

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

Absent with Regrets:

Frank Berze

Staff Members:

Greg Watterton	Acting Chief Administrative Officer/Director of Finance & Community Services
Wayne Shipley	Acting Fire Chief
Stephanie Troyer-Boyd	Clerk
Shannon Leitch	Corporate Services Assistant – Fire & Emergency Services
Claudia Thar	Acting Corporate Services Assistant – CAO, Clerk & Council

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 April 26, 2010 minutes of the Corporate Services Committee.

Resolution # CSC/2010/044
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT the minutes of the Corporate Services Committee meeting dated April 26, 2010 be approved.

- Carried -

5. **DELEGATION**

Sheila Johnson, Executive Director of the London and Middlesex Heritage Museum Fanshawe Pioneer Village attended the meeting to provide background information on a request for Middlesex Centre to partner with the London and Middlesex Heritage Museum on a \$300,000.00 funding application under the Rural Economic Development Fund to support the development of an archive facility for Middlesex County. The entire capital project consists of a new 10,000 square foot facility, the Spriet Family Visitor Centre, which will provide for the secure storage of the 24,000 artifact collection currently cared for by Fanshawe Pioneer Village, a Middlesex County public and private archives facility accessible to rural municipalities within the County of Middlesex, provide new year round public programming space and replace the existing administrative offices at a total estimated cost of \$2.2 million.

To apply for the Rural Economic Development Program, the London and Middlesex Heritage Museum must have a partner from a rural municipality.

As outlined in correspondence from Fanshawe Pioneer Village dated May 10, 2010, the role of the partner is as follows:

1. Invest in the project. A 2010 grant under Middlesex Centre's Grant Requests policy would meet this requirement.
2. Be at arms-length to the London and Middlesex Heritage Museum.
3. Sign an Agreement with the province and assume joint and several liability for the completion of the project.
4. Individually have a minimum of \$2 million in general liability insurance before signing the Agreement.
5. Provide documentation that verifies the legal name of the organization and their right to sign an agreement on behalf of the organization.
6. Explain their role in the project based on history and / or experience.

Noting it would make sense to bring all Middlesex County public and private archives together, Chair Bannister inquired regarding future plans for staffing of the archive facility. Sheila Johnson stated it is the intention of the London and Middlesex Heritage Museum to approach the County of Middlesex to form a funding partnership for operation of the facility. Ms. Johnson stated her staff are trained in archiving and document storage.

Councillor Clare Bloomfield requested further clarification regarding partner responsibilities 3 and 4 above. Sheila Johnson confirmed the partnership means Middlesex Centre will ensure, at arm's length, that the project is completed. Director of Finance and Community Services, Greg Watterton stated the liability insurance would not be a problem.

Albert Bannister stated his understanding that Fanshawe Pioneer Village would assume full responsibility and liability once the project is complete.

Sheila Johnson noted the structure will be energy efficient with mechanical systems planned for the intended use of the facility. The rural design of the building will replicate a 1920's Middlesex County barn.

Resolution # CSC/2010/045

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Corporate Services Committee recommends to municipal Council that the Municipality of Middlesex Centre agree to partner with the London and Middlesex Heritage Museum on a \$300,000.00 funding application through the Rural Economic Development Program to support the development of an archive facility for Middlesex County to be housed at the site of the future Spriet Family Visitor Centre, and

THAT the partner responsibilities of the Municipality of Middlesex Centre shall include and be limited to the following:

- i. Investment in the project by means of a 2010 grant under the municipality's Grant Request policy,
- ii. Be at arms-length to the London and Middlesex Heritage Museum,
- iii. Sign an Agreement with the province and assume joint and several liability for the completion of the project,
- iv. Individually have a minimum of \$2 million in general liability insurance before signing the Agreement,
- v. Provide documentation that verifies the legal name of the organization and their right to sign an agreement on behalf of the organization
- vi. Explain the municipality's role in the project based on history and/or experience.

6. **FIRE AND EMERGENCY SERVICES**

6.1 **Report No. PS-F-2010-011 – Installation of Interconnected Smoke Alarm System - Middlesex Centre Regional Medical Clinic**

Acting Fire Chief, Wayne Shipley stated that the Ontario Building Code does not require that a fire alarm and detection system be installed in the newly constructed Middlesex Centre Regional Medical Clinic. However, in the opinion of the Acting Fire Chief and the Middlesex County Fire Prevention Officer, given the size of the facility and the distance to emergency exits, an interconnected smoke alarm system with pull stations at each exit was crucial to help ensure the early notification and safe evacuation of persons in the event of a fire. The Acting Fire Chief stated under the Building Code, the current structure does not require a sprinkler system either.

Chair Bannister expressed concerns about the additional costs to the project especially given the post construction installation.

Resolution # CSC/2010/046
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT staff be authorized to proceed with obtaining quotes on the installation of an interconnected smoke alarm system at the Middlesex Centre Regional Medical Clinic; and

THAT the once quotes are received they be brought forward to the Corporate Services Committee for their review at a future meeting for further discussion.

- Carried -

6.2 **Coldstream Firehall Pre-Engineering**

Corporate Services Assistant – Fire & Emergency Services, Shannon Leitch provided a verbal report on the pre-engineering of the proposed Coldstream Firehall (currently the site of the Coldstream Operations Centre) based on a draft building evaluation report submitted by NA Engineering Associates. Ms. Leitch noted the report did not contain costing information and was considered preliminary. Reading from the report, Ms. Leitch listed several structural, environmental, electrical and mechanical upgrades which would be required for the structure to be classified as a Post Disaster building under the Ontario Building Code.

Councillor Clare Bloomfield expressed concern regarding the extent of work being recommended and the costs that would be associated.

Acting Fire Chief Wayne Shipley stated a firehall is considered a 'Post Disaster' structure under the Ontario Building Code and as such, must meet certain standards above the norm for other building types. The Acting Fire Chief also noted the potential requirement for an Environmental Assessment to be completed in relation to a prior fuel spill.

Staff confirmed that a larger firehall is required in Coldstream than in Ilderton due to the need for additional equipment storage (including a boat and tow vehicle), supply storage and added space for training facilities.

6.3 There were no further reports or inquiries.

7. **FINANCE AND COMMUNITY SERVICES**

7.1 **Report No. FCS015/10 – Request for Rebate for High Efficiency Toilet Purchase**

Acting Chief Administrative Officer/Director of Finance & Community Services, Greg Watterton noted high efficiency toilets are just one of many green initiatives the municipality could be asked to consider.

Mr. Watterton further noted homeowners who purchase and install high efficiency toilets immediately benefit from a cost savings in water consumption.

Resolution # CSC/2010/047

Moved by Clare Bloomfield

Seconded by Al Edmondson

THAT Report Number FCS015/10 dated April 21, 2010 and entitled "Request for Rebate for High Efficiency Toilet Purchase" be received; and

THAT it be recommended to Council that Middlesex Centre not offer rebates toward the purchase of high efficiency toilets.

- Carried -

7.2 There were no further reports or inquiries.

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

8.1 There were no reports or inquiries.

9. **ADMINISTRATION**

9.1 **Report No. CSD015-C – Giant Hogweed**

Members reviewed the staff report.

Resolution # CSC/2010/048

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Corporate Services Committee receive Report Number CSD015-C dated May 10, 2010 and entitled "Giant Hogweed" and

FURTHER THAT Committee recommends to Council that the Municipality of Middlesex Centre is supportive of the County of Middlesex proposed By-law to designate giant hogweed as a local noxious weed.

- Carried -

9.2 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. **INFORMATION ITEMS**

Chair Bannister requested information on the Ontario Family Fishing Weekend be included in the Middlesex Communicator Summer Newsletter.

Chair Bannister noted the Upper Thames River Conservation Authority Board of Directors May 25, 2010 meeting will be held at the Municipality of Middlesex Centre Coldstream Community Centre.

13. **ADJOURNMENT**

On a motion duly carried this meeting of the Corporate Services Committee was adjourned at 9:40 a.m. to meet again at 9:00 a.m. on Monday, June 28, 2010.

CHAIR

RECORDING SECRETARY

INFORMATION ITEMS

Item	Item Index
1	Ontario Family Fishing Weekend (Week) – July 3 – July 11, 2010
2	St. Clair Region Conservation Authority Board of Directors April 15, 2010 Meeting Minutes
3	St. Clair Region Conservation Authority Tour 2010 – June 10, 2010
4	The TaTTLeR Newsletter - Thames Talbot Land Trust – May 2010
5	Upper Thames River Conservation Authority Board of Directors April 27, 2010 Meeting Minutes
6	Upper Thames River Conservation Authority Board of Directors Meeting Invitation – May 25, 2010 – Coldstream Community Centre