

# **The Corporation of the Village of Oil Springs**

## **Regular Meeting Minutes**

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Date: Tuesday, February 9, 2021  
Time: 7:00 p.m.  
Location: Village of Oil Springs Council Chambers  
4591 Oil Springs Line, Oil Springs, Ontario  
([Virtual attendance via Zoom](#))

### **Attendance**

Council: Mayor, Ian Veen  
Councillor Larry Wagner  
Councillor Connie McFadden  
Councillor Matt Strangway  
Councillor Adam Veen

Staff: Lynda Thornton, Clerk-Treasurer  
Darren Morningstar, Public Works Superintendent

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### **Call to Order**

Mayor Veen called the meeting to order at 7:00 p.m.

### **Delegations**

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

No member of Council made a declaration at this time. Mayor Veen requested Councillors to make the appropriate declaration if necessary, throughout the business of the meeting.

### **Delegations**

#### **Baker Tilly Sarnia LLP, Auditors**

Giovanni Spadafora, Manager, Accounting and Assurance for Baker Tilly Sarnia LLP, provided an introduction and overview of the audit process and public sector accounting requirements. A slide presentation covered governance, accountability and strategic planning. The audit will examine if processes have been put in place by Council and staff, providing reasonable assurance that objectives will be achieved. An engagement letter was provided for approval, and an approximate timeline for the audit was discussed.

#### **MOTION No. 1**

Moved by Councillor McFadden

Seconded by Councillor Veen

*THAT the Council of the Village of Oil Springs hereby acknowledges receipt of the letter dated February 5, 2021 from Pat Filice of Baker Tilly Sarnia LLP, and accepts the services and terms set out in the engagement letter, for auditing services provided; and, THAT the Clerk-Treasurer be authorized to sign the acknowledgement.*

CARRIED

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

#### **MOTION No. 2**

Moved by Councillor Wagner

Seconded by Councillor Strangway

*THAT the Council of the Village of Oil Springs adopt the following minutes:*

- *Regular Council Meeting, January 12, 2021*

CARRIED

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

##### **Water Financial Plan**

As discussed at last meeting, the Village's Water Financial Plan will expire in 2021. To fulfil the requirements of our Water License Renewal Application, it is necessary to prepare a new five-year plan for the period 2021 - 2026.

Davis Martindale Accountants prepared our previous Water Financial Plan, and Michael Watson agreed to provide us with an updated plan within the required timeline. Mr. Watson joined the Council meeting by zoom and presented a few options. He addressed the fact that the cost of water will likely continue to increase, and that we should aim to ensure a water system that meets the needs of our growing community.

Options included a 0% increase over 5 years, 1.5% increase starting in 2022, and a 3% increase starting in 2022. Mr. Watson commented on the infrastructure loan (initiated April 2, 2012, 3.5% over 20 years on a principal amount of \$260,000.00). He indicated that we are doing a good job of retiring down this loan and predicts that in 2026 we will have a net asset of \$114,000 (rather than a deficit).

A 3% increase would provide more leverage to deal with unexpected increases and capital asset purchases. Having more funds in the bank at the end of five years would allow for more flexibility to deal with unexpected costs/failures. This option is the only option that gives a positive outcome at the end of the financial planning period.

The option of a 1.5% increase will provide a balanced plan with a gradual increase over time, and at a rate that is palatable for our residents. A 3% increase would get us where we want to be in five years, but even a 1.5% increase per year over the next five years would be reasonable.

### **MOTION No. 3**

Moved by Councillor Strangway

Seconded by Councillor Wagner

*THAT the Water Financial Plan prepared by Michael Watson of Davis Martindale Accountants be received; and, THAT the 1.5% increase starting in 2022 be approved and staff be directed to proceed with filing requirements for the Village of Oil Springs Drinking Water License renewal application.*

CARRIED

No other business arising from the minutes.

### **Public Works Department**

Superintendent Morningstar's written monthly report was reviewed by Council.

- Mayor Veen commented on water loss and asked if we have noticed any major leaks. Superintendent Morningstar stated that staff did notice water running into one of the catch basins on Victoria Street, and Jacobs took a chlorine sample but nothing out of the ordinary was discovered. Staff are monitoring the situation.
- Mayor Veen also asked if staff could remove snow in front of businesses in our downtown area. Public Works may need to ask individuals to move cars if they are unable to access the sidewalks for plowing.

### **MOTION No. 4**

Moved by Councillor Veen

Seconded by Councillor McFadden

*THAT the Public Works Report, written by Public Works Superintendent Darren Morningstar, be approved as presented.*

CARRIED

### **Staff Reports**

### **MOTION No. 5**

Moved by Councillor Strangway

Seconded by Councillor Wagner

*THAT the January 2021 Water Distribution and Wastewater Treatment System reports, as provided by Cathy Culnan, Lead Operator, Jacobs, be approved as presented.*

CARRIED

**MOTION No. 6**

Moved by Councillor Veen

Seconded by Councillor Strangway

*THAT the Council of the Village of Oil Springs approve the Village of Oil Springs Water Distribution Annual Summary Report 2020 and the Ontario Drinking-Water Systems Regulation O. Reg. 170/03 Annual Report, as provided by Cathy Culnan, Lead Operator, Jacobs.*

CARRIED

**MOTION No. 7**

Moved by Councillor McFadden

Seconded by Councillor Wagner

*THAT the Council of the Village of Oil Springs approve the Drinking-Water License Renewal Application and Drinking Water Quality Management Standard Operational Plan, as provided by Cathy Culnan, Lead Operator, Jacobs.*

CARRIED

**MOTION No. 8**

Moved by Councillor Wagner

Seconded by Councillor Veen

*THAT the Council of the Village of Oil Springs approve the Enniskillen Drinking-Water System Annual Report for 2020, as provided by Christine Poland, Deputy Clerk, Township of Enniskillen.*

CARRIED

**MOTION No. 9**

Moved by Councillor Veen

Seconded by Councillor Strangway

*THAT the Council of the Village of Oil Springs approve the 2020 Year End Building Permit Statistics Report, as provided by Judy Rowland, Building Services, County of Lambton.*

CARRIED

**MOTION No. 10**

Moved by Councillor McFadden

Seconded by Councillor Veen

*THAT the Asset Management Plan Update and Funding Opportunity Report, provided by the Clerk-Treasurer, be received and Council supports the following resolution:*

*Be it resolved that the Corporation of the Village of Oil Springs Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Oil Springs' Asset Management Plan; and,*

*Be it therefore resolved that the Corporation of the Village of Oil Springs commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:*

1. The information in the application for funds to further develop the Village of Oil Springs Asset Management Plan is factually accurate;
2. The Municipality has a comprehensive asset management plan that includes all the information and analysis needed for Council and staff to assist with decision making relating to infrastructure upgrades/repairs in the municipality;
3. The comprehensive asset management plan will be publicly available including online on the municipality's website [www.oilsprings.ca](http://www.oilsprings.ca);
4. The project put forward in this application will be completed 12 months from the date that FCM approves our project funding.

*Be it further resolved* that the Corporation of the Village of Oil Springs, with a population under 1,000, will be eligible for 90% costs associated, up to a maximum of \$50,000.00, and that all other costs not covered through funding sources will be contributed directly from Village of Oil Springs budget.

The foregoing is a certified copy of Motion #10 adopted by the Council of the Corporation of the Village of Oil Springs, at their regular council meeting held on Tuesday, February 9, 2021.

CARRIED

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

#### **MOTION No. 11**

Moved by Councillor Veen

Seconded by Councillor McFadden

*THAT the Council of the Village of Oil Springs receive and file the January 12, 2021 Board Meeting Highlights from Bluewater Recycling Association.*

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

#### **MOTION No. 12**

Moved by Councillor McFadden

Seconded by Councillor Wagner

*THAT the Council of the Village of Oil Springs receive and file the Township of Enniskillen Reservoir Billing Report; and,*

*THAT the Council of the Village of Oil Springs will be represented by Councillor McFadden and the Clerk-Treasurer at the March 1, 2021 Township of Enniskillen Council meeting (held by zoom), for the discussion concerning reservoir expenses.*

CARRIED

#### **MOTION No. 13**

Moved by Councillor McFadden

Seconded by Councillor Veen

*THAT the Council of the Village of Oil Springs receives information provided by the Clerk-Treasurer regarding a Second Intake for Municipal Modernization program funding, with a deadline of March 15, 2021 to apply; and THAT the Council hereby authorizes the Clerk-Treasurer to prepare a funding application for the purchase and implementation of MESH, an Operations Management Software for Governments, along with services provided by Advantage Data Collection for the input of infrastructure data onto the system.*

CARRIED

### **Correspondence-Recommended Reading and Routine Approval / Information**

COVID-19 Update Meeting Notes, County of Lambton News Releases and other time-sensitive correspondence have been forwarded by e-mail.

#### **MOTION No. 14**

Moved by Councillor Wagner

Seconded by Councillor McFadden

*THAT the Correspondence presented as items 11.1 through 11.19 relating to “Recommended Reading” and “Routine Approval and Information Items” not otherwise addressed by resolution, be noted as received by the Village of Oil Springs Council and filed accordingly.*

Councillor McFadden requested to pull and support correspondence item #11.19, a resolution received from the Township of Baldwin requesting that the province reconsider closure of the Ontario Fire College in Gravenhurst.

**MOTION No. 15**

Moved by Councillor McFadden

Seconded by Councillor Wagner

*THAT* the Council of the Village of Oil Springs supports the Township of Baldwin's resolution regarding the closure of the Ontario Fire College; and, *THAT* a copy of this motion be forwarded to the Ontario Premier, Doug Ford to request that the Province of Ontario reconsider closure of this all-important facility; and, *THAT* a copy of this resolution also be sent to the Township of Baldwin, Hon. Steve Clark, MPP Bob Bailey and MP Marilyn Gladu.

**New Business**

E-mail received from the Office of the Prime Minister, dated February 4, 2021 regarding Enbridge Line 5, was discussed. This correspondence was received in response to Mayor Veen's letter dated January 22, 2021, which stresses the importance of Line 5 Pipeline for thousands of jobs and the economy of Ontario and Canada. This correspondence has been referred to Hon. Seamus O'Regan, Minister of Natural Resources.

**Accounts**

Clerk-Treasurer was asked to follow-up on a few expense items listed in the payables report.

**MOTION No. 16**

Moved by Councillor Strangway

Seconded by Councillor McFadden

*THAT the Council of the Village of Oil Springs approve the General Pay List for period January 7 – February 4, 2021.*

CARRIED

**Closed Meeting Session**

**MOTION No. 17**

Moved by Councillor Wagner

Seconded by Councillor Strangway

*THAT the time being 8:06 p.m., Council of the Village of Oil Springs move into an In-Camera Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:*

- *Security of Property, Section 239(2)(a) – The security of the property of the municipality or local board – Youth Centre*
- *Litigation Matters, Section 239(2)(e) – Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – termination of legal proceedings.*

CARRIED

**MOTION No. 18**

Moved by Councillor Strangway

Seconded by Councillor McFadden

*THAT the time being 8:33 p.m., Council of the Village of Oil Springs reconvene its open Regular Meeting of Council.*

CARRIED

**MOTION No. 19**

Moved by Councillor Veen

Seconded by Councillor Wagner

*THAT the in-camera minutes of January 12, 2021 be adopted by the Council of the Village of Oil Springs and remain confidential and restricted from public disclosure in accordance with the exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.*

CARRIED

**By-Laws**

**MOTION No. 20**

Moved by Councillor Strangway

Seconded by Councillor McFadden

*THAT By-Law No. 889 of 2021, being a By-law to provide for interim tax levies for the year 2021 for the Village of Oil Springs be read a first time and taken as read a second and third time and finally passed this 9<sup>th</sup> day of February 2021; and, THAT the Mayor and Clerk be authorized to sign the said By-Law.*

CARRIED

**MOTION No. 21**

Moved by Councillor Veen

Seconded by Councillor Strangway

*THAT By-Law No. 890 of 2021, being a By-law to confirm all Resolutions of the Council Meeting held on February 9, 2021 be read a first time and taken as read a second and third time and finally passed this 9<sup>th</sup> day of February 2021; and, THAT the Mayor and Clerk be authorized to sign the said By-Law.*

CARRIED

**Adjournment**

**MOTION No. 22**

Moved by Councillor Veen

Seconded by Councillor Strangway

*THAT the time being 8:36 p.m., this Regular Meeting of Council be adjourned; and THAT the next Regular Meeting of Council be held Tuesday, March 9, 2021 at 7:00 p.m.*

CARRIED

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Ian Veen, Mayor

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Lynda Thornton,  
Clerk-Treasurer