



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook.
Tuesday, February 21, 2023
6 PM

AGENDA

1. Call to Order

Pg 1-2 2. Approval of Agenda

3. Approval of minutes from the previous meetings

Pg 3-7 3.1 Town Council Minutes – January 17, 2023

4. New Business

4.1 New Website – oxfordns.ca is now live – *verbal presentation.*

Pg 8 4.2 Sewer infrastructure and services on Sunset Avenue –
recommendation from Public Works Committee

Pg 8 4.3 Water and sewer services and infrastructure on Meadow Lane –
recommendation from Public Works Committee

4.4 Canine Control Bylaw 2022-12-19 – *Defer to next Council Meeting.*

Pg 9 – 12 4.5 Winter Snow and Ice Removal and Winter Parking Bylaw 2023-01-17
– Second Reading – *included in package.*

Pg 13 4.6 Municipal Elections Deposit Bylaw 2022-12-19-2 – Second Reading
– *included in package.*

4.7 Special Election – Plebiscite question regarding Transfer Site and
Curbside Collection – *verbal presentation*

4.8 Update General Duty Police Resource Model (GDPRM) with the
Minister of Justice – *verbal presentation*

5. Correspondence

5.1 Sponsorship – 2023 Woodland Conferences – hosted at the Oxford
Regional Education Centre April 15 – included in package.

6. In-Camera

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

7. Adjournment



Minutes of the Regular Council Meeting

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

Date: Tuesday, January 17, 2023.

Presiding Officer: Mayor Gregory Henley

Councilors present: Carla Black, Paul Jones, Brenton Colborne, Chrystal McNutt, and Deputy Mayor Arnold MacDonald

Regrets: Nil

A quorum was present throughout the meeting.

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

Also in attendance: Bruce Rushton, and Shannon MacDonald.

Announcements Prior to Call to Order

Prior to calling the meeting to order, Mayor Henley made the following announcements:

Mayor Henley reminded everyone that during the winter season and especially during snow events, there is no overnight parking permitted on the Town of Oxford streets as it makes snow removal very difficult.

Poverty Reduction Advisory Committee meeting - Thursday January 19, 2023, at 4:30 PM in Amherst.

Accessibility Committee meeting – Thursday January 19, 2023, at 6:00 PM

Recreation Committee meeting – Thursday January 26, 2023, at 6:00 PM

Policing Review Committee Meeting – Monday January 30, 2023, at 6:00 PM

Town of Oxford applied for four (4) summer students and would post ads for applications upon successfully obtaining the grants.

Town Hall will be closed Thursday January 19, 2023, from 10:00 AM to 1:00 PM for a training session for staff and will re-open again at 1:00 PM.

1. Call to Order

At 6:01 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald that the agenda of the Regular Council Meeting for January 17, 2023, be approved, as presented.

Motion Carried

3. Approval of minutes from the previous meetings

3.1 Town Council Minutes – December 19, 2022

Approved by _____

Mayor Greg Henley, on January 17, 2023

4. New Business

4.1 Oath of Office – Fire Chief Bruce Rushton

Bruce Rushton took the oath of office swearing in as the new Fire Chief of the Town of Oxford. Mayor Henley signed and applied the official Town of Oxford Seal with congratulations from Council.

4.2 2023 Council Election – Date to be announced. – CAO Cloney presenting

Following the Special Elections Act, the election shall be on a Saturday not more than 11 weeks at which the day was named.

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to set the date of April 1, 2023, as the date for the special election to fill the vacancy of Councillor.

Motion Carried

It was further noted that Nomination Day would be March 7, 2023. Nominations would start as early as February 24, 2023.

4.3 Recommendation from Police Advisory Board – CAO Cloney presenting – 4.6.1 in Police Advisory Board DRAFT Minutes

The Police Advisory Board passed a motion to forward a recommendation for Council to consider that based on recorded and reported incident reports from staff to RCMP to install flashing red lights at the intersection of Water Street and Main Street in the Town of Oxford.

Discussion by Council indicated that this has been an ongoing concern and stop signs have not been well regarded.

Council discussed installation of CCTV cameras and inquired about the costs to install these cameras to monitor the intersection. Linda Cloney, on direction from Mayor Henley and Council will research the cost for CCTV Camera system to monitor the intersection of Water and Main Street to include in budget discussions.

4.4 Snow and Ice Management Policy – Recommendation of Public Works Committee to adopt – Councillor Jones presenting

Moved by Councillor Jones and seconded by Councillor Black to adopt the Snow and Ice Management Policy as recommended by the Public Works Committee.

Motion Carried

4.5 Winter Snow Clearing and Parking By-Law 2023-01-17 – first reading – CAO Cloney presenting

Linda Cloney, CAO presented first reading of the Winter Snow Clearing and Parking By-Law 2023-01-17. Town of Oxford Traffic Authority, under the Motor Vehicle Act, recommended the creation

of a By-Law to provide authority to ticket and tow away vehicles that are left on Town of Oxford Streets overnight especially during a snow event that are inhibiting snow clearing or otherwise obstructing the street.

The purpose of the Winter Snow Clearing and Parking By-Law 2023-01-17 is to remove the congestion caused by vehicles during a snow/ice event for street maintenance and to provide guidance to citizens with removal of snow from private property and sidewalks.

Moved by Councillor Jones and seconded by Councillor McNutt to give first reading to the Winter Snow Clearing and Parking By-Law 2023-01-17.

Motion Carried

4.6 Third Quarter Financial Report – *Ruthann Brookins, Senior Accountant presenting*

Ruthann Brookins, Senior Accountant presented the third quarter financial report for the Town of Oxford.

Ruthann highlighted that:

- The Town of Oxford was on target with the 2022-2023 budget.
- More grants were received this year than last.
- Most town departments are within their budgets although a few were close to their budget allocation.
- Power, Fuel, and Insurance costs were considerably higher this year.
- Deed transfer tax and Tax Certificates were higher this year.
- Cost of Living has increased.

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald to accept the third quarter financial report as presented.

Motion Carried

5. In-Camera

5.1 Acquisition, sale, lease, and security of municipal property

At 6:30 PM it was moved by Councillor Jones and seconded by Councillor McNutt to go in-camera to discuss Acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:56 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones to direct staff to draft a 3-year contract agreement with the Oxford Arena Association.

Motion Carried

Moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to enter into the 5-year agreement with Eastward Energy Incorporated (formerly Heritage Gas)

Motion Carried

6. Adjournment

The meeting adjourned at 7:58 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

January 23, 2023

Hi Linda and Gregory,

I am writing to request the town to take over the sewer infrastructure and services on Sunset Avenue (PID's 25513284, 25513292, and 25513330). A pump station has been constructed to code and tied into the town's sewer line.

For Meadow Lane Sewer and water services have been installed in accordance with regulations and tied into 6 new homes. A lift station was also installed in this area. The houses these impacts are PID's 25512963, 25512971, 25512989, 25512997, 25513003, 25513011. We are formally asking the Town to take over the infrastructure and services for this area as well.

Should you have any questions or require any additional information please let me know.

Thanks,

Jordan

Jordan Burkhardt
Director, Administration
OXFORD FOOD GROUP

4881 Main Street, PO Box 220, Oxford, NS B0M 1P0
T 902-447-2100 Ext 6064 • F 902-447-3245



Town of Oxford Bylaw 2023-01-17

Winter Snow and Ice Removal and Winter Parking Bylaw

WHEREAS the Municipal Government Act empowers a Municipality to enact bylaws.

BE IT ENACTED by the Council of the Town of Oxford, as follows:

1. SHORT TITLE

1.1. This bylaw shall be known as the Winter Snow and Ice Removal and Winter Parking Bylaw.

2. DEFINITIONS

(a) “Municipality” shall mean the Town of Oxford.

(b) “Person” shall mean any individual, firm, partnership, association, corporation, or organization of any kind.

(c) “Public Road” shall mean any street, road or highway or any other way designed or intended for public use for the passage of vehicles and pedestrians, owned by the Municipality and maintained at taxpayer expenses, or owned by the province but for which there is agreement between the Province and the Municipality with respect to snow and ice removal, including the full portion of the land within rights of way.

(d) “Sidewalk” shall mean the portion of a street between the curb line and adjacent property line, or any part of a Public Road especially set aside for pedestrian travel and separated from the roadway.

(e) “Vehicle” shall be defined as anything in or upon which a person or property can be legally transported or drawn upon a Public Road.

(f) “Obstruct” shall mean placing or leaving a Vehicle which interferes with snow and ice removal or other winter maintenance activities.

(g) “Traffic Authority” shall mean someone appointed by the Town, often the Town CAO or Clerk, or the Chief of Police as described in the Motor Vehicle Act (MVA 86(6) and the Municipal Government Act (MGA 311(2)).

(h) “Control or Custody” shall mean

3. ROADS

3.1. No person shall clear or cause to have cleared snow and ice from a private road or driveway onto any Public Road.

3.1.1. If that event takes place, the property owner from where the snow and ice originated may be issued an Order by the Traffic Authority to have the snow and ice removed, and if not done immediately, the Town of Oxford may conduct the work at the property owner's expense. If the Town of Oxford deems there to be an immediate safety hazard it may choose to conduct the work immediately and without Order at the owner's expense.

3.1.2. The Town of Oxford's cost in removing the snow and ice pursuant to section 3.1.1 shall constitute a lien against the property from which the snow and ice originated, which shall be applied and enforced in the same manner as for rates and taxes under the Municipal Government Act.

3.2. No registered owner shall allow any vehicle to park or leave standing a Vehicle, whether attended or unattended, upon a public road or street in the Town of Oxford, where it is obstructing snow and ice removal or other winter maintenance activities to properly remove snow and ice from public roads. This shall not apply to:

- a) Motor vehicles parked by an operator who is engaged in discharging their duties as a Peace Officer.
- b) Motor vehicles parked by an operator who is engaged in discharging their duties as a member of a Fire Department.
- c) Commercial vehicles parked by an operator for the purpose of loading or unloading merchandise for a temporary duration.

3.2.1 No registered owner of any vehicle shall, at commencement of a snow and ice event up to 6 hours and after such storm has stopped, park or leave the same standing unless attended by a person authorized to move and capable of operating the same upon any public roads in the Town of Oxford. This shall not apply to:

- a) Motor vehicles parked by an operator who is engaged in discharging their duties as a Peace Officer.
- b) Motor vehicles parked by an operator who is engaged in discharging their duties as a member of a Fire Department.
- c) Commercial vehicles parked by an operator for the purpose of loading or unloading merchandise for a temporary duration.

3.2.2 No registered owner shall allow any vehicle shall park or leave standing the same on any public roads within the Town of Oxford, between the hours of 1:00 am in the morning and 7:00 am in the morning of the same day.

3.2.3. If those events above take place, the owner of the Vehicle may be issued an Order to have the Vehicle removed, and if not done within the time stated on the Order issued, the Vehicle may be impounded at the Vehicle owner's expense. If the Town of Oxford deems there to be an immediate safety hazard it may choose to conduct the work immediately at the owner's expense.

3.2.4. If the owner of the Vehicle cannot be found immediately, the Vehicle may be impounded at the Vehicle owner's expense as directed by the Traffic Authority.

3.3. No person shall permit icicles to accumulate on the eaves or gutters of any building owned or occupied by them to become dangerous to persons passing on the adjacent Public Road.

4. SIDEWALKS

4.1. No person shall clear or cause to have cleared snow and ice from a private road or driveway onto a Sidewalk.

4.1.1. If that event takes place, the property owner from where the snow and ice originated may be issued an Order to have the snow and ice removed, and if not done immediately, the Town of Oxford may conduct the work at the property owner's expense. If the Town of Oxford deems there to be an immediate safety hazard it may choose to conduct the work immediately at the owner's expense.

4.1.2. The Town of Oxford's cost in removing the snow and ice pursuant to section 4.1.1 shall constitute a lien against the property from which the snow and ice originated and be applied and enforced in the same manner as for rates and taxes under the Municipal Government Act.

4.2. No person shall permit icicles to accumulate on the eaves or gutters of any building owned or occupied by them to become dangerous to persons passing on the adjacent Sidewalk.

4.3. The Traffic Authority may close a sidewalk if the Traffic Authority deems the sidewalk to pose a danger to the public.

5. OFFENCES AND PENALTIES

5.1. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a penalty of not less than two hundred dollars (\$200) and not more than five thousand dollars (\$5,000) as directed by the Traffic Authority.

5.2. A person who is alleged to have violated this bylaw, and where the notice so provides, may pay a penalty in the amount of two hundred dollars (\$200) to the Town of Oxford provided that said payment is made within fourteen (14) days following the day on which the alleged violation was committed and said payment shall be in full

satisfaction, releasing and discharging all penalties incurred by the person for said violation as directed by the Traffic Authority.

5.3. The fees listed in sections 5.1 and 5.2 are in addition to any costs incurred as described in sections 3.1, 3.2 and 4.1.

This Bylaw will be in force and effective the 1st day of December to the 1st day of April.

6. BYLAW COMES INTO EFFECT

6.1 This Bylaw shall come into effect on the advertised date of the notice of final passing.

7. REPEAL OF FORMER BYLAWS

7.1 All former Bylaws of the Town heretofore enacted relating to Winter Snow and Ice Removal and Winter Parking Bylaws are hereby repealed.

Clerk’s Annotation for Official Bylaw Book

	Date of First Reading:	January 17, 2023
Date of advertisement of Notice of Intent to Consider:		January 25, 2023
	Date of Final Reading:	February 21, 2023
	Effective Date:	March 1, 2023
*Date of advertisement of Passage of Bylaw:		March 1, 2023
Date of mailing to Minister a certified copy of the Bylaw:		March 2, 2023

THIS IS TO CERTIFY THAT this Bylaw was adopted by Council and published as indicated above.

Chief Administrative Officer

Date

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



**Town of Oxford Bylaw
2022-12-19-2**

Municipal Elections Deposit Bylaw

1. Title

By-Law is entitled the “Municipal Elections Deposit Bylaw.”

2. Purpose

The purpose of this Bylaw is to reduce the \$200.00 deposit required by the Municipal Elections Act to \$50.00, as Council is entitled to do pursuant to section 51(1) of the Act.

3. References:

- (1) Nova Scotia Municipal Elections Act
- (2) Nova Scotia 2020 Municipal Elections Handbook

4. Deposit Requirement

A fifty dollar (\$50.00) deposit is required to accompany any nomination paper filed by or on behalf of any candidate in any election held under the Municipal Elections Act.

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Chief Administrative Officer

Date

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The Woodland Conferences 2023



January 25, 2023

Town of Oxford
Linda Cloney
lcloney@oxfordns.ca

Re: Sponsorship Opportunity – 2023 Woodland Conferences

Hello Linda,

I am writing to request your financial support for the 2023 Woodland Conferences.

The 2023 conferences will once again provide a series of informative speakers and networking opportunities for woodland owners and others interested in woodlands, with a focus on ecological forestry practices. The dates and locations are confirmed as follows:

- ♣ Western Nova Scotia – Saturday, April 1st, 2023
St. Mary's Bay Academy, Weymouth, NS (Digby County)
- ♣ Central Nova Scotia – Saturday, April 15th, 2023
Oxford Regional Education Centre, Oxford, NS (Cumberland County)
- ♣ Eastern Nova Scotia – Saturday, April 29th, 2023
NSCC Strait Area Campus, Port Hawkesbury, NS (Inverness County)- *Confirmation pending*

This year's conferences are made possible through a partnership of the NS Department of Natural Resources and Renewables, Nova Scotia Woodlot Owners & Operators Association, Mersey Tobeatic Research Institute, Association for Sustainable Forestry, Western Woodlot Services Co-op, private woodland owners, members of regional committees, and sponsors like you.

For all financial contributions over \$100, we offer our sponsors:

- ♣ Free registration/lunch for 1 representative and a free exhibitor space at each conference supported
- ♣ Organizational logo on programs and event website for event(s) you choose to sponsor
- ♣ Verbal/written mentions wherever possible in media releases and public service announcements
- ♣ Recognition as a sponsor during the event(s) through signage, sponsor PowerPoint loop, and emcee announcements
- ♣ Distribution of your contact information and/or any brochures/handouts in the registration package

All sponsorship cheques should be made out to '**Woodland Owners Conferences**' and sent to the Conference Treasurer at:

Lizz Cogan
312 Green Street, Box 6000
Lunenburg, NS B0J 2C0

We hope that you will consider a sponsorship or setting up an exhibit booth this year. If you have any questions or concerns, please contact me anytime at my contact info below.

Sincerely,

Kenneth Newcombe
Natural Resources and Renewables
(902)-694-8105
Kenneth.newcombe@novascotia.ca