

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

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Date: Tuesday, April 4, 2017  
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 – Burns-Antoine/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, March 7, 2017*
- *Closed Council Meeting, March 7, 2017 7:45 p.m.*
- *Closed Council Meeting, March 7, 2017 8:15 p.m.*

*Carried.*

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

#### **Decoration Day**

Staff was asked by Council if the Legion was contacted for permission to place Canadian flags on veteran's headstones at Oil Springs Cemetery. The flags would be placed in time for Decoration Day. Staff indicated to Council that Cemetery Committee member Suzy Gonerman was directed to contact the legion for permission. No update if Ms. Gonerman contacted the Legion.

#### **Vandalism**

Staff was asked if there was an update pertaining to the damage that was sustained at Oil Mill Trail during the weekend of March 3, 2017. Staff indicated that nothing further to report about the incident, however staff is waiting for quotes from Garden & Trail committee member Mr. Gord Perry for the replacement of the solar light posts. Once a quote is received, this information will be submitted to the insurance company for a dollar value to be placed on the damage to be repaired/replaced.

### Lambton College Tree Planting

Discussions took place regarding the said project that is scheduled to take place April 5 at East End Park. Mayor Veen asked Council if anyone was available to be at the park by 9am. It was discussed that mulch was on site and top soil was available at the public works yard if needed.

### Concrete Systems

Staff was asked for an update pertaining to the repair to the sidewalk area at the newly constructed ramp. Due to weather, no repair has taken place.

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

### Main Station Generator – Fuel Line Quote

Discussions took place regarding the replacement of the fuel line at the main pumping station  
***Motion #2 – Wagner/Burns-Antoine: That the quote as submitted by OMI for the replacement of the fuel lines at the main pumping station generator in the amount of \$618.20 plus HST (contractor: Albert's Generator) be noted as received and Council approve for the work to be completed. Carried.***

The Clerk informed Council of the possible replacement of the generator due to no TSSA stamp. Without the stamp, fuel is hand-bombed into the tank on the generator. Currently Waddick's will not fill the tank due to no stamp. At this time Council decided to replace only the fuel lines and quote on a new generator when needed. The future quotes are to include natural gas and diesel generators.

## **Public Works Department**

At this time Council reviewed the report as submitted by the Superintendent of Public Works, Darren Morningstar. Mr. Morningstar was absent from the meeting due to vacation. The following was discussed:

- During the planting of the trees at East End Park for the Lambton College project, water may need to be bailed from the ten holes
- It was noted that Joel Butler was working for the Village as the Superintendent of Public Works was on vacation and the Public Works Labourer resigned
- Discussions took place regarding the Ministry of Environment report from February 2017 inspection regarding the Oil Springs Dump that was closed. Action required items are due April 6 (which is will not be compliant as Superintendent is on vacation) and May 6. To be discussed later in the meeting under Staff Reports
- Snow plow repair work – Councillor Strangway indicated that Eddy Mills Machine Shop explained to him that the plough is in need of replacement as it can no longer be repaired due to wear and tare on the equipment over the years. It was also indicated by Councillor Strangway that the salter will also need to be replaced in 2017 as it can no longer be repaired. The Clerk indicated that quotes for the salter are included in Staff Report #9.1 for Council to review
- Mayor Veen informed Council that there is a large dint in the ¾ tonne pickup truck. No report to office staff and no incident report was filed regarding how the damage was sustained

## **Planning/Zoning**

Council was asked, as a step moving forward with updating the Village's Official Plan and Zoning Bylaw, what Council would like to see in the updated documents. The following was noted as upcoming changes:

1. Allotted hectares to be retained as a minimum from a severance of agricultural land (currently 48 hectares, would potentially like to see 25 hectares or 50 acres))
2. All statues and acts be updated and named appropriately ex. Days Nurseries Act no longer exists. It is now called Early Years Act 2014

3. Define service area for water and sanitary sewer service areas - to include a map (3.111, 3.1.1.2, and 3.2.1.1)

### **Staff Reports**

Discussions took place regarding report from Superintendent of Public Works #9.1. In the report Mr. Morningstar outlines quotes for the following:

1. sidewalk repairs/replacement, including some curbs
2. Single surface treatment with MSO for South Plank Road, Oil Springs Line (from Oil Heritage Rd west to Oil Springs boundary), Kelly Road (from Oil Springs Line to Gum Bed Line), and Gypsie Flats Road (from Oil Springs Line to Gum Bed Line)
3. asphalt replacement projects – Oil Springs Line (from Oil Heritage Rd to Elizabeth Street), Oil Springs Line (from Oil Heritage Rd west to Oil Springs boundary), Gypsie Flats Rd, Kelly Rd (from Victoria Street to Gum Bed Line), South Plank Rd, Oil Springs Line (from Gypsie Flats Rd to Oil Springs boundary line), Margaret Street, Bruce Street, and First Street
4. quotes for salter

It was discussed that staff be directed to post for an RFP for engineering services.

Council discussed the quotes submitted by the Superintendent of Public Works and also discussed the costs if Council chose to get a loan through Infrastructure Ontario. The following was submitted to Council:

- \$300,000 @ 2.5% for 10 years = \$34,277.63 per year to pay back
- \$300,000 @ 3.23% for 20 years = \$20,595.94 per year to pay back

***Motion #3*** – Burns-Antoine/Strangway: *That Staff Report #9.1 as submitted by Public Works Superintendent, Darren Morningstar, and Clerk-Treasurer, Jennifer Turk, be noted as received and filed accordingly.* *Carried.*

***Motion #4*** – Burns-Antoine/Wagner: *That Council approve the following projects to be completed for 2017, using Federal Gas Tax funds of \$21,403.84*

- *Oil Springs Line Reconstruction – Oil Heritage Road to Elizabeth Street* *Carried.*

***Motion #5*** – Powell/Strangway: *That Council approve the following projects to be completed in 2017, using OCIF Formula funds of \$50,000*

- *Oil Springs Line Reconstruction – Oil Heritage Road to Elizabeth Street* *Carried.*

***Motion #6*** - Burns-Antoine/Strangway: *That Staff Report #9.2, update to the Discipline Policy, be noted as received as submitted by Jennifer Turk and Council approve the additional information added to the policy.* *Carried.*

***Motion #7*** – Burns-Antoine/Wagner: *That Staff Report #9.3 Pre-Job Safety Meeting Policy as submitted by Jennifer Turk be noted as received and approved. That the policy be circulated to staff.* *Carried.*

***Motion #8*** – Burns-Antoine/Powell: *That Staff Report #9.4 Work Order Policy as submitted by Jennifer Turk be noted as received and approved. That the policy be circulated to staff.* *Carried.*

***Motion #9*** – Wagner/Burns-Antoine: *That Staff Report #9.5 Update to Superintendent of Public Works job description be deferred until next council meeting.* *Carried.*

***Motion #10*** – Powell/Wagner: *That the following Staff Reports be noted as received and filed accordingly:*

- 9.6 *OMI – Water Monthly Report – February*
- 9.7 *OMI – Sanitary Sewer Monthly Report – February*
- 9.8 *MOE – Landfill Annual Inspection*

9.9 OMI – 2016 Annual Water Report

9.10 J. Turk – Oil City/Oil Springs Reservoir Repairs

Carried.

### **Councillors' Reports**

#### **Oil City/Oil Springs Water Reservoir**

Councillor Wagner gave an update pertaining to the Enniskillen council meeting he attended on March 21 regarding the forecasted repairs to the reservoir. Currently there is a future potential development taking place in Township of Dawn-Euphemia that may affect construction timelines at the reservoir. The Clerk informed Council she had a meeting with Enniskillen regarding the timeline of the RFP process, where tenders for the said project would be opened Thursday, April 20, 2017.

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

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

11.1 Fire – OAFCA Conference

11.2 SCRCA – February 16 Minutes

11.3 BRA – March 16 Minutes

11.4 Lambton County Historical Society – Minutes

11.5 Cemetery Committee – February 22 Minutes

11.6 Joint Fire Commission – November 2016 Minutes

11.7 SCRCA – Conservation Update March 2017

Carried.

### **By-laws**

***Motion #12*** – Burns-Antoine/Powell: *That By-law No. 742 of 2017, being a By-Law to authorize an automatic aid agreement between the Township of Dawn-Euphemia, the Township of Enniskillen, and 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.*

#### **Schedule of Fees to Cemetery Bylaw**

Discussions took place regarding increasing fees for the sale of plots for the Oil Springs Cemetery.

***Motion #13*** – Strangway/Powell: *That By-law No. 743 of 2017, being a By-Law governing the operations of the Oil Springs Cemetery under the jurisdiction of the Village of Oil Springs, in particular, governing rights, entitlements and restrictions with respect to interment rights, in accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2001, c.33 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. That the fess for Non-Resident plots be raised to \$1,200, and Resident raised to \$800 effective May 1, 2017. Carried.*

#### **Cemetery Grass Cutting RFP**

Councillor Strangway requested clarification into the RFP process for the cemetery grass cutting tender, in particular, how the contract is awarded.

***Motion #14*** – Burns-Antoine/Powell: *That By-law No. 744 of 2017, being a By-Law to provide for the appointment of a weed inspector for the year 2017 for 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.*

**Motion #15** – Burns-Antoine/Wagner: That By-law No. 745 of 2017, being a By-Law to authorize the use of Internet/Telephone Voting for 2018 Election and to Authorize the Mayor and Clerk to Enter into a Service Agreement with Intelivote Systems Inc. and DataFix Comprint Systems Inc. for Provision of Internet/Telephone Voting Services 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.

**Correspondence – Action Required Items**

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

- 13.1 Count of Lambton – Annual Warden’s Banquet
- 13.4 Lambton College – Unveiling of Project
- 13.6 SCRCA – 2017/2019 Visitor’s Guide Advertisement Carried.

**Motion #17** – Powell/Strangway: That Action Required Item #13.2 Public Health Larvicide Application for 2017 be noted as received and staff be directed to send a letter of authorization allowing for the larvicide treatment to occur in 2017 in Oil Springs. Carried.

**Motion #18** – Powell/Burns-Antoine: That Action Required Item #13.3 Oil Springs Girls Softball – Drew McDonald request for donation towards rent at the Youth Centre April 27 for quarter auction fundraiser be noted as received and supported by the Village of Oil Springs Council. A donation of \$300 is to be donated to Oil Springs Girls Softball to offset the cost of renting the youth centre. Carried.

**Motion #19** – Burns-Antoine/Powell: That Action Required Item #13.5 Township of Hornepayne requesting the Provincial Government to recognize Municipal Fire Service as critical infrastructure, as submitted by the Enniskillen/Oil Springs Joint Fire Commission, be noted as supported by the Village of Oil Springs Council. Carried.

**Correspondence – Recommended Reading**

**Motion #20** – 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 March 2, 9, 16, 23, 30, 2017
- 14.2 MPP, Sylvia Jones – PC Critic for Infrastructure
- 14.3 MOI – 2017 Infrastructure Update
- 14.4 Ministry of Education – Pupil Accommodation Reviews Carried.

**Closed Meeting Session**

At 8:35 p.m., Council moved into Closed Session.

**Motion #21** – 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 matter about an identifiable individual, including municipal or local board employees
  - Property Standards – 4616 Oil Springs Line
  - MPAC – Minutes of Settlement
  - Public Works Staff Carried.

Council reconvened to their open session of the agenda at 9:17 p.m.

**Motion #22** – Burns-Antoine/Strangway: That the Closed Session be adjourned. Carried.

**Motions Made from Closed Session Discussion**

**Motion #23** – Wagner/Powell: That the Employee Policy be changed from 3 months to 6 months of probation period with the option to extend, as approved by Council. Carried.

## New Business

### 2401 Oil Heritage Road

Discussions took place regarding the subject property obtaining municipal water from Township of Enniskillen rather than Village of Oil Springs due to costs.

***Motion #24 – Burns-Antoine/Wagner: That the property owner at 2401 Oil Heritage Road be granted to have municipal water obtained from Township of Enniskillen. Carried.***

### Road Tour

Discussions took place regarding the requirement of a road tour of the municipality to assist Council in making decisions for infrastructure to be repaired/replaced for the 2017 Budget. Council decided to have a tour of the sidewalks that need to be repaired/replaced as outlined in Staff Report #9.1 from Superintendent of Public Works, Darren Morningstar. The Road Tour will take place Tuesday, May 9 at 6:30 p.m.

### Oil Springs Line Wash-Out

Councillor Wagner indicated there is a section of what looks like a wash out occurring just past 4615 Oil Springs Line. Mayor Veen indicated he would investigate the issue with Public Works Call-In Labourer, Joel Butler.

### Outdoor Concert

Mayor Veen confirmed there are two (2) bands booked to date. He is waiting to hear back from another band on whether they are available. It was indicated that the Masonic Lodge is hosting a community BBQ. The Legion is going to assist with the bar, with proceeds to Parks & Recreation.

Discussions took place regarding the quote from Red Line Inflatables for a mini carnival in the amount of \$2,806.92. Staff was directed to proceed with quote.

### East End Park

Councillor Strangway asked staff about the whereabouts of the swings at the said park. The Clerk informed Council that the swings were taken down due to large cracks in the swing seats, as reported by the Superintendent of Public Works, that were pinching the children in the legs when they sat in the swings.

### 4614 Oil Springs Line

Councillor Strangway asked staff if a letter was sent to the property owner in regards to chickens running at large. The Clerk informed Council that a letter was not sent as there is no by-law to enforce to keep the chickens from running at large. The only bylaw that enforces animals running at large is for dogs. The Clerk also informed that there have been no complaints at the municipal office to date regarding the chickens running freely.

### Garbage

Councillor Strangway inquired when the municipality would be going to the wheelie bin system with Bluewater Recycling. Mayor Veen indicated that the wheelie bins are too costly for the taxpayers. The Clerk also informed Council that garbage/recycling RFPs are due May 31, 2017 for curbside services.

### Oil Springs Optimist Club

Discussions took place regarding a request from the Optimist inquiring about installing more equipment at West End Park (spring riders, teeter totter, and possibly a freestanding climber).

***Motion #25 – Burns-Antoine/Strangway: That the request from Oil Springs Optimist club for the installation of playground equipment (spring riders, a teeter totter and possibly a freestanding climber) located at West End Park, Oil Springs Line, be noted as approved by the Oil Springs Council and that staff be directed to draft up a standard trust agreement bylaw for the May Council Meeting. Carried.***

Memorial Tree Park

Councillor Powell updated Council that one of the trees was replaced at the park and an invoice will be sent to the municipality.

**Accounts**

**Motion #26** –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 – March 8 – April 4, 2017 Carried.

**Approval of Confirming By-law**

**Motion #27** –Powell/Burns-Antoine: *That By-law No. 746 of 2017, being a By-law to confirm all resolutions of the Council Meeting held April 4, 2017 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 9:40 p.m.

**Motion #28** – Wagner/Strangway: *That the Regular Council Meeting be adjourned until the next Regular Meeting, to be held on Tuesday, May 9, 2017, commencing at 6:30 p.m. beginning with a Road Tour.* Carried.

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Mayor

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Clerk