

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 and Clare Bloomfield

Absent with Regrets

Frank Berze

Staff Members:

Cathy Saunders	Chief Administrative Officer/Clerk
Greg Watterton	Director, Finance & Community Services
John Elston	Manager, Emergency Services/Fire Chief
Stephanie Troyer-Boyd	Tax Collector/Deputy Clerk
Andrea Gottfried	Financial Assistant, Accounts Receivable
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**

6.6 Potential Ilderton Splashpad

3. **DISCLOSURE OF PECUNIARY INTEREST**

None were disclosed by any of the members.

4. **MINUTES**

The Committee reviewed the August 24, 2009 minutes of the Corporate Services Committee.

Resolution # CSC/2009/70
Moved by Clare Bloomfield
Seconded by Al Edmondston

THAT the minutes of the Corporate Services Committee meeting dated August 24, 2009 be approved.

- Carried -

5. **FIRE AND EMERGENCY SERVICES**

5.1 **Report No. PS-F-2009-017/FC – Policy Review – Open Fires Cost Recovery PS-4.02**

Fire Chief John Elton reviewed the staff report noting that minor wording changes are proposed to the Fire Department Policy PS-4.02 – Open Fires Cost Recovery to ensure the policy is complete and up to date. Chief Elston provided rationale for policy wording pertaining to cost recovery after a specified number of false alarm calls each year for specified incidents. Chief Elston indicated the ongoing efforts of the Fire Prevention Officer have been successful in reducing the number of false alarm calls for monitored alarm systems by encouraging property owners to complete annual system maintenance.

Resolution # CSC/2009/71
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT Corporate Services Committee receive Report PS-F-2009-017, dated September 21, 2009 and entitled "**Policy Review – Open Fires Cost Recovery PS-4.02**" and recommend to Council that the policy be approved as revised.

- Carried -

5.2 Report No. PS-F-2009-016/FC – Fire Department Responses/Call Outs – June 1, 2009 to August 31, 2009

Fire Chief John Elston noted that total Fire Department Call Outs for the period June 1, 2009 to August 31, 2009 are down from the same period in 2008.

Resolution # CSC/2009/72
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT Report No. PS-F-2009-016/FC, dated September 21, 2009 and entitled "**Fire Department Responses/Call-Outs – June 1st, 2009 to August 31st, 2009**" be received.

- Carried -

5.3 Report No. PS-F-2009-013/FC – Municipality of Middlesex Centre Health & Safety Month

Fire Chief John Elston stated due to the variety of training and awareness activities to be covered, Middlesex Centre's Health and Safety week has been extended to cover the entire month of October 2009. Chief Elston responded to members' inquiries on the content and duration of several of the training exercises to be completed.

Resolution # CSC/2009/73
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT Report No. PS-F-2009-013/FC, dated September 21, 2009 and entitled "**Municipality of Middlesex Centre Health & Safety Month - October**" be received.

- Carried -

5.4 Report No. PS-F-2009-014/FC – Fire Prevention Week October 4 – 10, 2009

Fire Chief John Elston indicated during Fire Prevention Week, October 4th to 10th, Middlesex Centre Fire Department staff will attend the Grade 4 classes in all elementary schools within Middlesex Centre to present a Fire Prevention program. Chief Elston noted this program has been very well received in the past. Students are encouraged to be Fire Prevention 'ambassadors' by sharing the information with family members at home.

Resolution # CSC/2009/74
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT Report No. PS-F-2009-014/FC, dated September 21, 2009 and entitled "**Fire Prevention Week October 4th – 10th, 2009**" be received.

- Carried -

5.5 Report No. PS-F-2009-015/FC – Coldstream Pumper Tender Results

Fire Chief John Elston reviewed the staff report and discussed comparison of the tender bids submitted by Carl Thibault Emergency Vehicles and Dependable Emergency Vehicles. Chief Elston noted some concerns were identified by references for the Carl Thibault bid, relating to quality of workmanship in areas such as welds and paint. The references were unable to comment on the long term durability of the product. Warranty work for Carl Thibeault equipment would be outsourced to a third party, C-Max in St. Jacobs, Ontario. Chief Elston also noted that Carl Thibault is unable to offer a trade-in allowance in accordance with inter-provincial trade requirements. Chief Elston stated Middlesex Centre currently owns three fire apparatus manufactured by Dependable Emergency Vehicles with the earliest model being a 2003. To date, Chief Elston indicated none of the Dependable apparatus have demonstrated any minor or major defects in quality of workmanship. All warranty work required for these apparatus is completed directly by Dependable Emergency Vehicles by their qualified in house staff at the required Fire Station.

Chief Elston stated a five person cab was specified in the tender to ensure the fleet is consistently equipped with the required personnel carrying capacity for the future.

Resolution # CSC/2009/75

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Corporate Services Committee receive Report PS-F-2009-015 dated September 23, 2009 and entitled "**Coldstream Pumper Tender Results**" and recommend,

THAT Council approve the tender bid submitted by Dependable Emergency Vehicles according to the quotation provided within Option "A" of the tender utilizing a Freightliner chassis; and

THAT the Mayor and Clerk be authorized to sign the tender agreement on behalf of the Municipality of Middlesex Centre.

- Carried -

5.6 Report No. PS-F-2009-018/FC – Relocation of Service 1 and Ice Water Rescue Boat Update

Fire Chief Elston reviewed the staff report and confirmed that the Ice Water Rescue Boat has been deployed on one occasion since it was acquired in 2009. Chief Elston also confirmed the Environmental Trailer has been used on several occasions. Fire Chief Elston confirmed the Service 1 Vehicle will be accessible for other Fire Department needs in the new location.

Resolution # CSC/2009/76

Moved by Clare Bloomfield

Seconded by Al Edmondson

THAT Corporate Services Committee receive Report PS-F-2009-018 dated September 23, 2009 and entitled "**Service 1 Vehicle – Ice Water Rescue Boat**".

- Carried -

5.7 Inquiries

Fire Chief Elston asked for the support of all present to help promote Fire Prevention Week.

6. **FINANCE AND COMMUNITY SERVICES**

6.1 Report No. T008-TC – Penalty Write-Off Request

Committee reviewed the staff report submitted by Tax Collector Stephanie Troyer-Boyd.

Resolution # CSC/2009/77
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT Corporate Services Committee receive Report T008-TC dated August 24, 2009 and entitled “**Penalty Write-Off Request**” and recommend to Council that the penalty charges be confirmed on roll No. 39-39-019-010-14400-0000.

- Carried -

6.2 Report No.CST-006/09 – Utility Penalty Charges Write-Off Request

Financial Assistant, Accounts Receivable Andrea Gottfried provided a staff report regarding a request for utility penalty charge write-off. In response to members inquiries, Andrea Gottfried stated the 2008 fourth quarter reading of 13 cubic meters was likely incorrect but this could not be confirmed as it was never reported by the customer. Ms. Gottfried further stated that a payment plan, including the customary penalty on any unpaid balance was set up and verbally agreed to by the customer in response to the high billing amount in the first quarter of 2009. Staff noted that such payment plans are established to assist customers in paying higher than normal accounts and to avoid water shut-off.

Resolution # CSC/2009/78
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT Report Number CST006/09, dated September 9, 2009 and entitled “**Utility Penalty Charges Write-Off Request**” be received; and

THAT the utility charges on account 7131660002 be confirmed as billed.

- Carried -

6.3 Report No. CST-007/09 – Purchase of Shelving for Filing and Storage

Members reviewed the staff report containing information and quotations on supply and installation of new and replacement shelving in the old photocopy room and the property file room. In response to Chair Bannister’s inquiry, staff confirmed the various records that are currently housed in the back storage room.

Resolution # CSC/2009/79
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT Report Number CST007/09, dated September 9, 2009 and entitled "**Purchase of Shelving for Filing & Storage**" be received; and

THAT Corporate Services Committee recommends to Municipal Council that the quote from Thames Office Solutions, for supply and installation of shelving in the municipal office property file room be accepted; and

THAT the quote from Don Ellis, for supply and installation of shelving in the old photocopy room be accepted; and

THAT allocation in the amount of \$5,787.51 be made in the 2010 budget.

- Carried -

6.4 Report No. CSD017/09-T – Ilderton Curling Club Agreement

Director of Finance and Community Services Greg Watterton presented the staff report regarding the lease renewal with the Ilderton Curling Club. Mr. Watterton indicated a one year agreement is recommend as this lease will be included in the overall analysis of rental rates for all municipal facilities. Mr. Watterton indicated it is his intention to bring a future report to Council standardizing municipal facility rental rates. Mr. Watterton confirmed the potential standardization of rates could notionally take into consideration factors such as the age and amenities of a facility as well as profit or non-profit status of tenants.

Resolution # CSC/2009/80

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT Report Number CSD017/09-T dated September 3, 2009 and entitled "**Ilderton Curling Club Agreement**" be received; and

THAT it be recommended to Council that Middlesex Centre enter into a rental agreement with the Ilderton Curling Club for the term October 1, 2009 to April 15, 2010 at a seasonal rate of \$42,719.00.

- Carried -

6.5 Report No. CSD019/090-T – Extension of Contract for Audit Services

Director of Finance & Community Services Greg Watterton presented the Staff Report recommending a three year extension to the contact with the municipality's present auditor, Christene Scrimgeour (Scrimgeour & Company). Mr. Watterton indicated the proposed rate increase from \$6,200.00 to \$8,000.00 is the first requested since Christene Scrimgeour was selected as Middlesex Centre's auditor in 1998. The report included comparative information indicating that the proposed rate is less than the 2009 annual audit fees of other municipalities. Mr. Watterton also confirmed Christene Scrimgeour is the auditor for many other area municipalities.

Resolution # CSC/2009/81

Moved by Al Edmondson

Seconded by Clare Bloomfield

THAT it be recommended to Council that the proposal of Christene Scrimgeour for Audit Services for the years 2010 to 2012 at the annual rate of \$8,000.00 be accepted.

- Carried -

6.6 Ilderton Splashpad

Greg Watterton advised Committee of plans for a potential splashpad facility in Ilderton. Mr. Watterton noted this project has not yet been formally approved by Council, however area service groups are submitting a funding application to Trillium and initiating fund raising activities. Mr. Watterton indicated an exact location for the facility in the Ilderton area has not yet been determined.

6.7 Inquiries

There were no further reports or inquiries.

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

7.1 Inquiries

There were no reports or inquiries.

8. **ADMINISTRATION**

8.1 Report No.CAOC041/09 – Request for Grants – Ilderton Agricultural Society

Members reviewed the report submitted by Chief Administrative Officer/Clerk Cathy Saunders and discussed the Grants Requests Policy GG-1.01 as it pertains to this application.

Resolution # CSC/2009/82
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT Report No. CAOC041/09, dated September 17, 2009 and entitled “**Requests for Grants – Ilderton Agricultural Society**” be received; and

THAT Corporate Services Committee recommends to Municipal Council that the request of the Ilderton Agricultural Society to receive a \$1,000.00 grant to assist with the university tuition for the Fair Ambassador be denied.

- Carried -

8.2 Report No.CAOC040/09 – Signing Authority By-laws

Members reviewed the Staff Report submitted by Chief Administrative Officer/Clerk Cathy Saunders. Cathy Saunders indicated the proposed By-laws will simplify and update municipal signing authorities.

Resolution # CSC/2009/83
Moved by Al Edmondson
Seconded by Clare Bloomfield

THAT Report Number CAOC040/09 dated September 16, 2009 and entitled “Signing Authority By-laws” be received; and

THAT By-law 2009-074 being a By-law to designate persons to sign municipal cheques in the place of the Treasurer and the Head of Council be approved; and

THAT By-law 2009-075 being a By-law to establish Signing Authority for Corporate Business be approved.

- Carried -

8.3 Inquiries

There were no further reports or inquiries.

9 **HUMAN RESOURCES**

9.1 Report No. CAOC043/09 – Employee Compensation Package – Benefits Early Retirement

Members reviewed the Staff Report provided by the Chief Administrative Officer/Clerk. Cathy Saunders described the unique circumstances of this case.

Chair Bannister noted the recommendation represents an exception to a policy which was just recently approved. Chair Bannister further indicated he could not support the recommendation as he did not support approval of the original policy.

Chair Bannister requested a recorded vote.

Resolution # CSC/2009/84
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT the Report Number CAOC043/09 of the Chief Administrative Officer/Clerk, dated September 25, 2009 and entitled “**Employee Compensation Package – Benefits Early Retirement**”, be received; and

FURTHER THAT approval be given to the request of an individual to receive early retirement benefits commencing November 1, 2009.

Name	Yes	No
Albert Bannister		x
Frank Berze	Absent	Absent
Clare Bloomfield	x	
Al Edmondson	x	

- Carried -

9.2 Inquiries

There were no further reports or inquiries.

10. **CONTRACT SERVICES**

10.1 Inquiries

There were no reports or inquiries.

11. **INFORMATION ITEMS**

- Chair Bannister referred to the Ministry of the Environment Discussion Paper – Source Protection Plans under the Clean Water Act, 2006 – Discussion Paper on Requirements for the Content and Preparation of Source Protection Plans – June 2009 (Information Item #8) and expressed concern with the impact the subordinate legislation will have on municipalities. Cathy Saunders noted the regulations would have to be incorporated through policies in Middlesex Centre’s Official Plan and would likely be regulated by the Conservation Authorities ultimately resulting in higher levies for the municipality.

2. Chair Bannister inquired regarding the status date of information provided in the Wellness Centre – Budget Update Report (Information Item #11). Chair Bannister asked if a comprehensive costing report could be provided for all aspects of the project from initiation of the Graystone Study to date. Staff indicated a further report will be provided at a future meeting.

INFORMATION ITEMS

1. ABCA Board of Directors Meeting Agenda – September 17, 2009
2. ABCA Board of Directors Meeting Minutes – July 16, 2009
3. Frank Cowan Company Newsletter – Summer 2009
4. Ilderton Doctor's Clinic – Budget Update
5. KCCA Announcement – Retirement of Bryan D. Hall, General Manager
6. Lake Erie Source Protection Committee Meeting Minutes – August 6, 2009
7. Lower Thames Conservation Authority Board of Directors Meeting Minutes – July 30, 2009
8. MOE Discussion Paper – Source Protection Plans under the Clean Water Act, 2006 – Discussion Paper on Requirements for the Content and Preparation of Source Protection Plans – June 2009
9. OMAFRA CONNECTS Bulletin – September 2, 2009
10. Upper Thames River Conservation Authority Board of Directors Meeting August 25, 2009 Agenda, Minutes and Information
11. Wellness and Recreation Centre – Budget Update

12. **ADJOURNMENT**

This meeting of the Corporate Services Committee was adjourned at 10:25 a.m. to meet again at 9:00 a.m. on Monday, October 26, 2009.

CHAIR

RECORDING SECRETARY