



Minutes of the Regular Council Meeting

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

Date: Monday, April 17, 2023.

Presiding Officer: Mayor Greg Henley

Councilors present: Carla Black, Brenton Colborne, Chrystal McNutt, Oliva Canning, and Deputy Mayor Arnold MacDonald

Regrets: Paul Jones

A quorum was present throughout the meeting.

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

Announcements Prior to Call to Order

Prior to calling the meeting to order, Mayor Henley made the following announcements:

April 25, 2023, was the 18th annual International Parental Alienation Awareness Day and Bubbles of LOVE Day. This day is celebrated around the globe to spread the simple message that children need to and should be allowed to give and receive the LOVE of both of their parents and extended families.

The Recreation Committee is hosting a meeting Wednesday April 19, 2023, at 6:30 at the Oxford Council Chambers.

The Inter-municipal Poverty Reduction Committee is hosting a meeting Thursday April 20, 2023, at 4:30 PM at the Town of Amherst.

The Welcoming Committee is hosting a meeting on Thursday April 27, 2023, at 7pm in Oxford Council Chambers.

Mayor Henley turned the floor over to Councillor McNutt who announced the following:

The week of April 17 - 21, 2023, is National Volunteer Week and nominations will be accepted with a picture and description of why the nominee is being nominated to mpal@oxfordns.ca. Nominees will be posted on FaceBook.

April 24 – 28, 2023 is Earth Week with Earth Day being April 22, 2023, but the Town of Oxford will celebrate Earth Day all week. A prize pack was donated with contributions from Circle K, GJDE Enterprises, Sunset Thrift Store, Oxford PharmaChoice, Scott's Independent, Lower Main Market, and My Cab. Cleanup was encouraged around property, streets, parks, etc. for the Town of Oxford, send in a picture of the cleanup efforts to mpal@oxfordns.ca.

Mayor Henley added that the next Committee of the Whole meeting will be held Monday May 8, 2023. Moving forward, the Committee of the Whole meetings will be held on the second Monday of each month.

Lastly, it was announced that there was still a vacancy for the All-Saints Community Health Care Foundation.

1. Call to Order

At 6:03 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda

Moved by Deputy Mayor MacDonald and seconded by Councillor Black that the agenda of the Regular Council Meeting for April 17, 2023, be approved, as presented.

Motion Carried

3. Approval of minutes from the previous meetings

3.1 Town Council Minutes – March 20, 2023

3.2 Special Council Minutes – March 29, 2023

Approved by  _____
Mayor Greg Henley, on April 17, 2023

4. New Business

**4.1 Amend the Procurement Policy re: Appendix 5 – Purchasing Cards–
verbal presentation – Linda**

Appendix 5 of the Town of Oxford Procurement Policy involves purchasing credit cards. Linda explained to Council that currently the town Visa's are set at a limit of \$3,000 for the Mayor and \$9,000 for the CAO (which represented the "Town Visa" that all departments shared). CAO, Linda Cloney proposed to Council an amendment to Appendix 5 of the Town of Oxford Procurement Policy to issue a Visa to MPAL with a limit of \$2,000, a Public Works Visa with a limit of \$4,000, decrease the limit of the CAO Visa (Town Visa) to \$4,000 and decrease the limit of the Mayor's Visa to \$2,000 leaving the entire limit the same at \$12,000 for all Visa purchasing cards. This change would allow for more accountability, responsibility, easier reconciliation, and convenience.

Moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to amend the Town of Oxford Procurement Policy Appendix 5 for purchasing cards as presented.

Motion Carried

4.2 2022 2023 Boards and Committees – changes to Intermunicipal Poverty Reduction Advisory Committee and add a new committee Road Trails Act Review Committee - Linda

The Intermunicipal Poverty Reduction Committee, at the last Committee of the Whole, recommended that Carrigan Guthro be brought forward to Council to be approved to be a member of the

Poverty Reduction Advisory Committee. Carrigan has shown interest and it was reviewed by the Poverty Reduction Advisory Committee.

Moved by Councillor McNutt and seconded by Councillor Black to approve Carrigan Guthro as a member of the Intermunicipal Poverty Reduction Committee.

Motion Carried

CAO, Linda Cloney proposed to council to make motion to amend the Boards and Committees for 2023-24 to include Carrigan Guthro's name as a member to the Intermunicipal Poverty Reduction Committee and add a new committee, called Roads, Trails Act Review Committee, discussed at the last Committee of the Whole Meeting on April 3, 2023. The councillors expressing interest in the committee included Councillor McNutt, Councillor Jones, and Councillor Canning.

Councillor Colborne volunteered to be on the Roads, Trails Act Review Committee, which was included in the motion to amend the Boards and Committees for 2023-24.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to approve the amendments to the Boards and Committees for 2023-2024.

Motion Carried

4.3 Oxford Trails Association Quote – Request for decision – presented and discussed at COW April 3 – Linda

CAO, Linda Cloney reviewed with Council the Oxford Trails Association Quote, presented at the last Committee of the Whole, by Jimmy Ward, MPAL. In 2020, a grant was applied for by the Town of Oxford's previous Recreation Director, Corey Skinner, and awarded \$10,000 to go toward the trails. The grant committee came forward to Jimmy Ward recently and inquired if the Town of Oxford still would like this grant money that had not been claimed. Jimmy Ward accepted the grant money to put toward the trails as previously

designated through the previous grant application. A quote has come in for the Oxford Trails Association for work that the \$10,000 would go towards on Water Street at the trail head. Because this is a grant in conjunction with the Town and it is on Town Property, a motion to accept the quote for trail parking and privacy fence by Little River Landscaping, a local business that has applied to do the work for the Oxford Trail Committee would be needed.

Moved by Councillor McNutt and seconded by Councillor Canning to approve the quote by Little River Landscaping for work to be completed at the trail head for the Oxford Trails Association using the \$10,000 grant moneys applied for in 2020.

Motion Carried

4.4 Water and Sewer Services Request – Mervil Rushton (Birchwood Road Property) – Linda

Moved by Councillor Colborne and seconded by Councillor Black to connect PID 25246810 on Birchwood Road to the Town of Oxford's water utility service.

Motion Carried

Moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to connect PID 25246810 on Birchwood Road to the Town of Oxford's sewer service.

Motion Carried

4.5 Amend motion (February 21) regarding adopting Sewer infrastructure and services on Sunset Avenue – Linda

CAO, Linda Cloney reviewed with Council that on February 21, 2023, there was a motion made regarding adopting sewer infrastructure and services on Sunset Avenue and in that motion a clerical error was made and an amendment would be necessary to revise the PID 25513330 in the motion to PID 25513300.

Moved by Councillor McNutt and seconded by Councillor Black to amend the February 21, 2023, motion to revise PID #25513330 to PID 25513300 to read "That Council adopt the sewer infrastructure and services on Sunset Avenue regarding PID's 25513284, 25513292 and 25513300".

Motion Carried

4.6 Oxford Library Rent and contract – notice to Council – Greg

Mayor Henley informed Council that an extension of the contract for rent of the library with Paper Weight Fitness was granted to October 2024 with only an adjustment for CPI for the term.

4.7 Sustainable Services Growth Fund (SSGF) – terms and conditions – Linda

CAO, Linda Cloney reviewed with Council that at the last Committee of the Whole meeting on April 4, 2023, it was announced that an approved grant was received for \$275,151 by the Sustainable Services Growth Fund (SSGF) and the Town has until March 31, 2025 to close out a project which could include municipal services regarding renewing, increasing capacity or creating services for housing development, seniors and long-term, accessibility and active transportation. Because this was a contract with the province for the funding, a motion would be required.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to accept the Sustainable Services Growth Fund (SSGF) grant.

Motion Carried

4.8 Oxford Community Identity Signs – installed – Linda.

The new Oxford Community Identity Signs, which is renewed approximately every 30 years are now completed and installed on either side of Oxford. The graphics and models was from the help of volunteers. The project had been budgeted for \$30,000 but had come in under budget at \$24,000. A special thank you was extended

by CAO Linda Cloney and Council to Diana McKay and David Spencer and everyone that was involved in putting this Community Identity Sign together. It was noted that the photo in the sign was taken from the River Philip bridge facing North.

4.9 Dillon Consulting Agreement – re: System Assessment Report – *Linda*

CAO Linda Cloney discussed the System Assessment Report with Council and that this was a necessary budget item and one that has a tight timeline. The Department of the Environment requires the Town to have a System Assessment Report completed by professional engineers or under the supervision of a professional engineer. This report outlines conclusions, recommendations and shall be relied upon by the approval holder of the municipal public drinking water supply and the department. The engineer shall evaluate and inspect the municipal public drinking water supply and shall meet with the approval holder to discuss the system assessment report. Dillon Consulting was approached, a firm that does a lot of the Town of Oxford's consulting. Dillon came back with a proposal totalling \$13,800 for the assessment. The report is to be completed the Spring of 2023. The report is to be completed every 10 years as part of compliance with the Department of the Environment. It's recommended to go with Dillon Consulting because they know the system, have completed all our consulting work in the past and due to the tight deadline for completion it would have taken too long to have other consulting firms research to submit proposals. Dillon Consulting is performing similar proposals for many other municipalities.

Moved by Councillor McNutt and seconded by Councillor Canning to enter into an agreement with Dillon Consulting to generate the System Assessment Report for the Town of Oxford.

Motion Carried

5. Correspondence

5.1 Grad Banners – request from Michael Collicott and Julie Mitchell – Greg, included in the package.

Direction from council to allow the flying of Michael Collicott's grad banner flown in Oxford, his hometown, and assist again this year with putting up the OREC grad banners on poles and taking them down again.

Councillor McNutt discussed fund raising help for the banners (approximately \$200 per person). If anyone is interested in helping out, they were directed to get in touch with Julie Mitchell. Councillor McNutt suggested and Council gave direction that the grad banners be flown for the entire summer until fall.

5.2 2022-2023 NSCC Student Award Update – email from Michelle Bussey, included in the package – Linda

CAO Linda Cloney reviewed with council the Town of Oxford does two bursaries for the Nova Scotia Community College and the two bursaries have been awarded and both were from Oxford this year. Madeline M. and Sue S. and both are studying in the health care field. Congratulations were extended to the two recipients from Oxford Town Council. CAO Linda Cloney thanked Council for extending the bursaries.

6. In-Camera

6.1 acquisition, sale, lease, and security of municipal property

At 6:30 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:08 PM it was moved by Councillor Colborne and seconded by Councillor Black to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

Moved by Councillor McNutt and seconded by Councillor Black to form a committee to review the Oxford Agricultural Society lease agreement regarding the use of the arena.

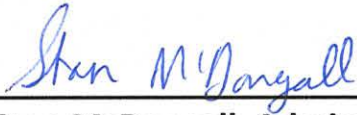
Motion Carried

7. Adjournment

The meeting adjourned at 7:10 PM



Mayor Greg Henley, Chair



Stan McDougall, Admin Assistant

May 23, 2023

Date Approved

