

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 (left at 11:00 a.m.), 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
Stephanie Troyer-Boyd	Tax Collector/Deputy Clerk
Michael Barnier	Corporate Services Specialist/Economic Development
Sarah Axford	Corporate Services Assistant – Administration

1. **CALL TO ORDER**

Chair Bannister called the meeting to order at 10:20 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 March 23, 2009 minutes of the Corporate Services Committee.

Resolution # CSC/2009/30  
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. **FIRE AND EMERGENCY SERVICES**

5.1 Inquiries – Coldstream Firehall

Councillor Bloomfield inquired into the status of the Coldstream Firehall. Staff indicated that the Coldstream Firehall is project that will be considered in the 2010 budget.

5.2 There were no further reports or inquiries.

6. **TREASURY**

6.1 Report No. CSD006/09-T – 2008 Operating Surplus and Reserves Allocation

Treasurer Greg Watterton reviewed the report with the Committee indicating that the surplus has been confirmed at \$382,472.37. He also reviewed the current balances in reserve funds that are no longer required for their original purpose. He indicated that his

recommendation is to transfer the balance into the Fire Vehicles & Equipment reserve as well as the General Vehicles & Equipment reserve.

Chair Bannister inquired if PSAB would be offsetting the cost of vehicle and equipment purchases. Greg Watterton indicated that eventually the program, in combination with the fleet management fund, will be used to purchase vehicles and equipment.

Resolution # CSC/2009/31  
Moved by Clare Bloomfield  
Seconded by Al Edmondson

THAT Report Number CSD006/09-T dated March 12, 2009 and entitled "**2008 Operating Surplus and Reserves Allocation**" be received; and

THAT Corporate Services Committee recommend to Council the 2008 operating surplus plus the balances in the Planning Documents, Local Health Services and Meadowcreek Play equipment Reserve Funds, totaling \$399,285.39 be distributed to the following Reserve Funds:

Fire Vehicles & Equipment	\$199,285.39
General Vehicles & Equipment	\$200,000.00

- Carried -

6.2 Report No. CSD009/09-T – Perth Care for Kids Agreement

The Committee reviewed the report as submitted by the Treasurer/Acting Manager of Recreation and Facility Services.

Resolution # CSC/2009/32  
Moved by Frank Berze  
Seconded by Clare Bloomfield

THAT Report Number CSD009/09-T dated March 27/09 and entitled "**Perth Care for Kids Agreement**" be received; and

THAT it be recommended to Council that the agreement between the Municipality of Middlesex Centre and Perth Care for Kids dated May 6, 2009 be approved; and

THAT the Mayor and Clerk be authorized to execute the agreement.

- Carried -

6.3 Report No. PRD09-04 – Waiving of Community Centre Rental Fee

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

Resolution # CSC/2009/33  
Moved by Al Edmondson  
Seconded by Frank Berze

THAT Report PRD09-04 be received, dated April 22, 2009, and that the request for a waiving of the rental fees for the rental of the Coldstream Community Centre by the Township of Adelaide-Metcalf on Thursday, April 8, 2010 be denied.

- Lost -

Further discussion regarding the request and how the policy applies to the Middlesex Municipal Association followed. It was noted that this request should be considered differently from other requests as it is a request from a neighbouring municipality to host an event that serves all municipalities in the County.

Resolution # CSC/2009/34  
Moved by Clare Bloomfield  
Seconded by Frank Berze

THAT Report PRD09-04 be received, dated April 22, 2009, and that the request for a waiving of the rental fees for the rental of the Coldstream Community Centre by the Township of Adelaide-Metcalf on Thursday, April 8, 2010 be approved.

- Carried -

6.4 Inquiries – Upcoming Projects

Al Edmondson reviewed the building projects the municipality is anticipating over the next three years and inquired into how each project will be funded. The Treasurer indicated that the Municipality is currently waiting for several funding initiatives from the Province and Federal governments, and staff has investigated the use of Development Charges and debentures.

6.5 There were no further reports or inquiries.

7. CORPORATE SERVICES SPECIALIST/ECONOMIC DEVELOPMENT

7.1 Inquiries – Information and Technology/Economic Development Update

Michael Barnier, Corporate Services Specialist/Economic Development indicated that the municipality has completed a full server upgrade and has moved all printers and photocopiers into a central location. The changeover has placed the municipality in a better position in terms of disaster recovery. He also indicated that he had been working the past month with some companies interested in green energy initiatives within the municipality.

7.2 There were no further reports or inquiries.

8. ADMINISTRATION

8.1 Report No. CAOC022/09 – Summer Council Schedule

The Committee reviewed the report as submitted by Chief Administrative Officer/Clerk, Cathy Saunders. Chair Bannister indicated that the County Golf Tournament is on Wednesday, July 15, 2009. It was suggested that the meetings proposed to be held on July 15, 2009 be moved to July 22, 2009.

Resolution # CSC/2009/35  
Moved by Frank Berze  
Seconded by Clare Bloomfield

THAT the Report No. CAOC022/09 of the Chief Administrative Officer/Clerk, dated April 20, 2009 and entitled "**Summer Council Schedule**", be received; and

FURTHER THAT the Council meetings for the months of July and August 2009 be held on Wednesday, July 22, 2009 at 4:00 p.m. and August 12, 2009 at 4:00 p.m.; and

FURTHER THAT Public Meetings regarding Planning matters for the months of July and August 2009 be held on Wednesday, July 22, 2009 at 7:00 p.m. and Wednesday, August 12, 2009 at 7:00 p.m.; and

FURTHER THAT Planning & Development Services Committee meetings for the months of July and August be held on Wednesday, July 22, 2009 at 2:00 p.m. and Wednesday, August 12, 2009 at 2:00 p.m.

- Carried -

8.2 Report No. CAOC023/09 – Amendment to Fee and Charges By-law for 2009 – Proposed Increase in Fees for Cemetery Plots

The Committee reviewed the report as submitted.

Resolution # CSC/2009/36  
Moved by Frank Berze  
Seconded by Clare Bloomfield

THAT Report Number CAOC023/09, dated April 20, 2009 and entitled “**Amendment to Fee and Charges By-law for 2009 – Proposed Increased in Fees for Cemetery Plots**”, be received.

THAT the Committee recommends to Council that By-law 2009-028 being a By-law to amend By-law 2008-103 Establishing Various Fees and Charges for Services Provided by the Municipality of Middlesex Centre (Fee Consolidation By-law) be approved.

- Carried -

8.3 Report No. CSA006/09 – Grant Requests 2009 – Establishment of Grant Review Advisory Committee

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

Resolution # CSC/2009/37  
Moved by Frank Berze  
Seconded by Clare Bloomfield

THAT Report Number CSA006/09 of the Corporate Services Assistant, dated April 16, 2009 and entitled “**Grant Requests 2009 – Establishment of Grant Review Advisory Committee**”, be received;

FURTHER THAT the Corporate Services Committee recommends to Council that staff be directed to proceed with establishing a Grant Review Advisory Committee to assess grant requests in 2009;

FURTHER THAT the Corporate Services Committee recommends to Council that the representatives from staff be Greg Watterton, Treasurer/Acting Manager of Recreation & Facility Services, and Sarah Axford, Corporate Services Assistant;

FURTHER THAT the Corporate Services Committee recommends to Council that the representatives from Council be Mayor Al Edmondson and Councillor Clare Bloomfield be appointed to the Grant Review Advisory Committee.

- Carried -

8.4 Report No. CSA007/09 – Lottery Licence First Quarter Report 2009

The Committee reviewed the report with questions answered by Sarah Axford.

Resolution # CSC/2009/38

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT Report Number CSA007/09 of the Corporate Services Assistant, dated April 22, 2009 and entitled “**Lottery Licence First Quarter Report 2009**”, be received.

- Carried -

8.5 Report No. CSA008/09 – First Quarter Report – Council Attendance

The Committee reviewed the report as submitted. It was indicated that the meetings listed include regularly scheduled and special meetings of Council and Committees.

Resolution # CSC/2009/39

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT Report Number CSA008/09 of the Corporate Services Assistant, dated April 22, 2009 and entitled “**First Quarter Report – Council Attendance**”, be received.

- Carried -

8.6 There were no further reports or inquiries.

9. **HUMAN RESOURCES**

9.1 Inquiries

There were no reports or inquiries.

10. **CONTRACT SERVICES**

10.1 Inquiries

There were no reports or inquires.

11. **OTHER**

11.1 April Information Items

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

1. Ausable Bayfield Conservation Authority – Board of Directors Minutes – March 19, 2009
2. Ausable Bayfield Conservation Authority – Active Seniors Have Been Enjoying Nature Events

3. Ausable Bayfield Conservation Authority – Correspondence Regarding Annual Report (can be viewed by request – see Sarah)
  4. Lower Thames Valley Conservation Authority – Battle of Longwoods
  5. Lower Thames Valley Conservation Authority – Longwoods Road Conservation Area
  6. Lower Thames Valley Conservation Authority – Longwoods Spring Woodland Discovery Hike
  7. Lower Thames Valley Conservation Authority – Ska-Nah-Doht Village and Museum
  8. Lower Thames Valley Conservation Authority – Correspondence Regarding Annual Report (can be viewed by request – see Sarah)
  9. St. Clair Region Conservation Authority – Newsletter – March
  10. Upper Thames River Conservation Authority – Board of Directors Minutes – March 24, 2009
  11. Middlesex Centre (Lobo) Community Policing Minutes – March 19, 2009
  12. Minister of Natural Resources – Flooding Message
  13. Ministry of Citizenship and Immigration – Lincoln M. Alexander Award 2009
  14. OMAFRA Update for Elgin Middlesex – April 8, 2009
12. **ADJOURNMENT**

This meeting of the Corporate Services Committee adjourned at 11:15 a.m. to meet again at 9:00 a.m. on Monday, June 22, 2009.

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CHAIR

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RECORDING SECRETARY