



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Monday, September 11, 2023
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Brenton Colborne, Chrystal McNutt, Olivia Canning, and Deputy Mayor Arnold MacDonald
Councillors Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), Bruce Rushton - Fire Chief, Kyle Purdy - Deputy Fire Chief, Nick Purdy - Public Works Supervisor, and Ruthann Brookins (Senior Accountant)

Public in attendance: Mark Rushton (Six Rivers News, Radio, and TV)

Fire Chief Bruce Rushton and Deputy Fire Chief Kyle Purdy left the meeting at 6:37 PM.

Announcements Prior to Call to Order

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

The Oxford Transfer Station is open Thursdays from 11:00 AM to 7:00 PM. Those hours will remain until the end of September. Mayor Henley suggested that residents may want to go early due to potential impact by Hurricane Lee.

1. Call to Order

At 6:00 PM, Mayor Henley called the meeting to order. Mayor Henley made note of a correction to the start time of the Committee of the Whole Meeting that appeared on the agenda which read 6:20 PM and should have read 6:00 PM.

2. Approval of Agenda (pages 1-2)

Moved by Councillor Jones and seconded by Councillor Black that the agenda of the Committee of the Whole Meeting for September 11, 2023, be approved, as presented.

Motion Carried

3. Approval of minutes from the previous meeting – (pages 3-6)

3.1 Committee of the Whole Minutes – June 12, 2023

Approved by  _____
Mayor Greg Henley, Chair, on September 11, 2023

4. Reports of Town Departments

4.1 Public Works Report – Nick Purdy presenting - report included in package (pages 7-11)

4.2 Fire Department Report and Monthly Call Report – Fire Chief Bruce Rushton and Deputy Fire Chief Kyle Purdy presented. (report submitted separately)

4.3 Municipal Physical Activity Leader (MPAL) Reports – Jimmy Ward sent his regrets and Councillor McNutt presented the MPAL report – report included in package includes Anti-Racism Charter and Walkability Plan (Walkability will be submitted separately 82 pages). (Pages 12-16) **Note the Walkability and Anti-Racism Charter was deferred to the next Council Meeting.**

Councillor McNutt added that the initial planning had begun for the Christmas 2023 parade which was scheduled for November 24, 2023.

4.4 Administration Department Reports – Linda Cloney presented – reports included in package, (pages 17-22)

4.5 Financial Reporting – General Operating, Water Operating, and Capital Budgets – Ruthann Brookins presented, (pages 23 – 32)

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to accept the reports of town departments, as presented.

Motion Carried

5. Reports of Committees and Boards – *Linda Cloney presented all reports, reports available for review in package.*

5.1 Cumberland Public Libraries Report, (page 33-34)

5.2 Cumberland Public Libraries Annual Report and Audited Financial Statement. (*submitted separately – 29 pages*)

5.3 Financial Update Regional Chairs – Divert NS, (*pages 35 – 39*)

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones to accept the reports of Committees and Boards as presented.

Motion Carried

6. Items of Discussion and Correspondence

6.1 Customer Service Requests – 2 residents

CAO Cloney discussed with the Council that customer service requests have come in from two residents of the Town of Oxford concerning the same issue in the same areas of town in the month of June involving roaming individuals, presumably youths between the hours of 10:00 PM and 1:00 AM in the Henderson, Fulton, and Jackson Street areas. The incidents further involved knocking on doors, pounding on windows, and throwing rocks. Descriptions suggest the individuals were between 12 and 15 years of age, dressed in black. The requests both indicated the desire for them to be brought up at Council, for the discussion of enacting curfews. Both reports were forwarded to the RCMP for further investigation. The Town of Oxford Noise Bylaw does indicate noise restrictions; however, a curfew does not currently exist.

Councillor Colborne indicated that this is still an ongoing issue.

6.2 Technology Devices Policy, (page 40-43)

A Technology Devices Policy was developed at the request of the Town of Oxford's auditors and guides staff in the proper care and acceptable use of supplied technology devices in their employment at the Town of Oxford.

6.3 Email from Mayor Kogon, Town of Amherst Re: Inter-municipal collaboration and cooperation, (pages 44-45)

Mayor Henley discussed a meeting that was held with Mayor Kogon from the Town of Amherst and Mayor Scott from the County of Cumberland where Inter-municipal collaboration and cooperation would continue with a joint council meeting to occur once a year in a different location in each district on a rotating basis. The meeting would be social and involve any business pertinent

to each district. It would be a good way to see what other Councils are discussing. A date and time and location would be announced for the joint council meeting between Amherst, Oxford, and the County of Cumberland.

6.4 Correspondence from Lucas Tree Re: Arbor Day, (page 46)

CAO Cloney discussed that Lucas Tree approached Council to investigate if the Town of Oxford would like to plant a tree for Arbor Day on September 21, 2023, and further take part in Arbor Day. Councillor McNutt responded that the type of tree, location for planting had been determined yet and further discussion would be had.

6.5 13 Ways Inc., (pages 47 – 56)

CAO Cloney discussed that a citizen of the Town of Oxford brought forward for Council to consider 13 Ways Inc. 13 Ways Inc. is a community development organization. Services offered include community assessments, community engagement, strategic direction, budget support, marketing, and communication plans, etc. Council gave direction to have 13-Ways present at a future COW meeting.

6.6 Email from Catherine Mundle – Human Resource Coordinator for Oxford Frozen Foods – RE: Sidewalks and Reflective Signage, (page 57)

CAO Cloney received an email from Catherine Mundle requesting crosswalk reflective signage to be installed near Oxford Frozen Foods at the crosswalks to aid in visibility. Reflective signage has been ordered. Oxford Frozen Foods currently supplies their employees with high visibility reflective vests. The council discussed the speed limit changes at Oxford Town Limits and where they are located and the possibility of getting the speed limit reduced where it was currently reduced to 70 kmph. Council gave direction to discuss this at the next Police Advisory Board meeting.

6.7 Email from Juanita Spencer – CEO for Nova Scotia Federation of Municipalities – RE: EPR for printed paper and packaging, (page 58)

CAO Cloney discussed an update from NSFPM regarding new regulations for Extended Producer Responsibility that are now in place. EPR makes producers responsible for end-of-life management of their goods which improves recycling efforts and supports waste reduction goals. This aids in reduction, reuse, repair, refurbishment and recycling of products and materials. An example of the paint recycling program was brought forward.

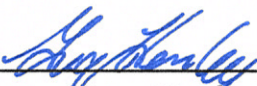
6.8 Accessibility Plan – Town of Oxford – 2023-2026 – submitted separately, (36 pages)

CAO Cloney discussed with Council that the Accessibility Committee has done a lot of work on the Accessibility Plan for the Town of Oxford which is currently in draft form for Council to review and approve at the next Council meeting. The plan is a 5-year plan for accessibility and was a requirement from the province of Nova Scotia that all municipalities have a plan in place. The draft plan was sent out to the province for their review of the basic requirements that the plan should have according to the Accessibility Act. The Town of Oxford Accessibility Plan has met the Accessibility Act's basic requirements. Therefore, it is presented to Council for review and consideration to adopt the plan at the next Council meeting.

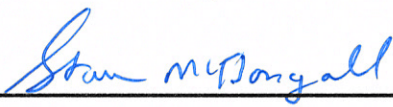
7. Adjournment

Mayor Henley made note that October's COW meeting was scheduled for Tuesday, October 10, 2023 – due to the Thanksgiving Holiday.

The meeting adjourned at 6:52 PM.



Mayor Greg Henley, Chair



Stan McDougall, Admin Assistant

Oct. 11/2023

Date Approved

