



TOWN OF OXFORD

**Committee of the Whole Meeting**

Council Chambers, Zoom and streamed live to Facebook

Monday, December 5, 2022

6 pm

**AGENDA**

**1. Call to Order**

*Pg 1* **2. Approval of Agenda**

**3. Approval of minutes from the previous meeting**

*Pg 2-4* 3.1 Committee of the Whole Minutes – November 7, 2022

**4. Reports of Town Departments**

*Pg 5-6* 4.1 Public Works Report – *Nick Purdy presenting - report in package*

*Pg 14* 4.2 Fire Department Report – *Trueman Rushton presenting – report in package*

*Pg 7-8* 4.3 Municipal Physical Activity Leader (MPAL) Report – *Jimmy Ward presenting – report in package*

*Pg 9-10* 4.4 Administration Department Report – *Linda Cloney presenting – report in package*

**5. Reports of Committees and Boards**

*Pg 11* 6.1 Library Report – *included in package*

*Pg 12-13* 6.2 Intermunicipal Poverty Reduction Report – *report in package*

**6. Adjournment**



## Minutes of Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook  
Date: Monday, November 7, 2022  
Presiding Officer: Mayor Gregory Henley  
Councillors Present: Councillor Carla Black, Councillor Brenton Colborne,  
Councillor Paul Jones, Councillor Chrystal McNutt, and  
Deputy Mayor Arnold MacDonald

Regrets: Nil

***A quorum was present throughout the meeting.***

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

### **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 Deputy Mayor MacDonald that the agenda of the Committee of the Whole Meeting for November 7, 2022, be approved, as presented.

***Motion Carried***

### **3. Approval of minutes from the previous meeting**

#### **3.1 Committee of the Whole Minutes – October 3, 2022**

Moved by Councillor Jones and seconded by Councillor McNutt that the minutes of the Committee of the Whole Meeting for October 3, 2022, be approved, as presented.

***Motion Carried***

#### **4. New Business**

4.1 Municipal Boundary Review – In Person Hearing booked for December 7  
At the October 17, 2022 Regular Council meeting it was decided to apply to the Municipal Boundary Review Board to have council retain the current count of 6 councillors and a mayor for the Town of Oxford. The application was sent in and received, and a public hearing was set for December 7, 2022, in Council Chambers. The hearing was in person and a final decision by the board was made during the hearing. Details of the meeting were posted on the Town of Oxford Website.

#### **5. Reports of Town Departments**

5.1 Public Works Report - *included in package*

5.2 Fire Department Report – *submit separately and posted online*

5.3 Municipal Physical Activity Leader (MAPL) Report – *included in package*

5.3 Administration Department Report, submitted by Linda Cloney - CAO – *included in package*

CAO Linda Cloney briefly reviewed the reports with the committee, highlighting some of the key points in the reports. Moved by Councillor Colborne and seconded by Councillor McNutt to accept the reports of town departments as presented.

***Motion Carried***

#### **6. Reports of Committees and Boards**

6.1 Recreation Commission – *verbal report from Councillor McNutt*

Parade is Friday November 25, 2022, at 6:30pm. Application is on the Town of Oxford Facebook site to be filled out and submitted to Councillor McNutt. Best decorated house will be announced after Remembrance Day.

6.2 Solid Waste Management – *included in package*

6.3 RCMP Quarterly Reports – *included in package*

CAO Linda Cloney briefly reviewed the reports with the committee, highlighting some of the key points in the reports. Moved by Councillor Jones and seconded by Councillor Black to accept the reports of committees and boards as presented.

***Motion Carried***

## **7. Correspondence**

### **7.1 Dream Business Program – *included in package***

CAO Linda Cloney reviewed the Dream Business Program that began in November 2022 and ran once a week for 6 weeks. The program was designed to make entrepreneurship more approachable, providing participants with valuable tools and resources to assist in creating the business model around the business idea. Participants received coaching and access to new connections becoming part of the “Mashup” community. Information on this program was made available at the town hall and via the agenda package on the town website. People interested in the program can also call 902-300-2356.

## **8. Adjournment**

At 6:11 pm, it was moved by Councilor Jones that the meeting be adjourned.

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**Gregory Henley, Mayor**

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**Stanley McDougall, Recording Secretary**

## **Public Works Report November 2022**

**Moved chairs from Town Hall to Medical Centre**

**Cleaned lift station floats**

**Worked on salt spreader for Kubota tractor**

**Changed oil in walk behind honda snow blower**

**Weekly Water samples**

**Bi-Weekly lagoon samples**

**Added gravel shoulder to new pavement - Sunset Ave**

**Added reflective poles to barricades on Little River Road**

**Asphalt prep (Waverly, Main and Ellis streets)**

**Monthly safety meeting**

**Winter prep work (porta potties, bleachers, benches, moved dugouts, closed ball field, removed garbage bins etc.)**

**Completed a valve test on Little River Road**

**Weekly garbage runs**

**Testing skata system**

**Water meter readings for house closings**

**Flipped cutting edge on 624 loader**

**Installed multiple hooks and locks on transfer site gate**

**Repaired water leak on Little River Road**

**Removed tree branch on Elm Street**

**Labeled new green bins for transfer site**

**Labeled new pylons**

**Took dump truck to mechanic for inspection and work**

**Repaired sewer pump at lift station by bank, Piece of pallet wood jammed pump**

**Raked cenotaph for November 11<sup>th</sup>**

**Asphalt patching (Main, Waverly, and Ellis Streets)**

**Winter maintenance on salt spreader, V-plow and truck plow**

**Put out salt bins and filled with salt**

**Repaired fire hydrant on foundry street**  
**Flipped cut edge on back bucket for backhoe**  
**Installed skies on truck plow**  
**Removed paintings off poles and hung-up decorations**  
**Decorated town, gathered Christmas tree, Parade prep**  
**Pushed brush back at transfer site**  
**Backhoe put garbage in large hopper at transfer site**  
**Salted street and sidewalks**  
**Plugged sewer on Jackson Street**  
**Wood stove fixed at town shed**  
**Installed new standpipe at Baptist church**  
**Power outage at wells, started generator worked great**  
**Removed lights off float and equipment**  
**Greased blowers at lagoons**  
**Water meter repairs**  
**Greased backhoe, 624 and 544**  
**Water break - Little River Road**

**Respectfully Submitted,**

**Nick Purdy**  
**Public Works Supervisor**

## **Municipal Physical Activity Leader**

### **Monthly Board Report**

- The Christmas Parade “Walking in A Winter Wonderland” was a huge success! 28 entries in total which is the biggest parade in Oxford yet.
- Attended the PAPE Conference held in Dartmouth from November 21<sup>st</sup> – 22<sup>nd</sup>.  
Met with fellow MPAL’S throughout NS and will be working closely with others, especially within our region to create new programs.
- Working with Carolyn Bollwerk and Alison Watson to offer Multi Sport and Learn to Lead programs.
- Partnered with NS Walks to create a walking group. Susan Rector and Sarah Brown to take the lead and be our official Walk Leaders. MPAL Jimmy took the training as well and will fill in when needed.
- From December 12<sup>th</sup> – 23<sup>rd</sup> we are doing 12 days of Christmas Scavenger Hunt. An image of Oxley wearing a Santa hat will be hidden around town each day for 12 days and a clue will be given. People will take a selfie with the picture and send email it to the MPAL to be entered into a draw for a prize. The more entries the better chance of winning.
- December 17<sup>th</sup> at 9am will be a 5K Family Friendly Dasher run/walk.
- The Grinch is coming to the Theatre on December 17<sup>th</sup> at 11am to put on a show for kids.
- Working with Y Reach coordinator, Ksenia Sabouloua. Her group will meet at the theatre every Wednesday from 4-5pm which welcomes newcomers to our community.
- December 7<sup>th</sup> from 6-8pm Oxford Welcomes Newcomers. Fun family friendly activities for everyone with refreshments at the Firehall.

- Working with Ruth Collins (Cumberland Performing Arts) and her music studio students to get their programming running again which shut down when Covid first hit. In the past, they used the Theatre for their rehearsals and shows.

Respectfully Submitted,

Jimmy Ward

## **Administration Report for November**

### **Highlights**

#### **CAO**

- Organized meetings with Staff, Town Buildings Committee, Health and Safety, Council, Exhibition, Election, Public Works,
- Final Report on evaluations on grants received
- Attended Robert Rules and Meeting Processes Workshop with Office Assistant
- Reports for Department of Environment
- Public Works Supervisor hired, now filling the lead hand position.
- Election preparation, training the Returning Officer, reviewed the Municipal Elections Act.
- Coordinating fix to the fireboard at the Theatre – TroyLife and Fire Safety is booked
- Coordinating fix to the heat at the Town Hall – New Boiler to be installed soon
- Coordination of the sale of Town Van
- Following up on pest issues on private derelict properties
- Coordinating inquiries for Policing Review Committee between Department of Justice and RCMP.
- Organizing Snow Removal Policy for Oxford

#### **Office Assistant**

- Attended Robert Rules and Meeting Processes Workshop with CAO
- Started position as Returning Officer for upcoming Special Election
- Assist in Tax Sale process
- Research for Policing Review Committee
- Research security measures for Transfer Station
- Continue to work on the Minute Taking Course
- Research for the Accessibility Plan

#### **Senior Accountant**

- Quarterly water bills
- Tax Sale Process coordination – preliminary notices to those in tax sale position, Statement of arrears to those not in tax sale position but are overdue and set up payment plans
- Provincial / Federal Reporting – FIR is on hold until financials for 2021/22 are finalized, applied for PILT properties.
- Audit process – presented to auditors the CJSMA financials, replying to the audit questions, it is recommended to not have to reinstate the financials – would like accurate numbers from landfill sale.

- Budget Process – arena budget for future agreement, fire department, reviewed labour budget for public works, reviewed operational costs for Library and Town Hall, alerted staff to order minimum office supplies.
- Continue work on installation of Sage
- Manages some of Revenue Clerk's duties as they were on vacation
- Assisted CAO with finalization of Arena Grant reporting.

**Cumberland Public Libraries  
Brief Report- Oxford  
November, 2022**

**Annual Book sale**

Library's Annual big book sale starts on Monday November 28 and runs until Saturday December 10<sup>th</sup>. Proceeds from the book sale go towards our Summer Reading Club 2023. Last year's county wide book sale raised over \$1600.

**Living Wage increase**

The Board approved a wage increase to go into effect April 1, 2023 to work toward a living wage. Currently our entry level positions start at \$13.60/hr this will increase to \$15.00. Other library regions in Nova Scotia have their entry level positions starting at \$17.00 and up. The Canadian Centre for Policy Alternatives estimates a living wage in Cumberland County is currently \$20.40.

**Circulation Statistics**

We are very excited to see an increase in our circulation thanks to Same Page. From April – October 2022, we have circulated over 80,000 items. In 2020-21 Cumberland Public Libraries circulated a total of 102,349. Circulation includes online resources like: Overdrive, Hoopla, e-magazines, accessible circulation, as well physical items

**Next Board meeting February 16, 2023.**

**TOWN OF AMHERST  
Advisory Committee to Reduce Poverty Issues  
Minutes**

**Date:** October 18, 2022  
**Time:** 4:30 pm  
**Location:** Council Chambers, Town Hall

**Members Present** Leon Landry, Town of Amherst Councillor, Chairperson (ZOOM)  
Carla Black, Town of Oxford Councillor  
Jennifer Houghtaling, Cumberland County, Deputy Mayor  
Evelyn Pollard, Town of Amherst Citizen Representative  
Helen Read, Town of Oxford Citizen Representative  
Alison Lair, Cumberland County Citizen Representative (ZOOM)

**Members Absent** Karen LeBlanc, Town of Amherst Citizen Representative

**Staff Present** Kim Jones, Town of Amherst, Municipal Clerk  
Cindy Brown, Town of Amherst, Administrative Assistant  
Sharon Bristol, Town of Amherst, Community Well Being Manager  
Shelley Hoeg-Eaton, Cumberland County, Municipal Clerk

**Staff Absent** Linda Cloney, Town of Oxford, Municipal Clerk

**Regrets** Michele Cann, Town of Oxford Citizen Representative

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**1. Call to Order**

The Chair called the meeting to order at 4:30 PM.

**1.1 Approval of Agenda**

**Moved By** Carla Black

**Seconded By** Councillor Landry

**That the agenda of the October 18, 2022 Poverty Reduction Advisory Committee Meeting be approved as circulated.**

**Motion Carried**

**1.2 Approval of Minutes - September 22, 2022**

**Moved By** Councillor Landry

**Seconded By** Carla Black

**That the minutes of the September 22, 2022 Poverty Reduction Advisory Committee Meeting be approved as circulated.**

**Motion Carried**

**2. Discussion Items**

**2.1 Strategic Plan Review**

Sharon Bristol presented the updated Strategic Plan with additions to the Goals and Objectives from the feedback that she received from the Poverty Reduction Advisory Committee. She has been in contact with the Amherst Youth Town Council to coordinate with youth outreach. The Chair has recommended the

Strategic Plan be updated going forward to show successes and more needs in the future.

**2.2 Tutoring Program**

Councillor Landry discussed a volunteer organization in Halifax, Frontier College. He would like to start something similar here in the Cumberland Region.

**Moved By** Councillor Landry

**Seconded By** Alison Lair

**That the Town of Amherst staff contact the Nova Scotia Community College for community outreach assistance. A report will be presented to the Poverty Reduction Advisory Committee within two months.**

**Motion Carried**

**2.3 Homelessness Update**

**2.3.1 Homeless Shelter Update**

Sharon Bristol discussed the Homeless Shelter Task force, formally known as Project WETS (Winter Emergency Temporary Shelter). Additional information can be obtained by contacting the Task Force at projectwets2022@gmail.com. The Nova Scotia Community College has begun a digital marketing campaign to combat the stigma of homelessness.

**2.3.2 Presentation to Amherst Police Commission**

Councillor Landry met with the Amherst Police Commission on October 11th to present to them what the Poverty Reduction Advisory Committee is doing and what direction they are taking. The Committee will extend a invitation to the Police Commission to attend one of their meetings to share how they are approaching the homelessness issue.

**2.5 Collective Impact Networks/ Neighbourhood Roundtables Presentation**

Deputy Mayor Houghtaling gave a short presentation on what the term "Collective Impact" means and how many communities are beginning to create shared purposes through impact networks instead of a top down hierarchical approach. She referenced material from the Tamarack Institute's Neighbourhood Round Tables, and will send out the presentation to the committee through email.

**3. Membership Update**

Shelley Hoeg-Eaton will be advertising soon to fill the empty position of Citizen Representative for Cumberland County.

**4. Next Meeting - November 17, 2022**

The next Poverty Reduction Advisory Committee Meeting will be November 17, 2022 at 4:30 PM.

**5. Adjournment**

Chair adjourned the meeting at 5:25 PM.

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Kim Jones  
Municipal Clerk

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Councillor Leon Landry  
Chair

Fire report for November

We had 11 calls for the month of November

4 Mutual aid calls (4 county)

2 Grass/ brush fires (1 county, 1 town)

2 Commercial fire alarms (2 town)

1 Smoke condition (1 town)

1 Electrical fire (1 county)

1 MVA (1 town)

6 of the calls were in the county and 5 were in the town

Fleet service will be in to service all trucks and safety 2 of them this will be the last time he will be in as he is stopping the service work. So, we will need to source another company to service our trucks

Our election for Chief was held at our last meeting and Bruce Rushton will be taking over as Chief effective January 1st, 2023.

I would like to thank everyone for the support over the past few years it has been great working with everyone

That is the fire report for November

Respectfully Submitted,

Trueman Rushton  
Fire Chief