



TOWN OF OXFORD

**Committee of the Whole Meeting**

Conducted through Zoom, streamed live to Facebook

Monday, December 6, 2021

6 pm

AGENDA

1. Call to Order
  
2. Approval of Agenda
  
3. Approval of Previous Minutes
  - 3.1 Committee of the Whole Minutes – November 1, 2021
  
4. Business
  - 4.1 Update on James Street Water line
  - 4.2 Oxford Arena Association proposal – Councillor Jones / McNutt
  - 4.3 Town of Oxford Accessibility Advisory Committee – Terms of Reference –  
Councillor MacDonald
  - 4.4 2021/2022 Boards and Committees – for consideration at Council meeting
  - 4.5 Election of Deputy Mayor – for consideration at Council meeting
  
5. Correspondence
  - 5.1 Hayley Crichton, Executive Director – Nova Scotia Justice
  - 5.2 Sophie Melanson - Municipal Alcohol Project of Cumberland County –  
Councillor Black
  - 5.3 Jeff MacNeil, Manager of Development – YMCA of Cumberland – Coldest  
night of the Year.

5.4 Honourable John A. Lohr, Minister – Department of Municipal Affairs and Housing – Work commencing on Municipal and Village Code of Conduct Regulations.

## 6. Adjournment

Note: next Committee of the Whole Meeting will be Monday, January 10, 2022, rather than the first Monday, due to holidays.



## Minutes of the Committee of the Whole Meeting

Place: Zoom, stream-live to FaceBook  
Date: Monday, November 1, 2021  
Presiding Officer: Mayor Gregory Henley  
Councillors present: Councillor Carla Black, Councillor Paul Jones, Councillor Arnold MacDonald and Councillor Chrystal McNutt  
Regrets: Deputy Mayor Wade Adshade and Councillor Brenton Colborne

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

Staff in attendance: Town Clerk – Linda Cloney (recording secretary)

Media in attendance: Six Rivers News – Mark Rushton

### **1. Call to order**

Mayor Henley called the meeting to order at 6:00 pm.

### **2. Approval of Agenda**

It was moved and seconded that the agenda of the Committee of the Whole Meeting for November 1, 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 October 4, 2021, be approved, as presented.

***Motion Carried***

### **4. Business**

#### **4.1 Intermunicipal Poverty Reduction Advisory Committee – Terms of Reference**

The purpose of the Property Reduction Advisory Committee is to advise all municipalities of Cumberland County on matters regarding poverty reduction through the application of social equity lenses within rural communities.

A goal of the mandate is to develop a strategic plan within 9 months of committee startup. Also, to create awareness and education around poverty and its impact on social wellness. This committee would also function as a hub of community-based poverty reduction assets.

It was moved and seconded that the Committee of the Whole recommends to Council to accept the Terms of Reference for the Intermunicipal Poverty Reduction Advisory Committee, as presented.

**Motion Carried**

#### **4.2 Town of Oxford Vaccination Policy**

Staff presented to Council a draft copy of the Town of Oxford Vaccination Policy.

The purpose of the Vaccination Policy is the fact that the Town of Oxford is committed to providing a work environment that keeps the employees and the community safe.

Below are suggestions Council had to add to the policy:

1. A mandatory date for the vaccinations to be completed and the 14-day waiting period. A suggested date was December 15.
2. How long can they be on unpaid leave to keep their seniority and their benefits.

Staff will compile the revisions and present the revised Vaccination Policy at the Council meeting on November 15.

It was moved and seconded that the Committee of the Whole recommends Council to review the revised Town of Oxford Vaccination Policy for consideration.

**Motion Carried**

#### **5. Correspondence**

Council received a letter from the Honourable John A. Lohr, the Minister of Municipal Affairs and Housing. The letter advises Council that the Town of Oxford will be receiving a one-time contribution of \$178,171, representing the doubling of the Municipal Financial Capacity Grant and the Town Foundation Grant.

The Municipal Financial Capacity Grant is paid to municipalities and towns that need assistance to fund a standard level of services such as police, fire protection and transportation.

Council was pleased to receive this advisement of the one time doubling of the Municipal Financial Capacity Grant.

#### **6. Adjournment**

At 6:12 pm, it was moved and seconded that the meeting be adjourned.

**Motion Carried**

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**Gregory Henley, Mayor**

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**Linda Cloney, Recording Secretary**

December 2, 2021

Public Works Report to Council

RE: James Street Water line

Monday, November 15, a water break developed on James St, alongside the Town Hall. While digging down to the 8-inch water line, that was replaced in 2016, we discovered a 4-inch cast water line. The age of this water line is approximately 90 -100 years old and is directly underneath the 8-inch line that comes down Main St goes up James St to Jackson St.

Once seeing the problem, we put a repair clamp on the water line and filled it back in. Twelve hours later the leak developed again. It broke 6 inches from the previous break. We put a 6 ft section in the line with same results line broke 12 inches from the break. We then dug back further putting a 12 ft piece of line in.

I assume we got past the worst part, and it is holding now. My recommendation for the future would be to tie Main St to James St to the 8-inch line and tie into the 6-inch going up James St and runs across Jackson St to the apartment building. Then we can abandon the old 4-inch line to Jackson St.

Respectfully submitted,

Wes Adshade  
Supervisor Public Works

November 15, 2021

Hi Linda,

The Arena Association would like to discuss the leasing of the arena facility for the full year and maybe suggest a 5-year renewable lease. This is not to deny access to others, but rather manage the facility and ensure the arena is kept in clean and good condition. As you know from the grant application along with our other plans the association plans to invest in capital infrastructure projects to better the arena to the community as a whole and feel that by spending this capital that we have some sort of control over our investment in the offseason.

We look forward to hearing from you.

Jordan Burkhardt  
Oxford Arena Association



## Town of Oxford Accessibility Advisory Committee

### Terms of Reference

#### 1.0 Purpose

The Town of Oxford Accessibility Advisory Committee's (AAC) role is to assist the Town of Oxford in Cumberland County to develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017" (The Act). The AAC provides advice to the Oxford Town Council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The Committee plays a pivotal role in helping the Town of Oxford become a barrier-free community and ensuring the obligations under the Act are met.

#### 2.0 Scope

These Terms of Reference are applicable to all members appointed to the Town of Oxford Accessibility Advisory Committee (AAC).

#### 3.0 References

3.1 Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

#### 4.0 Definitions

4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, and information or communication barrier, and attitudinal barrier, a technological barrier, a policy, or a practice.



- 4.2 **Council** means the Council for the Town of Oxford.
- 4.3 **Disability** includes a physical, mental, intellectual, learning, or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

## 5.0 Policy

### 5.1 Membership

- 5.1.1 The Committee shall consist of a minimum of six (6) and a maximum of ten (10) voting members who serve without pay, except for associated expenses. Five (5) community members and one (1) Council member. Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by Council.
- 5.1.2 Applications for the community members will be sent to the Town Clerk. The Town Clerk will send a recommendation to council concerning the appointment of the community members.
- 5.1.3 Councils shall appoint each of the five (5) community members for a minimum term of 2 years and a maximum term of 3 years.
- 5.1.4 At least one half of the members (community and council representatives) of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.1.5 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Council shall

- 5.1.6 appoint promptly a new member to the Committee to hold office for the unexpired term. If a Council member vacates the Committee for any reason at any time before that Council member's term would normally expire, the Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.7 Applications for the appointment of the community representatives to the Committee shall be invited by public advertisement.
- 5.1.8 The Chair and Vice-Chair will be appointed annually by the Committee.

## **5.2 Qualifications**

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent for three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointment following the remainder of the unexpired term.

## **5.3 Mandate of Responsibilities**

### **The Committee has the following responsibilities:**

- 5.3.1 Advise the Council in the preparation, implementation, and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:

- a. A report on measures the municipal unit have taken and intend to take to identify, remove and prevent barriers;
- b. Information on procedures the municipal unit have in place to assess the following for their effect on accessibility for persons with disabilities:
  - i. Any of its existing and proposed policies, programs, practices, and services, and
  - ii. Any existing and proposed enactments or bylaws it will be administering; and
- c. Any other prescribed information.

- 5.3.2 Advise Council on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;
- 5.3.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- 5.3.4 Advise and make recommendations about strategies designed to achieve the objectives of the municipal unit Accessibility Plan;
- 5.3.5 Receive and review information directed to it by municipal Council and their committees, and to make recommendations as requested;
- 5.3.6 Monitor federal and provincial government directives and regulations; and
- 5.3.7 Host public consultations related to accessibility.
- 5.3.8 Provide input and advice to council with respect to updating the Accessibility Plan every three years.

5.3.9 Provide and annual budget for Councils' consideration, in order for the Committee to carry out their mandate.

#### **5.4 Rules of Engagement:**

5.4.1 Committee meetings will be called by the Chair as required to fulfill the duties outline. Meetings of the AAC shall be open to the public and advertised no less than one week in advance.

5.4.2 A majority of the appointed voting members of the Committee constitutes a quorum.

5.4.3 Subject to the principles set out in the ***Municipal Conflict of Interest Act***, all committee members present including the person presiding shall vote on a question.

5.4.4 Subject to section 22 of the ***Municipal Government Act***, meetings of the committee are open to the public.

5.4.5 The Committee may receive presentations from the public upon the approval of the Chair.

5.4.6 The committee may establish Working Groups to explore specific issues related to the Accessibility Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

#### **5.5 Staff Resources**

5.5.1 The Committee will be supported by municipal staff and consulting resources as required.

5.5.2 Staff appointed by the municipal unit will attend meetings as a resource to the Committee.

5.5.3 The Town of Oxford will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

## **6.0 Policy Review**

6.1 These Terms of Reference will be reviewed by the Council at least every four years from the effective / amended date.

# Revised April 19, 2021

## 2020 / 2021 Boards and Committees

<b>Boards</b>	
All Saints Community Health Care Foundation	Councillor Black
Cumberland Joint Services Management Authority - (CJSMA)	Deputy Mayor Adshade
Cumberland Regional Library Board	Councillor Black
Lillian Albion Animal Shelter	There is currently no space for Oxford at this time, the board is full. (2021)
Municipal Alcohol Program Board (MAP)	Councillor Black
Police Advisory Board	Deputy Mayor Adshade, Councillor Colborne, Byron MacDonnell (Chair), <b>vacant (public member)</b> , Thomas Shears - DOJ Representative
<b>Committees - Internal</b>	
Accessibility Committee	Councillor MacDonald (Chair), Josephine MacDonald (Vice Chair), Tracy Briggs, Mandy Blake, Brenda MacDonald, <b>2 vacant (public member)</b>
Arena Committee	Councillor Colborne, Councillor MacDonald, Councillor Jones and public members - Jennifer Kouwenberg and <b>1 vacant position</b>
Arena Fundraising Committee	Chairperson Councillor Colborne, Councillor Jones, Councillor McNutt, <b>Recreation Director (vacant)</b> and Community Members: Bev Clark, Tracy Black, Greg Wood, Alfie King, Eleanor Crowley, Joe Reade, Tom Reid, Tracy Sweet, Dave Clark and Jennifer Kouwenberg
Audit Committee	Councillor Jones, Councillor Black (Chair), Councillor McNutt, Tracy Black, and Dave Clark
Community Economic Development Committee	Councillor MacDonald, Councillor Jones and <b>Public Members (2 vacant)</b>
Fire Department Committee	Councillor MacDonald and Councillor Colborne
Personnel Committee	Mayor Henley (Chair), Councillor Black and Councillor Jones
Procurement Committee	Mayor Henley, Councillor Jones (Chair) and Councillor Black
Public Works Committee	Mayor Henley, Councillor Black, and Chair Person Councillor Jones
Recreation Commission	Councillor McNutt (Chair), Deputy Mayor Adshade, Haylen Bezubiak, Sarah Henley, Kristen Thompson and Kody Wood
Town Buildings Committee	Mayor Henley, Deputy Mayor Adshade, Councilor Colborne, Councilor Jones
Town Services Committee	Councilor MacDonald, Councilor Colborne, Councilor Jones and Mayor Henley (spare)
<b>Committees - External</b>	
Cumberland Forestry Advisory Committee	Deputy Mayor Adshade
Cumberland Region Tourism Marketing Committee	Councillor MacDonald
Team Cumberland Committee	Councillor MacDonald
Joint Poverty Reduction Advisory Committee	Councillor Black
Northern Region Solid Waste Management Committee	Councillor McNutt
Physician Recruitment Committee	Mayor Henley
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne
Tourism Advisory Committee	Councillor MacDonald
Victorian Order of Nurses (VON)	Mayor Henley and Councillor Colborne

## TOWN OF OXFORD POLICY

**Subject: Deputy Mayor**

**Effective Date:** November 16, 2020

**Revision Date:**

### ***Rationale***

The following policy establishes the selection and term of office of the Deputy Mayor.

### ***Policy Statement***

1. At its first meeting following an election, Council shall select a Deputy Mayor to hold office from that date to October 31 of the following year.
2. In non-election years, Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1 of that year until October 31 of the following calendar year.
3. Selection of the Deputy Mayor
  - a. The election of the Deputy Mayor shall be placed on the Council agenda.
  - b. When the item comes up on the agenda at the meeting the Mayor shall open the floor to members of Council for nomination.
  - c. If there is only one nominee, the Mayor shall entertain a motion to elect the nominated member as Deputy Mayor.
  - d. If there are multiple nominees, the Mayor shall direct the CAO to prepare ballots for the election reflecting the names of the nominees.
  - e. All members of Council, including those nominated, are eligible to vote.
  - f. Vote shall be by secret ballot.
  - g. Results shall be tabulated by the CAO who shall then communicate the results to the Mayor.
  - h. The Mayor shall declare the candidate with the most votes the Deputy Mayor for the term ending October 31 of the following calendar year.
  - i. Should the Deputy Mayor resign their office or cease to be a Councillor for any reason during their term in office, the above-noted process will be used to select a new Deputy Mayor, but the term of office shall be to complete the term of the Deputy Mayor whose vacancy created the need for a selection.

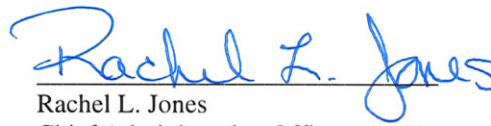
## References

Nova Scotia Municipal Government Act, s. 16.

## Certification

**I, Rachel L. Jones, Chief Administrative Officer of the Town of Oxford**, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 16<sup>th</sup> day of November, 2020.

**GIVEN** under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this 19<sup>th</sup> day of November, 2020.



Rachel L. Jones  
Chief Administrative Officer



## Justice

### Public Safety and Security Division

Hayley Crichton, Executive Director

1690 Hollis Street Phone: 902 424-3315  
PO Box 7 Fax: 902 424-0700  
Halifax, NS B3J 2L6 Email: Hayley.crichton@novascotia.ca

November 23, 2021

Mr. Gregory D. Herrett, CPA, CA  
Chief Administrative Officer  
Municipality of Cumberland  
1395 Blair Lake Road  
Upper Nappan, Nova Scotia B4H 3Y4

Dear Mr. Herrett (Greg),

Thank you for your letter dated October 15, 2021, regarding the Policing Review that was completed for Cumberland RCMP District pursuant to the Provincial Policing Service Agreement. Please be advised that your correspondence was shared with the Town of Oxford, as any changes to a policing model must be approved by both funding partners.

We acknowledge that Cumberland Council has declined any further reduction in Regular Members due to service level concerns and that the reduction would result in the closure of the Pugwash Detachment. We understand that your Council has requested a return to the Detachment based model as opposed to the current District Policing Model.

Greg, we take these concerns from your council very seriously. We are working with the Employee Relations Management Unit of RCMP to address the vacancies across the province. We have been meeting with RCMP Senior Management analyzing the various policing delivery models across the country, to create a sustainable policing model not only for Cumberland, but all municipalities policed by the RCMP in Nova Scotia.

The Department of Justice and the Department of Municipal Affairs will continue to work together to meet our respective mandates as put forward by Premier Houston. I have enclosed both for your interest.

As you have done in the past, should the Municipality of Cumberland and the Town of Oxford choose to explore other options for policing services, we would anticipate correspondence to the Minister of Justice to initiate.

We hope that you will continue to engage with our office respecting policing service delivery in your district and we look forward to working with you and your council. We could also schedule a MS Teams meeting with you anytime, if further information is required on these important issues.

Yours truly,



Hayley Crichton  
Executive Director

November 15, 2021

To members and staff of all three Cumberland municipal units,

On behalf of the Municipal Alcohol Project working group, we would like to thank you for your continued efforts to provide more family friendly activities in your area. Our group is so pleased by the level of interest the appointed council members have put forth to help in our efforts.

The Municipal Alcohol Project's (MAP) mandate is to reduce direct and indirect alcohol-related harms and increase community unity, health, and wellbeing through projects, planning, and policies. This is achieved through de-normalizing the misuse, and inclusion of, alcohol in our community events and culture, encouraging safe and inclusive events, and increasing public safety and health.

As you move forward into your planning of holiday festivities, we hope you'll consider being engaged with the Municipal Alcohol Project working group. Our group is made up of law enforcement, community partners, elected officials, and municipal staff.

Thank you for your time and support,

Sophie Melanson on behalf of the Municipal Alcohol Project of Cumberland County

Hi Gregory,

I'm reaching out regarding Coldest Night of the Year, taking place on February 26, 2022.

The Coldest Night of the Year is a family-friendly walk to raise money for local charities serving people experiencing hurt, hunger, and homelessness.

We're raising money for the YMCA of Cumberland's Homelessness Prevention and Outreach Program.

Our goal this year is \$20,000 and we need as much help as possible to reach that goal!

It would be great to see a team from Oxford Town Council, walking to help us raise funds and awareness for our Homelessness Prevention and Outreach Program. Maybe a friendly challenge between Oxford Town Council, Amherst Town Council, Cumberland County Council? There's no limit to the number of members on a team, maybe some Town of Oxford staff would be interested in joining as well!

To learn more about Coldest Night of the Year or to register and get things started, you can visit: <https://cnoy.org/location/amherst>

Let me know if you have any questions!

Thanks,

Jeff



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As our charity reopens and recovers from the uncertainty caused by COVID-19, please consider supporting the YMCA of Cumberland today, to donate, click the 'donate now' button on our website: [www.ymcaofcumberland.com](http://www.ymcaofcumberland.com)

**Jeff MacNeil**

Manager of Development

**YMCA of Cumberland**

92 Church Street Amherst, NS B4H 4A1

T: 902-667-9112 M: 902-397-4887 E: [jeff.macneil@cumberland.ymca.ca](mailto:jeff.macneil@cumberland.ymca.ca)

[ymcaofcumberland.com](http://ymcaofcumberland.com)



## Municipal Affairs and Housing Office of the Minister

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

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November 30, 2021

### Work Commencing on Municipal and Village Code of Conduct Regulations

Municipal Elected Officials and Municipal Administrators:

I recognize that many of you have been waiting patiently on updates related to municipal codes of conduct regulations. Today, I am pleased to be sharing the most recent status of the project and what we hope to achieve in the next year.

As you may be aware, in 2017 the *Municipal Government Act* (MGA) and the *Halifax Regional Municipality Charter* (HRMC) were amended to add a requirement for municipalities and villages to establish a code of conduct for elected officials. The MGA and HRMC were further amended in 2021 to add additional provisions regarding codes of conduct, including the requirement for municipalities to hire a third-party investigator to investigate alleged breaches and to enable councils to discuss alleged breaches in-camera. Neither the 2017 nor the 2021 amendments have been proclaimed as regulations are required to support their implementation.

In order to develop the regulations related to municipal codes of conduct in a thoughtful and collaborative manner, we have chosen to establish a Code of Conduct Working Group (CCWG). This working group has a mandate of developing recommendations on the content to be included in the municipal codes of conduct regulations. These recommendations will focus on the content to be included in a municipal code of conduct as well as possible sanctions for a breach. The CCWG has representation from the Department of Municipal Affairs and Housing (DMAH), the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators, Nova Scotia (AMANS), and the Association of Nova Scotia Villages (ANSV) and will function similarly to the Joint Municipal Accountability and Transparency Committee (JMAT). The representatives will be from a regional, a rural, a town and a village to ensure accurate representation across Nova Scotia's municipalities which assures various sizes and unique needs are captured. The NSFM, AMANS and ANSV have already determined the individuals they will be appointing to the CCWG. We will work closely with the NSFM, AMANS and ANSV to set up an initial meeting to begin this important work soon.

It is important the recommendations developed by the CCWG are supported by municipalities and villages in Nova Scotia. Therefore, once the CCWG has developed their recommendations on the content, DMAH will consult with all municipalities and villages on the proposal. It is difficult to predict when the recommendations will be finalized by the CCWG. However, we will keep you apprised of their progress and look forward to your participation during consultations.

I recognize how important this work is to all municipalities and villages in Nova Scotia and would like to thank you for your patience while we determine the most appropriate path forward to complete this work in a collaborative and thoughtful manner. I look forward to reviewing the proposed recommendations from the CCWG and associated consultation feedback.

If you have any questions, please do not hesitate to reach out to our Department.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Lohr".

Minister  
Honourable John A. Lohr

- c. Nova Scotia Federation of Municipalities  
Association of Municipal Administrators of Nova Scotia  
Association of Nova Scotia Villages
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