

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:

Cathy Saunders	Chief Administrative Officer/Clerk
Greg Watterton	Treasurer/Acting Manager of Recreation and Facility Services
John Elston	Supervisor Emergency Services and Fire Chief
Stephanie Troyer-Boyd	Tax Collector/Deputy Clerk
Sarah Axford	Corporate Services Assistant – Administration
Andrea Gottfried	Financial Assistant – Accounts Receivable
Patricia Watt	Records Management Coordinator

1. **CALL TO ORDER**

Chair Bannister called the meeting to order at 9:05 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 April 27, 2009 minutes of the Corporate Services Committee.

Resolution # CSC/2009/40
Moved by Clare Bloomfield
Seconded by Frank Berze

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

- Carried -

5. **DELEGATION** – Report No. CST003/09 – Utility Charges Write-Off Request

Mr. Moir reviewed his request for water and waste water charges to be reconsidered at his residence. He indicated that the consumption had increased considerable over the first quarter billing and the following two weeks subsequent to receiving that bill. He indicated that a building inspector had gone to the property to check for leaks and confirmed the meter reading from inside the house. The water meter reading was confirmed and a leaking toilet was also discovered. Subsequent to that finding, Mr. Moir indicated that a plumber was called and repaired the leaking toilet and installed similar kits on all other toilets in the home.

Mr. Moir also reviewed discussions he had with his plumber and water meter specialists regarding this situation. The Committee asked several questions regarding the consumption and timing of events. Andrea Gottfried, Financial Assistant – Accounts Receivable indicated that past experience and the standard design of a water meter, that in the event of a meter malfunction, the meter has slowed down readings in favour of the consumer, stopped

registering readings, but has never skipped a digit or moved faster without water running through it.

Resolution # CSC/2009/41

Moved by Frank Berze

Seconded by Al Edmondson

THAT Report Number CST003/09, dated June 12, 2009 and entitled "**Utility Charges Write-Off request**", be received.

THAT the utility charges on account 6105000000 be confirmed as billed.

- Lost -

After further consideration and debate, it was determined that the Committee would reopen the motion.

Resolution # CSC/2009/42

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT the utility charges on account 6105000000 be reduced for the first and second quarter of 2009 by \$407.75 total.

- Carried -

6. FIRE AND EMERGENCY SERVICES

6.1 Report No. PS-F-2009-006/FC – Fire Department Responses/Call-Outs – March 1st, 2009 to May 31st, 2009 & Summary of Middlesex County Fire Events for 2008

The Committee reviewed the report as submitted by Supervisor, Emergency Services and Fire Chief, John Elston.

Resolution # CSC/2009/43

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Report No. PS-F-2009-006/FC, dated June 19, 2009 and entitled "Fire Department Responses/Call-Outs – March 1st, 2009 to May 31st, 2009 & Summary of Middlesex County Fire Events for 2008, be received".

- Carried -

6.2 Inquiries

The Fire Chief thanked Council and staff for filling in and helping out in his absence the past few months.

7. TREASURY

7.1 Report No. CSD007/09-T – Recommendation for Use of Investing in Ontario Grant

Treasurer Greg Watterton reviewed the report with the Committee indicating that as part of the Investing in Ontario Program the municipality was given funds to be used for unique capital priorities and the funds are to be used as soon as possible. Upon review with the Manager of Public Works & Engineering, Greg Watterton indicated several items have been moved from the 2010 and 2010 capital forecast for consideration in 2009.

Clare Bloomfield inquired if the funds could be used for equipment purchases as suggested or for infrastructure. Treasurer, Greg Watterton indicated that the funds could be used towards equipment purchases. Chair Bannister inquired as to how the funds would be used if the equipment came in under the budgeted amount. Greg Watterton indicated his suggestion is to use the funds towards the cost of the projects as indicated below and further discussion could follow at Public Works & Engineering Committee:

Current Balance		\$854,227
Replacement Grader (2009 Budget)	\$315,000	\$539,227
Part Replacement Loader (2009 Budget)	\$ 32,810	\$506,417
Additional Replacement Grader (2010 Forecast)	\$315,000	\$191,417
Replacement Oil Tandem Truck (2011 Forecast)	\$283,000	balance

Resolution # CSC/2009/44
Moved by Frank Berze
Seconded by Al Edmondson

THAT Report Number CSD 007/09 dated June 12/09 and entitled "**Recommendation for Use Investing in Ontario Grant**" be received; and

THAT the respective grant monies be allocated to the above noted capital items as recommended.

- Carried -

7.2 Report No. CSD010/09 – Delaware Community Centre Fire Suppression

The Committee reviewed the report as submitted by the Treasurer/Acting Manager of Recreation and Facility Services, Greg Watterton. Chair Bannister inquired if the fire inspector had been consulted regarding the replacement of the existing galvanized metal hood as mentioned in the quotation. It was indicated that there would need to be further clarification regarding the details of the two quotes before proceeding and whether or not they include replacement of the galvanized hood.

Resolution # CSC/2009/45
Moved by Frank Berze
Seconded by Clare Bloomfield

THAT Report Number CSD010/09 dated June 12, 2009 and entitled "**Delaware Community Centre Fire Suppression**" be received; and

THAT it be recommended to Council that once clarification on the cost to replace the galvanized metal hood has been obtained that the lowest quotation be accepted and the work be authorized to proceed as soon as possible.

- Carried -

7.3 Report No. CST004/09 – Dog Licence Penalty Write-Off Request

The Committee reviewed the report as submitted by the Financial Assistant – Accounts Receivable, Andrea Gottfried.

Resolution # CSC/2009/46
Moved by Al Edmondson
Seconded by Frank Berze

THAT Report Number CST004/09, dated June 18, 2009 and entitled “**Dog Licence Penalty Write-Off Request**”, be received.

THAT the penalty charges on account 9128002006 stand as billed.

- Carried -

7.4 There were no further reports or inquiries.

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

8.1 There were no reports or inquiries.

9. **ADMINISTRATION**

9.1 Report No. RMC001-09 – Donation of Veteran’s Memorabilia to The Royal Canadian Regiment (RCR) Military Museum, Wolseley Barracks, London, Ontario

The Committee reviewed the report as submitted by the Records Management Coordinator, Patricia Watt. The Records Management Coordinator indicated that there have been some requests for the return of some specific memorabilia to living relatives.

Resolution # CSC/2009/47

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Committee receives Report Number RMC001/09, dated June 4, 2009 and entitled “Donation of Veteran’s Memorabilia to The Royal Canadian Regiment (RCR) Military Museum, Wolseley Barracks, London, Ontario”, be received.

THAT staff seek direction to return any of these personal effects, including all and any medals, to the appropriate family members who have requested the return of the belongings for their own family history and safekeeping; and

FURTHER THAT staff seek direction to correspond with The Royal Canadian Regiment (RCR) Military Museum, London, Ontario to determine the level of interest for these artifacts. If necessary, staff also seek, the authority to submit any of the above listed items if they are unclaimed by the families, to The Royal Canadian Regiment (RCR) Military Museum, London, Ontario for public viewing and display if appropriate; and

FURTHER THAT the binders and extra copy of the enlistment information and photographs be given to the museum as a complete package of information for future generations.

- Carried -

9.2 Report No. RMC002-09 – Delegation of Authority By-law 2009-052 being a By-law to Appoint Officers under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

The Committee reviewed the report with questions answered by Patricia Watt. It was indicated that in the past, the designation was a part of the job description for Clerk. Staff has investigated the process for the appointment of additional Officers under the Act and determined it would be best practice to pass a by-law that would include all Officers under the Municipal Freedom of Information and Protection of Privacy Act for consistency.

Resolution # CSC/2009/48

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Committee receives Report Number RMC002/09, dated June 12, 2009 and entitled "Delegation of Authority By-law 2009-052 being a By-law to appoint Officers under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56, Section 3(1)".

FURTHER THAT By-law 2009-055, being a By-law to appoint Officers under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56, Section 3(1)", be approved.

- Carried -

9.3 Report No. CSA010/09 – Accessibility Standards for Customer Service, Ontario Regulation 429/07

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

Resolution # CSC/2009/49

Moved by Clare Bloomfield

Seconded by Al Edmondson

THAT Corporate Services Committee receives Report Number CSA010/09, dated June 19, 2009 and entitled "**Accessibility Standards for Customer Service, Ontario Regulation 429/07**" be received.

- Carried -

9.4 There were no further reports or inquiries.

10. **HUMAN RESOURCES**

10.1 Inquiries

There were no reports or inquiries.

11. **CONTRACT SERVICES**

11.1 Inquiries

There were no reports or inquires.

11. **OTHER**

11.1 June Information Items

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

1. Accessibility Directorate of Ontario – Ontario Launches Review of Accessibility Legislation
2. Middlesex London Health Unit – H1N1 Information and Updates
3. Middlesex London Health Unit – West Nile Virus Information

4. OMAFRA Update for Elgin Middlesex – June 4, 2009
5. SCOR – South Centre Ontario Region Meeting
6. Ausable Bayfield Conservation Authority – Board of Directors Minutes – May 21, 2009
7. Lower Thames Valley Conservation Authority – Board of Directors Minutes – April 30, 2009
8. St. Clair Region Conservation Authority – Conservation Update – May 2009
9. Upper Thames River Conservation Authority – Board of Directors Agenda and Minutes – May 26, 2009
10. Thames River Watershed Book Launch Invite – June 2009
11. Lake Erie Source Protection Minutes – May 7, 2009

12. **ADJOURNMENT**

This meeting of the Corporate Services Committee adjourned at 10:20 a.m. to meet again at 9:00 a.m. on Monday, July 27, 2009.

CHAIR

RECORDING SECRETARY