

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:

Albert Bannister, Clare Bloomfield, Frank Berze

Absent with regrets

Al Edmondson

Staff Members:

Michelle Smibert	Chief Administrative Officer (left at 9:30 a.m.)
Greg Watterton	Director of Finance & Community Services
Wayne Shipley	Acting Fire Chief
Stephanie Troyer-Boyd	Clerk
Michael Barnier	Corporate Support Specialist
Andrea Gottfried	Financial Assistant – Accounts Receivable
Claudia Thar	Acting Corporate Services Assistant

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 May 17, 2010 minutes of the Corporate Services Committee.

Resolution # CSC/2010/049

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT the minutes of the Corporate Services Committee meeting dated May 17, 2010 be approved.

- Carried -

5. **FIRE AND EMERGENCY SERVICES**

5.1 **Report No. PS-F-2010-012 – OAFSC Conference – Follow Up**

The benefits and potential concerns associated with residential sprinkler systems were discussed by the members.

In response to an inquiry from Clare Bloomfield regarding Tanker Shuttle Service, Acting Fire Chief Wayne Shipley confirmed Middlesex Centre met and exceeded the standards five years ago.

Resolution # CSC/2010/050

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT the Corporate Services Committee receive Report Number PS-F-2010-012 dated May 25, 2010 submitted by the Fire & Emergency Services Coordinator / Public Educator on behalf of approved fire department representatives that attended the annual Ontario Association of Fire Chief's Conference.

- Carried -

5.2 Report No. PS-F-2010-014 – Emergency Response to 57 Hog Back Close - Delaware

Acting Fire Chief Wayne Shipley confirmed comments made by attending firefighter personnel are being addressed.

Clare Bloomfield stated based on the information provided, it was his opinion the charges should be waived completely.

Resolution # CSC/2010/051

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT the Corporate Services Committee recommend to Council that the charges incurred on Invoice Number 114725 for the fire department response on March 19, 2010, as outlined in Staff Report No. PS-F-2010-014, be waived.

- Carried -

5.3 Report No. PS-F-2010-015 – Emergency Response – Gideon Drive

Albert Bannister questioned if Middlesex Centre would bill a non-resident driver's insurance company for charges associated with emergency response to incidents on roadways within the municipality. Acting Fire Chief, Wayne Shipley advised this would only be done if the resident chose to claim the incident to their insurance company. Director of Finance, Greg Watterton stated the municipality has no recourse to collect from a non-resident if they choose not to pay an invoice.

Resolution # CSC/2010/052

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT the Corporate Services Committee recommend to Council that the charges incurred on Invoice Number 115542 for the Fire Department Response on April 30, 2010, as outlined in Staff Report PS-F-2010-015, remain as billed.

- Carried -

5.4 Report No. PS-F-2010-017 – Amendment of Open Air Burning By-law

Clerk, Stephanie Troyer-Boyd stated the amendment is proposed to clarify the intent under the Open Air Burning By-law that the property owner is liable for charges and fines associated with contraventions occurring on their land.

Members discussed possible alternatives in the event an individual responsible for starting a fire in contravention of the by-law is not the landowner. Stephanie Troyer-Boyd stated the municipality does not always know the identity of tenants on various properties. Acting Fire Chief, Wayne Shipley noted property owners are liable for unpaid hydro bills incurred by tenants on their property.

Resolution # CSC/2010/051

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT Corporate Services Committee recommend to Council that By-law Number 2010-067 being a By-law to amend By-law 2010-028 which regulates the Establishment of Open Air Burning within the Municipality of Middlesex Centre be approved.

- Carried -

5.5 Report No. PS-F-2010-018 – Emergency Response to 12 – 1 Maplewood Lane, Ilderton

Members discussed details of the incident in which a resident dragged a dead and fallen tree from his own property onto adjacent land owned by the municipality and conducted an unauthorized burn. It was noted that the resident's actions involved two violations – that of being on municipal property without permission and conducting an open burn in a restricted area.

Ownership of the property and the need for fencing were discussed.

Clerk, Stephanie Troyer-Boyd stated now that set fines are approved, there is no restriction against billing for an Emergency Response in addition to a set fine under the By-law.

Resolution # CSC/2010/052

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT Corporate Services Committee recommend to Council that the charges incurred on Invoice Number 115543 for the Fire Department Response on April 24, 2010, as outlined in Staff Report PS-F-2010-018, remain as billed.

- Carried -

- 5.6 Acting Fire Chief, Wayne Shipley informed the Committee that the Ministry of Transportation has approved an increase to the call out rate for Fire Department vehicles from \$350.00 to \$410.00 per truck per hour effective October 1, 2010.

6. **FINANCE AND COMMUNITY SERVICES**

6.1 Report No. CST004/10 – Replacement Tag Fee Write-Off Request

Financial Assistant – Accounts Receivable, Andrea Gottfried stated the resident paid their 2009 and 2010 dog licence fees but had never reported that the permanent dog tags issued to the account in 2009 were never received. According to the animal control by-law a new dog tag may be issued where the original tag is lost or destroyed upon payment of the replacement fee (\$5.00 per tag) as set out in the Fee By-law.

Councillor Frank Berze stated the municipality is saving money in moving to a permanent tag system where new tags do not have to be purchased each year. He further stated his opinion the municipality should reconsider the fee charged to provide a replacement tag.

Resolution # CSC/2010/053

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Corporate Services Committee recommend to Council that charges on Account number 9128000739 for replacement of animal licence tags, as outlined in Staff Report No. CST004/10, remain as billed; and

FURTHER THAT the fee for replacement dog tags be reconsidered in the 2011 Fee By-law.

- Carried -

6.2 There were no further reports or inquiries.

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

7.1 Corporate Support Specialist, Michael Barnier provided a verbal update on several Economic Development matters currently underway.

8. **ADMINISTRATION**

8.1 Report No. CSD018-C – Trees Middlesex Centre

Resolution # CSC/2010/054

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Corporate Services Committee recommends that the Municipality of Middlesex Centre is supportive of the tree planting program proposed by Trees Middlesex Centre as outlined in Report No. CSD018-C ; and

FURTHER THAT staff be directed to work with the Committee to include information in the municipal newsletter and that the Committee ensure all plantings are in accordance with the Tree Planting Policy.

- Carried -

8.2 Report No. CSD019-C – Green Lane Landfill Public Liaison Committee Appointment

In May, the municipality's representative on the Green Lane Landfill Public Liaison Committee resigned. Through Councillor Berze, Mr. Joe Clark expressed an interest in serving on the Committee to the end of the term, December 31, 2010.

Staff has prepared By-law 2010-066 which proposes to amend By-law 2010-002 and appoint Mr. Clark as the municipality's representative on the Green Lane Landfill Public Liaison Committee for the remainder of the term ending December 31, 2010.

Resolution # CSC/2010/055

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Corporate Services Committee recommend to Council that By-law Number 2010-066 being a By-law to amend By-law 2010-002 Appointing Such Members of Council and of the Public to the Committees of Council and Local Boards of the Municipality be approved.

- Carried -

8.3 There were no further reports or inquiries.

10 **HUMAN RESOURCES**

10.1 There were no reports or inquiries.

11. **CONTRACT SERVICES**

11.1 There were no reports or inquiries.

12. **ADJOURNMENT**

On a motion duly carried this meeting of the Corporate Services Committee was adjourned at 9:52 a.m. to meet again at 9:00 a.m. on Monday, July 26, 2010.

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CHAIR

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RECORDING SECRETARY

**INFORMATION ITEMS**

Item	Subject
1	Ausable Bayfield Conservation Authority – Board of Directors Meeting May 20, 2010 Minutes and June 17, 2010 Agenda
2	Lower Thames Valley Conservation Authority – Board of Directors Meeting Minutes – May 27, 2010
3	Upper Thames River Conservation Authority – Board of Directors Meeting Minutes – May 25, 2010