



## Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook  
Date: Monday, September 25, 2023  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Paul Jones, Brenton Colborne, Deputy Mayor Arnold MacDonald, Chrystal McNutt, and Olivia Canning

Councillors Regrets: *Nil*

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

**Staff in attendance:** Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), and Nick Purdy - Public Works Supervisor.

**Public in attendance:** Jason Haughn – Municipal Advisor Nova Scotia

Jason Haughn left the meeting at 6:21 PM

### **Announcements Prior to Call to Order**

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

The Oxford Transfer Station will be open Wednesday September 27, 2023, as the Transfer Station will be closed on Saturday September 30, 2023, for Truth and Reconciliation Day. Also, Town Hall will be closed Monday September 30, 2023.


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

At 6:00 PM, Mayor Henley called the meeting to order.

2. **Approval of Agenda, Pages 1 – 2**  
Moved by Councillor McNutt and seconded by Councillor Black that the agenda of the Regular Council Meeting for September 25, 2023, be approved, as presented.

***Motion Carried***

3. **Approval of minutes from the previous meetings**  
3.1 **Council Minutes – June 26, 2023, Pages 3 - 25**  
3.2 **Special Council Minutes – September 11, 2023, Pages 26 – 28**

Approved by  \_\_\_\_\_  
**Mayor Greg Henley**, on September 25, 2023

4. Presentation  
4.1 – Jimmy Ward – Municipal Physical Activity Leader (MPAL) –  
4.1.1 - Anti-Racism Charter, Pages 29 – 30

The Municipal Physical Activity Leader presented the Anti-Racism Charter Launch to Council. Signing the charter would allow Oxford to be eligible to receive funding through Recreation Nova Scotia to implement an off-start program to allow for surveys to gather information to put toward an on-going program. Council was encouraged to be the first in Cumberland County to sign the Anti-Racism Charter.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to sign the Anti-Racism Charter.

***Motion Carried***

- 4.1.2 – **Walkability Plan**, Submitted separately  
4.1.3 – **Proposal from PEACH**, Pages 50 – 53 (added to package on September 25)

The Municipal Physical Activity Leader presented the Walk and Wheel Project Proposal as submitted by the members of PEACH (Planning Equality, Accessibility, and Community Health). Following Provincial and Federal Standards, the Plan aims to conduct assessments through GIS and sampling

to produce a final report and video summary of the project methods, findings, and recommendations for future infrastructure projects. The estimated budget for the plan would be approximately \$8,900 of which, the majority would be covered by funding through Recreation Nova Scotia with the remainder coming from the recreation budget or any in-kind contributions.

Moved by Councillor Canning and seconded by Councillor McNutt to adopt the Walk and Wheel Project Proposal that will conduct research into the Walkability of the Town of Oxford as submitted by PEACH.

***Motion Carried***

5. **New Business**

5.1 **Technology Devices Policy** – *presented at COW September 11 – needs approval, Pages 31 – 34*

The CAO reviewed the purpose of the Technology Devices Policy as presented at the last COW meeting on September 11, 2023.

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones to approve and adopt the Technology Devices Policy as presented.

***Motion Carried***

5.2 **Accessibility Plan – Town of Oxford – 2023-2026** – *presented at COW September 11 – needs approval, Submitted separately*

The CAO reviewed the draft Accessibility Plan for 2023-2026, that was completed by the Accessibility Committee, to Council that was previously presented at the COW meeting on September 11, 2023. The Accessibility Plan for the Town of Oxford was reviewed by the Accessibility Directorate passing the requirements needed.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne to adopt the Accessibility Plan 2023 – 2026 for the Town of Oxford, as presented.

***Motion Carried***

- 5.3 **3-year Arena Lease – changes made to agreement** – needs approval  
*Verbal presentation*

The Town of Oxford Arena association approached the Town of Oxford with a few changes to the original drafted contract. The first amendment would allow the \$45,000, provided by the Town of Oxford annually, be analyzed yearly and adjustments made to the amount using either the calendar year CPI or Statistics Canada for Nova Scotia. Secondly, the availability of the \$45,000 to be allowed for not only electricity and gas but could also be used for maintenance and supplies.

Moved by Councillor Jones and seconded by Councillor McNutt to amend the drafted contract as presented and enter into a 3-year agreement with the Oxford Arena Association.

***Motion Carried***

- 5.4 **Well #4 – replace the well pump, pipe, and wire - \$43,087.41** – needs approval, *Verbal presentation*

The CAO discussed the time-sensitive project to replace the well pump #4 the piping and the wire, that happened over the summer. Three quotes were reviewed. The pump was replaced by Ron White, a contractor that is very familiar with the site and his quote was accepted at \$43,087.41. Funds would come from Water Capital

Moved by Councillor Colborne and seconded by Councillor Black to formally accept the bid of Ron White for \$43,087.41 plus applicable taxes.

***Motion Carried***

- 5.5 **SCADA upgrade – increase budget amount from \$20,000 to \$26,000**  
– needs approval, *Verbal presentation*

The CAO reported to Council that during the summer it was identified that a SCADA upgrade was required. In this year's budget, the amount of \$20,000 was approved. However, an additional \$6,000 of unexpected cost would need to be added to the existing budget of \$20,000 to a total of \$26,000 to complete the upgrade. The \$6,000 would come from Water Operating.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to increase the budgeted amount of \$20,000 to \$26,000, from Water Operating, for the SCADA upgrade.

***Motion Carried***

**5.6 Enter 5-year lease agreement with Oxford Pioneer Heritage Club – needs approval, *Verbal presentation***

The CAO reviewed a 5-year lease agreement that exists with the Oxford Pioneer Heritage Club, a requirement for the club to receive grants. A new 5-year agreement has been drafted following the current lease agreement.

Moved by Councillor McNutt and seconded by Councillor Canning to enter into the 5-year lease agreement with the Oxford Pioneer Heritage Club as presented.

***Motion Carried***

**5.7 Tax & Water Collection Policy – recommending changes, Pages 35 – 42**

The CAO introduced to council an amendment to the current Tax & Water Policy. The changes include amendment to Purpose item #4 to read: *Provide staff with equitable guidelines for informed, sustainable decision making, and legal guidelines to staff and the public, consistent with the Town's organizational values of excellence and fiscal responsibility ensuring all taxpayers are served well and fairly.* Terms were also added to include the words *Immediate Family and Lien* with their associated definitions.

The main change to the Tax & Water Collection Policy as outlined by the CAO is item #18 under Properties In Tax Sale Position which reads: *The Town of Oxford will not accept a tender/bid from a tax assessed owner, his/her agent or his/her immediate family for any sum less than the full amount of taxes, interest and expenses associated with respect to the land.*

These changes are to be considered for the next Council meeting.

#### **5.8 Update on Town of Oxford 2022/2023 – Audited Financials**

*Verbal presentation*

The CAO updated Council, as reported by the Senior Accountant, that the auditors had been trying to meet the deadline to complete the audit for the Town of Oxford by September 30, 2023. Since the Town of Oxford has asked them to assist in the asset retirement obligation (ARO), the auditors have advised that this is a new significant undertaking for them and where they are performing the assessment themselves, they did not anticipate having the audit completed within the September 30<sup>th</sup> timeframe. The auditors will continue to work through the audit as quickly as possible.

Councillor Jones requested the CAO follow up with the auditors for a tentative completion date as previously a delay could hold up funding for the Town.

#### **5.9 Drug and Alcohol Policy – introduction and consideration, Pages 43 – 49**

The CAO introduced the new Drug and Alcohol Policy for consideration by Council for adoption at the next Council meeting.

This policy has been drafted to enhance what was currently included in the employee handbook and the CUPE contract to provide guidance and rules establishing a framework for the responsible use of alcohol, certain medications, and cannabis.

5.10 **Appointment of Abiola Falaye – Land Use Planner for the Town of Oxford**, Verbal presentation

The CAO discussed the appointment of Abiola Falaye as the Land Use Planner for the Town of Oxford. Abiola works alongside our current Town Planner Andrew Fisher in the Amherst Office. A motion by Council to appoint Mr. Falaye gives him authority as a Town Planner for the Town of Oxford

Moved by Councillor Jones and seconded by Councillor McNutt to appoint Abiola Falaye as a Land Use Planner for the Town of Oxford.

**Motion Carried**

Prior to moving to go in-camera, Mayor Henley addressed Council regarding the letter from a citizen asking the Town of Oxford to investigate an organization called 13-Ways, based in Alberta who assess small towns and come up with ways to improve them. Most of the Council met through Zoom for an informative online meeting with 13-Ways with beneficial advice given and further literature to be sent in the future.

The cost of the program was discussed as quite cost-prohibitive with costs ranging from \$80,000 to \$150,000. Council agreed that the money would be better spent building up Oxford's infrastructure considering Oxford's current housing boom. Mayor Henley thanked the citizen for bringing this to the Town of Oxford Council's attention.

6. **In-Camera**

6.1 **Acquisition, sale, lease, and security of municipal property**

At 6:21 PM it was moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

**Motion Carried**

At 8:08 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to come out of in-camera and resume the Regular Council Meeting.

***Motion Carried***

Moved by Councillor Jones and seconded by Councillor McNutt to allow the Town of Oxford to enter into any future agreements with Dillon Consulting providing the procurement policy for the town is followed.

***Motion Carried***

Moved by Councillor Jones and seconded by Councillor Colborne to consider asphalt and/or cement for sidewalks


***Motion Carried***

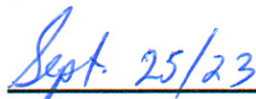
Prior to adjournment, Mayor Henley reminded everyone that the next COW meeting will take place on Tuesday October 10, 2023 given the Thanksgiving holiday on October 9, 2023.

7. **Adjournment**

The meeting adjourned at 8:12 PM

  
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**Mayor Greg Henley, Chair**

  
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**Stan McDougall, Admin Assistant**

  
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**Date Approved**