



Town Council Meeting  
Council Chambers, conducted through Zoom and  
streamed live to FaceBook  
Monday, October 17, 2022  
6 PM

## **AGENDA**

1. Call to Order – recognition of Municipal Awareness Week (November 21 – November 27)

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2. Approval of Agenda, including additions or deletions

3. Approval of minutes from the previous meetings

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- 3.1 Town Council Minutes – October 17, 2022

Pg 6-7

- 3.2 Special Council Minutes – October 24, 2022

Pg 8-10

- 3.3 Special Council Minutes – November 7, 2022

4. New Business

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- 4.1 2022/2023 Boards and Committees – revisions to consider – draft in package

- 4.2 Sewer Maintenance Services – Councillor Colborne – verbal presentation

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- 4.3 RFD #11-2022-1 – Special Election Rates and Expenses

5. In-Camera – to discuss municipal property

6. Adjournment



## Minutes of the Regular Council Meeting

Place: Council Chambers and conducted through Zoom and streamed live to Facebook

Date: Tuesday, October 17, 2022.

Presiding Officer: Mayor Gregory Henley

Councillors present: Councillor Carla Black, Councillor Paul Jones, Councillor Brenton Colborne, Deputy Mayor Arnold MacDonald and Councillor Chrystal McNutt

Regrets: Nil

***A quorum was present throughout the meeting.***

Staff in attendance: Linda Cloney, CAO and Stan McDougall (recording secretary)

Prior to calling the meeting to order, Mayor Henley reminded the Town of Oxford of the Policing Services Review Committee Community Consultation Meeting, which was open to the public, held on October 19, 2022, at 6:30pm at the Capitol Theatre.

- 1. Call to Order**  
Mayor Henley called the meeting to order at 6:00pm
- 2. Approval of Agenda, including additions or deletions**  
Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the agenda of the Town Council Meeting for October 17, 2022, be approved, as presented.  
***Motion Carried***

3. **Approval of minutes from the previous meetings**

3.1 **Town Council Minutes – September 27, 2022**

Moved by Councillor Jones and seconded by Councillor Black that the minutes of the Regular Council Meeting for September 27, 2022, be approved as presented.

***Motion Carried***

3.2 **Special Council Minutes – October 3, 2022**

Moved by Councillor Jones and seconded by Councillor Black that the minutes of the Special Council Meeting for October 3, 2022, be approved as presented.

***Motion Carried***

4. **New Business**

4.1 **Council Resolution to support PCAP (Provincial Capital Assistance Program) application – housekeeping item – application included in package**

Moved by Councillor Jones and seconded by Councillor McNutt to approve the application to the Provincial Capital Assistance Program for 50% of the capital costs of the Meadow Lane water and sewer extension project.

***Motion Carried***

4.2 **Municipal Boundary Review – application included in package**

Council reviewed that having 6 councillors would allow for 6 points of view and greater input than it would be to reduce the size of council down to 4 members. Every 8 years it is required to submit application to the Municipal Boundary Review Board to stay or reduce the number of councillors.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to direct an application to the Municipal Boundary Review Board to have council retain the current count of 6 councillors for the Town of Oxford.

***Motion Carried***

#### **4.3 2022/2023 Boards and Committees – 2021/2022 and 2022/2023 draft are included in package**

CAO Linda Cloney reviewed the Boards and Committees Draft list for 2022/2023 with the Council for proposed changes for council members sitting in on each committee.

A need for a public appointee from the Town of Oxford was indicated for the All-Saints Community Health Care Foundation.

Council recommended that the Mayor write a letter to Oxford Frozen Foods and the Oxford Regional School to inquire if they would like to have a representative sit in on the Welcoming committee.

Moved by Councillor Jones and seconded by Councillor McNutt to direct Mayor Henley to send a letter to Oxford Frozen Foods and the Oxford Regional School to extend invitation for a member representative from each location to sit in on the newly formed Welcoming Committee.

***Motion Carried***

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to accept and adopt the reviewed amendments to the 2022/2023 Boards and Committees Draft as presented.

***Motion Carried***

#### **4.4 Deputy Mayor Selection – included in package**

Mayor Henley reviewed that a Deputy Mayor is to be elected every year in October.

Councillor Jones nominated Deputy Mayor MacDonald for another term. Deputy Mayor MacDonald accepted. There were no further nominations.

Mayor Henley declared Deputy Mayor MacDonald as Deputy Mayor for another term commencing on November 1, 2022.

**4.5 Bylaw to Amend the Land Use Bylaw – Second Reading – included in package.**

Second reading of the Bylaw to amend the Land Use Bylaw was given, that was originally approved by Council on July 13, 2009. The Bylaw to amend the Land Use Bylaw inserts i) *Existing Agricultural Uses existing on or before September 12, 2022*, under heading 13.0 Main Street Mixed-Use Zone (MMZ) and under the subheading 13.2 Permitted Uses.

Moved by Councillor McNutt and seconded by Councillor Jones to amend the Land Use Bylaw as presented.

***Motion Carried***

**5. In-Camera – to discuss municipal property**

Moved by Councillor Colborne and seconded by Councillor Black at 6:22pm to go in-camera.

Moved by Councillor Black and seconded by Councillor Colborne at 7:17pm to come out of In-camera

**6. Adjournment**

At 7:18 pm, it was moved by Councillor Jones that the meeting be adjourned.

***Motion Carried***

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Greg Henley, Mayor

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Stanley McDougall, Recording Secretary



## Minutes of the Special Council Meeting

**Place:** Council Chambers, Zoom, streamed live to Facebook  
**Date:** Monday, October 24, 2022  
**Presiding Officer:** Mayor Greg Henley  
**Councillors Present:** Deputy Mayor Arnold MacDonald, Councillor Chrystal McNutt, Councillor Paul Jones, Councillor Brenton Colborne, and Councillor Carla Black

**Regrets:** Nil

***A quorum was present throughout the meeting.***

**Staff in attendance:** CAO – Linda Cloney, and Office Assistant – Stan McDougall (recording secretary).

1. **Call to Order**  
Mayor Henley called the meeting to order at 6:00pm
2. **Approval of Agenda**  
Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the agenda of the Special Council Meeting for October 24, 2022, be approved, as presented.  
***Motion Carried***
3. **Special Election – January 7, 2023**  
Moved by Councillor Colborne and seconded by Councillor McNutt to set the date of January 7, 2023, as the date for the special election to fill the vacancy of Councillor.  
***Motion Carried***

Councillor Jones inquired about having a plebiscite regarding the Oxford Transfer Station. Council gave direction to CAO Linda Cloney to investigate a plebiscite for the special election.

4. **Extension to Seven Lee Way Agreement**

Moved by Councillor McNutt and seconded by Councillor Jones to grant a 45-day extension to the Seven Lee Way Agreement.

***Motion Carried***

Councillor Colborne questioned if 45 days would be enough. Council agreed that further extension may be granted if required if requested after the 45-day extension has run out.

5. **Camera - Legal**

At 6:09pm it was moved by Councillor Black and seconded by Deputy Mayor MacDonald to go in-camera to discuss legal matters.

***Motion Carried***

At 6:18pm, it was moved by Councillor Jones and seconded by Deputy Mayor MacDonald to come out of in-camera and resume the Special Council Meeting.

***Motion Carried***

6. **Adjournment**

At 6:19 pm, it was moved by Councillor Jones that the Special Council meeting be adjourned.

***Motion Carried***

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Greg Henley, Mayor

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Stanley McDougall, Recording Secretary



## Minutes of the Special Council Meeting

**Place:** Council Chambers, Zoom, streamed live to Facebook  
**Date:** Monday, October 24, 2022  
**Presiding Officer:** Mayor Greg Henley  
**Councillors Present:** Deputy Mayor Arnold MacDonald, Councillor Chrystal McNutt, Councillor Paul Jones, Councillor Brenton Colborne, and Councillor Carla Black

**Regrets:** Nil

***A quorum was present throughout the meeting.***

**Staff in attendance:** CAO – Linda Cloney, and Office Assistant – Stanley McDougall (recording secretary).

**1. Call to Order**

Mayor Henley called the meeting to order at 6:12pm

**2. Approval of Agenda**

Moved by Councillor McNutt and seconded by Councillor Black that the agenda of the Special Council Meeting for November 7, 2022, be approved, as presented.

***Motion Carried***

**3. Special Election – appointment of returning officer**

CAO Linda Cloney proposed to appoint Stanley McDougall, Office Assistant at the Town of Oxford as the Returning Officer for the Town of Oxford. Each municipal Council must officially appoint a Returning Officer to act during a regular or special municipal election. This person is the primary contact and person with authority to implement the processes for the elections according to the Municipal Elections Act.



Stanley has accepted the role and CAO Linda Cloney would be his resource for the process.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to appoint Stan McDougall as the Returning Officer for the special election.

***Motion Carried***

**4. OVFD – Application for a generator – time sensitive**

Oxford Fire Department was giving consideration to apply for a generator for the community and asked for town of Oxford support to enter into a lease agreement that states that the Oxford Fire Department is to be utilized as both a Fire Station and as a Comfort Centre in another emergency event like Hurricane Fiona. Currently there is a generator at Oxford Fire provided by EMO, which is a rather large generator. The generator applied for by Oxford Fire will be smaller but capable of doing the same amount of work. During a future emergency event, this would free up the EMO generator to be used elsewhere. There will be no cost to the Town of Oxford. 80% will be funded by the province of Nova Scotia and 20% will be funded by the Oxford Fire Fighters Association.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to enter into a lease agreement with the Oxford Fire Department to utilize Oxford Fire Department as both a Fire Department and as a Comfort Centre during an emergency event to facilitate in the application for a generator.

***Motion Carried***

**5. In Camera – legal**

At 6:18pm it was moved by Councillor Colborne and seconded by Councillor Black to go in-camera to discuss legal matters at 6:09pm.

***Motion Carried***

At 6:58pm, it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to come out of in-camera and resume the Special Council Meeting.

***Motion Carried***

**6. Adjournment**

At 6:59 pm, it was moved by Councillor Jones that the Special Council meeting be adjourned.

***Motion Carried***

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Greg Henley, Mayor

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Stanley McDougall, Recording Secretary

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## 2022 / 2023 Boards and Committees

APPROVED - October 17, 2022

Revised - November 21, 2022

Boards		Black	Colborne	Henley	Jones	MacDonald	McNutt
All Saints Community Health Care Foundation	Public Appointee (vacant)						
Cumberland Joint Services Management Authority - (CJSMA)	Mayor Henley			1			
Cumberland Regional Library Board	Councillor Black	1					
Municipal Alcohol Program Board (MAP)	Councillor Black	1					
Police Advisory Board	Deputy Mayor MacDonald, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative		1			1	
Police Services Review	Mayor Henley, Councillor Colborne, David Hoffman, Thomas Shears	1	1	1			
<b>Committees - Internal</b>							
Accessibility Committee	Councillor MacDonald (Chair), Josephine MacDonald (Vice Chair), Tracy Briggs, Mandy Blake, Brenda MacDonald, and Meagan Marchant (Public Appointee Required)					1	
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Robert Moores (Secretary), Paula Rogers (Treasurer), Russell Thompson, Patrick Rushton, Kristen Thompson, Shannon Hanna, Murray Thompson and Councillor Paul Jones.				1		
Audit Committee	Councillor Jones, Deputy Mayor MacDonald, Councillor McNutt, Josephine MacDonald (Public Appointee Required) - one vacancy				1	1	1
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1		1	1		
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1	1		1		
Recreation Commission	Councillor McNutt (Chair), Sarah Henley, Kristen Thompson, and Connor Patriquin						1
Town Buildings Committee	Mayor Henley, Councilor Colborne, Councilor Jones (Chair)		1	1	1		
Welcoming Committee	Deputy Mayor MacDonald, Councillor Black - names of membership	1				1	
<b>Committees - External</b>							
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt						1
Cumberland Health Stakeholders	Mayor Henley			1			
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, Michelle Cann (Public Appointee), Helen Reade (Public Appointee)	1					
Northern Region Solid Waste Management Committee	Councillor McNutt						1
Physician Recruitment Committee	Mayor Henley			1			
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne		1				
Victorian Order of Nurses (VON)	Councillor Colborne		1				
		<b>7</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>4</b>



**REQUEST FOR DECISION**  
**Special Election Schedule of Election Rates and Expenses**  
**#011-2022-1**

Date: November 21, 2022	Subject: Schedule of Special Election Rates and Expenses
Proposal Attached:	Submitted by: Linda Cloney, CAO

Proposal:	To approve the Schedule of Election Fees and Expenses for election staff as presented.
Background:	<p>A Special Election is required due to a vacancy of a Councillor for the Town of Oxford.</p> <p>The Municipal Election Act, Vacancy Chapter 13, number 8 states that no special election shall be held for a vacancy on a council within the six months preceding ordinary polling day for a regular election unless otherwise determined by the Minister or the council.</p>
Benefits:	Approving the Schedule of Election Fees will assist in moving forward with the Special Election in a timely manner.
Disadvantages:	
Options:	<ol style="list-style-type: none"> <li>1. To approve the Schedule of Election Fees and Expenses for election staff as presented.</li> <li>2. To not approve the Schedule of Election Fees and Expenses for election staff as presented and request further research</li> </ol>
Required Resources:	<p>Staff time will be required</p> <p>The 2022/2023 does not have funds allocated for a Municipal Election, this would need to come from the Contingency Account – as this account is built for unexpected expenses.</p>
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	With the unexpected budget requirement, staff will be looking for other ways to make up this additional expense within other areas of the budget to ensure that the Town does not enter a deficit position.
Workplan	As the Special Election Date is set for January 7, 2023,

Implications (now/future):	advertisements around key dates, processes, where candidates can obtain the necessary information and forms will be released.
Communication Plan:	<p>Start communicating that a Councillor Seat is available with the Town of Oxford Council with the public to enhance interest in the Council positions.</p> <p>Communication tools – newspaper, website, social media, flyers and word of mouth.</p>
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	Reviewing the two options I recommend that Council approve the first option and approve the Schedule of Election Fees and Expenses as presented. This will prevent any further delay and I trust that staff are working in every effort to keep the costs to a minimum.

CAO Initials: LC

Target Decision Date: November 21, 2022

**Town of Oxford**  
**Schedule of Rates and Expenses**  
**Special Election – January 7, 2023**  
**Made pursuant to section 139 of the Municipal Elections Act**

**1. Returning Officer**

For all services in connection with the municipal election, an allowance of **\$1,500**, plus expense allowances.

**2. Deputy Returning Officers**

(a) For all services and expenses in connection with an election, an hourly wage of \$20.00 / hour, plus expense allowances.

(b) For attendance at training sessions, an allowance of \$20.00 / hour (maximum of \$40.00).

**3. Auditor**

(a) For all services and expenses in connection with an election, an hourly wage of \$22.00 / hour, plus expense allowances.

(b) For the attendance at training sessions, an allowance of \$22.00 / hour (maximum of \$44.00)

**4. Back-up Auditor**

(a) For all services and expenses in connection with an election, an hourly wage of \$22.00 / hour, plus expense allowances.

(b) For the attendance at training sessions, an allowance of \$22.00 / hour (maximum of \$44.00)

**5. Expense Allowance**

A returning officer, deputy returning officer, auditor, and back-up auditors are authorized to be paid:

(a) For distance travelled by private car, the rate of **\$0.5113** per kilometer.

(b) For lunch, an allowance of **\$17.00**; for supper, an allowance of **\$26.00**. Receipts are required.

## **6. Election Costs**

For advertising, postage, courier services, miscellaneous election supplies, election signs, poll books, mileage, rental of a polling station, and other incidental outlays necessary in conducting an election, the amount actually and reasonably spent, supported by invoices.

## **7. Polling Station Rental**

For the use of facilities for ordinary polling day, \$0.00 – using Fire Hall.

## Electronic Voting Estimates

Advertising	nomination/voters list	2 ads	\$ 600.00
	Polling ad	1 ad	\$ 900.00
Intelivote Systems	if no election, no costs occur (acclamation)		\$ 4,255.00
Poll Book			\$ 25.00
RO Honarium			\$ 1,500.00
DRO	<a href="#">3@7 hr and 1 @ 12 hr</a>	\$20 per hour	\$ 660.00
Auditor	\$22/hour = 6 hours		\$ 132.00
Back up Auditor	\$22/hour = 6 hours		\$ 132.00
Fire Hall			\$ -
Training			\$ 150.00
Travel			\$ 40.00
Meal Allowance	Dinner for 2	\$26 each	\$ 52.00
	Lunch for 2	\$17 each	\$ 34.00
	Coffee for 2	\$12 each	\$ 24.00
			\$ 8,504.00