



Minutes of the Regular Council Meeting

Notice of Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, December 13, 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, and Stan McDougall - Admin Assistant (recording secretary).

1. Call to Order – Welcome

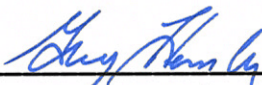
At 6:42 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda, pages 1 - 2

Moved by Councillor McNutt and seconded by Councillor Jones that the agenda of the Regular Council Meeting for December 13, 2023, be approved, as presented.

Motion Carried

3. Approval of the Minutes – November 22, 2023, pages 3 – 9

Approved by 
Mayor Greg Henley, on December 13, 2023

4. Business

4.1 Development of WaterCAD Model – Recommendation from Public Works Committee – *Linda Cloney presenting, pages 10 – 13*

The Council was presented with information regarding water distribution concerns for the development in the Pugwash Road area, which was previously identified as an area of probable future failure in the Town of Oxford Asset Management Plan. Recently, an unsuccessful attempt at connecting the water services was made recently which were then brought forward to Dillon Consulting.

Dillon Consulting recommended to approve and proceed with a WaterCAD study of the area to identify specific areas needing upgrades.

The WaterCAD study involves a site survey of the water storage tanks, hydrant flow and meter tests which will help identify the upgrades to current systems that would be required.

The goal is to provide adequate services to all current and future homeowners to identify areas of concern and strength in the overall distribution system. A proposal from Dillon Consulting was received for WaterCAD study. Studies like this will also assist in future developments and in applications for project funding opportunities.

Moved by Councillor Jones and seconded by Councillor Canning to accept the recommendation from the Public Works Committee, that the Oxford Town Council accepts the Dillon Consulting Proposal with the estimated cost of \$34,800 plus taxes, to come out of the Water Capital Reserve, for the development of a WaterCAD model for the Town, as presented, and also for the Town of Oxford to not authorize any future development until this study is completed.

Motion Carried

4.2 Water Street Walking Bridge Closure – update - *Linda Cloney presenting verbal report*

The Council received an update regarding the closure of the Water Street Walking Bridge closure. Town staff, in conjunction with the Accessibility Committee and an outside contractor, acted quickly to make the unclosed side of the walking bridge accessible including repairs to the sidewalk, the addition of a crosswalk and crosswalk signage, and the sloping of asphalt up to the sidewalk to eliminate a height variance between the sidewalk and the ground. These repairs and upgrades were necessary to allow the public to safely cross the road to walk on the other side of the bridge.

The province has been contacted for a timeline on when the repairs to the closed portion of the walking area of the bridge will be completed. The province advised that it would be closed for some time and had no ETA on its opening. Staff will continue a dialog with the province and an update will be provided to the council and the public when an update is known.

4.3 Sewer Service Connection Fees – information – *Linda Cloney presenting, page 14*

The Council was presented with an update from staff that due to new developments in the Town of Oxford, it was discovered through analysis of the Town of Oxford Sewer bylaw that sewer connection fees had not been applied to new property development. At the time of the passing of the bylaw, the charge for new property development sewer connection fee was \$200.00.

Since then, the bylaw has been amended and the current sewer connection fee is now \$325.00. A memo was sent out to all current developers, the development office, and the council, and as of November 27, 2023, Town staff will apply the current sewer connection fee for the minimum of \$325.00 or the cost of installation, whichever is higher to all new sewer connections going forward.

4.4 Anekdoté Proposal – *Linda Cloney presenting, pages 15 – 18*

The Council was briefed on the *Anekdoté Proposal*. This is an app for your phone that was started in the province of Quebec and is now being expanded into the maritime provinces. The app updates users in real-time through audio format on their current surroundings, trails, attractions, or local businesses if there has been an Anekdoté briefing applied to it. The app would automatically pop-up information as the user moves along. It was an information piece proposed for future council consideration. The organization would provide a presentation to the council if interested in the future. The cost of set up would be \$3200 + taxes with \$480.00 per year for updating.

The council consensus was to not pursue this at the current time.

4.5 Town Hall Roof Quote - *Linda Cloney presenting, verbal report*

The Council was updated on the Town Hall roof, previously identified as needing extensive repair. The roof has been leaking in several locations, impacting the structure of the Town Hall and a potential health & and safety concern. Council approved a 2023-24 budget figure of \$60,000 for the repairs to the roof from the Capital Budget.

The staff made the recommendation to award Alex Crowley the project to install a peaked steel roof on the Town Hall. Mr. Crowley has examined the current roof structure thoroughly and understands the necessary repairs that are required to be made.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to award Alex Crowley the supply and installation of a complete roof system as quoted for the Oxford Town Hall at the quoted price of \$41,500 plus taxes.

Motion Carried

4.6 Replacement of Water Utilities – Foundry Street – Dillon Consulting Limited – Municipal Capital Growth Program Application – *recommendation from Public Works - Linda Cloney presenting, Verbal report*

The Council was presented with information regarding Foundry Street replacement water utilities and the application to the Municipal Capital Growth Program. Dillon Consulting had been previously awarded the design of the plan for Foundry Street and was expected to present the design to the council in an upcoming meeting. Since the Municipal Capital Growth Program came out to municipalities, providing up to 50% of the cost of a project like this, the Town of Oxford would like to enter into an application for the replacement of the water utilities on Foundry Street.

The need to apply was immediate or lose the funding opportunity. The total cost of the project came back at an estimated \$2,160,054.30 with taxes. A meeting was held with the Public Works committee to discuss this project and the funding application. It was noted that this is to apply for funding only, and completion of the project would depend on the response to future tender responses and the successful award of the funding.

Moved by Councillor Jones and seconded by Councillor Black to accept the recommendation from the Public Works Committee that the Oxford Town Council support the application to the Municipal Capital Growth Program for 50% of the project cost for the Replacement of Water Utilities – Foundry Street. The total estimated cost for the project is \$2,160,054.30.

Motion Carried

4.7 Purchase of a One-tonne truck with box – for use as a salt truck – *Linda presenting, Verbal report*

The Council was presented with a recommendation brought forward from the recent Public Works Committee meeting to acquire an additional one-tonne truck to be more efficient in providing street services. The current dump truck, which acts as the Town's only dump/salt truck, had undergone engine repairs and would be back in service on December 15, 2023. However, it was recognized and highly recommended by staff to acquire an additional truck, and an opportunity for a good used truck presented itself which would aid in

enhancing the efficiency of the Public Works team's ability to maintain the streets.

Supervisor of Public Works, Nick Purdy, described the process of switching up the existing salt/dump truck the time it takes to perform, and how more efficiencies could be gained by having the additional truck. Councillor Jones also discussed how the current salt/dump truck could be sent in for overhaul to extend its life in the future if there was a backup unit in place considering the cost of a new truck.

Moved by Councillor Jones and seconded by Councillor McNutt to accept the recommendation from the Public Works Committee that the Oxford Town Council supports the purchase of a 2020 Ford Super Duty F-350 from Steele Ford Lincoln in the amount of \$65,164.20 plus applicable taxes to come from the Capital Reserves to provide the service of efficient street maintenance.

Motion Carried

5. Correspondence – Linda Cloney presenting

5.1 Announcing the New NSFM Board of Directors, Page 19

6. In-Camera

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

At 7:08 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to go in-camera to discuss the acquisition, sale, lease, and security of municipal property

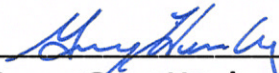
Motion Carried

At 7:27 PM it was moved by Councillor Jones and seconded by Councillor Black to come out of in-camera and resume the Regular Council Meeting.

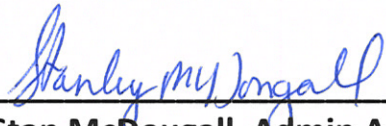
Motion Carried

7. Adjournment

The meeting adjourned at 7:30 PM



Mayor Greg Henley, Chair



Stan McDougall, Admin Assistant

01-29-2024

Date Approved

