

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, Frank Berze

Staff Members:

|                       |  |
|-----------------------|--|
| Greg Watterton        | Acting Chief Administrative Officer/Treasurer        |
| Stephanie Troyer-Boyd | Acting Clerk   |
| Arnie Marsman         | Director, Planning & Development Services/CBO        |
| Kim Thompson          | Tax Collector/Deputy Treasurer                       |
| Mike Barnier          | Corporate Support Specialist                         |
| Wayne Shipley         | Acting Fire Chief                                    |
| Andrea Gottfried      | Financial Assistant, Accounts Receivable             |
| Shannon Leitch        | Corporate Services Assistant – Fire Department       |
| Claudia Thar          | Acting Corporate Services Assistant – Administration |

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 October 26, 2009 minutes of the Corporate Services Committee.

Resolution # CSC/2009/95  
Moved by Clare Bloomfield  
Seconded by Frank Berze

THAT the minutes of the Corporate Services Committee meeting dated October 26, 2009 be approved.

- Carried -

Chair Bannister inquired regarding the status of information previously requested on consolidated costs pertaining to the Wellness Centre. Acting CAO/Treasurer Greg Watterton will provide an Information Item to the next regular meeting of Council.

5. **FIRE AND EMERGENCY SERVICES**

5.1 **Report No. PS-F-2009-022/FC – Draft Municipality of Middlesex Centre Business Continuity Plan for Pandemic**

Members reviewed the Draft Municipality of Middlesex Centre Business Continuity Plan for Pandemic.

In response to an inquiry from Chair Bannister, Corporate Services Assistant Shannon Leitch confirmed the term 'Directors' on page 7 of

the Draft Plan would refer to Middlesex Centre department heads. Chair Bannister also questioned the prioritization of “operation and maintenance of all recreation and public facilities” on page 15 in the Draft Plan as a necessary service at a time when large public gatherings would be discouraged to help prevent the spread of disease. Shannon Leitch noted this item is classified under “Necessary Services” which would be resumed within two weeks of initiating a Pandemic Plan as opposed to “Critical” or “Vital Services” which would need to be provided immediately or within 72 hours respectively.

It was noted the words “Alberta Environment” on page 60 of the Draft Plan should be corrected to read “Ministry of the Environment”.

Frank Berze noted that ongoing provision of information technology services would be critical to business continuity and questioned the adequacy of Middlesex Centre’s IT resources specifically what back up exists in the event the municipality’s IT Specialist were unable to be at work. Corporate Support Specialist Mike Barnier indicated that IT support could be temporarily handled by Protek.

Mayor Edmondson inquired regarding the ability to conduct Council and other meetings via the internet if necessary. Mike Barnier indicated the County and one other area municipality are investigating the services of a company called WebEx. In the meantime, members agreed that Bell conference calling would be a readily available option.

Resolution # CSC/2009/96

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Corporate Services Committee receive Report PS-F-2009-022 dated November 19, 2009 and entitled “**Draft Municipality of Middlesex Centre Business Continuity Plan for Pandemic**” and recommend to Council that the Business Continuity Plan for Pandemic be approved as amended.

- Carried -

5.2 Report No. PS-F-2009-023/FC – Bryanston Station Staffing Level

Acting Fire Chief, Wayne Shipley stated he is requesting an increase in the staffing level at the Bryanston Fire Station to ensure adequate firefighting service in the Bryanston area. Wayne Shipley stated many of the current firefighting staff at the Bryanston Station are also shift workers and that manpower issues could potentially impact the stations ability to respond to certain emergency situations.

Resolution # CSC/2009/97

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Corporate Services Committee receive Report PS-F-2009-023/FC dated November 19, 2009 and entitled “**Bryanston Station Staffing Level**” and recommend to Council that the maximum number of active firefighters at the Bryanston Station be increased from the current eighteen (18) up to twenty two (22) to provide adequate firefighting personnel in the Bryanston response area; and

THAT the Fire Chief continue to monitor the number of firefighters from all Municipality of Middlesex Centre fire stations responding to emergency incidents on an ongoing basis.

- Carried -

5.3 Inquiries

There were no further reports or inquiries.

6. **FINANCE AND COMMUNITY SERVICES**

6.1 Report No. T011-TC – Waive Penalty on Supplementary Tax Billing

Tax Collector/Deputy Treasurer, Kim Thompson stated the supplementary tax billings on this property for 2007, 2008 and 2009 resulted from reassessment due to a large structural addition which was undertaken beginning in 2002. Construction continued over a period of approximately two years. Acting Clerk Stephanie Troyer-Boyd stated that the property likely should have been reassessed in 2004 or 2005, however the information was not received from the Municipal Property Assessment Corporation (MPAC) until late in 2009.

Staff clarified the taxpayer is not disputing the amount of the taxes, but has proposed a payment plan and is seeking relief from payment of penalty.

Members agreed while it is regrettable that a large supplementary payment is now owing, the additional assessment and its impact on the property tax were not unforeseen. It was further noted that the charges are not the result of an error on the part of the municipality.

Frank Berze requested that staff provide the taxpayer with rationale for the decision on this matter.

Resolution # CSC/2009/98  
Moved by Frank Berze  
Seconded by Al Edmondson

THAT Corporate Services Committee receive Report T011-TC dated November 11, 2009 and entitled '**Waive Penalty on Supplemental Tax Billing**' and recommend to Council that the penalty charges be confirmed on roll no. 39-39-019-060-03900-0000.

- Carried -

6.2 Report No.CSD023/09-T – Revision of Committee Structure

Acting Chief Administrative Officer Greg Watterton stated this recommendation is being provided to bring the committee structure in line with the new corporate structure of the municipality.

Councillor Clare Bloomfield stated his opinion that this recommendation should be coming from the Recreation & Facility Services Committee rather than through the Corporate Services Committee. Concerns were also expressed about losing the public representation aspect of the Recreation & Facility Services Committee.

Members discussed the role and evolution of the Recreation & Facility Services Committee and its Public Representatives in relation to operational matters.

Chair Bannister suggested this matter be referred to the Recreation and Facility Services Committee for further discussion. Members agreed the Recreation & Facility Services Committee should be asked for recommendations regarding their role, appropriate placement within the committee structure, potential alternate means

of obtaining community input if not through public representation on a separate Recreation and Facility Services Committee and ways of improving the effectiveness of this work.

Greg Watterton restated his opinion that the committee structure should mirror the corporate structure.

Resolution # CSC/2009/99  
Moved by Clare Bloomfield  
Seconded by Al Edmondson

THAT Report Number CSD023/09-T, dated November 10, 2009 and entitled "**Revision of Committee Structure**" be received; and

THAT it be recommended to Council that the Recreation & Facility Services Committee be requested to discuss and make recommendations regarding the effectiveness and appropriate placement of the Recreation and Facilities component within the standing committee structure as well as means of obtaining community input on an ongoing basis if not through public representation on a separate Recreation & Facility Services Committee.

- Carried -

6.3 Report No. CST009/09 – Olameter Proposal for Water Meter Services

Financial Services Assistant, Accounts Receivable Andrea Gottfried presented a staff report recommending acceptance of the proposal from Olameter to provide quarterly meter readings, repairs and other related services.

Chair Albert Bannister inquired if this recommendation was single sourced. Committee was advised that American Water currently undertakes this work but by mutual agreement will no longer be providing this service. Greg Watterton stated he is unaware of any other firms available to do this work.

Frank Berze stated he had initially received considerable feedback from residents regarding the recent utility billing issues and commended the Financial Assistant Accounts Receivable on working to resolve the billing concerns.

In response to Chair Bannister's follow up inquiry regarding the projected timeline for the approved water meter replacement program, Director of Planning and Development Services, Arnie Marsman stated a four or five year timeframe would be realistic. More detailed information on costs associated with the program will be provided in conjunction with the public meeting and discussion on 2010 water and wastewater rates.

Resolution # CSC/2009/100  
Moved by Frank Berze  
Seconded by Clare Bloomfield

THAT Report Number CST009/09, dated November 23 2009 and entitled "**Olameter Proposal for Water Meter Services**", be received; and

THAT it be recommended to council that the proposal from Olameter dated November 17, 2009 to provide quarterly meter readings, meter and touchpad repairs, collection notice deliveries, water service connection & disconnection, and final meter readings be accepted.

- Carried -

6.4 Inquiries

There were no further reports or inquiries.

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

7.1 Report No CSS01309 - Prince Andrew School – Draft RFP

Corporate Support Specialist Mike Barnier presented the Staff Report and a Draft Request for Proposal and stated he is seeking clearer direction with respect to Council's vision for this property.

It was noted that members of the general public would not likely respond to an advertised RFP assuming it would only pertain to commercial or other business interests. Frank Berze suggested a forum for public input was needed. Mike Barnier stated that a public meeting could be structured to educate interested members of the community about the facility and how they might provide input. Mike Barnier stated a couple of interested parties have inquired about the property.

Members discussed potential conversion and uses for the structure but agreed it is premature to discuss at this point.

Resolution # CSC/2009/101

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Report Number CSS01309, dated November 13 2009 and entitled "**Prince Andrew Public School – Draft RFP**", be received; and

THAT it be recommended to Council that staff be directed to proceed with investigation of a possible severance of the former Prince Andrew School structure from the recreational uses at 15237 Thirteen Mile Road, and

FURTHER THAT a public meeting be held in January 2010 for the purpose of educating members of the community about the former Prince Andrew School facility and gathering public input on its future use.

- Carried -

7.2 Inquiries

There were no reports or inquiries.

8. **ADMINISTRATION**

8.1 Report No. CSA023/09 – Fee By-law 2010

Acting Corporate Services Assistant, Claudia Thar stated the Draft By-law is a compilation of fee changes submitted by the various departments. It was noted changes to Recreation and Facility Services fees for 2010 were previously approved by Council on October 7, 2009.

Arnie Marsman responded to questions regarding fees for trailer park licensing and cutting of noxious weeds.

In response to Chair Bannister's inquiry regarding Schedule "B" Item 1.1.4 – Consent Application, Arnie Marsman confirmed that the

description of the fee should read "\$1,000.00 for the first consent and \$500.00 for each additional *concurrent* application on the same lot".

In response to Clare Bloomfield's inquiry, Greg Watterton confirmed that Appendix 2 Item 1.4 should read "All *Park Facilities*".

In relation to fees for animal control, Frank Berze inquired if the municipality had considered licensing cats. Greg Watterton noted that one area municipality was looking at licensing cats, but he is not recommending any changes to the Animal Control fee structure at this time. Chair Bannister noted the control costs for cats are likely considerable.

Resolution # CSC/2009/102

Moved by Al Edmondson

Seconded by Frank Berze

THAT Corporate Services Committee received Report No. CSA023/09 entitled "Fee By-Law 2010", and

FURTHER THAT Staff Report CSA023/09 entitled "Fee By-law 2010" and By-law 2009-098 being a By-law to Establish Various Fees and Charges for Services Provided by the Municipality of Middlesex Centre (Fee Consolidation By-law) be forwarded for consideration of enactment to the December 16, 2009 public meeting of Municipal Council.

- Carried -

8.2 Inquiries

There were no further reports or inquiries.

9 HUMAN RESOURCES

9.1 Inquiries

There were no further reports or inquires.

10. CONTRACT SERVICES

10.1 Inquiries

There were no reports or inquires.

11. INFORMATION ITEMS

| Item | Item Index   |
|------|--|
| 1    | ABCA Board of Directors Meeting Agenda Nov 12/09 and Minutes Oct 19/09   |
| 2    | Drinking Water Source Protection – Open House – Tuesday November 24, 2009  |
| 3    | Kettle Creek Conservation Authority News Release – Nov 4/09 – Kettle Creek Appoints Acting General Manager/Secretary Treasurer |
| 4    | SCRCA Update – October 2009  |

12. **ADJOURNMENT**

This meeting of the Corporate Services Committee was adjourned at 10:15 a.m. to meet again at 9:00 a.m. on Monday, December 21, 2009.

---

CHAIR

---

RECORDING SECRETARY