

The Corporation of the Village of Oil Springs Regular Meeting Minutes

Date: Tuesday, October 4, 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

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. – Mr. & Mrs. Ron Wagner, Property Owner on Orchardview Drive, Adam Bradshaw, Contractor for Proposed New House

Discussions took place regarding the placement of the proposed driveway for the proposed new home being built on Orchardview Drive pending building permits are obtained. The new build is slated to begin April 2017.

Motion #1 – Burns-Antoine/Strangway: *That the location of the proposed driveway for Part Lot 52 and Part Lot 53 on Orchardview Drive in Oil Springs be approved as presented by the designer.* *Carried.*

At this time, Mayor Veen thanked the delegation for their time and they made their exit from Council chambers.

Adoption of Council Meeting Minutes

Motion #2 – Wagner/Powell: *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, September 6, 2016*
- *Closed Council Meeting Minutes September 6, 2016, 8:05 p.m.*
- *Closed Council Meeting Minutes September 6, 2016, 9:00 p.m.* *Carried.*

Business Arising from Previous Meetings Minutes

Seat Covers

The Superintendent of Public Works, Darren Morningstar confirmed that the seat covers had been ordered for the ¾ ton pickup truck. Anticipated arrival is October 6, 2016.

Aniline Street Drainage

The Superintendent of Public Works, Darren Morningstar confirmed that there is a restrictor on the drain from the field on Aniline Street to the drain that runs along Aniline Street. The restrictor is working and is preventing an abundance of flow of water from the field to the Oil Springs Drainage System. This was confirmed by Jake Smit who was the contractor who installed the restrictor as requested by Council.

Taxi Service By-law

The Clerk-Treasurer, Jennifer Turk, confirmed that the bylaw regulating taxi services in Oil Springs was emailed to the interested party in operating a taxi/shuttle service out of Oil Springs. No further communication has been received since.

Sidewalk at 4760 Oil Springs Line

The Superintendent of Public Works, Darren Morningstar confirmed that the sidewalk was framed and ready for cement from Concrete Systems once they pour for the ramp project at the Community Hall.

Painted Windows at Community Hall

The Clerk-Treasurer informed Council that there were no bids received for the three (3) painted windows that were removed from the Community Hall. Council directed staff to advertise them for auction again with a lower minimum bid of \$50 per window.

Opening Tenders/Requests for Proposals

Sickle Bar Mower

Discussions took place regarding the five (5) quotes received for the purchase of a sickle bar mower as a result of an incident that took place August 12, 2016.

Motion #3 – Wagner/Strangway: That the quotes submitted for the sickle bar mower be noted as received as presented by the Clerk. That Council approve the purchase of the sickle bar mower from Delta Power Equipment in the amount of \$6,100.00 plus HST. Carried.

Public Works Department

At 7:15 p.m., Superintendent of Public Works, Darren Morningstar joined Council at this time.

Closed Meeting Session

At 7:15 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:*
 - *Public Works Labourer – Progress Update*
 - *Complaint(s) received about two (2) properties within the Village. Carried.*

Council reconvened to their open session of the agenda at 7:40 p.m.

Motion #5 – Powell/Wagner: That the Closed Session be adjourned

Motions Approved from Closed Session

At this time, Mayor Veen asked the below motion be noted as a recorded vote:

Councillor Wagner: Yah

Councillor Strangway: Yah

Councillor Burns-Antoine: Yah

Councillor Powell: Yah

Mayor Veen: Nay

Motion #6 – Wagner/Powell: That the performance appraisal for the Public Works Labourer be noted as received as presented by the Superintendent of Public Works. That Council offer the Public Works Labourer a permanent full-time position with the Village, including benefits, RRSP, and vacation pay effective October 19, 2016 at a rate of pay of \$17.25 per hour. Carried.

Continuation of Public Works Update

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

- Public Works fleet has been oil sprayed.
- No leaks have been detected on the compact tractor to date.
- Snow plow has been installed on the 1 ton pickup truck for testing.
- The salter is being repaired and maintained prior to use for the winter. Darren indicated to Council that the salter is 25-30 years old. Council directed Darren to bring quotes for a new salter to council at budget deliberations.
- 4760 Oil Springs Line – waiting for cement to be poured from Concrete Systems for sidewalk at the subject address. Darren indicated that it took longer for him to remove the sidewalk by hand, as there was a second sidewalk underneath that was unknown to Public Works. Discussions took place regarding the quote that was presented to Council will be over budget. Council directed Darren for future quotes from Public Works, to be sure a percentage of contingency be added to assist with any projects that may be over budget. Darren indicated that the previous quote of \$251 was not well received by the property owner.
- Hanging flowers and barrels throughout the Village have been removed
- Ramp Project at the Community Hall is moving forward. Some delays due to weather.
- October 19, 2016, Darren will be draining hydrants throughout the Village. Darren was reminded to contact CH2M Hill OMI, as they are the Village's new Overall Responsible Operator.
- October 25, 2016, Darren will be installing snow fence along Aniline Street. Property owner of the field will be notified prior to installation.
- October 31, 2016, gates at the Cemetery will be closed until April 15, 2017.
- Councillor Wagner informed Darren that there are four (4) trees on the new side of the Cemetery that appear to be dead. Council directed Darren to add these trees to the budget for 2017.
- Darren indicated to Council that he has about 1/3 of salt in the bay to get started.
- Discussion of possible staggered hours in Public Works when snow arrives to compensate for snow plowing.
- The Clerk reminded Darren to track council time on timesheet.

At 7:55 p.m., Darren made his exit from Council chambers.

Planning/Zoning

None.

Staff Reports

Motion #7 – Wagner/Powell: *That the following Staff Reports be noted as received and filed accordingly:*

- 9.1 CH2M Hill OMI – August 2016 Monthly Report
- 9.2 Mike Cumming – Aug 15 – Sep 15 Water Report
- 9.5 BRA – September Newsletter
- 9.6 Bluewater Power – Annual General Meeting
- 9.8 R Dobbin Engineering – Community Hall Ramp Project - Update Carried.

Motion #8 – Wagner/Burns-Antoine: *That the following Staff Report #9.3 Locate Policy, as presented by the Clerk be noted as received. That Council approve the Locate Policy and a copy be distributed to staff for future use.* Carried.

Motion #9 – Powell/Wagner: *That the following Staff Report #9.4 from Bluewater Recycling regarding contract renewal in April 2017 be noted as received and that staff be directed to send out a request for proposals for the garbage/recycling collection for the Village of Oil Springs. That staff be directed to submit a tender package to Council for discussion at the November 8 Council meeting.* Carried.

Motion #10 – Burns-Antoine/Strangway: *That the following Staff Report #9.7 Bridge Inspections for 2016 from R Dobbin Engineering be noted as received and filed accordingly. That any work as recommended by R Dobbin be tabled to the 2017 Budget deliberation process.* Carried.

Delegations

8:00 p.m. – Randy Clendenning, OMI and Bill DeBlock, Owner Meadowview Estates

Discussions took place regarding the sanitary sewer and water services that were installed earlier this year to the four (4) vacant properties that were severed in 2015.

Mr. Clendenning explained to Council that the utilities are to be 1.5 metres apart side to side not on top of one another. Currently the water services that were installed do not meet this requirement. At this time Mr. Clendenning informed Council that the Village should not assume those services until they are properly installed meeting all requirements.

Mr. DeBlock asked Council for reimbursement of the charges from the contractor as this should have been properly installed with the previous Overall Responsible Operator (ORO) from the Village of Oil Springs.

Mayor Veen indicated to Mr. DeBlock that the Village does not own those services, and that the ORO services were contracted at the time from Township of Enniskillen and directed Mr. DeBlock to ask for any reimbursements from the Township, as they were responsible for the direction of the installation of the services complying with any regulations necessary. Mr. DeBlock informed Council that he had been in contact with the Township without success of any reimbursements.

At this time, Mr. DeBlock was informed by the Mayor that any expenses pertaining to the re-routing of the waterline would be the responsibility of the property owner.

Mr. Clendenning presented Council with a map of where the waterline will be re-routed in order to comply with the regulations of meeting the 1.5 meters distance between utilities.

Council agreed to the placement of the waterlines.

At 8:10 p.m., Mr. DeBlock made his exit from Council chambers.

Clean Water Wasterwater Fund.

Discussions took place with Mr. Clendenning regarding the possible rehabilitation project of expanding the lagoons to accommodate more homes in Oil Springs.

Mr. Clendenning indicated a rough calculation of \$50,000 per hectare to expand the third cell at the lagoons. One hectare equals 2.47 acres.

The Clerk-Treasurer indicated that if the lagoon project wasn't viable due to costs, a second option was to go jointly with Township of Enniskillen for the rehabilitation costs for the Oil City/Oil Springs Reservoir. Ms. Turk indicated to Council in order to obtain the maximum funds from the Federal and Provincial governments of \$75,000, the Village would have to spend minimum \$100,000. Projected costs for rehabilitation of the reservoir as forecasted in the 2015 engineer report from Township of Enniskillen, was over \$200,000.

Council directed Mr. Clendenning to provide more accurate numbers for cost for the lagoon before committing to either project.

Oil Springs Water Distribution System

The Clerk reminded Council that effective October 7, 2016, CH2M Hill OMI will be the Village of Oil Springs water Overall Responsible Operator.

Ministry of Environment

Discussions took place with Mr. Clendenning regarding the upcoming MOE inspection for the Oil Springs Water Distribution System. It was indicated that the last inspection was October 30, 2016. Mr. Clendenning informed Council that CH2M Hill OMI will be looking into the reason or the chlorine analyzer. OMI believes the analyzer may not be needed, however sampling will have to be done. Sampling would be a less expensive route as the analyzer is in need of maintenance due to a "fault" that appears on the analyzer.

At 8:25 p.m., Mr. Clendenning was thanked by the Mayor and he made his exit from Council Chambers.

Councillors' Reports

None.

Committee Meeting Minutes and Reports

Motion #11 – Strangway/Wagner: *That the following Committee Meeting Minutes and Reports be noted as received and filed accordingly:*

11.2 Lambton OPP Policing – 2017 Costs

11.3 Lambton OPP – September Agenda

11.4 SCRCA – September highlights

Carried.

Motion #12 – Powell/Burns-Antoine: *That the following Committee Meeting Minutes and Report #11.1 regarding the purchase of a radio for the Emergency Operation Centre as presented by the Community Emergency Management Coordinator be noted as received and filed accordingly.*

Carried.

Motion #13 – Wagner/Powell: *That the following Committee Meeting Minutes and Report #11.5 regarding a request for funds for advertising from the \$1,000 reserve funds as presented by the Oil Springs Growth Committee in the amount of \$274.00 be noted as received and Council approve the spending of the funds for the said request, after payment and a receipt for payment has been submitted to the Village.*

Carried.

By-laws

Motion #14 – Wagner/Strangway: *That by-law No. 727 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 received and tabled until next Council meeting for discussion.*

Carried.

Correspondence – Action Required Items

Motion #15 – Wagner/Burns-Antoine: *That Action Required Item #13.1 from Town of Aurora – Resolution OMB Reform Update be noted as received and supported by the Village of Oil Springs Council.*

Carried.

Motion #16 – Powell/Wagner: *That the following Action Required items be noted as received and filed accordingly:*

- 13.2 Noratek – Facilities Inspection App
- 13.3 Lambton Public Health – Let’s Talk Food Lambton
- 13.4 OGRA Conference Feb 26-Mar1 Fairmont Toronto
- 13.5 ROMA Conference Jan 29-Jan 31 Sheraton Toronto
- 13.6 City of Belleville – Resolution – Supporting Agricultural Experts *Carried.*

At this time, Ms. Turk requested feedback from Council by next council meeting regarding the OGRA and ROMA Conferences, in order to book rooms by the prescribed timelines. Currently Mayor Veen is attending ROMA through the Village and OGRA through the County of Lambton as Deputy Warden.

Correspondence – Recommended Reading

Motion #17 – Wagner/Strangway: *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 – September 8, 15, 22, and 29, 2016
- 14.2 Ministry of Energy – Energy Consumer Protection Act. *Carried.*

New Business

Wifi

Discussions took place regarding the potential need of wireless internet at the municipal office. The Superintendent of Public Works is having difficulties of retrieving his emails from his office at the Community Hall due to the inconsistent wireless internet connection supplied by the Oil Springs Library Branch.

Motion #18 – Powell/Burns-Antoine: *That Council approve the investigation of WiFi for Public Works and Municipal Office building. That staff obtain quotes for November 8 Council meeting.*

Carried.

Water Sampling

Discussions took place regarding the current agreement the Village of Oil Springs has with Township of Enniskillen to allow Ontario Clean Water Agency (OCWA) obtain weekly water sampling at two (2) points throughout the Village. The current agreement expires December 31, 2016, at which time, the Village will be using CH2M Hill OMI for weekly water sampling as per the contract for Overall Responsible Operator for Water Services.

Oil Springs Outdoor Concert

Discussions took place regarding the upcoming event set for Saturday, July 15, 2017 in celebration of Canada turning 150 years old. Staff has been busy applying for funds from Ontario 150 Community Celebration Fund to host the said event. Staff would also like to apply for funding for fireworks for the said event through the Canada 150 Fund.

Motion #19 – Strangway/Wagner: *That Council direct staff to apply for funding to the Canada 150 Fund for the fireworks for the Saturday, July 15, 2017, Oil Springs Outdoor Concert.*
Carried.

Remembrance Day

Discussions took place regarding the upcoming service set for Sunday, November 6, 2016 at 11:00 am at the Oil Springs Legion. A short service will commence after the Legion at the Cenotaph.

Motion #20 – Wagner/Burns-Antoine: *That Council appoint Mayor Veen to attend the Royal Canadian Legion, Branch #535, Oil Springs Branch Remembrance Day Service being held Sunday, November 6, 2016 at 11:00 am.*
Carried.

Cenotaph

Mayor Veen brought to Council's attention of a request to install a second bench at the Cenotaph by Ms. Dianne McLean.

Motion #21 – Wagner/Burns-Antoine: *That the request for approval of installing a second bench at the Oil Springs Cenotaph be noted as received and that Council direct the second bench to be installed after Remembrance Day Service on November 6, and to be installed on the west side.*
Carried.

October Regular Council Meeting

Discussions took place regarding a possible change in date of the October Regular Council Meeting due to staff training.

Motion #21 – Burns-Antoine/Wagner: *That the next regular council meeting be rescheduled for Tuesday, October 4, 2016 at 7:00 p.m. due to staff commitments with out of town training.*
Carried.

Community Hall Window Murals

Discussions took place regarding the painted windows at the front upper level of the community hall. There were no bids received. Council directed staff to advertise the silent auction again, with a deadline of November 8, 2016 and a starting bid of \$50.00 per window.

Proposed Outdoor Rink

Mayor Veen informed Council of lights and wiring that has successfully been obtained from a generous donor for the said project. Unknown at this time is whether the donor will install the lights and wiring free of charge or not.

Closed Session

At 8:55 p.m., Council moved into Closed Session

Motion #22 – Burns-Antoine/Strangway: *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*
- *Concerns regarding resident*
Carried

Council reconvened to their open session of the agenda at 9:00 p.m.

Motion #23 – Burns-Antoine/Powell: *That the Closed Session be adjourned.*
Carried.

Accounts

Motion #24 – Strangway/Wagner: *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 – September 7 – October 4, 2016

Carried.

Approval of Confirming By-law

Motion #25 –Powell/Burns-Antoine: *That By-law No. 728 of 2016, being a By-law to confirm all resolutions of the Council Meeting held October 4, 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 9:05 p.m.

Motion# 26 – Wagner/Strangway: *That the Regular Council Meeting be adjourned until the next Regular Meeting, to be held on Tuesday, November 8, 2016, commencing at 7:00 p.m.*

Carried.

Mayor

Clerk