



## Minutes of Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook  
Date: Monday, June 6, 2022  
Presiding Officer: Mayor Gregory Henley  
Councillors Present: Councillor Carla Black, Councillor Brenton Colborne,  
Councillor Paul Jones, Councillor Wade Adshade,  
and Councillor Crystal McNutt  
Regrets: Deputy Mayor Arnold MacDonald

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

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

### **1. Call to Order**

At 5:58 pm, Mayor Henley called the meeting to order.

### **2. Approval of agenda, including additions or deletions**

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Committee of the Whole Meeting for June 6, 2022, be approved, as presented.

***Motion Carried***

### **3. Proclamations**

Mayor Henley proclaimed the month of June 2022 be Pride Month and encouraged residents, businesses, and community groups to learn about the Pride community, participate in the activities and celebrations, and take the opportunity to reflect on the storey of the town of Oxford and wider Nova Scotia's vibrant 2SLGBTQ+ Community.

*A copy of the signed proclamation has been filed with the committee Package.*

#### **4. Approval of minutes from the previous meeting**

Moved by Councillor Colborne and seconded by Councillor Black that the minutes of the Committee of the Whole Meeting for May 2, 2022, be approved, as presented.

***Motion Carried***

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

##### **5.1 Communications – *verbal report by Linda***

The committee has received some constructive criticisms regarding the boil water order and how the town gets the word out for boil water orders and water main breaks. Current communication methods include local media (radio and online), portable bulletin board (placed out front of Town Hall), Facebook pages and Town of Oxford website. Some additional suggestions on getting the word out include the megaphone/PA system on the van, door-to-door, central bulletin boards (post office, Scott's, Lower Main Market), and a possible app for phones. The committee discussed concerns surrounding manpower for door-to-door efforts but supported the megaphone/PA system for the van. Councillor Colborne commented that the town could be covered in an hour with the megaphone/PA system. Mayor Henley gave direction to Public Works to investigate the cost of putting in a megaphone/PA system into the town van. Linda will investigate and report back to Council regarding the megaphone/PA system for the van.

##### **5.2 Information/Communication Technology Usage Policy**

The draft policy is included in the package.

The Information/Communication Technology Usage Policy came out of our auditor management letter that specified that such a policy was required. A few sample policies were referenced from other municipalities to create a draft policy for the Town of Oxford. Linda recommended to the Committee of the Whole to review the Policy and make recommendation to amend the policy or if no changes are identified to make a motion to approve the Policy as presented at the next Council Meeting.

### **5.3 Proclamations and Flag Raising Ceremonies Policy**

The draft policy is included in the package  
Linda recommended to the Committee of the Whole to review the Policy and make recommendation to amend the policy or if no changes are identified to make a motion to approve the Policy as presented at the next Council Meeting.

### **5.4 Water Service Request – 1698 Black River Road**

A request by email from Shelly Mattinson and Darren Rogers regarding sharing the costs of the water service with Carla and Mark Benjamins to be hooked up to the water service.

It was moved by Councillor Jones and seconded by Councillor Colborne to recommend the request to Council at the next Council Meeting.

***Motion Carried***

### **5.5 Review of Policing Services – discussion**

The Review of Policing Services Options is included in the package  
Linda discussed a few councillors expressed their concerns on the rising costs of policing and discussions on reviewing of the policing services in the Town of Oxford should be pursued.

It was moved by Councillor Jones and seconded by Councillor Black to bring it to the next Council Meeting for review.

***Motion Carried***

### **5.6 Cumberland Business Connector Contract and AGM invitation**

The Intermunicipal Agreement is included in the package  
The Cumberland Business Connector is a joint effort between the town of Amherst, the County of Cumberland, and the town of Oxford and was started in 2015-2016. It is a business-led, non-profit organization and they support business community that is actively pursuing development initiatives across the region. Their role is to actively listen to businesses, to help them navigate any barriers, connect them to services, tools, and resources. There are a wide variety of programs, and the Cumberland Business Connector works with the town of Oxford's Economic Development Committee. They offer business start-

up and development support, and business development tools to attract, retain and expand existing businesses.

The contract is up for renewal this year. Previously, the cost was \$180,000 last year. This year it is \$197,000 for all the municipalities. Oxford's portion was \$10,000 and it will increase to \$10,960 with the increase of CPI.

The draft agreement is for 5 years. However, a term of 3 years is being explored to consider what the economic outlook would be in 3 years instead of 5 years.

It was noted that more accountability and reporting is needed to Council with quarterly meetings with the Committee being planned.

A meeting is scheduled for tomorrow, June 7, 2022, with Mayor Henley and Linda to discuss the Cumberland Business Connector further.

Councillor Jones asked if a report on their work and testimonies from businesses that have used and have benefited from their services over the last 6 years would be available?

*Linda will investigate that further at tomorrow's meeting and send it out to Council.*

Linda also discussed the Cumberland Business Connector AGM that is occurring June 23, 2022, at Fox Harb'r Resort from 6:30PM to 8:00pm and any councillors that wish to attend will need to RSVP if they wish to attend. A copy of the invitation is in the Committee package

### **5.7 Garbage issues at the Gazebo and Ball field – discussion – update on status**

Public works have placed two garbage cans at the gazebo and there are currently 3 at the ball field. There are one at the tennis courts, two at the skateboard park and one at the trail head. The consensus is that things seem to be better. Garbage is being picked up every Friday. There is a noticeable reduction in waste being left.

## **6. Reports of Town Departments**

### **6.1 Public Works Report, submitted by Nick Purdy – Lead Hand for Public Works** – The report is included in the package.

It was noted by Linda that the boil water advisory wasn't included in the report and there was some additional training related to the advisory at the chlorine building. Councillor Colborne inquired about asphalt instead of cold mix to start patching some of the potholes in town and inquired about the timeline to repair two fire hydrants in town that have been out of service for some time. Linda indicated that parts are on order, and it is in the works to repair the two hydrants.

### **6.2 Fire Department Report, submitted by Trueman Rushton – Fire Chief** – The report is included in package.

### **6.3 Administration Department Report, submitted by Linda Cloney – CAO.** The report is included in package.

Moved by Councillor Jones and seconded by Councillor McNutt to accept the reports of town departments as presented.

***Motion Carried***

## **7. Reports of Committees and Boards**

### **7.1 Solid Waste Management Report, submitted by Brenda Rioux – Solid Waste Education & Contract Coordinator** – The report is included in package.

### **7.2 Recreation Commission – verbal report from Councillor McNutt**

Councillor McNutt reported that a contract recreation employee will be starting July 4, 2022. The summer student job posting is out and ends June 10, 2022. This will mean there will be two people for the summer. Soccer is soon starting and Thursday June 9, 2022, is the early sign-up at the field. Canada Day festivities are being prepared for at the ballfield.

### **7.3 Accessibility Advisory Committee – verbal report from Linda**

Linda reported that on Thursday June 2, 2022, the Town of Oxford hosted an Accessibility Expo, which was a success. The Accessibility Study Survey is now available online on our Facebook pages, and our website. Linda encouraged everyone to participate in the survey to raise awareness of accessibility in the Town of Oxford and identify areas of concern and where we need focus efforts on in the future as part of the overall Accessibility plan for the town of Oxford.

Moved by Councillor Jones and seconded by Councillor Colborne to accept the reports of the committees and boards as presented.

***Motion Carried***

## **8. Consideration of Correspondence**

### **8.1 NSFAM survey - exchange of services and changes to the MGA**

The information is included in package.

Mayor Henley encouraged all Councillors to read and respond to changes to the MGA. Linda explained that the goal is to receive one response from the Town of Oxford to give consideration of support of service exchange agreement negotiation with the MGA. It is due by June 13<sup>th</sup>. Linda would like it received from Councillors by June 10<sup>th</sup>.

### **8.2 NS Housing Needs Assessment – Department of Municipal Affairs and Housing**

The information is included in package.

Linda discussed the email from Jennifer MacIntyre regarding the NS Housing Needs Assessment survey, which is one of the recommendations from the Affordable Housing Commission Report. The assessment will be completed by February 2023. Early in the summer of 2022, 49 engagement sessions will begin with each municipality in the province. Sessions will focus on understanding key issues related to housing in each municipality and are expected to be 90-120 minutes in length in September and Ontario where the CAO, key municipal staff members and members of council will participate. Early in the summer to early Fall of 2022, a public survey will be released both online via Oxford Facebook pages, website and in paper-copy at the library and town office.

### 8.3 Expanded hours at the Transfer Site – Tom Shears

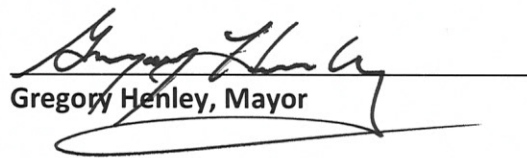
A letter from an Oxford resident was received inquiring if the hours at the transfer station would be increased, as they have been in the past, on Thursday from 12pm-8pm.

Councillor McNutt asked if it would be only for the summer months?  
*Reply – yes, it would only be for the summer months.*

Councillor McNutt suggested it may only need to be extended until 7pm. Direction from council to Linda to proceed with extended hours based on operational constraints as outlined in the union agreement language. Linda will update the Council via email.

### 9. Adjournment

At 6:30 pm, it was moved by Councilor Jones that the meeting be adjourned.

  
Gregory Henley, Mayor

  
Stan McDougall, Recording Secretary

