



TOWN OF OXFORD
Town Council Meeting
Conducted through Zoom and Live to FaceBook
Tuesday, February 22, 2022
6 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Town Council Minutes – January 24, 2022
 - 3.2 Special Council Minutes – January 27, 2022
4. New Business
 - 4.1 Intermunicipal Poverty Reduction Advisory Committee Appointments – *Councillor Black*
 - 4.2 Municipal Boundary Review Committee Appointments
 - 4.3 Approval of amended 2021/2022 Boards and Committees – changes made: addition of Municipal Boundary Review Committee; addition of Occupational Health and Safety Committee; and change name of Joint Poverty Reduction Advisory Committee.
5. Department Head Reports
 - 5.1 Public Works Report
 - 5.2 Fire Department Report
 - 5.3 Finance Report – next report in March 2022 (quarterly)
 - 5.4 River Phillip Bridge – Water Street - Report
6. Correspondence
7. Adjournment



Minutes of the Regular Council Meeting

Place: Conducted through Zoom and streamed live to Facebook
Date: Monday, January 24, 2022
Presiding Officer: Mayor Gregory Henley
Councillors present: Deputy Mayor: Wade Adshade and Councillors: 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: Fire Chief – Trueman Rushton and Deputy Fire Chief – Kyle Purdy

1. Call to order

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

2. Approval of Agenda

Addition to the agenda, item 8 – In Camera – to discuss a legal matter.

Moved by Councillor Jones and seconded by Councillor Black that the agenda of the Town Council Meeting for January 24, 2022, be approved, as amended.

Motion Carried

3. Approval of Previous Minutes

Moved by Councillor MacDonald and seconded by Councillor Jones that the minutes of the Town Council Meeting for December 20, 2021, be approved, as presented.

Motion Carried

4. New Business

4.1 Swearing-In Ceremony: Oxford Fire Department – Deputy Fire Chief

As the Mayor for the Town of Oxford, Mayor Henley administered the Oath of Allegiance and Office of Fireward to the newly elected Deputy Fire Chief, Kyle Purdy.

A copy of the Oath of Allegiance and Office has been filed.

4.2 2021/2022 Boards and Committees – update Website Committee membership

Mark Rushton has volunteered to sit on the Website Committee.

Moved by Deputy Mayor Adshade and seconded by Councillor Jones to appoint Mark Rushton as the public appointee for the Website Committee and to approve the amended 2021/2022 Boards and Committees.

Motion Carried

5. Reports

5.1 Public Works Report

Clerk Cloney presented the Public Works Report to Council. There was no follow up discussion regarding this report.

5.2 Fire Department Report

Mayor Henley presented the Fire Department Report to Council. There was no follow up discussion regarding this report.

5.3 Finance Report

Senior Accountant Brookins presented the Finance Report to Council. She noted that the net income is better this year due to the doubling of the Municipality Capacity Grant and the amount of deed transfer tax revenue that has been received.

Deputy Mayor Adshade asked if the revenue, that the Town of Oxford received recently as grants for the ballfield and the arena, was that included in this year's budget?

Reply – Those grant revenues are not reflected in this budget. The grant revenue is posted in deferred revenue.

Mayor Henley asked where the budget line for the Municipality Capacity (Equalization) grant shows \$356,000, is that the doubling of that grant?

Reply – yes, that is the doubling amount regarding the equalization grant.

Councillor Colborne asked what did the Town of Oxford purchase that would put the small tools and equipment for public works up so high?

Reply – it is an accumulation of small bills from Home Hardware. Ms. Brookins will investigate this further.

Councillor Jones suggested to Council that Chairpersons of a Committee should approve invoices monthly. This had been discussed in the past to bring that procedure back. What does Council think about going back to the Chairpersons of a Committee approving invoices?

Decision – this suggestion to be discussed at the next COW or Audit meeting.

Councillor McNutt asked for clarification where the Town of Oxford had allotted \$3,000 in the recreation budget, none of that budget money has been touched yet?

Reply – this is correct.

Councillor Colborne – commented that at budget time we may need to look at something for sidewalk snow removal.

Councillor Colborne – commented that at a previous Council meeting there was discussion regarding the chlorination system. Council was talking about spending 6,000 for a different chlorinator because it wouldn't keep up. Do we have the hypochlorite system running at the actual tank? We have one in Mansfield, and we have another system at the tank itself. Are both of those running and we still couldn't keep up or is it just one running? There is a backup system that can be turned on at the tank also. The backup system may do the job is all.

Reply – Ms. Brookins will investigate with Public Works

Moved by Councillor Jones and seconded by Councillor McNutt to accept all the reports as presented.

Motion Carried

6. Committee Updates

6.1 Occupational Health and Safety Committee – Clerk Cloney

The Health and Safety Committee has an upcoming meeting. Emergency First Aid is booked for all the staff on February 3, 2022. WHMIS, Fall Arrest and Confined Space has been completed.

6.2 Accessibility Committee – Councillor MacDonald

There were no meetings in January, due to COVID restrictions to meet in person. Planning to meet in February.

6.3 Arena Committee – Councillors Colborne, Jones and MacDonald

The Oxford Arena Society are doing a fantastic job at the arena. Councillor Jones invited Council and the public to visit the arena to see the progress the society is making. Hats off to the Oxford Arena Society.

6.4 Audit Committee – Councillor Black

There is a scheduled meeting for January 25.

6.5 Community Economic Development Committee – Councillor MacDonald

The Cumberland Business Connector gave a presentation to the Committee regarding their role for the Town of Oxford. Next meeting for the Community Economic Development Committee is projected for April 2022.

6.6 Fire Department Committee – Councillors MacDonald and Colborne

Councillor Colborne reported that the Fire Hydrants, during snow removal, need to be a priority in the case of a fire.

Clerk Cloney met with the Fire Department today and shared the highlights of the meeting. Bunker Gear is a priority for the Fire Fighters, and they need three more complete sets. The town needs seven more universal storz fittings for the hydrants that have been identified as high risk, this item needs to be added to the budget discussions. Truck 2 and Truck 5 will need to be discussed during the budget process as well.

Councillor Colborne asked, regarding the universal storz fittings, is this something to make it adaptable for other fire departments or do some of our hydrants have the wrong fitting?

Deputy Fire Chief Purdy replied that the Town have bought five storz fittings that are universal for our neighbouring departments to come in. The universal storz fittings will allow any mutual aid department that comes to Oxford will be able to tie onto those hydrants.

6.7 Procurement Committee – Chairperson Councillor Jones

Councillor Jones reported that the staff tested the Council Conference Board Room with an additional Meeting Owl. Clerk Cloney commented that pairing the two Meeting Owls together produced a better quality of a meeting. It was more responsive and efficient. If Council chooses to purchase another Meeting Owl, the Town does have the COVID restart funds to cover that purchase.

Moved by Councillor Jones and seconded by Councillor Colborne to use the COVID restart funds to purchase a second meeting owl for the Council Chambers boardroom.

Motion Carried

6.8 Public Works Committee – Chairperson Councillor Jones

Currently the Public Works Committee is reviewing the Snow Removal Priority List.

6.9 Recreation Commission Committee – Councillor McNutt

The Town of Oxford was awarded ACOA funding of \$15,000 for the Oxford ballfield. Minor Baseball will be going forward with the fencing and backstop to create a full second field. Also, the Town of Oxford was awarded \$92,733 from the Rink Revitalization Fund.

Councillor McNutt reported that next month is African Heritage month. A local Oxford resident will be working with Councillor McNutt to create social media promotions to celebrate.

Councillor McNutt reported that the Recreation Commission is planning March Break activities.

Councillor Colborne asked what the outcome of the request from the Oxford Volunteer Firefighters for the use of the back ballfield for upcoming horse pulls was?

Response: Yes, there is enough room for the Fire Department to hold their horse pulls. It worked out good as with the new fencing that the Minor Ball is installing will help the fire department to host their event.

6.10 Town Buildings Committee – Mayor Henley, Deputy Mayor Adshade, Councillor Colborne and Councillor Jones.

Mayor Henley reported that the committee is gathering quotes on the heat system at the Town Hall.

6.11 Town Services Committee – Chairperson Councillor Jones

Councillor Jones reported that the new flow meter was ordered, this will give an accurate reading of water consumption.

6.12 Redevelopment Website Committee – Chairperson Deputy Mayor Adshade

Deputy Mayor Adshade reported that the committee is moving forward with the new website and plan to go live in April.

Moved by Councillor Jones and seconded by Councillor McNutt to accept the Committee reports as verbally presented.

Motion Carried

7. Correspondence

7.1 Equity & Anti-Racism Legislation – Invitation for Nova Scotians to give their feedback

A copy of this is filed with the Council Package. Council directed staff to post this information on the Town Website and Facebook to engage the public for feedback.

8. In Camera – discuss legal matter

At 6:57 pm, it was moved by Councillor Jones and seconded by Councillor McNutt to go in-camera to discuss a legal matter.

Motion Carried.

At 7:17 pm, it was moved by Councillor Jones and seconded by Councillor MacDonald to come out of in-camera and to resume the Council Meeting.

Motion Carried

The Oxford Arena Association presented to Council a 5-year arena lease proposal.

Moved by Councillor Jones and seconded by Councillor MacDonald to send to legal the 5-year arena lease proposal presented to Council from the Oxford Arena Association for advice.

Motion Carried

Adjournment

Mayor Henley notified Council that there is a Special Council Meeting scheduled for January 27 to give second reading of the Solid Waste Bylaw #02-02 at 6 pm.

At 7:18 pm, it was moved by Councillor Colborne that the meeting be adjourned.

Motion Carried

Gregory Henley, Mayor

Linda Cloney, Recording Secretary



Minutes of the Special Council Meeting

Place: Zoom and streamed live to FaceBook
Date: Thursday, January 27, 2022
Presiding Officer: Mayor Gregory Henley
Councillors present: Deputy Mayor Wade Adshade, Councillor Carla Black, Councillor Brenton Colborne, Councillor Paul Jones, Councillor Arnold MacDonald, and Councillor Chrystal McNutt
Regrets: nil

A quorum was present throughout the meeting.

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

1. Call to order

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

2. Approval of Agenda

Moved by Councillor Jones and seconded by Councillor MacDonald that the agenda of the Special Council Meeting for January 27, 2022, be approved, as presented.

Motion Carried

3. New Business

3.1 Solid Waste By-Law, #02-02 Amendments – Second Reading – Deputy Mayor Adshade

Further to the recent amendments to the Solid Waste By-Laws in each of Amherst, Cumberland, and Oxford, GFL Environmental Inc. ("GFL") subsequently requested additional by-law amendments to ensure (i) continuity of flow-control of Solid Waste to the facility in Little Forks and (ii) to expressly provide export rights for GFL after the sale of the facility to GFL.

In the case of Amherst and Cumberland, the amendments essentially require reinsertion of provisions previously removed by the Councils to Amherst By-law D20 and Cumberland By-Law 18-02. In both cases, the provisions were removed pursuant to GFL's request to remove municipal prohibitions on the export of Solid Waste to the facility.

The proposed language for amendment of these By-Laws simply adds the prohibition on exporting Solid Waste back into the By-Laws. The proposed amendment also gives each Council authority to provide exemptions (if deemed necessary) to the flow control prohibition by way of Council Resolution.

Moved by Deputy Mayor Adshade and seconded by Councillor Jones that Council gives second reading of the Bylaw to amend the Solid Waste Bylaw, #02-02.

Motion Carried

3.2 Resolution to Permit Export of Materials by GFL Environmental Inc. – Deputy Mayor Adshade

The partner municipalities of the CJSMA have agreed to sell the assets of the Cumberland Central Landfill and the agreement specifically allows the purchaser to export solid waste. This is required as part of the purchaser's business plan.

The purchaser has requested additional by-law amendments to ensure (i) continuity of flow-control of Solid Waste to the facility in Little Forks and (ii) to expressly provide export rights for the purchaser after the sale of the facility. With those amendments now considered, a resolution will be required to permit GFL to export waste.

Moved by Deputy Mayor Adshade and seconded by Councillor Colborne that Council authorizes the exportation or removal of solid waste material generated within the Town of Oxford outside the boundaries of Cumberland County by GFL Environmental Inc. effective February 1, 2022, pursuant to articles 22 and 23 of the Solid Waste Bylaw, #02-02.

Motion Carried

3.3 Waste Resource Benefits Agreement Resolution – Deputy Mayor Adshade

The partner municipalities of the CJSMA have agreed to sell the assets of the Cumberland Central Landfill and the agreement specifically allows the purchaser to export solid waste. This is required as part of the purchaser's business plan. Recognizing that the current purchase and sale transaction is based on historical waste volumes resulting from existing flow control measures, the Waste/Resource Benefits Agreement is also proposed to be amended to include a price adjustment provision that would apply in the event the Town deems it necessary at some future time to exempt certain waste streams from the flow control regime.

Moved by Deputy Mayor Adshade and seconded by Councillor Jones that Council authorizes the following amendments to the Waste/Resource Benefits Agreement among the Municipality of the County of Cumberland, the Town of Amherst, and the Town of Oxford and GFL Environmental Inc.:

The addition of Section 4.02: The Town acknowledges and agrees that if permission is given to any person under its by-laws, other than GFL, to export Designated Town Waste that would otherwise be required to be deposited at the Facility, the Town will provide reasonable notice to GFL of such permission being granted. If the volume of Designated Town Waste delivered to the Facility is reduced as a result of the aforementioned permission, the Parties agree to negotiate an adjustment to the Tip Fees provided in Section 3.04 for the specific type of Designated Town Waste affected and by an amount proportionate to the reduction of that specific type of Designated Waste directly

attributable to the permission granted by the Town. If the parties cannot agree to an adjustment to the Tip Fees, the matter shall be determined pursuant to the dispute resolution process outlined in section 12 below.

The amendment of Section 3.04(b) to change the CPI Adjustment date from January 1, 2022, to July 1, 2022.

Motion Carried

3.4 Recommendation from Personnel Committee – Councillor Jones

Due to the workload at the Administration Office, it was recommended by the Personnel Committee to hire a full-time Office Assistant. Some of the duties identified are reconciliation of bank statements, processing water and tax billings, processing monthly interest, posting deposits, online payments and minute taking.

Councillor Colborne asked if hiring a full-time Office Assistant if we would have an additional person in the office as well as the Office Clerk. This would be a total of four people in the office.

Response: Yes, there would be a total of four people working in the office.

Moved by Councilor Jones and seconded by Deputy Mayor Adshade to accept the Personnel Committee's recommendation to hire a full-time Office Assistant to be employed at the Town Office.

Deputy Mayor Adshade – Yay

Councillor Black – Yay

Councillor Colborne – Nay

Councillor Jones – Yay

Councillor MacDonald – Yay

Councillor McNutt - Yay

Motion Carried

3.5 Recommendation from the Audit Committee – Councillor Black

The Audit Committee met on Tuesday, January 25. Staff have been following the Tax & Water Collection policy and are in position to send out preliminary notices to properties that are in a Tax Sale position, beginning October 1. It was noted, in the audit meeting, that the Town of Oxford has not had a Tax Sale in years.

The Audit Committee recommends to Town Council to direct staff to continue to send arrear notices to customers that have outstanding taxes, send preliminary notices giving 60 calendar days to pay the account in full beginning October 1, 2022, and then issue the Notice of Intent no earlier than January 15, 2023, as stated in the Tax & Water Collection Policy.

Moved by Councillor Black and seconded by Councillor McNutt to accept the recommendation from the Audit Committee and direct staff to continue to send arrear notices to customers that have outstanding taxes, send preliminary notices giving 60 calendar days to pay the account in full beginning October 1, 2022, and then issue the Notice

of Intent no earlier than January 15, 2023, as stated in the Tax & Water Collection Policy.
Motion Carried

4. Adjournment

At 6:10 pm, it was moved by Councillor Jones that the meeting be adjourned.

Motion Carried

Gregory Henley, Mayor

Linda Cloney, Recording Secretary

DRAFT

Approved December 20, 2021

2021 / 2022 Boards and Committees

Last Amended: January 24, 2022

Boards	
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, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears DOJ Representative
Committees - Internal	
Accessibility Committee	Councillor MacDonald (Chair), Josephine MacDonald (Vice Chair), Tracy Briggs, Mandy Blake, Brenda MacDonald, Margaret Hodgins and Meagan Marchant
Arena Committee	Councillor Colborne, Councillor MacDonald, Councillor Jones and public members - Jennifer Kouwenberg and 1 vacant position
Arena Fundraising Committee	Chairperson Councillor Colborne, Councillor Jones, Councillor McNutt, Recreation Director (vacant) and Community Members: Bev Clark, Tracy Black, Greg Wood, Alfie King, Eleanor Crowley, Joe Reade, Tom Reid, Tracy Sweet, Dave Clark and Jennifer
Audit Committee	Councillor Jones, Councillor Black (Chair), Councillor McNutt, Tracy Black, and Dave Clark
Community Economic Development Committee	Councillor MacDonald, Councillor Jones and Public Appointees (2 vacant)
Fire Department Committee	Councillor MacDonald and Councillor Colborne
Municipal Boundary Review Committee	Deputy Mayor Adshade and Councillor McNutt - Public Appointee (1 vacant)
Occupational Health & Safety	Town Clerk Cloney, Chair Nick Purdy, Catherine Smith (Administration), Cheryl Ingraham (Cross Guard), Taze Lockhart (Public Works), David Mattinson (Public Works) and Bruce Beattie (Oxford Fire Department)
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)
Procurement Committee	Mayor Henley, Councillor Jones (Chair) and Councillor Black
Public Works Committee	Mayor Henley, Councillor Black, Councillor Jones (Chair)
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 (Chair)
Town Services Committee	Councilor MacDonald, Councilor Colborne, Councilor Jones (Chair) and Mayor Henley (spare)
Website Committee	Mayor Henley, Deputy Mayor Adshade (Chair) and Mark Rushton (public appointee)
Committees - External	
Cumberland Forestry Advisory Committee	Deputy Mayor Adshade
Cumberland Region Tourism Marketing Committee	Councillor MacDonald
Team Cumberland Committee	Councillor MacDonald
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, Michelle Cann (Public Appointee), Helen Reade (Public Appointee)
Northern Region Solid Waste Management Committee	Councillor McNutt

Approved December 20, 2021

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

Public Works Report
January 2022

Water Breaks

Jan 5 - 18 Waverly St - service
Jan 19 - 611 Sunset Ave - service
Jan 25 - Foundry St – 2” clamp
Jan 26 - Prince William St - 4” clamp

Snow removal for January was challenging with 120+ cm & equipment failure. The Backhoe was down for ten days and repaired on Jan 27. The Kubota was down for three days during the second storm. The snow blower came in on January 28. Hired Kent Thompson to widen the streets and sidewalks with his snow blower.

Due to the recent storms, the crew worked from Jan 3 – 21 & Jan 23 – 31 only off on the 22nd for the month.

Oxford Frozen Foods installed a new flow meter at plant #1 that the town supplied. Samson Equipment is coming next week to install the wall mount.

One of the booster pumps at the Chlorine Building failed which talking to Nulantic was giving us the problem.

We are installing the new booster pump & keeping the system at 25ppd our problem should be solved to getting sufficient chlorine residual booster pump was \$3400 & 25ppd kit was \$400.

Confined Space was on the Jan 11 for the crew

Salt usage approx. 200 ton

Regards
Wes Adshade
Public Works Supervisor

Fire report
January 2022

We had 10 calls for the month of January

6 MVA'S Calls
3 Mutual aid calls assisting other departments
1 Flue fire

Of these 10 calls 1 was in the town the other 9 were in the county

Other than calls, January was a quiet month. We held a training night along with a monthly meeting.

Truck 2, our rescue, is being sent out for an emergency repair on the leaf springs as they were notice getting bad.

We have a truck committee that is working on getting specs and cost for replacing our Truck 5, which is the oldest truck in the fleet, they should have something that we can present to the town by the end of this month.

We are also starting to get pricing on various gear and Bunker gear for the upcoming budget year

That is the report for January if you have any questions or concerns feel free to contact me or Deputy Fire Chief - Kyle Purdy.

Thanks

Trueman Rushton
Fire Chief

February 22, 2022

TO THE TOWN OF OXFORD

We are a self-supporting Seniors Cumberland County Shuffleboard Club in need of some financial assistance to continue to run our club. We are currently renting from the Cumberland Exhibition Club on 62 Waverly Street twice a week from May to September.

We are requesting some financial assistance from the town to help in the costs of rent and equipment. This is a place for seniors over 55 to get exercise and to socialize.

Your consideration in this request will be greatly appreciated.

Thank you,

Clifford Badcock,

President

PHONE NUMBER :902-552-2173