



## Minutes of the Regular Council Meeting

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

**Date:** Monday, May 23, 2023.

**Presiding Officer:** Mayor Greg Henley

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

**Regrets:** Councillor 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:

The Accessibility Committee is scheduled to meet Wednesday May 25, 2023, at 6:00 PM in Oxford Council Chambers.

The Audit Committee is scheduled to meet Thursday May 26, 2023, at 6:00 PM in Oxford Council Chambers. All Oxford Town Council was invited to this meeting. This meeting is to discuss the draft 2023-24 budget.

In 2023, the Municipal Wellness Program celebrates Municipal Wellness week from May 23 to May 26, 2023. A series of events for employees and elected officials is planned across the dimensions of health, physical, mental and workplace, financial and social interactions.

**1. Call to Order**

At 6:01 PM, Mayor Henley called the meeting to order.


**2. Approval of Agenda**

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt that the agenda of the Regular Council Meeting for May 23, 2023, be approved, as presented.

***Motion Carried***

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

**3.1 Town Council Minutes – April 17, 2023, Pages 2 – 10**

Approved by  \_\_\_\_\_  
Mayor Greg Henley, on May 23, 2023

**4. New Business**

**4.1 Easement for Training Grounds, Pages 11 - 13**

The Oxford Fire Department Training Ground Committee had submitted a proposal for Council to consider an easement for their training grounds property that would be established off the TransCanada Trail. The easement, if granted, would allow the occasional travel of fire apparatus down approximately 340 meters of trail between April and November yearly. With Council's approval of the easement the Oxford Fire Department Training Ground Committee would like to build a driveway off the Trail to Enter into the training ground. Once the driveway is established, the grounds would be leveled around the existing infrastructure that is above and below the ground.

Significant investment for the training grounds is already in place at the property near the sewer lagoons and includes an underground water tank, concrete burn pad with charcoal filtration system and a pad to have a burn structure erected on it. The site had been originally constructed for a regional training facility for Cumberland County.

The easement, if granted, would allow for easier access for Oxford Fire to conduct training and would allow for more control in a safer and more secure environment.

Councillor McNutt recommended discussions to have Oxford Fire Department repair any rutting that may occur on the trail by the heavy vehicles.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne to grant the easement to the Oxford Fire Department for access to their training grounds.

***Motion Carried***

#### **4.2 Easement for driveway use at 6841 Little River Road, Page 14**

For the newest and last home that is being built and nearing completion with Habitat for Humanity, the new owners have reached out to Oxford Council to request permission to place their driveway off the side of the house to the right of way off Little River Road which could eventually be the driveway or access to the new Oxford Community Centre. The new owner currently had a company scheduled in soon to place the gravel and prepare the driveway.

CAO Linda Cloney explained that the new owner realizes that the trail road is currently not maintained and is used by many to access the school and is used for multiple purposes.

Councillor McNutt expressed concern that their laneway could potentially be congested due to future events at the Community Centre. Having the driveway to the side of the home would also allow the new resident access to the rear door, which was explained to Linda to be the preferred main entrance.

Moved by Councillor Colborne and seconded by Councillor McNutt to grant the easement for driveway for 6841 Little River Road as requested.

***Motion Carried***

**4.3 Water and Sewer Services Request – 6841 Little River Road, Page 15**

Habitat for Humanity Nova Scotia made a formal request to Council to connect to sewer and water services at 6841 Little River Road

Moved by Councillor McNutt and seconded by Councillor Colborne to approve the formal request to have sewer and water services hooked up at 6841 Little River Road.

***Motion Carried***

**4.4 PCAP Application – Foundry Street Waterline Replacement Project, Page 16 – 20**

CAO Linda Cloney explained that PCAP (Provincial Capital Assistance Program) supports investment in high-priority Municipal infrastructure projects. Linda explained to Council that this is a 2-step grant process, and this first step provides the framework to be able to apply to the larger pool of funding once the federal budget releases.

The proposal is to do construction on Foundry Street to replace the waterline and paving due to the numerous water breaks and overall condition of the road. This application allows for engineers to come in to analyze the road, perform a cost analysis and design and engineer plans in this first phase of analysis. The funding would come later either this year or next year.

Dillon Consulting, who are very familiar with the Town of Oxford water system can put together the construction design, and the cost analysis. The deadline to apply is June 7, 2023.

A resolution from council supporting the submission of the Foundry Street Waterline Renewal project for funding consideration under the Provincial Capital Assistance Program was needed to move forward toward potential 50 cent dollars to perform this analysis, if approved,

by the PCAP program. CAO Linda Cloney explained to Council that this application, if approved, would provide up to 50% funding for Dillon Consulting to start on the engineering analysis for the Foundry Street Waterline Renewal project and then once completed, application for the funding to do the actual work would take place.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to approve the application to the Provincial Capital Assistance Program for 50% of the design costs for the Foundry Street Water Main Replacement Project.

***Motion Carried***

#### **4.5 Revise 2023-2024 Boards and Committees, Page 21**

CAO Linda Cloney discussed revisions to the 2023-2024 Boards and Committees with Council.

There was still a vacancy in the All-Saints Community Health Care Foundation for a public appointee. An Oxford resident can fill this vacancy and knowledge of the health care industry is preferred. Meetings are currently held through the day, every two months. The meetings are approximately 2 hours long and held at the All-Saints Hospital in Springhill and the meeting starts around 9-9:30 AM and lasts between 1 and 2 hours. Milage would be paid to travel to the meetings.

The Accessibility Committee announced that there was a new committee member, Danielle Laurie that has been with the committee for a while, but her name is now formally added to the Boards and Committees list.

A new committee to be added for consideration is the Inclusion, Diversity and Equity Committee. The province of Nova Scotia, Office of Equity, Anti-Racism Initiatives (OEA) has requirements under the Dismantling Racism and Hate Act with a goal to create a strategy to address systematic inequity and racism and create a plan to address

equity and anti-racism. One Councillor is being sought to sit on the committee.

Councillor Canning volunteered to sit on the Inclusion, Diversity and Equity Committee and was added as a member, pending approval from Council. Councillor Canning and Linda would have an initial meeting to discuss the terms of membership and would then reach out at a future meeting. Linda encouraged anyone that is interested to reach out with their interest as the plan would be to get the committee started as soon as possible.

Source Water Protection Advisory Committee was another committee to be considered to add to the 2023-2024 Boards and Committees. This is a directive from the Department of the Environment to have an updated Water Protection Plan. This directive has been in place for some. One Councillor is needed and would involve other stakeholders including the town planner, Department of the Environment, Department of Natural Resources, Department of Highways, and the County. Mayor Henley volunteered to sit on this committee and was added as a member pending approval from Council.

Cumberland Central Landfill Community Liaison Committee, to which Councillor McNutt is currently a voting member and Linda as a non-voting member as staff. The committee was ideally looking for two Oxford residents or business operators to sit on this committee to round out the committee. Matters relating to solid waste, the landfills, transfer station operations are discussed in meetings with this committee. The Department of Environment and GFL take part in meetings with this committee.

Councillor McNutt offered to create an on-going post with all the vacancies for the Boards and Committees.

Lastly, the Downtown Beautification Committee is to be added to the 2023-2024 Boards and Committees List, which had held their first informal meeting. The committee was formed to start a downtown

revitalization project. Councillor Canning, Councillor McNutt and Councillor Black currently sit on this committee. One or two public appointees would be invited to sit in on this committee.

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to approve the amendments to the 2023-24 Boards and Committees.

***Motion Carried***

## **5. Correspondence**

### **5.1 RCMP Retroactive Costs – Municipality of Barrington, Pages 22 – 23**

The municipality of Barrington wrote a letter of concern regarding the disappointment of the retroactive costs for the RCMP to the Attorney General and Minister of Justice at the Department of Justice as well as shared it to all the municipalities, Councils, and elected officials of Nova Scotia.

Council gave direction to Linda to send a letter in support of these concerns.

### **5.2 12-month notice – Municipal Affairs and Housing, Pages 24 – 28, for informational purposes.**

CAO Linda Cloney briefly reviewed the notice with Council.

## **6. In-Camera**

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

At 6:36 PM it was moved by Councillor Colborne and seconded by Councillor Black to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

***Motion Carried***

At 6:53 PM it was moved by Councillor Black and seconded by

Councillor Canning to come out of in-camera and resume the Regular Council Meeting.

***Motion Carried***

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to enter into an agreement to purchase a truck for the public works department from Lounsbury Chevrolet, Moncton, NB, Deal #224608 at a cost of \$64,750.12 after having reviewed several quotes and where as it was an emergency to acquire a new truck immediately for use by the public works department.

***Motion Carried***

**7. Adjournment**

The meeting adjourned at 6:58 PM

  
\_\_\_\_\_  
**Mayor Greg Henley, Chair**

\_\_\_\_\_  
**Stan McDougall, Admin Assistant**

\_\_\_\_\_  
**Date Approved**