



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook.

Wednesday, December 11, 2024

immediately following the COW meeting

AGENDA

1. Call to Order – Welcome
2. Approval of Agenda
Page 1
3. Approval of Minutes – November 27, 2024
Pages 2 - 6
4. Business
 - 4.1 Appointment of an investigator for the Code of Conduct - update
Verbal presentation
 - 4.2 Sale of Surplus Equipment – 1989 Ford Cargo Low Tilt Fire Truck - update
Verbal presentation
 - 4.3 Amend Fees Policy
Pages 7 - 9 – Recommended Fees Policy
Pages 10 – 12 – Updated Development Permit – if approved
5. Correspondence
 - 5.1 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, November 27, 2024
Presiding Officer: Mayor Greg Henley
Councillor Present: Deputy Mayor Carla Black and Councillors Paul Jones, Brenton Colborne, Chrystal McNutt, Olivia Canning-Sweet, and Padraic Moore
Councillors Regrets: Nil

A quorum was present throughout the meeting.

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

Gallery (media and public) in attendance: Marion Abbott and Giancarlo Piccin.

Announcements before the call to order:

Mayor Henley reminded all in attendance in-person and listening via the livestream that the Oxford Christmas Parade is Friday November 29, 2024. It starts at 6:30 PM at the Department of Lands and Forestry building on Main Street.

1. Call to Order – Welcome

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

2. Approval of Agenda

Moved by Councillor Jones and seconded by Councillor McNutt, that the agenda of the Council Meeting for November 27, 2024, be approved, as presented.

Motion Carried

3. Approval of Minutes – October 30, 2024, Pages 2 – 9

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

4. Business

4.1 Selection of Boards and Committees

A draft copy of the Boards and Committees Report was reviewed with the Council in detail listing each Councillor and their chosen boards and committees.

Moved by Councillor McNutt and seconded by Councillor Canning to accept the Boards and Committees report as presented.

Motion Carried

a copy of the Boards and Committees report is filed in the Council Package

4.2 Appointment of an investigator for the Code of Conduct - verbal presentation

The requirement to hire an investigator for the Code of Conduct of Elected Municipal Council for the Town of Oxford was reviewed.

Preliminary search for an investigator has not yet been successful. An investigator should be hired as soon as it is possible. There is a requirement that they cannot have conflict of Interest with Town Council.

Consensus from Council was given to investigate the possibility of using the same solicitor that the Town of Amherst has contracted provided there is no conflict of interest and provided the fees are acceptable.

4.3 Amend Tax & Water Collection Policy

Linda recapped with Council that at the November 13, 2024, Committee of the Whole Meeting a motion was made to recommend to Council to accept the changes to the Tax and Water Collection Policy as it was presented. A copy of the changes is included in the Council Package.

Moved by Councillor Colborne and seconded by Councillor Jones to adopt the Tax and Water Collection Policy as amended.

Motion Carried

4.4 **Sale of Surplus Equipment – 1989 Ford Cargo Low Tilt Fire Truck**

The Town of Oxford is selling a surplus 1989 Ford Cargo Low Tilt Fire Truck now that the new fire truck had been purchased. In reaching out to other municipalities, a website was provided to help list the truck online to advertise it and potentially bring in successful bids. This would satisfy the requirement to advertise it publicly. Other means included contacting fire departments across Canada were discussed.

As this process is just getting started, Linda invited the Council to make a motion to allow staff to start the process of selling the surplus fire truck. To determine the fair market value of the truck and discuss the process of sale, a meeting with the Fire Department Committee would be scheduled. A tentative meeting was scheduled on Monday December 2, 2024.

Moved by Councillor Moore and seconded by Councillor Black to allow staff to start the process of selling the surplus 1989 Ford Cargo Low Tilt Fire Truck.

Motion Carried

5. **Correspondence**

Nil

6. **In-Camera**

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

At 6:16 PM it was moved by Councillor Black and seconded by Councillor McNutt to go in-camera to discuss the acquisition, sale, lease and security of municipal property.

Motion Carried

At 6:27 PM it was moved by Councillor Colborne and seconded by Councillor Black to come out of in-camera and resume the Special Council Meeting.

Motion Carried

Linda discussed the letter of offer from the Department of Natural Resources and Renewables, regarding Crown land that the Town of Oxford has interest in concerning the wellfield.

The Town of Oxford's Source Water Protection Plan is currently in development. The Province of Nova Scotia has been reviewing the offer for lands surrounding the Town of Oxford's wellfield. The first opportunity for the property immediately surrounding the wellfield in Mansfield was presented and the letter of offer was previously accepted.

The Source Water Protection Committee had discussed earlier that there are three zones of protection surrounding the wellfield. The initial letter of offer was for Zone 1 lands. This new offer is to extend the offer to include Zone 1 and 2 lands, offering more land to protect the wellfield from contamination.

Moved by Councillor McNutt and seconded by Councillor Moore that the Town of Oxford accepts the letter of offer for the sale of Crown lands and easements in favour of the Town of Oxford as presented by the Department of Natural Resources and Renewables dated November 4, 2024.

Motion Carried

Mayor Henley noted that these lands are to protect the Town of Oxford Wellfield from contamination and the Town of Oxford must pay the survey cost for these lands and the sum of \$1.00 for the land.

7. Adjournment

The meeting adjourned at 6:35 PM

Greg Henley, Mayor, Chair

Stan McDougall, Admin Assistant

Date Approved

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Fees

Number:

Approved by: Council

Effective Date: June 19, 2018

Revision Date: October 21, 2019

Rationale

The following policy establishes uniform fees for permits and services provided by the Town of Oxford, to enable some cost recovery for services provided.

Policy Statement

1. Permit and Service Applications

All permit and service applications shall be accompanied by the necessary fees payable to the Town of Oxford except in the case of requests under the Routine Access Policy or Freedom of Information/Protection of Privacy where the fees will be estimated and communicated to the applicant prior to completion of the service.

2. Permits and Services

The following schedule of fees shall be charged for permits and services provided by the Town of Oxford:

Permit or Service Type	Fee
Routine Access Policy	\$22.00/hr. after the first half hour.
Freedom of Information/Protection of Privacy Request	\$22.00/hr. after the first two hours
Document Reproduction (excluding oversized maps)	\$0.08/copy
Tax Certificate	\$50.00 per assessment account number
Fees Relating to Subdivision:	
Processing Fee for Tentative, Final and Repeal of Subdivision Applications	\$75.00, payable at the time the application is filed – non-refundable
Additional Processing fee where a proposed subdivision includes a new, varied or extended public or private road	\$200.00, payable at the time the application is filed – non-refundable
Open Space/Recreational Capital Fund Fee, to be used in the manner described in Section 273(5) of the Municipal Government Act	\$100.00 per lot, payable prior to approval – refundable if lot(s) not approved
Fees Relating to Land Use Planning & Development:	
Zoning Confirmation letter	\$25.00
Development Permit Processing Fee *	\$25.00
Variance Application Processing Fee *	\$25.00
Site Plan Approval Application Processing Fee *	\$100.00
Development Charge (water) per unit*	\$100.00

<p>Development Agreements and Applications to Amend the Municipal Planning Strategy and/or the Land Use Bylaw, including rezoning: Processing Fee * Plus Total Cost of Advertising and Notices</p> <p>Copies of the Municipal Planning Strategy and Land Use Bylaw, including letter sized black and white maps Full size colour copies of existing Municipal Planning Strategy or Land Use Bylaw maps</p> <p>* Processing fees are non-refundable ** This processing fee will be waived for registered charitable or non-profit organizations if the Agreement or Amendment is for the benefit of the organization *** When the actual cost of advertising or providing notice is known, the difference between the deposit and the actual cost will be refunded or billed to the Applicant.</p>	<p>\$500.00 **</p> <p>\$500.00 advertising deposit payable at the time application is filed ***</p> <p>\$25.00 per copy</p> <p>\$10.00 per map</p>
<p>Fees Relating to Building and Demolition Permits:</p> <p>Demolition</p> <p>Residential (Minimum fee: \$10.00) New Dwelling New Decks New Sheds New Garages Renovations</p> <p>Commercial (Minimum fee: \$10.00) New Construction Renovations</p>	<p>\$10.000 total fee</p> <p>\$0.06 per square foot \$0.02 per square foot \$0.02 per square foot \$0.02 per square foot \$1.00 per \$1,000 of Value</p> <p>\$2.00 per \$1,000 of Value (.2% of value) \$2.00 per \$1,000 of Value (.2% of value)</p>
<p>Ice Rental</p>	<p>\$120/hour</p>

References

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 21st day of October, 2019.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this 22nd _ day of October, 2019.

Rachel L. Jones
Chief Administrative Officer



TOWN OF OXFORD

105 Lower Main Street
P.O. Box 338
OXFORD, NOVA SCOTIA
B0M 1P0



Application Only

Application for: Building Permit Development Permit Demolition Permit

Applicant Information

Owner/Agent: _____
Mailing Address: _____
Town/City: _____
Postal Code: _____
Phone #: _____
Cell #: _____
Fax #: _____
Email: _____

Contractor Information

Owner/Agent: _____
Mailing Address: _____
Town/City: _____
Postal Code: _____
Phone #: _____
Cell #: _____
Fax #: _____
Email: _____

Property Information

Location: _____ (civic #, street name, postal code)
Property ID (PID)# _____ Assessment Account Number (AAN #) _____

Lot / Structure Description

Present use of land/existing structure(s): _____
Description of proposed new use/structure(s): _____
Describe the project: _____

New sign(s): <input type="checkbox"/> Yes <input type="checkbox"/> No
Total estimated value of construction: _____

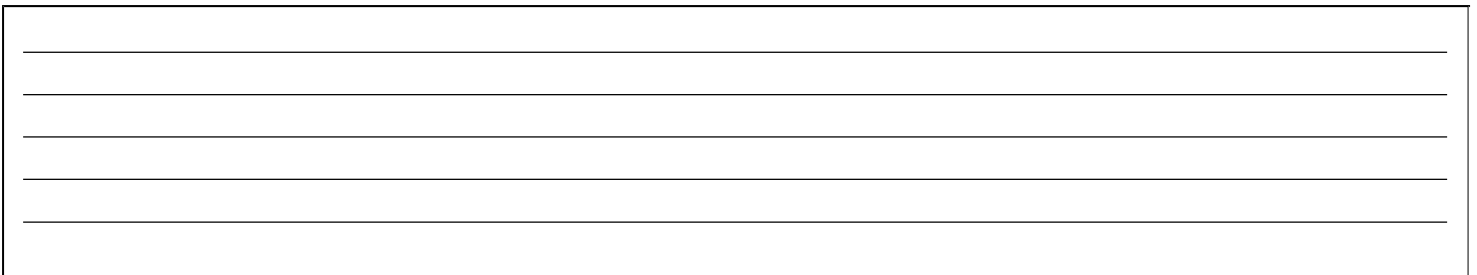


Plot Plan:

Note: If applicable, include a site plan as an attachment.



Additional Notes / Comments:



Application Fees

Development Permit Only = \$25.00

Demolition Permit = \$10.00

Building / Development Permit: Minimum Fee = \$10.00

Commercial Rate (New Construction and Renovations) = \$2.00 per \$1,000 of Value

Residential Rate = \$0.06 per sq. ft

Residential Renovations = \$1.00 per \$1,000 of value

Accessory Structures and Decks = \$0.02 per sq. ft

Development Charge (Water CAD Study) = \$100 per unit

Square foot calculations are based on total occupied space. Unfinished basements in single family residential are not included in calculations.

Note: All new development will be required to pay the Development Charge (Water CAD Study).

Note: Cheques to be made payable to Town of Oxford. Fee schedule may change without notice.

Items Required

If applicable, include with your application a site plan, and construction drawings. Town staff will contact you should further information be required.

Declaration

Note: For email submissions, Town staff may require you to provide an alternative form of this declaration.

I declare the information and statements contained in this application are true and that the plans and specifications submitted are for the development or construction of the project described. This form may only be signed by the Owner or Owners Agent (written authorization from Owner is required).

Date: _____

Signature of Owner/Agent: _____

Print Name: _____

Contact

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B0M 1P0

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