



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook
Monday, June 20, 2022
6 PM

AGENDA

1. Call to Order

Pg 1 2. Approval of Agenda, including additions or deletions

3. Approval of minutes from the previous meetings

Pg 2-6 3.1 Town Council Minutes – May 24, 2022

Pg 7-9 3.2 Special Council Minutes – June 9, 2022

4. New Business

Pg 10-13 4.1 Information/Communication Technology Usage Policy – included in package

Pg 14-15 4.2 Proclamations and Flag Raising Ceremonies Policy – included in package

Pg 16 4.3 Water Service Request – 1698 Black River Road – included in package

Pg 17-18 4.4 Review of Policing Services – process included in package

Pg 19-20 4.5 Deed Transfer Tax Bylaw – first reading

4.6 Summer Recess for Council - consideration

5. Adjournment

Please note that Tuesday, June 21st is National Indigenous Peoples Day. This is a day for all Canadians to recognize and celebrate the unique heritage, diverse cultures and outstanding contributions of First Nations, Inuit, and Métis peoples.



Minutes of the Regular Council Meeting

Place: Council Chambers and conducted through Zoom and streamed live to Facebook

Date: Tuesday, May 24, 2022

Presiding Officer: Mayor Gregory Henley

Councillors present: Councillor Wade Adshade, Councillor Carla Black, Councillor Brenton Colborne, Councillor Paul Jones, Deputy Mayor Arnold MacDonald and Councillor Chrystal McNutt

Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: CAO – Linda Cloney and Office Assistant – Stan McDougall (recording secretary)

Media Present: Six Rivers News, Radio, and TV – Mark Rushton

1. **Call to Order**
Mayor Henley called the meeting to order at 6:00pm.
2. **Approval of Agenda, including additions or deletions**
Moved by Deputy Mayor MacDonald and seconded by Councillor Jones that the agenda of the Town Council Meeting for May 24, 2022, be approved, as presented.
Motion Carried
3. **Proclamations**
 - 3.1 **Apraxia Awareness Day**
May 14, 2022, is declared Apraxia Awareness Day in the Town of Oxford.



Minutes of Special Council Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Monday, June 9, 2022
Presiding Officer: Mayor Gregory Henley
Councillors Present: Councillor Carla Black, Councillor Brenton Colborne,
Councillor Paul Jones, Councillor Wade Adshade,
Councillor Crystal McNutt, Deputy Mayor Arnold
MacDonald
Regrets: Councillor Carla Black

A quorum was present throughout the meeting.

Staff in attendance: CAO – Linda Cloney, Senior Accountant – Ruthann Brookins,
and Office Assistant – Stan McDougall (recording secretary)

Media Present: Six Rivers News, Radio, and TV – Mark Rushton

1. Call to Order

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

2. Approval of Agenda

Moved by Councillor Jones and seconded by Councillor Adshade that the agenda of the Special Council Meeting for June 9, 2022, be approved, as presented.

Motion Carried

3. Presentation – Ruthann Brookins, Senior Accountant – Municipal Financial Indicators and Overview of Reserves and Capital Debt.

Ruthann presented a report in detail of the Financial Indicators and Overview of Reserves and Capital Debt.

Ruthann also presented to Council a copy of the Draft 2022/2023 General Operating Budget.

It was moved by Councillor McNutt and seconded by Councillor Jones that the Council of the Town of Oxford estimates that the sum required for the lawful purposes of the Town for the year 2022/23 is the sum of \$2,668,538 and;

Further resolved that Town Council authorizes the removal of the 2% increase to the Council and Mayor honorariums for a total of \$1,391, and apply this money to the Contingency Line located in the Public Works section of the draft budget, and;

Further resolved that Town Council authorizes the removal of the Cumberland Business Connector fee of \$11,000, and apply this money to the Contingency Line located in the Public Works section of the draft budget, and;

Further resolved that the Town Council hereby authorizes the levying and collection of a rate for the current year of \$4.2804 per \$100 on the value of the property assessed in the assessment roll as Commercial property and \$1.7874 per \$100 on the value of the property assessed in the assessment roll as Residential and Resource property, a sewer service charge per the Town's Sewer Charges Bylaw plus 6.2% increase per connection, a Medical Center Rent rate increase of 3% to be applied commencing September 1, 2022, and a Deed Transfer tax increase from 1% to 1.5%, these being the rates the Council deems sufficient to raise the sum to defray the expenditures of the Town for the current year, and;

Further resolved that the rates and taxes be due and payable on September 30, 2022, and;

Further resolved that an interest rate continues at 1.5% per month, or 18% per annum, compounded, be charged on the 2022/23 final tax bills still outstanding after September 30, 2022, and that interest charges are applied on the first day of each month for outstanding amount.

Motion Carried

4. **New Business**

4.1 2022/2023 Draft General Operating and Capital Budgets

Ruthann presented a report in detail of the Draft General Operating Capital Budgets for 2022/2023.

It was moved by Councillor Adshade and seconded by Councillor McNutt that the Council of the Town of Oxford approve the 2022/23 capital budget totalling \$322,000 including capital reserve funding of \$194,000, gas tax reserve funding of \$128,000, and with no long-term debt funding.

Motion Carried

5. **Adjournment**

At 6:41 pm, it was moved by Councilor Jones that the meeting be adjourned.

Motion Carried

Gregory Henley, Mayor

Stan McDougall, Recording Secretary

Childhood apraxia of speech is a challenging speech disorder that affects nearly 1-in-1,000 children and without frequent, intensive, and appropriate speech therapy children with apraxia will not learn to speak.

3.2 Access Awareness Week – included in package

May 29th to June 4th, 2022, is recognized as Access Awareness Week and marks the 35th year that this awareness initiative has taken place in Nova Scotia. Access Awareness week aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education, and communication.

4. Approval of minutes from the previous meetings

Moved by Councillor Jones and seconded by Councillor Black that the minutes of the Special Council Meeting for May 2, 2022, and the Town Council Meeting for April 19, 2022, be approved as presented.

Motion Carried

5. New Business

5.1 Water and Sewer Service – 726 Sunset Avenue

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to approve the request for 726 Sunset Avenue to hook up to town water and sewer services as recommended by the Committee of the Whole.

Motion Carried

5.2 Request for Sewer Services – 1720 Black River Road

Moved by Councillor Jones and seconded by Councillor Adshade to approve the request for 1720 Black River Road to hook up to town sewer as recommended by the Committee of the Whole.

Motion Carried

5.3 Request for Water Services – 1720 Black River Road

Moved by Councillor Black and seconded by Deputy Mayor MacDonald to approve the installation of a water service on the main water line at 1720 Black River Road as recommended by the Committee of the Whole.

Motion Carried

5.4 Bylaw #01-2018 Commercial Development District Improvement Plan Bylaw for approval

Moved by Councillor Adshade and seconded by Councillor Jones to approve Bylaw #01-2018 Commercial Development District Improvement Plan Bylaw as presented and recommended by Staff. This Bylaw is required to be reviewed every 4 years.

Motion Carried

5.5 Contracted Services for recreation

Councillor McNutt discussed that the recreation committee was approached by an individual interested in being contracted out for the months of July and August to oversee the recreation program while the process of hiring a recreation director takes place in September of 2022 at the rate of \$23/hour for 7 hours/day, 5 days/week.

Moved by Councillor McNutt and seconded by Councillor Jones to contract the recreation department program services for the two months as presented.

Motion Carried

5.6 Piano at the Gazebo

Mayor Henley discussed the pictures of litter in and around the gazebo and piano in the gazebo. A letter has been sent to the school requesting a response to curtail the amount of garbage being left around the town.

Council had a general discussion regarding this issue, and it was decided to re-access the issue at the next Committee of the Whole meeting and also to add more garbage cans at the gazebo.

5.7 Dangerous and Unsightly properties

Linda reported that dangerous and unsightly properties are being worked on and the process is going well. The County has offered some enforcement if necessary.

5.8 Municipal Boundary Survey

Linda reported that the Municipal Boundary Survey has been receiving some great responses from the public. The survey will be re-posted again on May 25th to encourage more participation.

Mayor Henley asked that the survey be made available on the Town of Oxford website.

5.9 Accessibility Expo – June 2, 2022

Linda reported that the Accessibility Expo will take place June 2, 2022, at the Oxford Legion from 6pm-8pm, with tables setup by different accessibility organizations in Cumberland County and surrounding area. An accessibility survey will also be going out soon to help put together an Accessibility Plan for the Town of Oxford.

5.10 Recommendation from Public Works Committee

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to recommend to council that Councillor Colborne be added to the hiring committee overseeing the hiring of the Public Works supervisor, which interviews are taking place Thursday May 26, 2022.

Motion Carried

6. Consideration of correspondence

6.1 Grad Banners – 1st of June – Council support

Linda received an email from a parent of a graduating student requesting support of town council and the Town of Oxford for the placing of banners on town poles of graduating students again this year.

Moved by Councillor McNutt and seconded by Councillor Jones to approve the placement of banners on town poles as requested by the letter.

Motion Carried

6.2 Minister of Municipal Affairs & Housing – John Lohr – 12-months’ notice

Mayor Henley encouraged council to review the detailed letter. The letter indicates an 11% increase to the cost of RCMP services to the town.

7. Adjournment

At 6:27 pm, it was moved by Councillor Jones that the meeting be adjourned.

Motion Carried

Gregory Henley, Mayor

Stan McDougall, Recording Secretary



TOWN OF OXFORD POLICY

PAGE 1 OF 4

DEPARTMENT: Council and All Departments

TITLE: Information/Communication Technology Usage Policy

Minutes reference date: 16 May 2022 PAGE ____

PURPOSE:

The Town of Oxford provides internet access and electronic communications to increase the efficiency and effectiveness of overall business operations. Information/Communication Technology is used as a tool to support the delivery and enhancement of services to the public. This policy will provide users with guidance as to the appropriate use of information/communication technology thereby enhancing productivity of Town employees.

POLICY STATEMENT:

The Information/Communication Technology network of the Town of Oxford, including all electronic documents generated within this network, is the property of the Town of Oxford. Members of Council and Staff with the Town of Oxford are provided access to information technology to assist them in the performance of their duties. Users may be afforded the privilege of accessing various forms of technology including computers, printers, other peripherals, internet, email, intranet, telephones, cell phones and fax machines. These users have a basic responsibility to ensure that technology is used in a professional, lawful, and ethical manner. As required, separate policies and usage guidelines will be provided to help establish guidelines for proper use, care, maintenance, and loss prevention. As such, this policy should be read in conjunction with the **Laptop/Notebook policy**.

ACCEPTABLE USAGE:

Town of Oxford users will be provided with access to various forms of technology based on the job requirements of each individual employee, to perform the duties of his/or her position. Information/Communication Technology equipment and programs should be used in a manner which is consistent with the requirements of overall operations in the Town of Oxford. Employees who remove communication devices from Town property to use at home or other sites must have authorization from the CAO or their Director/Manager and must exercise caution in accordance with policies that these devices always remain in their custody and control. While Information/Communication Technology generally must be used only for activities related to Town business, minor personal usage during business hours is acceptable contingent on the following guidelines:

- Activity does not interfere with responsibilities and duties related to job performance.
- Activity does not require excess system resources that will negatively impact on operations.
- Activity is not related to personal business ventures.

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After normal business hours, employees may enjoy personal usage of the Town's Information /Communication Technology equipment and programs in a professional, lawful and ethical manner and in accordance with this and other related policies, so long as there is not an incremental cost to the Town.

UNACCEPTABLE USAGE:

The Town of Oxford has a limited amount of bandwidth and storage available to it. Therefore, users must not perform acts that waste or dominate these resources. The following usages are prohibited:

- Spending excessive amounts of time during normal business hours on the internet for non-Town purposes.
- Playing online games.
- Excessively using personal on-line messaging (Facebook, Twitter, MSN, Yahoo, etc.); the determination of what constitutes excessive usage shall be left to individual Department Heads.
- Downloading large files for personal use.
- Accessing high bandwidth streaming audio and/or video files for non-work related purposes, without authorization of the Technology Officer or CAO; (i.e.: radio broadcast, video such as YouTube, Facebook, CNN or TSN).
- Making, sharing and/or distributing unauthorized copies of software used by the Town.
- Any use which is contrary to the laws of Canada and/or the Province of Nova Scotia.

OFFENSIVE MATERIALS:

Participating in sexual, ethnic, and racial harassment by way of e-mail, the internet or any other form of Information/Communication Technology provided by the Town of Oxford is prohibited. Users are prohibited from actively searching out, storing, sharing, or intentionally authoring and/or viewing this type of material. Even with the filtering systems in place, with the amount of information contained on the internet, it is difficult to avoid receiving e-mails or attaining search results on the internet without sometimes being directed to materials that are sexually explicit or are offensive for some other reason. Should this type of material be encountered, it shall be deleted immediately. If difficulties are encountered in deleting this material, the IT department must be contacted immediately for assistance.

PRIVACY:

Users who have been granted access to Information/Communication Technology to assist them with their jobs should have no expectation of privacy in anything they create, store, send or receive using the Town's Information/Communication Technology. The Town of Oxford has the ability, and reserves the right, to monitor and maintain records on all aspects of its computer system including internet usage, file storage, participation in on-line discussion groups, file downloads, messaging and any other electronic communications deemed necessary.

SECURITY:

Users are not permitted to download or install software without the authorization of the Technology Officer or the CAO. Certain primary programs as outlined in appendix "A" attached may be updated by users as required. Users are not permitted to disable or alter in anyway the Town's anti-virus software. Each user will be assigned a username and password for the applications

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that are necessary to perform their duties. This information must remain confidential and should not be shared with others at any time. Users are to ensure that they log off all software programs such as Simply Accounting, TownSuite, network and Internet-based applications at the end of the

day and all information systems are to be secured prior to ending their workday.

DRAFT

Information/Communication Technology Usage Policy “Appendix “A”

1. Antivirus Software?-	Automatic Updates/Annual Renewal
2. Spyware/Adware Software?	Automatic Updates/Annual Renewal
3. *Adobe Acrobat	Regular Updates/Annual Renewal
4. Microsoft Office	Regular Updates/Monthly Renewal
5. Windows 10	Regular Updates (**Windows 10 only).
6. TownSuite	Updates as per TownSuite

* For those that have the Adobe Acrobat application.

** Windows 10 only – no updates to Windows 11 until compatibility is certain (or as implemented by the Technology Department).

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TOWN OF OXFORD POLICY

PAGE 1 OF 1

DEPARTMENT: Council and All Departments

TITLE: Proclamations and Flag Raising Ceremonies

Minutes reference date: 20 June 2022 PAGE _____

PURPOSE:

To set out the Policy of the Town in regard to requests from groups and organizations to have proclamations signed and to have flag raising ceremonies.

POLICY STATEMENT:

1. Proclamations

Proclamations will only be made in support of specific community events or activities in or around the Town at the request of the organizing group. Requests are to be made in writing to the CAO at least one week in advance of the date of the proposed proclamation and must include the proposed proclamation. Proclamations must be approved by the CAO, with the provision that, at their discretion, they may submit the proclamation to Council for approval.

In general, the proclamations will be following this process:

- a) When the administration office receives the signed proclamations from the Mayor's Office the proclamations will be added to a future Council agenda in the information items agenda as close to the date of the proclamation as possible.
- b) The proclamations will be read aloud by the Mayor/Deputy Mayor and uploaded to the Town of Oxford Official Facebook page and/or Town Website.

2. Flag Raising Ceremonies

Flags will only be placed on a Town owned flagpole at the Town Hall in support of specific community events or activities in or around the Town at the request of the organizing group. The maximum duration of any individual flag display will be five days and requesting organizations must pick up their flags once that period is over. Requests are to be made in writing to the CAO at least one week in advance of the date of the proposed flag raising. Flag raisings must be approved by the CAO, with the provision that, at their discretion, they may submit the request to Council for approval.

In general, it shall be the policy of Council to only approve requests under the following circumstances:

- a) The message being conveyed must be considered to be for the public good;
- b) No group or individual shall be promoted to the detriment of another group or individual;
- c) The flag must be presentable and should not detract from the appearance of Town property;
- d) All ropes, attachments, etc. must be provided by the applicant

DRAFT

To the Town of Oxford

Darren Rogers and myself Shelly Mattinson would like to hook onto the water line on Blackriver Road. With the understanding that Mark and Carla Benjamin will also be taking advantage of this.

We understand the water issues on the road in the winter. We understand some of these will be our own personal cost.

Thank you for giving us this opportunity

Protocol - Review of Policing Services Options

This protocol is provided as a guideline for Municipalities seeking to review options for the provision of policing services within their jurisdiction.

1. Council(s) will pass a resolution to conduct a review of policing options and set the Terms of Reference for the review. The Terms of Reference will set the scope of the review and must include the present service, shared services, amalgamated services, or municipal contracted services.
2. Council(s) will provide a letter to the Minister of Justice with their intent to undertake a review of policing services in their Municipality. In an amalgamated policing model, approval is required from all funding partners and must be included in the correspondence to the Minister of Justice.
3. Council(s) should empower a Review Committee by establishing guidelines for the Committee. The Review Committee should have representation from the Department of Justice, the Board of Police Commissioners or Police Advisory Board as applicable and may include other members as directed by Council(s).
4. Under the *Nova Scotia Police Act*, the Minister of Justice must determine the effectiveness and efficiency of policing in the province of Nova Scotia. All changes to policing models must therefore be approved by the Minister of Justice. The options available to a municipality for the selection of a police service may be found in Section 36 of the *Nova Scotia Police Act* and requires consent of the Minister of Justice.
5. The existing police service must provide a presentation to Council(s) of the current policing service provided in the Municipality.
6. The Review Committee will establish, in writing, the policing needs and expectations of the community(s) prior to any presentation or proposal being made.
7. All policing service proposals will include, but are not limited to, the following:
 - a. description of the strategic approach of the option
 - b. management and financial reporting structure
 - c. Current and future costing (operating and capital) with the number of human resource requirements, based on the work activity analysis
 - d. shift schedule
 - e. description of programs and services that will be offered and any reference to service delivery or resources that could be impacted; and
 - f. process for employment opportunities for current employees of the municipality.

8. RCMP proposals will be in accordance with:
 - a. federal guidelines for new entrants to municipal policing
 - b. the Provincial Police Service Agreement or Municipal Police Services Agreement, whichever is appropriate; and
 - c. cost allocation methodologies as determined by the Department of Justice.
9. During the review period, service providers shall not market, lobby, or solicit support from either the Council(s) or the public, beyond that of their written proposal to the Review Committee.
10. Service option proposals or presentations are not to contain any criticism or remarks on the current service provider, except as to how the proposal will address recognized deficiencies as included in the status quo determination.
11. All proposals will be reviewed and validated by the Review Committee.
12. After evaluation, the Review Committee will provide to Council(s) the recommendations for the future policing options.
13. To proceed with an option, Council(s) will be required to pass a resolution. Certified copies of the resolution, with the accepted proposal, will be forwarded to the Minister of Justice for approval. A resolution for an RCMP policing option will require the approval of both the Minister of Justice and the Federal Minister of Public Safety and Emergency Preparedness.
14. Where the option is an external service provider, a roles and responsibilities document or a signed contract may be established to meet the service expectations of the community(s) and a copy shall be provided to the Minister of Justice.
15. Where the option is an RCMP service provider, the municipality(s) shall establish a Police Advisory Board pursuant to Section 57 of the *Nova Scotia Police Act*.
16. Where the option is to establish a Municipal Police Department, the municipality(s) shall establish a Board of Police Commissioners pursuant to Section 44 of the *Nova Scotia Police Act*.

ByLaw to amend the Deed Transfer Tax By-Law, #02-2018

The Town of Oxford Deed Transfer Tax By-Law, #02-2018, approved by Council on July 9, 2018, is hereby amended as follows:

a. Paragraph 3

Delete paragraph 3 in its entirety and replace it with the following:

The amount of deed transfer tax shall be one- and one-half percent (1.5%) of the sale price or value of the property effective July 25, 2022.



Chapter 02-2018 Deed Transfer Tax Bylaw

1. This By-Law is entitled the “Deed Transfer Tax By-Law”.
2. Effective on July 16, 2018, a deed transfer tax applies in the Town of Oxford.
3. The rate of the deed transfer tax in the Town of Oxford is one (1) percent of the value of the property transferred.
4. The Registrar of the Land Registration Office shall be the agent and collector of the deed transfer tax for the Town of Oxford in accordance with the agreement to that effect between the Town of Oxford and the Minister of Municipal Affairs.

Clerk’s Annotation For Official Bylaw Book

Date of first reading:	22 May 2018
Date of advertisement of Notice of Intent to Consider:	20 June 2018
Date of Final Reading:	9 July 2018
Effective Date:	16 July 2018
*Date of advertisement of Passage of Bylaw:	16 July 2018
Date of mailing to Minister a certified copy of the Bylaw:	

I certify that this DEED TRANSFER TAX BYLAW was adopted by Council and published as indicated above.

Chief Administrative Officer

Date

*Effective Date of the Bylaw unless otherwise specified in the text of the Bylaw.