



TOWN OF OXFORD

Committee of the Whole Meeting

Conducted through Zoom, streamed live to Facebook

Monday, June 7, 2021

6 pm

AGENDA

1. Call to Order

2. Approval of Agenda

3. Approval of Previous Minutes

3.1 Committee of the Whole Minutes – May 3, 2021

3.1 Special Committee of the Whole Minutes – May 10, 2021

4. New Business

4.1 June 21st - celebration of National Indigenous Peoples Day – Councillor McNutt

4.2 Speed Reduction on side streets – discussion - Deputy Mayor Adshade

5. Correspondence

5.1 Medical Center Heat Pump - discussion

6. Adjournment



Minutes of the Committee of the Whole Meeting

Place: Conducted through Zoom, streamed live to FaceBook
Date: Monday, May 3, 2021
Presiding Officer: Mayor Gregory Henley
Councilors Present: Deputy Mayor Wade Adshade, Carla Black, Brenton Colborne, Paul Jones, Arnold MacDonald and Chrystal McNutt
Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: Senior Accountant – Ruthann Brookins and Town Clerk - Linda Cloney
(recording secretary)

Guest in attendance: Ken Smith – Financial Advisor and Tracy Black – Audit Committee Member

Media in attendance: Mark Rushton – Six River News

Presenters in attendance: Heather Kouwenberg and Kirsteen Thompson – Cumberland County Exhibition
Jonathan McClelland – Cumberland Business Connector

1. Call to Order

Mayor Henley called the meeting to order at 6 pm.

2. Approval of Agenda

It was moved and seconded that the agenda of the Committee of the Whole Meeting for May 3, 2021 be approved, as presented.

Motion Carried

3. Approval of Previous Minutes

It was moved and seconded that the minutes of the Committee of the Whole Meeting for April 6, 2021 be approved, as presented.

Motion Carried

4. Presentations

4.1 Cumberland County Exhibition – Out of Season Arena Usage – Presenters Heather Kouwenberg and Kirsteen Thompson

The Cumberland County Exhibition would like to utilize the arena during the off seasons (Spring, Summer and Fall). It was presented to Council they would offer programs out of the arena and sharing the proceeds with the Town. The types of events that were discussed

were Equestrian and livestock shows. The Exhibition Committee would like to come to some type of agreement with the Town.

Q & A: Does this type of event happen now in Nova Scotia or is this something that is going to be new? Events like this are all over Nova Scotia.

Q & A: When these events take place, does the Curling Club get used as well? The Curling Club potentially could be a vacant building; it really depends on what the event was. If it was an equestrian or livestock show those would be held in the arena, but if it was a baseball practice that could be held in the Curling Club.

Q & A: Could the Quarter Horse show be an annual event? There is currently no specific event planned.

Q & A: Has the Cumberland County Exhibition Committee calculated an amount of revenue or an estimate in which you think the Town would receive for rental of the facility? Also, at the end of the season, how would you get it cleaned up for the ice season? The Exhibition Committee and the Town should have another meeting regarding this. Regarding the cleaning, the Exhibition Committee would have someone clean the facility including the stands and the beams to the standards that Council sets.

The Exhibition Committee would like to have the arena for the month of August this year and to work out an agreement with the Town regarding future events in the Spring Summer and Fall of 2022. The Exhibition Committee would like to meet with Council again in the Fall of 2021 to discuss the possibility of the Exhibition Committee managing the arena in the offseason of 2022. They would need to know by the end of 2021 if this is possible.

Following this presentation Ms. Kouwenberg and Ms. Thompson exited the meeting.

4.2 Jonathan McClelland – Joint Community Economic Development Strategy

Mr. McClelland presented to Council the Joint Community Economic Development Strategy which has been filed with the Council Package.

It was requested that the Oxford Town Council adopt the Cumberland Region Community Economic Development Strategy. Council asked if there is a cost for Oxford regarding this strategy. Mr. McClelland responded that this project is completed and there is no cost.

It was noted that population in Oxford is not an issue, housing is an issue for Oxford.

Following this presentation Mr. McClelland exited the meeting.

5. New Business

5.1 Draft General Operating Budget

Staff presented to Council an updated draft General Operating Budget. A copy of this is filed with the Council Package.

The draft budget presented reflects a surplus of \$67,000. Council directed staff to create contingency lines for the Fire Department and the Public Works Department and then divide the \$67,000 equally between them.

Council had a discussion regarding the Breathing Apparatuses for the Fire Department, this could be an item that may qualify for the COVID Restart funding. Staff will investigate this further.

5.2 Draft Capital Budget

Staff presented to Council an updated draft Capital Budget.

Municipalities need to submit to the Province annually a 3 to 5-year approved Capital Improvement Plan.

Council did not make any changes to the draft Capital Budget presented and would like to discuss this at the next Council Meeting scheduled for May 17, 2021.

5.3 Audit Committee recommendation to Council

The Audit Committee recommends to Council that the draft 2021/22 General Operating Budget presented to the Oxford Town Council reflects that the Oxford Arena to be community run and the Recreation Director and Community Economic Development Officer positions remain vacant for one year. Also, the Audit Committee presents the draft General Operating Budget with consideration that the Fire Department reduce their expenditures to \$268,000 and the Public Works Department reduce their expenditures in transportation to \$350,000.

It was moved and seconded that the Committee of the Whole recommends to Council to accept the recommendation from the Audit Committee regarding the 2021/22 General Operating Budget.

Motion Carried.

5.4 Transfer Site – Deputy Mayor Adshade

Council gave direction to staff to clean up the Transfer Site in Oxford. Staff will contact the service provider to empty the full hoppers at the Transfer Site. Deputy Mayor Adshade also asked that the staff review the service provider contract as it may be coming up for renewal.

6. Adjournment

At 7:40 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Gregory Henley, Mayor

Linda Cloney, Recording Secretary

Draft Copy



Minutes of the Special Committee of the Whole Meeting

Place: Conducted through Zoom, streamed live to Facebook
Date: Monday, May 10, 2021
Presiding Officer: Mayor Gregory Henley
Councilors Present: Deputy Mayor Wade Adshade, Carla Black, Brenton Colborne, Paul Jones, Arnold MacDonald, and Chrystal McNutt
Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: Senior Accountant, Ruthann Brookins and Town Clerk, Linda Cloney (recording secretary)

Guests in attendance: Financial Advisor, Ken Smith

1. Call to Order

Mayor Henley called the meeting to order at 6 pm.

2. Approval of Agenda

It was moved and seconded that the agenda of the Special Committee of the Whole Meeting for May 10, 2021 be approved, as presented.

Motion Carried

3. 2021/2022 General Operating and Capital Budgets - discussion

The revised budget from the Committee of the Whole (COW) meeting on May 3, 2021 left a surplus of \$67,500. Staff changed the patchwork \$9,500 from capital into the operating budget, as this is not capital item. The surplus presented tonight is \$58,000. It was directed to staff to add a contingency line with the Fire Department and Public Works.

Council directed staff to divide the surplus equally between the Fire Department and Public Works respective contingency lines.

If the Breathing Apparatus packs, for the Fire Department, are purchased and not eligible for the Covid Restart or through the Emergency Services Funding Grant, will this come out of the contingency line?

Council directed staff to take the Breathing Apparatus line out of the Capital Budget and table this discussion to a future meeting.

Sidewalks were added to the 2022/23 Capital Budget.

Roof repairs for the Oxford Pioneer Heritage Hall was added to the 2023/24 Capital Budget.

The Waverly Street to Water Street waterline replacement project was added to the 2023/24 Capital Budget.

The Black River Road waterline replacement project was added to the 2024/25 Capital Budget. There was discussion regarding the Department of Highways making brine affects the water service to those on Black River Road.

The James Street to Ellis Street waterline replacement project was added to the 2024/25 Capital Budget.

The video conferencing for the Town Hall was discussed. It was decided to table this to a future meeting.

The Oxford Arena will be open as a community run arena.

4. 2021 Census

Mayor Henley expressed the importance, to the public, to fill out the Census.

5. Adjournment

At 6:40 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Gregory Henley, Mayor

Linda Cloney, Recording Secretary

From:
To:
Cc:
Subject: Proposed heat pump
Date: May 17, 2021 10:31:51 AM

Hi Linda.

I was informed that one of the items on the town budget is a heat pump for the medical center. I have some concerns about how this will work regarding the layout of the building and the need to minimize contamination from one area to another with air flow patterns.

Regarding layout of the building, there are many closed off rooms that a single unit would have a hard time reaching. Also, what would become of our hot water?

Regarding air flow, Covid has been shown to travel on air currents from heat and air conditioning units.

Currently, the building is heated with radiant heat which does not encourage air from a high risk area(medical clinic or dental clinic)to a lower risk area (massage therapy, public health) I wish that any council member had asked the tenants of the building what we felt was needed. I feel that improving the air exchange system would make for a healthier and lower Covid risk building. Many who own their own building are investing in this, HEPA filters, or air purifiers to make their offices safer.

If you could pass my concerns on or put the right person in touch with me, I would appreciate that.
