

## **The Corporation of the Village of Oil Springs Regular Meeting Minutes**

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Date: Tuesday, February 9, 2016  
Time: 7:00 p.m.  
Location: Village of Oil Springs Council Chambers  
4591 Oil Springs Line, Oil Springs, ON

Council Members Present: Ian Veen, Mayor  
Andrea Burns-Antoine  
Rick Powell  
Matt Strangway  
Larry Wagner

Staff Member Present: Jennifer Turk, Clerk-Treasurer

Public Present: Julie Kelly, Mary Lynn McCallum – Enniskillen Councillor, Duncan McTavish – Clerk-Administrator Township of Enniskillen, Tim Ryall – Ministry of Municipal Affairs and Housing, Mike Young – Water ORO

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### **Call to Order**

Mayor Veen opened the meeting at 7:00 p.m.

### **Declaration of Pecuniary Interest/Conflict of Interest**

No declaration was made by any one member of Council at this time. Mayor Veen requested Council members to make the appropriate declaration if necessary throughout the business of the meeting.

### **Delegations**

#### **7:00 p.m. – Tim Ryall, Ministry of Municipal Affairs and Housing**

Mr. Ryall reviewed with Council the Village of Oil Springs Financial Indicator Review based on 2014 financial information return as prepared by Davis Martindale (auditors).

Mr. Ryall discussed the process for amalgamation as per Council's request. Mr. Ryall informed Council that a motion to approve the amalgamation from Oil Springs Council, as well as the other municipality taking on Oil Springs, as well as County of Lambton would have to be received at the Ministry level. No further discussion on amalgamation at this time.

At 7:20 p.m., Mr. Adam Veen, Sarnia Lambton Economic Partnership entered Council chambers.

At this time Mr. Ryall gave an update on the new ODRAP fundamentals (Ontario Disaster Relief Assistance Program). Details of the new fundamentals were to be presented at the OGRA/ROMA conference at the end of February.

At 7:25 p.m., Mr. Kerry Bedard made his entrance into Council chambers.

At this time, Mayor Veen thanked the delegation for Mr. Ryall's presentation and answering questions from council and staff.

At 7:30 p.m., Mr. Ryall made his exit from Council Chambers.

7:30 p.m. – Duncan McTavish & Mike Young, Township of Enniskillen

Discussions took place regarding the 2015 Annual and Summary Reports as well as the 2015 Ministry of Environment Inspection Report, as presented by Mike Young. The Environment Inspection Report took place October 30, 2015.

At this time, Mr. McTavish reviewed with Council the annual report regarding the operations of the reservoir as presented. The same report went to Township of Enniskillen Council on Tuesday, February 9, 2016.

At 7:58 p.m., Darren Morningstar, Superintendent of Public Works entered Council chambers.

Discussions continued with Council and Mr. McTavish regarding the total expenses for the reservoir in 2015 where the Village is responsible for 50% of the total invoice.

Due to the aging infrastructure at the reservoir and the inability to obtain parts for repair/replacement, Enniskillen Council moved forward that an engineering report be brought back to Council to review options for future maintenance to the reservoir system. Mr. McTavish is hoping that when the engineer report comes back, any future repairs to the reservoir can continue to occur by piece mail. MIG Engineering is conducting the engineering report at a cost of \$12,000. The engineer report is to assist with the future costs to maintaining the reservoir by both municipalities.

At this time, Mayor Veen thanked the delegation for their presentations and answering questions from council and staff.

At 8:05 p.m., Mr. McTavish and Mr. Young made their exit from Council Chambers.

8:05 p.m. – Kerry Bedard, By-law Enforcement Officer

At this time, Mr. Bedard reviewed services offered by himself to assist in the enforcement of Village by-laws. Mr. Bedard currently has a contract with Town of Petrolia and Township of St. Clair.

Council discussed with Mr. Bedard, his list of charges for the municipality should he be contracted to offer by-law enforcement. Charges are as follows:

- \$45/hour
- \$0.50 per kilometer

Discussions took place regarding the benefit of having a by-law enforcement officer versus the charge from OPP from their billing module and/or the charge from County of Lambton.

At this time, Mayor Veen thanked the delegation for his presentation and answering questions from council and staff.

At 8:20 p.m., Mr. Bedard made his exit from Council Chambers.

8:20 p.m. – Adam Veen, Sarnia-Lambton Economic Partnership

Mr. Veen presented to Council SLEP – Discoveries that Matter.

At this time, Mayor Veen thanked the delegation for his presentation and answering questions from council and staff.

At 8:30 p.m., Mr. Veen made his exit from Council Chambers.

### **Adoption of Council Meeting Minutes**

**Motion #1** – *Burns-Antoine/Strangway*: That the minutes be adopted by Council and that those confidential minutes of the closed sessions of Council remain confidential and restricted from public disclosure in accordance with the exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act:

- Regular Council Meeting, January 12, 2016
- Closed Council Meeting Minutes, January 12, 2016 *Carried.*

### **Business Arising from Previous Meetings Minutes**

#### **Groundhog Day Breakfast**

Proceeds of approximately \$1,100 went to Parks & Recreation Committee. The Enniskillen/Oil Springs Fire Department cooked the breakfast and donated all the proceeds to the board.

Councillor Powell recommended that a donation be made to Heaven's Wildlife Rescue.

Recommendation will be brought forth to the next Parks & Recreation Committee Meeting at the call of the chair (usually in March). Mayor Veen directed staff to send a thank you letter to the Egg Producers of Ontario for their donation of 55 dozen eggs, and to the Enniskillen/Oil Springs Fire Department, for their role in cooking breakfast.

No further business to discuss.

### **Opening Tenders/Requests for Proposals**

#### **4778 Aniline Street**

One (1) tender was received for the said property.

**Motion #2** – *Wagner/Powell*: That the tender submitted by Wayne and Betty Strevel in the amount of \$22,500 for the sale of surplus lands at 4778 Aniline Street be accepted and staff be directed to proceed with the finalization of the sale. *Carried.*

### **Public Works Department**

At 8:45 p.m., Superintendent of Public Works, Darren Morningstar gave Council an update of the following issues:

- snow plowing throughout the day, Ian Burr started at 7pm tonight and will continue with an eight (8) hour shift.
- Winter Maintenance Policy to Council in March. Asked to develop one in March 2014. Policy developed by the Labourer since he is currently on modified duties from a fall on ice in late January.
- Darren attending a Roads & Risk Workshop in Point Edward on March 21.
- Deer signage at the east end of the Village still needs to be put up. Requires two (2) men and mark is on modified duties.
- Salt still remaining in bay.
- Sanitary service to be installed week of February 15 with Water at 2761 Oil Heritage Road for four (4) services.
- Obtained quotes on new salter/spreader. Gas versus hydraulic. Estimating \$6,000.
- Ruts from clearing snow on sidewalks to be repaired when weather is better.

At 8:55 p.m., Mr. Morningstar made his exit from Council Chambers.

### **Motions from Delegations**

**Motion #3** – Powell/Strangway: That the three (3) reports as presented by Mike Young, ORO, Village of Oil Springs Water Distribution System, be noted as received and filed accordingly.

- Annual Report
- Summary Report
- MOE 2015 Inspection – October 30 Carried.

### **Planning /Zoning Issues**

None.

### **Staff Reports**

Council discussed the timing of events from the Water ORO sign-in sheet with regards to the water reports presented earlier in the meeting.

**Motion #4** – Strangway/Powell: That the following Staff Reports be noted as received and filed accordingly:

- 9.1 CH2M Hill OMI – December 2015 Monthly Report
- 9.2 Oil Springs Water Distribution System Monthly Report – Dec 2015 – Jan 2016
- 9.3 Xplorner Tower Site Plans Carried.

**Motion #5** – Wagner/Burns-Antoine: That the following Staff Report #9.4 – 2015 to 2021 Water Financial Plan with a 0% increase created by Davis Martindale be noted as approved and staff be directed to proceed with the filing requirements for the Village of Oil Springs Drinking Water License Renewal due March 2016. Carried.

**Motion #6** – Burns-Antoine/Powell: That the following Staff Report #9.5 – Injury/Incident Investigation Policy and Reporting Forms be noted as approved and staff be directed to follow the policy as soon as possible. Carried.

**Motion #7** – Burns-Antoine/Strangway: That the following Staff Report #9.6 – Training Reimbursement for staff and Council be deferred to March 2016 Council Meeting. Staff directed to include all costs including travel and accommodations Carried.

### **Councillors' Reports**

None.

### **Committee Meeting Minutes and Reports**

**Motion #8** – Burns-Antoine/Powell: That the following Committee Meeting Minutes and Reports be noted as received and filed accordingly:

- 11.1 Bluewater Recycling – January 21, 2016 Minutes
- 11.2 SCRCA – December 10, 2015 Minutes
- 11.3 Optimist Club – Family Movie Day Carried.

### **By-laws**

**Motion #9** – Burns-Antoine/Strangway: That By-law No. 701 of 2016, being a By-law to regulate parking on roads within the Village of Oil Springs having been taken as read a first time January 12, 2016, be read a second, and third reading and finally passed and the Mayor and Clerk be authorized to sign the said by-law accordingly. Carried.

### **Correspondence – Action Required Items**

**Motion #10** – Burns-Antoine/Strangway: That the Action Required Correspondence #13.1, - Central Lambton Family Health Team be noted as received and deferred to 2016 Budget for discussion as the reserve fund setup for this organization has been depleted to \$0.

Carried.

**Motion #11** – Powell/Wagner: That the following Action Required Correspondence items be noted as received and filed accordingly:

- 13.2 Township of Carling – Physician Recruitment Resolution
  - 13.3 Township of Madawaska Valley – Physician Recruitment Resolution
  - 13.4 Town of Petrolia – Theo Fleury Special Event Sponsorship Request
  - 13.5 Township of Wainfleet – Cancel RFP for Added Wind Power Generation Resolution
- Carried.

### **Correspondence – Recommended Reading**

**Motion #12** – Wagner/Powell: That the Correspondence relating to “Recommended Reading” not otherwise addressed by resolution, be noted as received by the Village of Oil Springs Council, and filed accordingly.

- 14.1 SCRCA – 2016 Approved Budget
  - 14.2 SCRCA – 2016 Planning and Regulation Fees
  - 14.3 AMO – Watchfile – January 14, 2016
  - 14.4 AMO – Watchfile – January 21, 2016
  - 14.5 AMO – Watchfile – January 28, 2016
  - 14.6 MAFRA – Drainage Course & Tile Loan Program
  - 14.7 St Clair Catholic District School Board – Annual Meeting
  - 14.8 Frank Cowan Co. – ATV newsletter
  - 14.9 AMO – Watchfile – February 4, 2016
  - 14.10 Stantec – Union Gas Dawn-Enniskillen Pipeline Project
- Carried.

### **Closed Meeting Session**

At 9:10 p.m., Council moved into Closed Session.

**Motion #13** – Burns-Antoine/Powell: That Council move into an In-Camera Meeting of Council pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

- a) personal matters about an identifiable individual, including municipal property or local board employees – **Tax Arrears Eligible for Tax Sale**

An update was provided by the Deputy Clerk-Treasurer. One (1) property out of the original nine (9) remain unpaid and is eligible for tax sale. Property at Con 3, Pt Lot 16, Bruce Street, Roll # 3818 000 010 20600 0000 has an unpaid balance of \$843.22 stemming from 2013. No further action on this file as it costs more to go through the tax sale process versus what is owed from this property owner. Staff directed to keep sending correspondence in an attempt to retrieve monies owing.

- b) personal matters about an identifiable individual, including municipal property or local board employees – **Discussion of Public Works Staff Performance**

Mayor Veen brought to Council’s attention of public works staff driving Village fleet while on restricted duties as noted by the employee’s doctor. Supervisor of the staff member knew of the incident. Discussions of employees being disciplined.

Carried.

Council reconvened to their open session of the agenda at 9:25 p.m.

**Motion #14** – Burns-Antoine/Powell: That the Closed Session be adjourned. Carried.

## Accounts

Discussions took place regarding the invoice received from Township of Enniskillen for ORO services from Mr. Mike Young for the Oil Springs Water Distribution System.

**Motion #15** – Burns-Antoine/Strangway: *That the Accounts as listed be approved by the Village of Oil Springs Council for payment:*

- 17.1 Village of Oil Springs General Pay List – January 12 – February 9, 2016
- 17.2 OMTRA – 2016 Membership
- 17.3 OGRA – 2016 Membership
- 17.4 OMMI – 2016 Membership
- 17.5 Township of Enniskillen – 2015 Water ORO Expenses Carried.

## New Business

### By-law Enforcement Officer

Discussions took place regarding contracting the services from Mr. Kerry Bedard as presented earlier in the council meeting.

**Motion #16** – Burns-Antoine/Strangway: *That Kerry Bedard be hired as the Village of Oil Springs By-law Enforcement Officer at a rate of \$45 per hour and \$0.50 per kilometer for mileage, on a as needed basis to aid in the enforcement of bylaws such as Parking By-law, Clearing of Lands By-law and any other by-law deemed necessary by the Council, that Mr. Bedard is lawfully able to enforce.* Carried.

### Sarnia-Lambton Economic Partnership

At this time, Council discussed the presentation brought forth by Mr. Adam Veen.

**Motion #17** – Wagner/Powell: *That the presentation from Sarnia-Lambton Economical Partnership as presented by Adam Veen, be noted as received and that Council adopt the “discoveries that matter” logo and support the program.* Carried.

### Community Hall – Accessibility Ramp

The Clerk-Treasurer updated Council of the ramp project at the Community Hall. Drawings were submitted by R. Dobbin Engineering for Council to review the said project and how it will look.

**Motion #18** – Burns-Antoine/Strangway: *That staff be directed to move forward with the construction of the accessible entrance at the community hall in the form of request for tender in order to finalize project costs and investigate funding opportunities.* Carried.

### Public Works – Overtime

The Clerk-Treasurer updated Council with accumulated overtime in the Public Works Department:

- Darren Morningstar – 18.5 hours – as of January 2016.
- Mark Warwick – 37.5 hours – as of January 2016

Discussions took place regarding staff taking time off when slow to use up the overtime hours so there are no added costs of payout to the taxpayers.

### Village Colours

Discussions took place regarding changing the colours of our signs throughout the Village. Mayor Veen indicated to Council to “update” our signage.

At this time, the Clerk-Treasurer gave a verbal report of how much it will cost to replace the signs throughout the Village that are in the burgundy and gold theme. In 2004, the Village paid approximately \$4,500 to replace the gate signs at the north and south end of the municipality, the sign at the Village office as well as the sign at the Youth Centre. In 2010, the Village paid \$8,000 for 10 interpretive signs that are throughout the Village. To re-design the signs it will cost \$76 per hour, with a minimum of 2 hours. No further discussion. To be tabled to the 2016 budget.

Paperless Agenda

Councillor Powell expressed concern with the amount of paper being used to print agendas and directed staff to produce a report for the next council meeting to outline recommendations.

2015 Merchandise

Council discussed giving away 2015 merchandise at any event planned in 2016 as there is an abundance of promotional items at the Village office such as t-shirts, hats, golf-shirts, posters, afghans, coffee mugs, and water bottles. Items to include giving away are youth shirts for any children events, as well as water bottles, golf shirt and hats to be included to give away at the municipal banquet that occurs in April.

**Approval of Confirming By-law**

***Motion #19*** – Wagner/Burns-Antoine: *That By-law No. 703 of 2016, being a By-law to confirm all resolutions of the Council Meeting held February 9, 2016 be taken as read a first, second, third reading and finally passed and the Mayor and Clerk be authorized to sign the said by-law accordingly.* *Carried.*

**Adjournment**

Adjournment of the Regular Council Meeting took place at 10:20 p.m.

***Motion #20*** – Powell/Burns-Antoine: *That the Regular Council Meeting be adjourned until the next Regular Meeting, to be held on Tuesday, March 8, 2016, commencing at 7:00 p.m.* *Carried.*

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Mayor

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Clerk