

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

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Date: Tuesday, November 1, 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

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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**

None.

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

***Motion #1*** – Strangway/Burns-Antoine: *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, October 4, 2016*
- *Special Council Meeting, October 25, 2016*
- *Closed Council Meeting Minutes October 4, 2016, 7:15 p.m.*
- *Closed Council Meeting Minutes October 4, 2016, 8:55 p.m.* *Carried.*

At 7:02 p.m., Darren Morningstar, Superintendent of Public Works made his entrance into Council chambers.

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

#### **Sickle Bar Mower**

***Motion #2*** – Wagner/Powell: *That the \$6,100 plus HST for the purchase of the sickle bar mower be taken from Working Reserves.* *Carried.*

#### **Lot 52 & Lot 53 Aniline Street**

Councillor Wagner asked staff when the construction of the new home was to take place at the subject property. The Clerk-Treasurer informed Council that construction was set for April 2017 as the building permit was not going to be administered from the County of Lambton until December, giving the property owner 6 months to start construction and another 6 months to finish construction.

### Salter

Mayor Veen asked for an update on the salter. Darren informed Council that repairs to the salter are complete. New chain and bearings were required for the repair.

### Snow Fence

Mayor Veen asked Public Works staff for an update on the installation of the snow fence on Aniline Street in the field on the north side of the street. Darren indicated the snow fence was not up yet but would be soon.

### Oil Heritage Road Lots

Darren indicated to Council that the waterlines have been moved for the four (4) vacant properties to the recommended 1.5 meters apart as outlined in the regulations. The cost of this was borne to the property owner.

### Community Hall Windows

The silent auction of the three (3) painted windows expires Tuesday, November 8, 2016 at 2:00 p.m.

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

### Wireless Internet

Discussions took place regarding the need of wireless internet for the Superintendent of Public Works Office located in the basement of the Community Hall. There is wireless internet from the Lambton County Library – Oil Springs Branch, however, after the service appears to intermittent. Retrieving emails is difficult for the Superintendent of Public Works as a constant connection is required.

***Motion #3 – Burns-Antoine/Wagner: That the quotes submitted for the wireless internet be noted as received as presented by the Clerk. That Council approve the quote from Juce Computers in the amount of \$443.53. This will ensure the Public Works Office in the basement of the Community Hall receives 24/7 internet service without disruption. Carried.***

## **Public Works Department**

At 7:10 p.m., Superintendent of Public Works, Darren Morningstar joined Council at this time.

### **Closed Meeting Session**

At 7:10 p.m., Council moved into Closed Session.

***Motion #4 – 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 or local board employees:*
  - 4760 Oil Springs Line

*Carried.*

Council reconvened to their open session of the agenda at 7:20 p.m.

***Motion #5 – Burns-Antoine/Powell: That the Closed Session be adjourned***

### Continuation of Public Works Update

The Superintendent of Public Works gave Council an update of the following items:

- Cold patching in front of the Community Hall to be completed end of week of October 31, 2016
- Railings part of ramp project. They are custom made to fit. Should be installed week of October 31, 2016. Accessible button to be installed week of November 7, 2016, then the project is complete.
- Leak in the basement at the Community Hall (58er's Club) from the waterline that was moved. Hydraulic cement was used to stop the leak, however the carpet did get wet. De-humidifiers are being used to dry out the basement. The Clerk directed Public Works staff to hire a contractor to clean the carpet as it is only a couple years old.
- Repaired water shut off at 4488 South Plank Road. Public Works was called to shut off the water for the property owner to do repairs, however the shut off at the curb was not able to be turned off.
- Seat covers are on the ¾ ton pickup.
- Public Works asked to keep an eye on the catch basin and remove any leaves/debris to allow ground water to escape into the Village's drainage system.
- Sickle bar mower has been used. Darren reported that the equipment works great. Needs greasing after each use. Blade does bog down at time due to thick grass or roadside debris.
- Discussions took place regarding the type of blade on the sickle bar mower. Darren indicated to Council that an extra blade did come with the mower.
- Darren gave Council a heads up on people parking at the public works yard. Property owner at 4592 Oil Springs Line have seen people checking doors at the Community Hall and doors at the public works shop. Police have been notified.
- Youth Centre – women's washroom – middle stall. Seem to have an issue with the toilet leaking water on floor. Darren indicated that this is a new toilet. It was observed by staff at the last function that the middle stall had water on the floor, however do not know where the water is coming from. Mayor Veen gave instruction to public works of what to look for to try to correct the issue.
- Darren indicated that Mr. Joel Butler was hired as Seasonal Call In Snow Plow Operator for the Village. Annual training is in London, Ontario however, the class is full. We have added Tyson McLachlan and Joel Butler to the waiting list for London should there be another class.
- Mayor Veen directed public works to remove all trees at the bridge on Oil Springs Line...dead or alive.
- Darren indicated that staff is picking up leaves left at the curbside
- Cemetery gates will be closed after the funeral set for November 2016.
- It was indicated to public works that perhaps the road patrol should start later in the morning as at 7am, it is dark out.

At 7:40 p.m., Darren made his exit from Council chambers.

### Planning/Zoning

None.

### Staff Reports

**Motion #6** – Powell/Wagner: *That the following Staff Reports be noted as received and filed accordingly:*

- 9.1 CH2M Hill OMI –September 2016 Monthly Report
- 9.2 Jen Turk – DWQMS Document Review 2016 (Operator Minutes, New Risk Assessment Minutes, Emergency Management Testing & Training, Management Meeting Minutes, Internal & External Audits. Carried.

### Staff Report #9.3 – 2018 Election Report

Discussions took place regarding the report that was presented by the Clerk –Treasurer regarding Internet/Telephone Voting for 2018 Election.

Councillor Burns-Antoine indicated to Council that from the election seminar that took place earlier in September, it was proven that older people are inclined to use this type of voting more so than younger people.

The Clerk-Treasurer informed Council that in 2014 election, the expense to run a paper ballot election was a cost of \$4,100. With Internet/Telephone Voting used as the method of choice, there would be a cost savings due less staff time needed to prep and no need to hire and train staff for Election Day. In 2014, staff was 11:45 p.m. counting ballots. The Clerk indicated she does not want this to happen for the 2018 election. Only other option is to hire more people or find a cheaper voting alternative.

***Motion #7*** – Wagner/Burns-Antoine: *That the following Staff Reports #9.3 as received by the Clerk-Treasurer regarding Municipal Election 2018 be noted as received and that Council authorize the use of internet and telephone voting as an alternative voting method in the 2018 municipal election and that Council authorize the release of an RFP for Internet/Telephone Service Providers collaboratively with the municipalities in County of Lambton who are participating in Internet/Telephone Voting Method.* *Carried.*

### Councillors' Reports

None.

### Committee Meeting Minutes and Reports

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

- 11.1 SCRCA – 2017 Proposed Budget
- 11.2 SCRCA – October 2016
- 11.3 Bluewater Power – Shareholder Update Meeting
- 11.4 Bluewater Recycling – October 20 minutes
- 11.5 Lambton Group Police Group – July/August Minutes
- 11.6 Lambton Group Police Services Board – July 20 Minutes *Carried.*

Mayor Veen indicated to Council that he would be attending the Shareholder's meeting at Bluewater Power. The Clerk indicated that she would not be attending due to training.

Mayor Veen also indicated to Council that he attended the Lambton Group Police Services Board.

### By-laws

***Motion #9*** – Wagner/Burns-Antoine: *That by-law No. 729 of 2016, being a By-law to designate signing officers and authorize the execution of the contribution agreement regarding the Ontario Community Infrastructure Fund, Formula-Based Component Program between Her Majesty the Queen in Right of Ontario as represented by the Ministry of Agriculture, Food and Rural Affairs and the Corporation of the Village of Oil Springs be read a first, second, and third reading and finally passed and the Mayor and Clerk be authorized to sign the said by-law accordingly.* *Carried.*

### Council Code of Conduct

Discussions took place regarding the proposed by-law/policy as presented by the Clerk. Councillor Wagner questioned why there wasn't a policy for staff. The Clerk explained to Council that there is a Complaint Policy that would be followed should there be a complaint lodged against a staff member. Council Code of Conduct is for Council, as members of council

are elected by the public and are to be transparent and accountable for all decisions made for Village business. Staff is hired by that Council that is elected. Council Code of Conduct is a mandated policy from the Ministry of Municipal Affairs and Housing. Oil Springs does not have a by-law/policy and after a meeting with the municipal affairs representative, it was brought to the Clerk's attention that one needs to be in place. The Clerk also explained to Council that this by-law/policy has nothing to do with the proceedings that are currently taking place at the City of Sarnia and is not derived by staff.

***Motion #10*** – Wagner/Powell: *That By-law No. 730 of 2016, being a by-law to establish a code of conduct for members of Council and complaint protocol for the Corporation of the Village of Oil Springs 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.

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

***Motion #11*** – Burns-Antoine/Strangway: *That the Amendment No. 8 pertaining to the Standard Agreement for Professional Services from Ch2M Hill OMI (Over-all Responsible Operator with Sanitary Sewer Services) in the amount of \$35,615 be approved for payment. That the Standard Agreement for Professional Services from Ch2M Hill OMI (Over-all Responsible Operator, and Operating Authority with Water Services) in the amount of \$9,000 be approved for payment. That the Clerk-Treasurer be authorized to sign the said agreement.* Carried.

***Motion #12*** – Powell/Wagner: *That Action Required Item # 13.2, resolutions asking the province to re-evaluate the structure of hydro in terms of access and delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents, supporting Township of Frontenac, and Grey County, be noted as supported by the Village of Oil Springs Council and that staff be directed to send the support to the aforementioned municipalities.* Carried.

***Motion #13*** – Wagner/Powell: *That the following Action Required items be noted as received and filed accordingly:*

- 13.3 Township of South-West Oxford – Barriers to Employment Opportunities for CCA's Resolution
- 13.4 Municipality of Charlton & Dack – 25 Voter Support 2018 Election Resolution
- 13.5 Township of Zorra & Municipality of Grey highlands – Accommodation Review Process Resolution
- 13.6 Township of Madawaska Valley – Changes to Parole System Resolution
- 13.8 Warden's Banquet – November 19, 2016 Carried.

Discussions took place regarding Action Required Item #13.8 as noted above. Council is to inform the Clerk if they are interested in attending. Council was reminded that Councillors would be expected to pay for their own tickets.

#### **Lambton County Development**

Discussions took place regarding the request from Lambton County Developmental Services to hold their monthly dances at the Youth Centre with a reduced rate in rent.

***Motion #14*** – Burns-Antoine/Strangway: *That Action Required Item # 13.7, received from Lambton County Developmental Services, regarding the use of the Youth Centre for their monthly dances be noted as received and Council approve the rental fee for LCDS at a rate of \$150.00 per dance with the \$300 damage deposit required to cover the costs of any damages sustained during the dances.* Carried.

### **Correspondence – Recommended Reading**

**Motion #15** – Powell/Wagner: *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 AMO Watchfile – October 6, 13, 20, 27, 2016

14.2 Union Gas – 2017 Rates Evidence

14.3 CUPW/STTP – Canada Post Review

*Carried.*

### **Closed Meeting Session**

At 8:05 p.m., Council moved into Closed Session.

**Motion #16** – Burns-Antoine/Wagner: *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:*

b) *personal matters about an identifiable individual, including municipal or local board employees:*

*- Complaints Filed*

*Carried.*

Council reconvened to their open session of the agenda at 8:25 p.m.

**Motion #17** – Wagner/Strangway: *That the Closed Session be adjourned*

### **Motions Made from Closed Session Discussion**

**Motion #18** – Strangway/Burns-Antoine: *That Council direct Property Standards from County of Lambton to pursue with Option #1 as discussed in Closed Session.*

*Carried.*

### **New Business**

#### **OCIF Top-Up Grant Application**

The Clerk informed Council of the recent application submitted on October 21, 2016 as directed by Council in the amount of \$685,000. This grant was for the replacement of storm sewer drain on Oil Springs Line from Oil Heritage Road to the bridge on Oil Springs Line. If this grant is approved by the Ministry, the municipal portion will be %15, not %10 due to the increase in contingency costs as outlined by the engineer (R. Dobbin Engineering) that submitted the quote. In the grant application, the contingency allotment is 10% maximum.

Mayor Veen updated Council on the conversation he had with R. Dobbin Engineering regarding the quote. He expressed displeasure with the quote, as it should not cost this much to replace drainage that is already there.

#### **Oil Springs Growth Committee**

Mayor Veen gave an update regarding a meeting he attending on Tuesday, October 25, that was held at Milan Restaurant in Oil Springs. The Committee is focusing on bringing in businesses in the Village, possibly a micro-brewery. It was also indicated that the Mayor reminded the group that the UNESCO designation for Fairbanks oil properties would take minimum ten (10) years to be obtained. It was also indicated that approximately 10-12 people attended the meeting.

Some other ideas brought forth were:

- farmers market held on Sundays
- Summer of 2017 – Last Friday of every month – businesses open later to have a “Last Friday”/festival
- Bed & Breakfast within the Village.

#### Annual Staff/Council Christmas Party

The Clerk informed Council that Christmas was approaching and asked Council what they would like for 2016. It was indicated to do the same as last year, book dinner at a restaurant in Petrolia, where spouses are invited. All meals would be paid for by the Village, however everyone would be responsible for payment of their own alcohol.

#### 4597 Oil Springs Line

Councillor Powell indicated that the sidewalk was cracked at the above noted address due to renovations/construction that had taken place on site. The Clerk was directed to investigate.

#### Village Sidewalks

Councillor Powell indicated that for 2017, perhaps Council should walk the sidewalks and decide which ones need to be replaced/repared as there were sidewalks that were in need of replacement/repair in 2016 that did not get done. The Clerk was directed to investigate.

#### Kelly Road

Councillor Strangway indicated that Kelly Road was in need of replacement/repair and should be considered for the 2017 Budget. The Clerk was directed to investigate

Discussions took place regarding the patching that took place along Oil Springs Line in Enniskillen Township. It was discussed amongst Council that perhaps this procedure should be done to Kelly Road in 2017.

#### Cats

Mayor Veen indicated that there seems to be a lot of cats in his area. He wondered the possibility of a by-law for the regulation of cats. The Clerk reminded Council that currently there was no by-law, and that the Town of Petrolia pursued this avenue within the last couple of years without success.

#### December 20 – Council Meeting

The Clerk discussed the annual meet and greet held after the last council meeting in December, in council chambers, where contractors and the public attend. The Clerk asked Council if the businesses of the Village should be invited. Council agreed to invite the businesses of the Village.

#### Vacation – Mayor

Mayor Veen informed Council he would be away week of November 7, after the Remembrance Day service being held Sunday, November 6 at 11:00 a.m. at the Legion in Oil Springs with a short service at the cenotaph.

Councillor Wagner informed Council and the Clerk that he would be available to sign any cheques needed on Thursday. Councillor Burns-Antoine informed Council and the Clerk that she would be available to sign any cheques needed on Tuesday.

#### Accounts

***Motion #19*** – Wagner/Powell: *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 – October 5 – November 1, 2016*
- 17.2 *Oil Springs Growth Committee – Reimbursement of Advertising* Carried.

#### Approval of Confirming By-law

***Motion #20*** – Powell/Wagner: *That By-law No. 731 of 2016, being a By-law to confirm all resolutions of the Council Meeting held November 1, 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 8:45 p.m.

***Motion# 21*** – *Strangway/Wagner: That the Regular Council Meeting be adjourned until the next Regular Meeting, to be held on Tuesday, December 6, 2016, commencing at 7:00 p.m.*

*Carried.*

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Mayor

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Clerk