



## Minutes of the Regular Council Meeting

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

Date: Tuesday, April 19, 2022

Presiding Officer: Mayor Gregory Henley

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

Regrets: nil

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

Staff in attendance: CAO – Linda Cloney, Senior Accountant – Ruthann Brookins and Office Assistant – Stan McDougall (recording secretary)

Media Present: Six Rivers News, Radio, and TV – Mark Rushton

### **1. Call to order**

Mayor Henley called the meeting to order at 6:00 pm. The Mayor and Council welcomed Stan McDougall as the Office Assistant for the Town of Oxford and extended congratulations to Linda Cloney as the CAO for the Town of Oxford.

### **2. Approval of Agenda**

Change 6.3 and 6.5 to 7.1 and 7.2 (In-Camera for legal and municipal property matters)

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the agenda of the Town Council Meeting for April 19, 2022, be approved, as amended.

***Motion Carried***

### **3. Proclamation**

#### **3.1 #1792Project – included in package**

January 15, 2022 is the 230th anniversary of 15 ships departing the harbour of Halifax in 1792, and that the conditions and causes that led to the exodus of 1,196 self-liberated Black Loyalist were conditions of abject institutionalized racism and that this departure took place at the height of the transatlantic chattel slave trade one of the cruelest chapters in the history of humanity.

Mayor Gregory Henley declared January 15, 2022, the Day of Black Loyalist Exodus: 15 Ships to Sierra Leone #1792Project and that we mark this year as the 230th anniversary of the 15 Ships to Sierra Leone #1792Project.

*A signed copy of the proclamation is filed in the Council Package*

#### **4. Approval of Previous Minutes**

Moved by Councillor Adshade and seconded by Councillor Black that the minutes of the Special Council Meeting for March 21, 2022, and the Town Council Meeting for March 21, 2022, and the Special Council Meeting for April 4, 2022, be approved, as presented.

***Motion Carried***

#### **5. New Business**

##### **5.1 Accounts Receivable Write-offs**

Ruthann Brookins presented to Council the Accounts Receivable Write-offs report in the amount of \$8,348.23 for Council's approval. The accounts that were requested to be written off have been deemed uncollectable and they are all inactive accounts. This will clean up the receivables to give true numbers for the 2021/2022 Budget.

It was moved by Councillor Jones and seconded by Councillor MacDonald to accept the Accounts Receivable Write-Offs report as presented and write-off those accounts reflected in that report.

***Motion Carried***

*A copy of the Accounts Receivable Write-offs report is filed with the Council Package*

##### **5.2 Water Arrears Collection – verbal presentation**

Staff are requesting Council's support to follow the Tax & Water Collection Policy or to give direction to staff as some of the Water Accounts that are due for disconnection are possible unachievable to some. Staff noted that two arrears' notices had been sent out, some of those accounts had set up payment plans or paid off their arrears. Staff then sent out the Notice of Intent to those customers that didn't reach out. The next step is to disconnect the water service.

Council gave direction for staff to follow the Tax & Water policy as written, but if there is any substantial payment or payment plan made before or after the water disconnection to consider an agreed upon plan with the Customer on a case-by-case basis.

##### **5.3 Phased In Assessment Agreement – GJDE Enterprises Ltd.**

The Town adopted By-Law No. 01-2018, cited as the "Commercial Development District Improvement Plan By-Law" (CDDI By-law), a partial rebate program consisting of annual rebates to participating owners who undertake development on eligible property in the Central Development District.

GJDE Enterprises Ltd. is the owner of an eligible property that is located within the Commercial Development District and has applied to the Town for participation in the Development Support Program for the property at 36D Water Street, Oxford, NS.

Moved by Councillor Adshade and seconded by Deputy Mayor MacDonald to enter into a Phased-In Assessment Agreement with GJDE Enterprises Ltd. as presented.

***Motion Carried***

#### **5.4 Phased In Assessment Agreement – Oxford Frozen Foods Limited**

The Town adopted By-Law No. 01-2018, cited as the “Commercial Development District Improvement Plan By-Law” (CDDI By-law), a partial rebate program consisting of annual rebates to participating owners who undertake development on eligible property in the Central Development District.

Oxford Frozen Foods Limited is the owner of an eligible property that is located within the Commercial Development District and has applied to the Town for participation in the Development Support Program for the property at 4967 Main Street, Oxford, NS.

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones to enter into a Phased-In Assessment Agreement with Oxford Frozen Foods Limited as presented.

***Motion Carried***

#### **5.5 Arena Association Committee added to the 2021/2022 Boards and Committees**

Arena Association Committee was originally considering entering a 5-year agreement with the Town to manage the arena year-round. Due to the cost of the insurance, they decided to not enter this agreement. The Arena Association will take over management and carry the required insurance during the ice season.

Councillor Jones requested that the Arena Association Committee to be added as a committee recognized by Council (the same as the Recreation Commission has been done). This committee would act as a booking agent for the off season with regards to the arena.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to add the Arena Association Committee to the 2021/2022 Boards and Committees and to recognize the following people to that 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.

***Motion Carried***

#### **5.6 Approval of updated 2021/2022 Boards and Committees List**

Changes that have been made since the last revision is the addition of the Arena Association Committee and the names of the member given in the above motion.

Moved by Councillor Jones and seconded by Councillor Adshade to approve the revised 2021/2022 Boards and Committees as amended.

***Motion Carried***

### **5.7 CAO Policy**

Included in the package is a draft of a proposed CAO Policy for the Town of Oxford. Council received a notice of this policy seven days prior to this meeting as required by the Municipal Government Act.

Moved by Councillor Colborne and seconded by Councillor Black to adopt the CAO Policy as presented.

***Motion Carried***

## **6. Correspondence**

### **6.1 Carla & Mark Benjamin and Shelly Mattinson & Darren Rogers – water and sewer services request**

Carla and Mark Benjamin (County) would like to tie into the water and sewer services on Black River Road. Also, Shelly Mattinson and Darren Rogers (County) would like to tie into the water service only on Black River Road. All costs to tie into the Town services will be up to the developer of the projects.

Councillor Jones asked if the Department of Transportation and Infrastructure Renewal has replied to the Town regarding installation of a new water line on Black River Road. Mayor Henley was updated by the Honourable Tory Rushton that his office is expecting to hear back from the Deputy Minister of the Department of Transportation and Infrastructure Renewal. There are plans for the Deputy Minister to meet with the Town with regards to this matter.

Councillor Adshade noted that this issue came up a few years ago and direction was given to the individuals concerned to contact their Council of the Municipality of the County of Cumberland. The County Council may approach the Town with an agreement, or the decision made from the Council of the Municipality of the County of Cumberland.

Councillor Adshade also noted that the waterline that is currently there may not be up to required standards to take on more customers.

Councillor Jones requested a follow up letter to Department of Transportation and Infrastructure Renewal with regards to their waterline proposal before brine season begins.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to table 6.1 to the next Council Meeting as more information is needed.

***Motion Carried***

### **6.2 Rebecca Carter – partnership of donation of materials for picnic tables request**

A copy of the request is in the Council package

Staff to investigate the costs to build a picnic table.

Council gave staff direction to present this project to the budget meetings and look at starting this project in the Fall when school commences.

#### **6.4 Exhibition Committee – maintenance request – recommendation from Public Works Committee**

Councillor Colborne and Councillor Jones inspected the damaged mentioned in the email from the Exhibition Committee. A copy of this email is included in the Council Package.

The Public Works Committee knows that the Public Works Department can fix the required repairs from winter damage.

Moved by Councillor Jones and seconded by Councillor Colborne that the Public Works Department will perform maintenance repairs as described in their email.

***Motion Carried***

#### **6.6 NSCC Foundation – update on Town of Oxford Bursary for the 2021/2022 school year.**

There were two recipients from Oxford that were awarded this bursary, Hope Rushton and Maddison Mills. Congratulations was extended to both recipients.

#### **7. In Camera – Discuss Legal and Municipal Property**

At 6:41 pm, it was moved by Councillor Jones and seconded by Councillor Adshade to in-camera to discuss legal and municipal property

***Motion Carried***

*Ruthann Brookins exited the meeting at 6:45 pm during the in-camera session.*

At 7:20 pm, it was moved by Councillor Adshade and seconded by Councillor Jones to come out of in-camera and resume the Town Council Meeting.

***Motion Carried***

A letter from Mr. & Mrs. Moores was presented to Council with regards to compensation of invoices due to sewer blockage at their property on Jackson Street.


Moved by Councillor Jones and seconded by Councillor Adshade that Mayor Henley writes a response to Mr. & Mrs. Moores that the Town of Oxford will follow the Town of Oxford Sewerage By-Law 2 – 1970. The Town did rod Mr. & Mrs. Moores sewer at no charge as a courtesy, but the Town does not accept any responsibility with regards to compensation.

***Motion Carried***

#### **8. Adjournment**

At 7:23 pm, it was moved by Deputy Mayor MacDonald that the meeting be adjourned.

***Motion Carried***

  
\_\_\_\_\_  
Gregory Henley, Mayor

  
\_\_\_\_\_  
Stan McDougall, Recording Secretary