

# The Corporation of the Village of Oil Springs

## Regular Meeting Minutes

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Date: Tuesday, July 13, 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  
Jami Hornbostel-Slade, Deputy Clerk-Treasurer  
Darren Morningstar, Public Works Superintendent

Guest: David Moores, Drainage Superintendent, Dobbin Engineering

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### **Call to Order**

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

### **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**

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

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

Moved by Councillor Veen

Seconded by Councillor McFadden

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

- *Regular Council Meeting, June 8, 2021*

CARRIED

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

None.

### **Public Works Department**

Mr. David Moores, Drainage Superintendent, provided an overview of the Johnston Drain, Frederick Street Culvert Replacement project and tender results. This is a Section 26 repair with full cost to the municipality. H.E. Construction submitted the successful bid and Mr. Moores has no concerns with awarding them the contract. This project involves running a pipe under the road and installing a 'rip rap' end-wall downstream. Washout areas downstream will also be repaired while the equipment is available.

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

Moved by Councillor McFadden

Seconded by Councillor Strangway

*THAT the report prepared by Public Works Superintendent, Darren Morningstar, regarding the tender results for Johnston Drain, Frederick Street Culvert Replacement be received, and that the tender submission by HE Construction Inc. for \$18,944.77 (including HST) be approved; and THAT By-law 902 of 2021 be deferred to the By-laws section of the agenda.*

CARRIED

Superintendent Morningstar's written monthly report was reviewed by Council. A few highlights were noted as follows:

- Gypsie Flats Drain – culvert will be installed soon.
- Sidewalk Project Update – sidewalk 'removal only' is now complete and restored with topsoil and seed. Full removal and replacement of sidewalks along south end of Oil Springs Line to start very soon.
- Public Works staff discovered a clay tile pipe draining out to the ravine (while searching for a drain leading to the 'Odd Fellow' building). Public Works Superintendent will arrange for a camera to be sent through to determine where it leads and will report back at next meeting.
- Hart Park – discussion regarding options for playground surface (pea stone, sand and mulch). Mulch is approximately \$56/yard, pea stone \$34/yard, and sand \$42/yard. This will be discussed further at the Parks & Recreation Committee meeting.
- Councillor Wagner inquired about clean up of brush along James Street and Public Works Superintendent confirmed that staff will be completing this work as soon as they complete a few other on-going projects.
- Mayor Veen donated a cart for the blow-up outdoor movie screen. The screen is very heavy, so this cart will make it easier for staff to move out into the grass area when setting up and taking down.

**\*\*Darren Morningstar – left the meeting at 7:18 p.m.\*\***

**MOTION No. 3**

Moved by Councillor Strangway

Seconded by Councillor Wagner

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

CARRIED

**Staff Reports**

**MOTION No. 4**

Moved by Councillor Wagner

Seconded by Councillor Strangway

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

CARRIED

With the addition of the East End Park gazebo as a possible location for special events, individuals who are organizing an outdoor function that requires a special event permit will be required to make arrangements for a porta-john. It was suggested that staff first wait to see if anyone submits a request to rent the gazebo for a special event purpose, before pursuing pricing for this service.

**MOTION No. 5**

Moved by Councillor Strangway

Seconded by Councillor Veen

*THAT the Council of the Village of Oil Springs approve the Municipal Alcohol Policy, as provided by Clerk-Treasurer, Lynda Thornton, with a review date of January 2023.*

CARRIED

All agreed that provision of a debit card machine is a good service that we can offer our residents as an additional method of payment. It was also agreed that we allow the tap feature at an additional cost of .04 cents (10 cents to tap, compared to .06 cents when inserting card). Staff expect that many residents will prefer this option as their method of payment.

**MOTION No. 6**

Moved by Councillor McFadden

Seconded by Councillor Veen

*THAT the Council of the Village of Oil Springs receive the Payment Card Processing Services Report, as provided by Clerk-Treasurer, Lynda Thornton, and that Council hereby authorizes the Clerk-Treasurer to sign and submit the Agreement for a Wireless Debit Machine as provided by Global Payments Canada.*

CARRIED

Staff have prepared an updated Mobile Food Vending Service By-law and Agreement, including current insurance requirements and a fee for a special event permit.

**MOTION No. 7**

Moved by Councillor Strangway

Seconded by Councillor Wagner

*THAT the Council of the Village of Oil Springs receive the report prepared by Deputy-Clerk, Jami Hornbostel-Slade, regarding the regulating of mobile food and refreshment vending service equipment in the Village of Oil Springs; and, THAT By-law 901 of 2021 be deferred to the By-laws section of the agenda.*

CARRIED

**Committee Meeting Minutes and Reports**

**MOTION No. 8**

Moved by Councillor McFadden

Seconded by Councillor Wagner

*THAT the Council of the Village of Oil Springs receive and file the 2020 Activity Highlights from Sarnia Lambton Economic Partnership.*

CARRIED

**MOTION No. 9**

Moved by Councillor Strangway

Seconded by Councillor McFadden

*THAT the Council of the Village of Oil Springs receive and file the June 17, 2021 Board Meeting Highlights from Bluewater Recycling Association.*

CARRIED

**MOTION No. 10**

Moved by Councillor Veen

Seconded by Councillor McFadden

*THAT the Council of the Village of Oil Springs receive and file the Lambton Police Services Board Minutes of April 21, 2021, and March/April 2021 Lambton Police Services Board Report.*

CARRIED

**By-laws**

**MOTION No. 11**

Moved by Councillor McFadden

Seconded by Councillor Veen

*THAT By-law 901 of 2021, being a by-law to provide for the licensing, regulating and governing of mobile food and refreshment vending service equipment in the Village of Oil Springs, and that By-law 649 of 2014 be repealed; and, THAT By-law 901 of 2021 be read a first time and taken as read a second and third time and passed and the Mayor and Clerk be authorized to sign the said by-law.*

CARRIED

**MOTION No. 12**

Moved by Councillor Strangway

Seconded by Councillor Wagner

*THAT By-law 902 of 2021, being a by-law to authorize the execution of an agreement between H.E. Construction Inc. and the Corporation of the Village of Oil Springs regarding the Johnston Drain – Frederick Street Culvert Replacement; and, THAT By-law 902 of 2021 be read a first time and taken as read a second and third time and passed and the Mayor and Clerk be authorized to sign the said by-law.*

CARRIED

**Councillors' Report**

Councillor McFadden reported that she completed a questionnaire following the Code of Conduct zoom call that was rescheduled from June and is currently awaiting results to share.

**Correspondence – Action Required Items**

**MOTION No. 13**

Moved by Councillor McFadden

Seconded by Councillor Strangway

*THAT the Council of the Village of Oil Springs pass the resolutions provided by Bluewater Power Distribution Company in the correspondence of June 15, 2021, attached hereto as Appendix A to this motion.*

CARRIED

Clerk-Treasurer provided a brief description of the MESH platform and some of the benefits as well as plans for upcoming staff training. Councillor Wagner inquired about on-going fees and Clerk-Treasurer confirmed that there will be on-going costs that will need to be implemented into the annual budget, however, staff time saved will far out-weigh these costs.

**MOTION No. 14**

Moved by Councillor McFadden

Seconded by Councillor Veen

*THAT the Council of the Village of Oil Springs receive and file correspondence from the Honourable Steve Clark, Minister of Municipal Affairs & Housing, dated June 30<sup>th</sup>, 2021, regarding successful application to the second intake of Municipal Modernization Program for “Digital Data Collection”; and, THAT the Clerk-Treasurer be authorized to sign the proposal for MESH Operations Management Software for Governments, as prepared by Robert Cripps, Go Evo.*

CARRIED

**MOTION No. 15**

Moved by Councillor McFadden

Seconded by Councillor Wagner

*THAT the Council of the Village of Oil Springs receive and file correspondence from Jennifer Wong, Program Lead, Volunteer Recognition Unit, Ministry of Heritage, Sport, Tourism and Culture Industries, dated June 1, 2021, regarding Ontario Senior of the Year award as presented earlier this evening to Catherine Slegers-Martin.*

CARRIED

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

**MOTION No. 16**

Moved by Councillor Wagner

Seconded by Councillor McFadden

*THAT the Correspondence presented as items 12.1 through 12.14 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.*

CARRIED

## **New Business**

### **Large Item Collection**

Large item collection date is scheduled for September 18<sup>th</sup> (3<sup>rd</sup> Saturday). Staff will obtain some pricing on bin sizes for discussion at next meeting.

### **Playground Surface Cover**

Council continued discussion on the village parks and options for surface cover (pea stone, mulch, sand). After discussion, it was decided that Parks and Recreation will discuss at their meeting scheduled for Wednesday, July 21<sup>st</sup> and report back at August meeting. All agreed that pea stone would be the better option as it will last a lot longer.

### **Canada Community Revitalization Fund**

Information was just received regarding the Canada Community Revitalization Fund. This would be a great opportunity for our Community Hall and required accessibility upgrades.

#### **MOTION No. 17**

Moved by Councillor McFadden

Seconded by Councillor Veen

*THAT the Council of the Village of Oil Springs receives the information regarding Canada Community Revitalization Fund; and THAT the Council hereby authorizes the Clerk-Treasurer to prepare a funding application to the Federal Economic Development Agency for Southern Ontario, with the selection of "increase accessibility of community spaces", at the Community Hall, by the deadline of July 23, 2021.*

CARRIED

## **Accounts**

#### **MOTION No. 18**

Moved by Councillor Wagner

Seconded by Councillor McFadden

*THAT the Council of the Village of Oil Springs approve the General Pay List for period June 14 – July 8, 2021.*

CARRIED

## **Closed Meeting Session**

#### **MOTION No. 19**

Moved by Councillor Veen

Seconded by Councillor McFadden

*THAT the time being 7:56 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:*

- *Personal Matters, Section 239(2)(b) – Personal matters about an identifiable individual, including municipal or local board employees – property standards complaint follow-up, properties up for tax sale.*

CARRIED

#### **MOTION No. 20**

Moved by Councillor Wagner

Seconded by Councillor Strangway

*THAT the time being 8:10 p.m., Council of the Village of Oil Springs reconvene its open Regular Meeting of Council.*

CARRIED

#### **MOTION No. 21**

Moved by Councillor Veen

Seconded by Councillor Wagner

*THAT the in-camera minutes of June 8, 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

**Confirming By-Law**

**MOTION No. 22**

Moved by Councillor Strangway

Seconded by Councillor Wagner

*THAT By-Law No. 903 of 2021, being a By-law to confirm all Resolutions of the Council Meeting held on July 13, 2021 be read a first time and taken as read a second and third time and finally passed this 13<sup>th</sup> day of July 2021; and, THAT the Mayor and Clerk be authorized to sign the said By-Law.*

CARRIED

**Adjournment**

**MOTION No. 23**

Moved by Councillor Veen

Seconded by Councillor Strangway

*THAT the time being 8:12 p.m., this Regular Meeting of Council be adjourned; and THAT the next Regular Meeting of Council be held Tuesday, August 10<sup>th</sup>, 2021 at 7:00 p.m.*

CARRIED

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Ian Veen, Mayor

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Lynda Thornton,  
Clerk-Treasurer