

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

Councillor John Brennan was also in attendance.

Staff Members:

Cathy Saunders	Chief Administrative Officer/Clerk
Greg Watterton	Director, Finance & Community Services
Arnie Marsman	Director, Planning & Development Services/CBO (Left 9:55am)
Stephanie Troyer-Boyd	Tax Collector/Deputy Clerk
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

The reporter from the Middlesex Banner was also in attendance.

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 September 28, 2009 minutes of the Corporate Services Committee.

Resolution # CSC/2009/85
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT the minutes of the Corporate Services Committee meeting dated September 28, 2009 be approved.

- Carried -

Chair Bannister inquired regarding the status of information previously requested on costs pertaining to the Wellness Centre Project. Councillor Frank Berze noted that a report has just been received from the architect. CAO/Clerk Cathy Saunders indicated that the information would be forthcoming in a report to a future Corporate Services Committee meeting.

5. **FIRE AND EMERGENCY SERVICES**

5.1 **Report No. PS-F-2009-021/FC – Surplus Arva Rescue/Equipment Van and Environmental Trailer**

Acting Fire Chief Wayne Shipley and Corporate Services Assistant Shannon Leitch responded to members inquiries on the staff report.

CAO/Clerk Cathy Saunders noted that the 1987 rescue/equipment van was to have been disposed of and that retaining the van would result in a loss of the van's trade-in value, estimated to be approximately \$2,500.00 to \$3,000.00, which was anticipated in conjunction with acquisition of another Fire Department vehicle.

It was also noted that ongoing storage of additional equipment would be problematic at this time.

Shannon Leitch stated that the County of Middlesex Emergency Response Program has a trailer containing cots and other equipment and supplies necessary to open and maintain a reception/evacuation centre which is now available to area municipalities in an emergency situation.

Chair Albert Bannister stated in the event of an emergency, similar equipment could also be rented from agencies such as St. John Ambulance or the Red Cross.

Resolution # CSC/2009/86
Moved by Clare Bloomfield
Seconded by Frank Berze

THAT Report PS-F-2009-021/FC dated October 14, 2009 and entitled "**Surplus Arva Rescue/Equipment Van & Environmental Trailer**" be received; and

THAT Corporate Services Committee recommend to Council that the staff recommendation to use the surplus 1987 Ford rescue/equipment van as an environmental response unit to be deployed from the Municipality of Middlesex Centre Fire Department Ilderton Station and to use the existing environmental trailer in conjunction with the Municipality's Emergency Response Plan to store supplies necessary to open and maintain a reception/evacuation centre be denied; and

FURTHER THAT, staff be directed to proceed with disposal of the surplus 1987 Ford rescue/equipment van.

- Carried -

5.2 Report No. PS-F-2009-020/FC – Probationary Fire Fighters – Bryanston & Internal Firefighter Transfer

Members reviewed the staff report submitted by the Manager, Emergency Services & Fire Chief.

Resolution # CSC/2009/87
Moved by Al Edmondson
Seconded by Clare Bloomfield

THAT Report No. PS-F-2009-020/FC, dated October 9, 2009 and entitled "**Probationary Fire Fighters – Bryanston & Internal Firefighter Transfer**" be received.

- Carried -

5.3 Inquiries

There were no further reports or inquiries.

6. **FINANCE AND COMMUNITY SERVICES**

6.1 **Report No. CSD020/09-T – Proposals for the Use of Prince Andrew School Building**

Director of Finance & Community Services, Greg Watterton presented the staff report and stated he will arrange to have Council view the property prior to receiving proposals for future use.

In response to member's inquiries, Mr. Watterton stated it would be premature to anticipate what possible building modifications might be required until a future use is determined. Staff confirmed however, the building has been inspected by a structural engineer and the former Chief Building Official who confirmed the structural integrity of the building.

Staff confirmed the property is currently zoned as "Institutional" and that the possibility of re-zoning for a commercial use was not likely given this would contravene the Municipality's Official Plan.

Resolution # CSC/2009/88

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT Report Number CSD020/09-T, dated October 9, 2009 and entitled "**Proposals for the Use of Prince Andrew School Building**" be received; and

THAT it be recommended to Council that staff be directed to circulate a Request for Proposal for the use of the former school building; and

FURTHER THAT such proposals, when received, be brought forward to Council for further direction.

- Carried -

6.2 **Report No.CST-008/09 – Waiving of Penalty Due to Billing Concerns**

Financial Assistant, Accounts Receivable, Andrea Gottfried responded to members inquiries regarding the staff report. Andrea Gottfried indicated payment plans have been set up for those utility customers who have contacted the municipality regarding higher than usual billings in the current quarter. These customers have been advised that a decision regarding penalty charges is pending.

Resolution # CSC/2009/89

Moved by Frank Berze

Seconded by Al Edmondson

THAT Report Number CST008/09, dated October 22 2009 and entitled "**Waving of Penalty Due to Billing Concerns**", be received; and

THAT it be recommended to council that the penalty for September 2009 only be waived for those entering into payment plans; and

FURTHER THAT the utility collection policy not be applied for the September 2009 billing period; and

FURTHER THAT the attached letter to utility customers be approved and circulated.

- Carried -

6.3 Report No. PS-B-16-09 CBO – Replacement of Water Meters Throughout the Municipality

Director, Planning & Development Services/Chief Building Official, Arnie Marsman stated the purpose of the staff report is to recommend a water meter replacement program due to the large number of aging water meters in the municipality. Mr. Marsman confirmed the program would involve replacement of all water meters in the municipality other than the new style “remote reading” meters which came into use in 2009.

In response to members inquiries staff confirmed the replacement program would be undertaken over a period of two to three years. Director of Finance and Community Services, Greg Watterton indicated the costs for this program would be an expense to the utility system and would also be budgeted for by the municipality over a period of years.

Al Edmondson noted the features of the new “remote reading” meters would benefit both the municipality and homeowners.

Resolution # CSC/2009/90

Moved by Al Edmondson

Seconded by Frank Berze

THAT Report Number PS-B-16-09 CBO, dated October 21, 2009 and entitled “**Replacement of Water Meters Throughout the Municipality**”, be received; and

THAT the committee recommend to council, a replacement program for water meters based on a two to three year phased approach beginning in 2010.

- Carried -

6.4 Inquiries

There were no further reports or inquiries.

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

7.1 GIS Demonstration

Corporate Support Specialist, Mike Barnier provided a demonstration of the Geographic Information System (G.I.S.) and outlined the features and current capability of the system. Mr. Barnier stated that detailed information on the municipality’s water and sewer infrastructure including the type, size, age and location of pipes and location of hydrants is readily accessible from the system. Other types of data available on the system include but are not limited to, zoning information, official plan layer, road networks, utility corridors, business inventory, burn by-law boundaries, ward and poll mapping as well as information on flood plains and conservation authority boundaries.

Mr. Barnier noted that information on municipal infrastructure previously stored in hardcopy has now been entered into the Geographic Information System. Mr. Barnier stated the County of Middlesex, Union Gas and 3rd parties have all contributed to the Municipal GIS system.

Mr. Barnier described some of the many uses for this type of information system stating that the data can be used to prepare targeted mailings for circulation of planning notices or other communications, could be used as an immediate information source

for staff during phone conversations and could also be used to help estimate response times for fire and emergency vehicles and on winter maintenance routes. Any type of spatial query may be made against the aforementioned GIS layers. Mr. Barnier noted there is considerable potential for this type of application in the field of drainage with ability to enhance the data presently available to staff.

In addition to expanding and maintaining the database, Mr. Barnier indicated he would like to make the application available to additional municipal staff through a web-based interface.

7.2 Inquiries

There were no reports or inquiries.

8. ADMINISTRATION

8.1 Report No.PS-F-2009-019 – Lottery Licence Third Quarter Report 2009

Members reviewed the staff report.

Resolution # CSC/2009/91
Moved by Al Edmondson
Seconded by Clare Bloomfield

THAT Report Number PS-F-2009-019 of the Corporate Services Assistant, dated October 8, 2009, and entitled "**Lottery Licence Third Quarter Report 2009**", be received.

- Carried -

8.2 Report No.CSO020/09 – Third Quarter Report – Council Attendance

Members reviewed the staff report.

Resolution # CSC/2009/92
Moved by Frank Berze
Seconded by Al Edmondson

THAT Report Number CSA020/09 of the Corporate Services Assistant, dated October 21, 2009, and entitled "**Third Quarter Report – Council Attendance**", be received.

- Carried -

8.3 Report No.CAOC044/09 – Request from the Ontario Federation of Snowmobile Clubs (OESC) for an access trail in Ilderton

Councillor Clare Bloomfield indicated he has received resident concerns regarding the snowmobile trail along the former railway line between Twelve Mile Road and Ilderton Road. Councillor Bloomfield stated the concerns expressed were related to damage incurred on farm fields as a result of snowmobiles cutting across properties and not remaining on the approved trail during the previous season. Councillor Bloomfield requested that the local chapter of the Ontario Federation of Snowmobile Clubs be advised of these concerns and reminded of their responsibility for signage and policing in this regard.

Resolution # CSC/2009/93
Moved by Clare Bloomfield
Seconded by Frank Berze

THAT Report CAOC044/09 dated October 8, 2009 and entitled "Request from the Ontario Federation of Snowmobile Clubs (OFSC) for an access trail in Ilderton", be received; and

THAT Corporate Services Committee recommend to Council that the correspondence dated October 1, 2009 from Greg Walls be acknowledged and permission granted to the Ontario Federation of Snowmobile Clubs for an access trail into Ilderton for the 2009-2010 season as per the existing Memorandum of Understanding and subject to the OFSC being required to cross Municipal Roads at a minimum distance of 45.72 metres (150 ft.) from the intersection and at a 90 degree angle; and

FURTHER THAT the Ontario Federation of Snowmobile Clubs be advised of resident concerns regarding damage to fields during the 2008 – 2009 season and reminded of their responsibility to ensure appropriate signage and policing along this corridor.

- Carried -

8.4 Report No.CAOC046/09 – Disposal of Land Request – Swindell Lane; Parts 1 and 2, Reference Plan 33R-10518 (geographic Township of Westminster) - Delaware

Chief Administrative Officer/Clerk Cathy Saunders stated based on staff research, the subject property has limited market value unless adjoined to an adjacent property. Cathy Saunders also stated Middlesex Centre would provide the applicant with an estimate of administrative, advertising and legal costs as per their request.

Resolution # CSC/2009/94

Moved by Al Edmondson

Seconded by Frank Berze

THAT Report Number CAOC046/09 dated October 19, 2009, 2009 and entitled "**Disposal of Land Request – Swindell Lane; Parts 1 and 2, Reference Plan 33R-10518 (geographic Township of Westminster) - Delaware**", be received; and

THAT Corporate Services Committee recommend to Council that the closed and stopped up road allowance known as Swindell Lane, located at the northwest corner of Littlewood Drive (County Road No. 35) and Cook Road, legally described as Parts 1 and 2, Reference Plan 33R-10518 in the geographic Township of Westminster, now Middlesex Centre be deemed to be surplus; and

THAT staff be directed to provide notice of the disposal of real property in accordance with Municipal By-law By-law 2004-135; and

THAT the party that has expressed an interest in purchasing the real property be advised that the purchaser will be responsible for all legal, survey, advertising costs and submission of monies for the value of the land costs.

- Carried -

8.5 Inquiries

There were no further reports or inquiries.

9 HUMAN RESOURCES

9.1 Inquiries

There were no further reports or inquiries.

10. **CONTRACT SERVICES**

10.1 Inquiries

There were no reports or inquiries.

11. **INFORMATION ITEMS**

Councillor Clare Bloomfield noted the Upper Thames River Conservation Authority approved a four percent (4%) municipal levy increase for the UTRCA 2010 Draft Operating Budget as outlined in the UTRCA Board of Directors September 22, 2009 Meeting Minutes.

Mayor Al Edmondson asked staff to consider if some form of notice could be circulated to residents who may have missed earlier notification that the Middlesex Centre Communicator Newsletter is now available on the municipal website, via email or (hardcopy) regular mail delivery upon request.

1. ABCA Board Meeting Agenda – October 15, 09 and Minutes – September 17, 2009.
2. Cemetery Board Meeting Minutes – September 29, 2009.
3. Conservation Ontario – Protecting People & Property.
4. Conservation Ontario – Great Lakes E-Bulletin – September 2009.
5. Lake Erie Region Source Protection Committee Meeting Minutes – Sept 10/09.
6. UTRCA Board of Directors Meeting Agenda and Minutes – September 22, 2009.
7. SCRCA Board of Directors Meeting Minutes – September 17, 2009.
8. MLHU Pandemic (H1N1) Influenza Vaccination Clinics for High Risk Individuals – Information and Schedule.

12. **ADJOURNMENT**

This meeting of the Corporate Services Committee was adjourned at 10:13 a.m. to meet again at 9:00 a.m. on Monday, November 23, 2009.

CHAIR

RECORDING SECRETARY