



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook.
Wednesday, April 24, 2024
6 PM

AGENDA

1. Call to Order – Welcome
2. Approval of Agenda
page 1
3. Approval of Minutes – March 27, 2024 – Regular Council Meeting
pages 2 -8
4. Business
 - 4.1 Video Surveillance Policy – request for approval
Pages 9 - 10
 - 4.2 2024 2025 Boards and Committees – revisions made, need approval.
page 11
 - 4.3 Dangerous and Unsightly Report
Submitted separately.
5. Correspondence
nil
6. In-Camera
 - 6.1 acquisition, sale, lease, and security of municipal property
7. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, March 27, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Brenton Colborne, Paul Jones, Deputy Mayor Arnold MacDonald, and Chrystal McNutt
Councillors Regrets: Olivia Canning

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney – CAO, Ruthann Brookins – Manager of Finance, and Stan McDougall - Admin Assistant (recording secretary).

Media in attendance: Mark Rushton, SixRivers News, Radio, and TV.

Gallery in attendance: Jason Haughn, Municipal Advisor, Department of Municipal Affairs, Province of Nova Scotia.

Announcements Made Before Call to Order

The Oxford Legion plans to host an Easter morning breakfast from 8:00 AM to 12:00 PM on Saturday, March 30, 2024. The price is \$10 for a full plate and \$5.00 for a half plate. Mayor Henley encouraged everyone to take part in this special event.

1. Call to Order – Welcome

At 6:00 PM, Mayor Henley called the meeting to order and welcomed all in attendance at the meeting.

2. Approval of Agenda, pages 1 – 2

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the agenda of the Regular Council Meeting for March 27, 2024, be approved, as presented.

Motion Carried

3. Approval of Minutes – February 28, 2024 – Regular Council Meeting, pages 3 – 7, and March 13, 2024 – Special Council Meeting, pages 8 – 11

Approved by _____
Mayor Greg Henley, on March 27, 2024

4. Business

4.1 Alternative Voting Bylaw – first reading, Document to be added to the agenda package.

Linda Cloney deferring this item until the next Council meeting. New information has come in requiring further review before presenting.

4.2 Policy for Public Participation and Notification – request for approval pages 12 – 13

Linda Cloney reviewed with the Council that this policy was presented at the last Committee of the Whole meeting for consideration. The Public Participation and Notification policy is a mandated requirement under Section 204 of the MGA.

The policy includes public participation and cooperation with the adjacent Municipality of the County of Cumberland requiring notification for all proposals within 200 meters of the municipal boundary for any property that is subject to proposed adoption, revision, or amendment of planning documents.

While developing the policy it was noted the Oxford Town Council needed to form a Planning Advisory Committee along with adopting this policy.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne that the Policy for Public Participation and Notification Policy be adopted as presented.

Motion Carried

4.3 2023 2024 Boards and Committees – Need Councillors for Communities in Bloom Committee and Planning Advisory Committee. *Page 14*

Linda Cloney discussed with the Council the need for committee members, including members from the Council for a newly formed Communities in Bloom committee. This has come about with the award to the Town of Oxford for the position for a Town Horticulturalist. The Horticulturalist will need a committee to work with.

The committee has a few individuals already interested in joining the committee from the public. Various programs including hanging flower baskets, “seedy Saturday’s”, and “Tuesday Transplants” were all discussed for the upcoming committee to work on.

Linda Cloney discussed the Planning Advisory Committee and referenced the policy adopted and the discussion for the Council for the need to create the Planning Advisory Committee.

This committee would be working closely with the Planning Department which was currently contracted out with the Town of Amherst. The committee will work on development items within the town boundaries.

Mayor Greg Henley and Deputy Mayor MacDonald expressed interest in volunteering for the Planning Advisory Committee.

Linda Cloney also reviewed that the newly created Fire Department Committee requires official appointment to the 2022-2023 Boards and Committees as well with members Councillor Colborne and Deputy Mayor MacDonald as members of the Council.

Moved by Councillor Jones and seconded by Councillor McNutt to approve the appointments to the 2022-2023 Boards and Committees as presented.

Motion Carried

4.4 Procurement Policy – Revision Request - Request for an increase in purchasing card limits and adding a visa for the Fire Department. Pages 15 – 41

Linda Cloney presented a request to the council a recommendation to amend our existing Procurement Policy revising the VISA limits and welcomed Ruthann Brookins, Manager of Finance to present further detail on this to the Council.

Ruthann Brookins reviewed with the Council that currently there is a \$12,000 limit on all Town of Oxford VISAs in total. Currently, there are four VISAs in the group.

The Oxford Fire Department has requested their own Town VISA to help take the strain off using personal VISAs and other Town VISAs to purchase items online or locally. The Administration VISA has also at times come to or near the limit which does take considerable admin time to go in and constantly check limits, apply interim payments, and properly code invoices where additional VISAs have had to be used to complete payment.

VISAs are reconciled monthly and will continue to be as part of the Procurement Policy. All departments follow a set budget. Ruthann advised that Visa Statements often come in quicker than invoices from the companies where the item(s) have been ordered from.

The requested recommendation is to increase the limit to \$20,000 from the current \$12,000 for the group of VISAS. The limits are recommended to be increased as follows:

- Admin VISA limit to \$7000 from its current \$5000
- Mayor's VISA limit stayed at \$1000.
- Public Work's VISA limit to \$6000 from the current \$4000
- Recreation limit to \$3000 from the current \$2000

- Set a \$3000 limit for the new Fire Department VISA

Moved by Councillor McNutt and seconded by Councillor Black to approve the revision to the Procurement Policy to revise the VISA limits and add a VISA for the Oxford Fire Department with limits to be set as presented.

Motion Carried

4.5 Video Surveillance Policy – Notice of Intent to Consider. Pages 42 - 43

Linda Cloney discussed with the Council the draft Video Surveillance Policy to review and consider. The Town of Oxford has installed a video surveillance system. The purpose of the video surveillance system is to record video only to identify people being served at the counter in the event of a disagreement or an abusive incident and for security reasons after normal business hours. The system may also serve to complement our insurance policy coverage as well.

The policy will be presented for formal adoption at the next Council Meeting.

5. Correspondence

nil

6. In-Camera

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

At 6:17 PM it was moved by Councillor McNutt and seconded by Councillor Jones to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:09 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

Linda Cloney reviewed that the Council discussed accounts in collection status and one account to be written-off. Staff is now requesting that the Council, where all efforts have been exhausted to collect money owed on identified accounts, approval to send these accounts into collections and approve the write-off of one account due to a potential clerical error from past administration with an outstanding account balance of \$2200.

Councillor Jones noted that the account to be written off was not for sewer, water, or property taxes.

Moved by Councillor McNutt and seconded by Councillor Black to approve sending the accounts identified to collections and write off the account identified as presented.

Motion Carried

Linda Cloney reviewed with the Council that interest on property on Meadow Lane has been received and this property has been deemed to be no longer required for municipal purposes. Staff is looking for the Council for direction to acquire a certified appraisal on the property.

Moved by Councillor Jones and seconded by Councillor McNutt to direct staff to acquire a certified appraisal of the property identified on Meadow Lane that is no longer deemed required for municipal purposes.

Motion Carried

Linda Cloney reviewed with the Council upcoming discussions with Cumberland Libraries and the CAOs of Amherst, The Municipality of the County of Cumberland, and the Town of Oxford for the library's 2024-25 budget year. The CAOs from each municipality seek the Council's approval to proceed in writing a letter requesting financial information for the Cumberland Libraries before they post their 2024-2025 budget year.

Moved by Councillor McNutt and seconded by Councillor Colborne to approve the writing of the letter to request further financial information from the Cumberland County Libraries for the library's upcoming budget discussion.

Motion Carried

7. Adjournment

The meeting adjourned at 7:13 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved



TOWN OF OXFORD POLICY

NUMBER: 2024-03-15

PAGES: 2

DEPARTMENT: Administration

TITLE: Video Surveillance Policy

MINUTES REFERENCED DATE:

1ST REVISION DATE: 2023 03 15

CURRENT REVISION DATE: 2023 03 15

PURPOSE

The purpose of this policy is to identify the areas of the Town of Oxford Town Hall that are to be covered by video surveillance, monitoring of the equipment, and retention and release of the data collected. This policy will be reviewed and updated as deemed necessary.

AREAS COVERED AND INTENT

The areas covered by the video surveillance system are only considered for the following areas of the Town of Oxford Town Hall building, located at 105 Lower Main Street., Oxford. Nova Scotia as described below. Any surrounding area captured in the video recording is not considered in the intent of the use of the video surveillance system. The video surveillance system is set to record motion and not continuously.

The area of the entrance on the Black River Park side of the Town Hall building will be covered by camera recording **video only** with the intent that people being served at the counters can be identified and their behavior is recorded in the event of a disagreement or abusive incident and/or for security purposes after normal business hours.

The area of the Council Chamber entrance at the Main Street side of the Town Hall building will be covered by camera recording **video only** with the intent that people being served at the counters can be identified and their behavior is recorded in the event of a disagreement or abusive incident and/or for security purposes after normal business hours.

The area of the front counter and reception waiting area of the Town Hall building will be covered by camera recording **video only** with the intent that people being served at the counters can be identified and their behavior is recorded in the event of a disagreement or abusive incident and/or for security purposes after normal business hours.

As a deterrent to any improper or illegal activity in the covered areas, signs that indicate the existence of **video-only** surveillance will be posted.

In all cases, audio will not be recorded.

MONITORING

None of the cameras will be monitored on a real-time basis as that is not required to fulfill the intent of the surveillance system. As such, the monitor to view the camera system will only be turned on when required to view any recordings to identify behaviors of people being served at the counters their behavior is recorded in the event of a disagreement or abusive incident and/or for security purposes after hours.

The surveillance system is securely situated in the office of the Manager of Finance and Administrative Assistant away from the public view.

DATA RETENTION AND RELEASE

All data recorded by the surveillance cameras will be retained for seven days, and unless a reason to retain the data has been received during that time, it will then be automatically destroyed or deleted by the camera system's configuration, which is set to expire captured video after 7 days.

If any written request is received before recorded data has been destroyed, the data will be retained until the issue has been resolved.

Upon written request from any person for a copy of data containing their image, if that data has not been destroyed, a copy of the portions of the data containing that person's image will be made and provided to them.

Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider [7 days minimum]: March 27, 2024

Date of Passage of Current Policy: April 24, 2024

I certify that this Policy was adopted by Oxford Town Council as indicated above.

Linda Cloney, CAO

Date

2024 / 2025 Boards and Committees

APPROVED - October 23, 2023

Revised: November 22, 2023, January 29, 2024, February 28, 2024, March 27, April 24

Boards		Black	Canning	Colborne	Henley	Jones	MacDonald	McNutt
All Saints Community Health Care Foundation	Public Appointee (vacant)							
Cumberland Joint Services Management Authority - (CJSMA)	Mayor Henley				1			
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor Black	1						
Police Advisory Board	Deputy Mayor MacDonald, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1			1	
Police Services Review	Mayor Henley, Councillor Colborne, David Hoffman, Thomas Shears, Carla Black	1		1	1			
Committees - Internal								
Accessibility Committee	Deputy Mayor MacDonald, Josephine MacDonald (Vice Chair), Danielle Laurie (Chair), Tracy Briggs, Mandy Blake, Brenda MacDonald, Meagan Marchant, Kiersten Hiltz and Amanda Purdy						1	
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Robert Moores (Secretary), Paula Rogers (Treasurer), Russell Thompson, Patrick Rushton, Kristen Thompson, Shannon Hanna, Murray Thompson, Mitchell Hannigan, Timothy Wood, Cole Wood and Councillor Paul Jones.					1		
Audit Committee	Councillor Jones, Deputy Mayor MacDonald, Councillor McNutt, Josephine MacDonald					1	1	1
Communities in Bloom Committee	Councillor Black, Ashlyn Brownell, Chelsea Brownell, Amanda Purdy, Maxine Clarke, and Al Clarke	1						
Downtown Revitalization/Beautification Committee	Councillor McNutt, Councillor Black, Councillor Canning	1	1					1
Fire Department Committee	Councillor Colborne, Deputy Mayor MacDonald			1			1	
Inclusion, Diversity and Equity Committee	Councillor Canning		1					
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Planning Advisory Committee	Mayor Henley and Deputy Mayor MacDonald				1		1	
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Jimmy Ward (MPAL), Kelsey Clark, Carrigan Guthro, Millisa Ellis, Elaine Mazur, Kristen Thompson, Megan Baker, Connor Patriquin, Sarah Henley, Hayden Clark, and Amanda Purdy		1					1
Road Trails Act Review Committee	Councillor McNutt, Councillor Jones, Councillor Colborne, and Councillor Canning		1	1		1		1
Source Water Protection Advisory Committee	Mayor Henley, Councillor Colborne			1	1			
Town Buildings Committee	Mayor Henley, Councillor Colborne, Councillor Jones (Chair)			1	1	1		
Welcoming Committee	Deputy Mayor MacDonald, Councillor Black, Helen Reade, Catherine Mundle, Michelle Cann, Sarah Henley, Jodi Getson, and Mariana Nardy	1					1	
Committees - External								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt - Vacant positions for residents / business operators							1
Cumberland Health Stakeholders	Mayor Henley				1			
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, Carrigan Guthro (Public Appointee), Helen Reade (Public Appointee)							
Northern Region Solid Waste Management Committee	Councillor McNutt							1
Physician Recruitment Committee	Mayor Henley				1			
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne			1				
		8	4	8	8	6	6	6