



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, November 22, 2023
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Olivia Canning, Brenton Colborne, Paul Jones, Deputy Mayor Arnold MacDonald, and Chrystal McNutt
Councillors Regrets: nil

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Ruthann Brookins - Manager of Finance, Bruce Rushton - Fire Chief, and Stan McDougall - Admin Assistant (recording secretary).

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 Colborne and seconded by Councillor Jones that the agenda of the Regular Council Meeting for November 22, 2023, be approved, as presented.

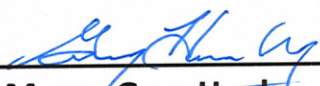
Motion Carried

3. Approval of minutes from the previous meetings

3.1 Council Minutes – October 23, 2023, Pages 3 - 11

3.2 Special Council Minutes – October 30, 2023, Pages 12 – 14

Approved by _____


Mayor Greg Henley, on November 22, 2023

4. Business

- 4.1 Boards and Committees of Council 2023/2024 – revisions *Page 15*
CAO Cloney presented to Council that a revision to the 2023-2024 Boards and Committees list be revised with the addition of Amanda Purdy to the Recreation Commission.

Moved by Councillor McNutt and seconded by Councillor Jones to accept the revision to add Amanda Purdy to the Recreation Commission of the 2023/2024 Boards and Committees of Council.

Motion Carried

- 4.2 **Information / Communication Technology Usage Policy –
*consideration for adoption of recommended changes. Pages 16 – 19***

Moved by Councillor McNutt and seconded by Councillor Black to accept the changes to the Information/Communication Technology Usage Policy as presented.

Motion Carried

- 4.3 **Oxford Technology Devices Policy – *consideration for adoption of recommended changes. Pages 20 – 25***

CAO Cloney discussed with Council that additional changes were made to this already adopted policy but additional grammar and one significant addition to the policy on pages 4 and 5, as recommended by our financial auditors regarding employee and Council leave of employment which adds that all devices upon an employee or Council member leave of the employment of the Town of Oxford must be returned prior to the leave with all login and other pertinent information included for proper recycling and or disposal of Municipal materials.

Moved by Councillor Jones and seconded by Councillor McNutt to accept the changes to the Oxford Technology Devices Policy as presented.

Motion Carried

4.4 **Snow and Ice Management Policy** – *consideration for adoption of recommended changes. Pages 26 – 34*

CAO Cloney presented to Council that at the previous COW meeting there was a motion to Council to accept the amendments of the Snow and Ice Management Policy as was presented.

Moved by Councillor Jones and seconded by Councillor Black to accept the amendments to the Snow and Ice Management Policy as presented.

Motion Carried

4.5 **Appointment of Fire Inspectors – David Buell, Thomas Trenholm, Melissa Siddall, and Brian Wood** – *request from Nova Scotia Office of the Fire Marshal, Verbal presentation*

CAO Cloney presented to Council that as recommended by the Office of the Fire Marshall, Council should make a motion to formally appoint David Buel, Thomas Trenholm, Melissa Siddall, and Brian Wood, employees of the Municipality of the County of Cumberland, as the fire building officials for the Town of Oxford.

Moved by Deputy Mayor MacDonald, seconded By Councillor Black that the Council of the Town of Oxford appoint David Buell, Thomas Trenholm, Melissa Siddall and Brian Wood, employees of the Municipality of the County of Cumberland, as Fire Inspectors for the Town of Oxford.

Motion Carried

4.6 **Recycling Performance Audit** – *Cumberland Central Landfill Facility Verbal presentation, Mayor Henley presenting.*

Mayor Henley presented to the Council that a meeting was held with a representative of GFL who had completed an audit of their recycling processes. Their findings were that there was too much contamination of recyclable materials, specifically, paper products

making sorting processes difficult and often resulting in the disposal of all the recyclable materials as a result for all of Cumberland. Proper recycling is required to make use of all recyclable materials.

4.7 Oxford Nazarene Community Kitchen request, Page 35

CAO Cloney read a letter received from Karen Barclay on behalf of the Oxford Nazarene Community Kitchen describing that a full turkey dinner would be served to about 150 students on December 13, 2023, and requested that a donation towards the costs of the dinner may be provided by Council of the Town of Oxford. A sign thanking supporters would be in place.

Moved by Councillor McNutt and seconded by Councillor Black to support the turkey dinner held at the Nazarene Community Kitchen for December 13, 2023, up to \$500.00.

Councillor Jones inquired if we had \$500 in the budget to put towards this and if we may be setting a precedent given there are many other great causes to donate to.

Manager of Finance, Ruthann Brookins, discussed that MPAL Jimmy Ward had, as part of the already donated to the Nazarene Church for games night.

Councillor McNutt rescinded her original motion.

Moved by Councillor McNutt and seconded by Councillor Canning to donate \$250.00 toward the Oxford Nazarene Community Kitchen for the Christmas turkey dinner on December 13, 2023.

Councillor McNutt – Yes
Deputy Mayor MacDonald – Yes
Mayor Henley – Yes
Councillor Black – Yes
Councillor Colborne – Yes
Councillor Jones - No

4.8 **Sewer System - non-flushable items** – Councilor Jones presenting *Verbal*

Councillor Jones presented to the Council that there have been many items flushed down into the sewer system that shouldn't be which has created a lot of repair work. There are 4 items in particular that have been brought to Councillor Jones' attention which were grease, tampon sleeves, pill bottles, and rags including disinfectant wipes.

To prevent further sewer maintenance, Public Works is recommending that the public be cautious in what is flushed down into the sewer.

4.9 Appointment of Traffic Authority and Deputy Traffic Authority, *Linda Cloney presenting*

CAO Cloney presented to the Council this late addition agenda item. A request through email was made for the Town of Oxford to update the Traffic Authority Database as S/Sgt Brian Cameron confirmed that there have been changes to the Traffic Authority and there were new appointments to be made by motion by the Town of Oxford to appoint S/Sgt Andrew Clark as the Traffic Authority and Sgt Brian Cameron as the Deputy Traffic Authority for the Town of Oxford.

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones that the Council of the Town of Oxford appoint S/Sgt. Andrew Clark as the Traffic Authority and Sgt. Brian Cameron as the Deputy Traffic Authority for the Town of Oxford.

Motion Carried

4.10 **Joint COW and Council Meeting to be held December 13, 2023 –**
Verbal Discussion

Mayor Henley discussed with the Council regarding a suggestion to hold a joint COW and Council meeting on December 13, 2023, at 6:00 PM.

Councillor Jones inquired about holding the Committee of the Whole and Council meetings on the same night in the future also.

Mayor Henley discussed that there are instances where more time is required for more information discovery between COW and Council meetings

A consensus was given by the Town Council to hold a joint COW and Council meeting on December 13, 2023.

CAO Cloney will investigate the possibility in the future of holding Committee of the Whole and Council Meetings on the same night in the future.

5. Correspondence

5.1 **Municipality of the District of Yarmouth – Exemption of Volunteer Emergency Service Providers from New Fuel Charges** – email *Page 36*

CAO Cloney presented a letter written by John Cunningham, Warden of the Municipality of the District of Yarmouth to Steven Guilbaut which acknowledged and supported the Municipality of Barrington in their letter dated July 27, 2023, regarding the request for carbon tax exemption for volunteer emergency service providers.

The letter requested that the application of the carbon tax on volunteer emergency service providers be removed.

A consensus was given by the Town Council to issue a letter of support.

5.2 **NSCC – Urgent Aid Update** – email *Pages 37 – 39, information purposes.*

6. **In-Camera**

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

At 6:40 PM it was moved by Councillor Jones and seconded by Deputy Mayor MacDonald to go in-camera to discuss acquisition, sale, lease, and security of municipal property

Motion Carried

At 7:06 PM it was moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to come out of in-camera and resume the Regular Council Meeting.

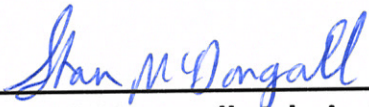
Motion Carried

7. **Adjournment**

The meeting adjourned at 6:08 PM



Mayor Greg Henley, Chair



Stan McDougall, Admin Assistant

12-13-2023

Date Approved