

The Corporation of the Village of Oil Springs Regular Meeting Minutes

Date: Tuesday, January 12, 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. – Greg Cameron, Cam-Ron Insurance, Tony Commisso, Frank Cowan Company

Mr. Cameron thanked Council for the invite to attend Council and review the 2016 Insurance Policy.

Mr. Commisso explained to Council his role with Frank Cowan Company as the Village's Account Manager.

Mr. Commisso continued with the review of the 2016 policy. Two (2) topics he wanted to review: trend of claims with the Village of Oil Springs and changes to the policy for 2016

Claim Trends

Mr. Commisso commended Council and staff of due diligence that is paying off due to a 1.9% increase from 2015 policy. In the last five (5) years the Village averages between 2% and 5% increase which is seemingly low. In the past ten (10) years the Village has had seven (7) claims. Loss ratio in 2014 was 94% vs 85% in 2015. It was noted that the loss ratio is dropping which impacts the premiums paid. The less claims the better rates for the municipality.

Changes to 2016 Policy

Mr. Commisso explained a change to 2016 policies across the province, municipally called Voluntary Compensation. There is no deductible, however any claims do affect the claim history and the Insurance Company will pay up to \$50,000 for payout and no investigation is needed. Example of this would be the Village Snow Plow ripping up boulevard grass due to the blade. If Council feels a payout is needed, the insurance company will pay up to \$50,000 to repair boulevard. This also applies to anything medical such as a slip and fall and the claimant required a knee brace. The insurance company would cover the cost of the knee brace

Cyber Liability

This is a new option that Council can choose to receive quotes on. However, Mr. Commisso warned Council that the quotes are coming in high because it is new. If the municipality does not qualify for this type of coverage, the insurance company can still provide recommendations for protection.

Terrorism

At this time there is no coverage for such a claim, however, the topic has come up for discussion a few times and maybe in the future there will be coverage for this type of claim.

At 7:15 p.m., Mr. Darren Morningstar entered Council Chambers.

At this time, Mayor Veen thanked the delegation for their presentation of the 2016 Renewal Insurance Policy.

At 7:20 p.m., Mr. Cameron, and Mr. Commisso made their exit from Council Chambers.

Motion #1 – Burns-Antoine/Powell: *That the 2016 Municipal Insurance Program – Renewal for 2016, as presented by Frank Cowan Company and Cam-Ron Insurance be noted as received, and approved and filed accordingly.* *Carried.*

Adoption of Council Meeting Minutes

Motion #2 – Burns-Antoine/Wagner: *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, December 22, 2015
- Closed Council Meeting Minutes, December 8, 2015 *Carried.*

Business Arising from Previous Meetings Minutes

No further update for the emergency door at the Community Hall.

Mayor Veen updated Council regarding the concern that was presented to Council regarding drainage at 4731 Oil Springs Line. Drainage work is needed on Oil Springs Line at this address. Project is to be tabled until better weather in Springs of 2016.

Councillor Burns-Antoine asked if there were any issues with the twelve (12) month stipulation put in place with the agreement between Xplornet and The Village of Oil Springs. No issues to date. Council asked Staff to contact Xplornet and make sure Xplornet receives permission from Industry Canada for the erection of the new tower.

Councillor Wagner inquired about the internet tower being installed at the Oil City/Oil Springs Reservoir. The Clerk-Treasurer informed Council that the reservoir is on Township of Enniskillen property and that The Village of Oil Springs only pays for the costs associated with the Oil Springs Water Distribution System. The internet tower is not part of the water distribution for Oil Springs.

Opening Tenders/Requests for Proposals

None.

Public Works Department

At 7:26 p.m., Superintendent of Public Works, Darren Morningstar gave Council an update of the following issues:

- Salting and plowing operations continuing
- Boulevards will need to be repaired throughout the Village in the Spring due to the blade on the lawnmower is too big in some places
- hydraulic hose needed repair on Sunday, January 10 on plow truck

- Salter on both the plow truck and lawn mower have been turned down
- on January 12, 2016 Mark worked 4am – Noon
- Snow Plow Plan – Primary vs secondary. Darren proceeded to give Council a verbal report of his plan for snow plow operations in the winter season. Mayor Veen interrupted the verbal report and asked him to submit a report in writing for February 9 Council meeting for Council to review.
- Part-time seasonal call in personnel is in Cuba and will not be back until January 20. At that time, Darren was directed by Council to train the individual on all equipment for snow plow operations, as well as logs and inspection reports.
- Mayor Veen indicated to Public Works that there appears to be miscommunication between Public Works staff with hours to work and when needed for snow plow operations. Council stressed the importance of overtime and calling in the seasonal worker if needed.
- Mr. Morningstar was directed by Council to organize and create a schedule for all public works employees and coordinate with the snow plow plan.
- Discussions took place regarding the time taken to salt and plow roadways within the Village.
- Discussions took place regarding which roadways would be considered primary and which roadways would be considered secondary.
- Mayor Veen stressed the importance of logging every hour worked for insurance and liability reasons.
- Deer signs almost installed. Waiting for a few more locates. All deer signs with posts cost \$715.
- section of snow fence along Aniline Street is down and requires repair work.
- Community Hall is swept and cleaned of dead flies. New fly strips installed.
- Prior to the snow, Public Works was cleaning up dead branches and debris at the cemetery.
- Boiler at Community Centre was repaired over the Christmas Break. A pressure reducer valve malfunctioned and caused water to seep into the 58er's Clubhouse. Public Works rented a carpet cleaner to clean up water in room and brought the de-humidifiers from the Youth Centre to the basement to remove excess water from the air due to leak. Boiler heats music room, library, post office, Public Works Office, and 58er's clubhouse. There are two (2) furnaces in the upstairs hall that heat the upstairs only.
- Public Works directed by Councillor Wagner to edge the sidewalks throughout the Village in the summer to help alleviate the tearing of grass along boulevards with plow on the lawnmower.
- Discussion took place regarding hours to work for January 13, 2016 due to blowing and drifting snow.

At 7:55 p.m., Mr. Morningstar made his exit from Council Chambers.

Planning /Zoning Issues

None.

Staff Reports

The Clerk-Treasurer gave a verbal update to Council pertaining to a staff meeting that took place Monday, January 4, 2016. Items discussed were:

- complaint received regarding animals running at large. Currently there is no by-law in place to remedy this problem. Public Works investigated and at this time, the problem seems to have resolved itself. Will keep an eye for when warmer weather arrives.
- discussion of hours worked over Christmas in the Public Works Department.
- discussion of plan in place for calling in seasonal call-in snow plow operator.
- West End Park Drainage Map needed about drainage installed in 2015 at park in preparation of new equipment being donated by The Optimist Club.
- New procedure for water complaints as advised by Ministry of Environment.

- No water consumption at 2583 Kelly Road for two (2) years. Strong urine smell from outside the door. Resident does not want water turned back on. Water/Sewer reserve charges and water and sewer flat rates are being put on his taxes at the end of the year for collection.
- Asset Management information needed to be uploaded to RIVA DS system for January 14, 2016
- ramp at the community hall being investigated by Dani at Dobbin Engineering. Ramp vs chair lift.
- Drainage issue at 4731 Oil Springs Line. Deferred to Spring 2016.
- Ministry of Natural Resources contact information for raccoons showing signs of distemper. Staff asked not to handle them.

Motion #3 – Wagner/Powell: *That Staff Correspondence #9.2 MOE Inspection for the Village be noted as received, and filed accordingly and the Clerk-Treasurer directed to follow up with the Village of Oil Springs ORO to be sure all non-compliance orders have been met satisfactory by the Ministry of Environment.* *Carried.*

At this time, Discussions took place regarding the minor issues with the Village of Oil Springs ORO (Over-all Responsible Operator). Mayor Veen, and Miss Turk met with Mayor Marriott, Councillor McCallum, and Mr. McTavish from Enniskillen regarding concerns, most recently with the MOE inspection from October 30, 2015.

Motion #4 – Wagner/Powell: *That Staff Correspondence #9.3 from the Clerk-Treasurer, DWQMS Plan for the Village of Oil Springs Water Distribution System be noted as received, approved, endorsed, and filed accordingly.* *Carried.*

Councillors' Reports

None.

Committee Meeting Minutes and Reports

Heritage Advisory Meeting

Motion #5 – Burns-Antoine/Strangway: *That Mayor Veen for the Village of Oil Springs be appointed as representative for the January 18, 2016 meeting at the Oil Museum at 10am.* *Carried.*

Groundhog Day Breakfast

The Clerk-Treasurer informed Council that there is going to be a breakfast sponsored by the Enniskillen/Oil Springs Fire Department with proceeds going to Parks & Recreation Board.

Groundhog Day Celebrations (February 2) are hoping to take place at Lambton Centennial Public School. Ms. Peggy Jenkins is organizing the event.

Discussions took place regarding what was being served for breakfast. Mayor Veen was coordinating that with the fire department.

By-laws

Motion #6 – Burns-Antoine/Strangway: *That By-law No. 700 of 2016, being a By-law authorizing the borrowing of money to meet current expenditures of the Council of 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.*

Motion #7 – 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 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, and a fine schedule be implemented. Carried.

At this time, Council discussed adding a fee schedule to the above noted by-law. Staff was directed to add a fee schedule and bring back to Council for a second, and third reading for passing.

Correspondence – Action Required Items

Motion #8 – Strangway/Burns-Antoine: That the Action Required Correspondence #13.1, The Independent Advertising Rates for the Youth Centre be noted as received and staff be directed to proceed with a 1/8 page advertisement at the amount of \$108 plus HST Carried.

Motion #9 – Powell/Burns-Antoine: That the Action Required Correspondence #13.2, MTO – Climate Change Strategy be noted as received and filed accordingly. Carried.

Motion #10 – Wagner/Powell: That the Action Required Correspondence #13.3, The Corporation of The Township of Madawaska Valley, resolution requesting The Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario be noted as received and filed accordingly. Carried.

Motion #11 – Wagner/Powell: That the Action Required Correspondence #13.4, The City of Kingston, resolution with respect to the Basic Income Guarantee be noted as received and filed accordingly. Carried.

Motion #12 – Wagner/Powell: That the Action Required Correspondence #13.5, The Municipality of Port Hope, resolution regarding Opposition to Incineration Facilities be noted as received and filed accordingly. Carried.

Correspondence – Recommended Reading

Motion #13 – Powell/Burns-Antoine: 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 Ombudsman Ontario – Information Pamphlet
- 14.2 Provincial Offences Act – Information Bulletin
- 14.3 OGRA/ROMA – Board of Directors Notice of Poll
- 14.4 MMAH – Smart Growth for Our Communities Act, 2015
- 14.5 AMO – Watchfile December 17, 2015 Carried.

Closed Meeting Session

At 8:50 p.m., Council moved into Closed Session.

Motion #14 – 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) the security of the property of the municipality or local board – **LOT 4, Plan 23, 4616 Oil Springs Line**

A verbal update was provided by the Clerk-Treasurer from the Property Standards Officer regarding a court date on December 3, 2015 where the property owner did not show up. Another date of January 7, 2016 was set for the property owner to appear at which time another date was set for April 7, 2016. The property owner is expected to have complied with his orders or a date to set a trial will take place.

- b) *the security of the property of the municipality or local board – **CON 3, LOT 18, RP25R2791, PART 11, 4778 Aniline Street***

Discussions took place regarding the next step to take with the subject property. In November Council declared the property to be surplus land. Council decided to sell the property by tender.

Motion #15 – *Strangway/Burns-Antoine: That the property at 4778 Aniline Street be sold by tender process. Minimum tender amount is set T \$20,000. Tenders will be due February 9, 2016 and opened during regular open session. All rules and regulations for this process will follow By-law No 696 of 2015.* Carried.

- c) *labour relations or employee negotiations – **Discussion of Wages for all Staff***

Discussions took place regarding increase to staff wages for 2016. Council was informed the CPI index for 2015 was up 1.3% for the province of Ontario, and up 1.4% for Canada. December's CPI was not calculated.

Motion #16 – *Wagner/Burns-Antoine: That wages for 2016 for Staff and Cleaning Staff be frozen due to budget expectations for 2016.* Carried.

- d) *litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – **Third Party and Accident Benefit Deductible Billing***

Discussions took place regarding an invoice received for third party billing to investigate a trip and fall that took place in August 2014.

Motion #17 – *Wagner/Strangway: That the invoice from Frank Cowan Company as received be paid for investigating purposes regarding a trip and fall that took place in August 2014.* Carried.

- e) *personal matters about an identifiable individual, including municipal property or local board employees – **Complaint filed regarding animals running at large***

As discussed earlier under Staff Reports. No further action required at this time

Carried.

Council reconvened to their open session of the agenda at 9:12 p.m.

Motion #18 – *Powell/Burns-Antoine: That the Closed Session be adjourned.* Carried.

New Business

AMCTO – Executive Diploma in Municipal Management

Discussions took place regarding an upcoming Course for the Clerk-Treasurer to take.

Motion #19 – *Burns-Antoine/Powell: That the Clerk-Treasurer be authorized to take the Executive Diploma in Municipal Management course for 2016.* Carried.

Training Reimbursement Policy

Discussions took place regarding the implementation of a Training Reimbursement Policy. Staff directed to investigate and bring back to February Council meeting.

Media Comments

Mayor Veen informed Council of an article that would be in the paper this week pertaining to a comment made by a County Councillor towards the Village of Oil Springs.

Accounts

Motion #20 – *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 – December 23, 2015 – January 12, 2016*
- 17.2 *MFOA – 2016 Membership*
- 17.3 *AMO – 2016 Membership* Carried.

Approval of Confirming By-law

Motion #21 – Burns-Antoine/Wagner: *That By-law No. 702 of 2016, being a By-law to confirm all resolutions of the Council Meeting held January 12, 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 9:35 p.m.

Motion #22 – Strangway/Burns-Antoine: *That the Regular Council Meeting be adjourned until the next Regular Meeting, to be held on Tuesday, February 9, 2016, commencing at 7:00 p.m.*
Carried.

Mayor

Clerk