Berze  
Seconded by Clare Bloomfield

THAT Report Number CSA016/09, dated July 21, 2009 and entitled “**Second Quarter Report – Council Attendance**”, be received.

- Carried -

8.5 Report No. CAOC030/09 – Union Gas – Franchise Agreements

Chief Administrative Officer/Clerk Cathy Saunders presented the staff report and Draft By-law 2009-057 which would repeal several existing by-laws related to Franchise Agreements associated with the right to occupy municipal highways for provision of a public utility (natural gas) and execute a single new Franchise Agreement between Middlesex Centre and Union Gas.

Members reviewed and discussed provisions within the draft agreement pertaining to Use of Decommissioned Gas System.

Cathy Saunders confirmed that the Municipal Solicitor and the Director of Public Works and Engineering had both reviewed the Draft Franchise Agreement for the Provision of Gas Services and there were no concerns expressed by either. Cathy Saunders also noted the draft agreement conforms to the standard 2000 Model Franchise Agreement currently in use for other municipalities.

Resolution # CSC/2009/61  
Moved by Al Edmondson  
Seconded by Frank Berze

THAT Report No. CAOC030/09 of the Chief Administrative Officer/Clerk, dated June 29, 2009 and entitled “**Union Gas – Franchise Agreement**”, be received; and

THAT Corporate Services Committee recommend to Council that By-law No. 2009-057 being a by-law to authorize a Franchise Agreement between the Municipality of Middlesex Centre and Union Gas Limited be approved; and

FURTHER THAT the Ontario Energy Board be requested to make an Order declaring and directing that the assent of the municipal electors

to the attached draft by-law and franchise agreement pertaining to the Municipality of Middlesex Centre is not necessary pursuant to the provisions of Section 9(4) of the *Municipal Franchises Act, R.S.O. 1990, Chapter M.55.*

- Carried -

8.6 Report No. CAOC033/09 – Delaware Lioness Club – Request for Donation/Grant

Frank Berze did not participate in discussion of this agenda item.

Members reviewed and discussed information on the Request for Donation from the Delaware Lioness Club. Cathy Saunders advised members the request meets all the requirements of the Delaware Hydro Utility Proceeds Reserve Fund.

Resolution # CSC/2009/62

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT the Report Number CAOC033/09 of the Chief Administrative Officer/Clerk, dated July 15, 2009 and entitled “**Delaware Lioness Club – Request for Donation/Grant**”, be received.

THAT Corporate Services Committee recommend to Council that the request from the Delaware Lioness Club for a Donation/Grant in the amount of \$709.00 for the hanging baskets relating to the Delaware Flower Project be granted as the request complies with Municipal Policy GG4.15; and

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

- Carried -

8.7 Report No. CSA017/09 – Board Appointment – Committee of Adjustment

Members reviewed the staff report and concurred with the recommendation to enact By-law 2009-064 which would result in the appointment of Ken Nixon as a member of the Committee of Adjustment.

Resolution # CSC/2009/063

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Report Number CSA017/09, dated July 22, 2009 and entitled “Board Appointment – Committee of Adjustment” be received; and

THAT Corporate Services Committee recommend to Council that as outlined in Report Number CSA017/09 that By-law No. 2009-054, being a By-law to Appoint Such Members of Council and of the Public to the Committees of Council and Local Boards of the Municipality as deemed necessary, be repealed; and

FURTHER THAT By-law No. 2009-064, being a By-law to Appoint Such Members of Council and of the Public to the Committees of Council and Local Boards of the Municipality as deemed necessary, be approved.

- Carried -

8.8 There were no further reports or inquiries.

**9 HUMAN RESOURCES**

9.1 Inquiries

Chief Administrative Officer/Clerk Clerk Cathy Saunders provided members with several staffing updates. Ms. Saunders advised the Booking Coordinator position in Community Services has been posted on a one year contract basis; the Lead Hand position for the Ilderton Arena has been posted internally and a new Building Inspector/By-law Enforcement Officer has been hired commencing August 4, 2009. Council will receive full details on the new hire in a staff report at the August 12, 2009 meeting.

**10. CONTRACT SERVICES**

10.1 Inquiries

There were no reports or inquiries.

**11. OTHER**

11.1 July Information Items

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

1. Ausable Bayfield Conservation Authority – Summer Newsletter
2. Ausable Bayfield Conservation Authority – Summer Nature Day Camps
3. Ausable Bayfield Conservation Authority – Board of Directors Meeting Minutes - June 18, 2009
4. Ausable Bayfield Maitland Valley Source Protection Region – Drinking Water Protection Bulletin – June 15, 2009
5. Ministry of Culture – Ontario Heritage Act – July 3, 2009
6. OMAFRA – Update July 7, 2009
7. Ombudsman Ontario – Annual Report 2008-2009
8. PlayWorks – Youth Friendly Application
9. SWEA – Conference Registration Open Upper Thames River Conservation Authority – Board of Directors Meeting Minutes – June 23, 2009

12. **ADJOURNMENT**

On a motion duly carried, this meeting of the Corporate Services Committee adjourned at 11:35 a.m. to meet again at 9:00 a.m. on Monday, August 24, 2009.

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CHAIR

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RECORDING SECRETARY