



Town of Oxford
Committee of the Whole
Council Chambers and Zoom
Wednesday, December 11, 2024
6:00 pm

AGENDA

1. Call to Order – Welcome

2. Approval of Agenda
Pages 1 - 2

3. Approval of the Minutes – November 13, 2024
Pages 3 - 6

4. Town Departments Reports
 - 4.1 Public Works Department – presented by Nick Purdy, Public Works Supervisor, Page 7

 - 4.2 Fire Department – presented by Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief
Page 9

 - 4.3 Administration Reports – presented by Linda Cloney
Admin Assistant Report, Page 10
Manager of Finance Report, Page 11
Revenue Officer/Reception Clerk, Page 12

5. Council Committees and Boards Reports
 - 5.1 Recreation Commission Report – presented by Councillor McNutt
Verbal report

 - 5.2 Accessibility Advisory Board
Pages 13 - 15 – October 28, 2024 approved minutes

5.3 Library Report

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6. Items of discussion and correspondence – presented by Linda Cloney

Nil

7. Adjournment



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, November 13, 2024
Presiding Officer: Deputy Mayor Carla Black
Councillors Present: Mayor Greg Henley, Chrystal McNutt, Brenton Colborne, Padraic Moore, and Paul Jones
Councillor Regrets: Oliva Canning-Sweet

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Stan McDougall – Admin Assistant/recording secretary, Bruce Rushton – Fire Chief, and Nick Purdy – Public Works Supervisor (via Zoom)

Presenters in attendance: Nil

Media and Gallery in attendance: Mark Rushton - Hello Oxford/Radio for Hope Centre, Giancarlo Piccin, and Marion Abbott.

Bruce Rushton left the meeting at 6:15 PM.

1. Call to Order – Welcome

At 6:00 PM Deputy Mayor Carla Black called the meeting to order and welcomed all in attendance in the Gallery.

2. Approval of Agenda, Pages 1 – 2

Moved by Mayor Henley and seconded by Councillor Jones that the agenda of the Committee of the Whole Meeting for Wednesday, November 13, 2024, be approved, as presented.

Motion Carried

3. Approval of the Minutes – October 9, 2024, Pages 3 – 5

Deputy Mayor Carla Black, Chair, on November 13, 2024

4. Town Departments Reports

4.1 Public Works Department – presented by Nick Purdy, Public Works Supervisor, Pages 6 - 7

4.2 Fire Department – presented by Bruce Rushton, Fire Chief, Verbal report

4.3 Administration Reports – presented by Linda Cloney

Page 8 – Admin Assistant Report

Page 9 – Manager of Finance Report

4.4 MPAL / Recreation Commission Report – presented by Councillor McNutt, Page 10

Deputy Mayor Carla Black thanked all Town Departments for their respective reports.

5. Council Committees and Boards Reports – presented by Linda Cloney

5.1 Police Advisory Board

Pages 11 - 14 – April 1 – June 30, 2024, RCMP Report

Pages 15 - 18 – July 1 – September 30, 2024, RCMP Report

5.2 Accessibility Advisory Board, Pages 19 - 25 – May 27, 2024, approved minutes

Deputy Mayor Carla Black thanked all Council Committees and Boards for their respective reports.

6. Items of discussion and correspondence – presented by Linda Cloney

6.1 Cumberland Ramblers U11 B Donation / Sponsorship Request email.

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Linda Cloney discussed with the Committee of the Whole the sponsorship request letter that was received from JD Creighton. The letter requested the Town of Oxford to cover the cost of 1-2 ice times to help with financial stresses.

Direction from the Committee of the Whole that the Town of Oxford is to decline this request, as other requests like this had to be declined also.

The Committee of the Whole recommended to have the team contact the Arena Association for potential assistance.

6.2 Tax & Water Collection Policy – request for amendments

Active Tax & Water Collection Policy - Pages 27 - 34

Draft Amended Tax & Water Collection Policy - Pages 35 - 42

Linda Cloney discussed with the Committee of the Whole that because of this year's audit and the resulting management letter, the auditors recommended that management implement procedures to track and follow up on long-outstanding receivables longer than 1 year at a minimum.

As a result, the Tax and Water Collection Policy was reviewed and pending Council approval, the recommendations were amended to the policy by the inclusion of a Schedule A and Schedule B. Schedule A as amended, reflects the collection procedures for tax and Schedule B reflects the collection procedures for water.

Moved by Mayor Henley and seconded by Councillor Jones that the Committee of the Whole recommends Town Council to adopt the Tax and Water Collection Policy as amended.

Motion Carried

7. Adjournment

The meeting adjourned at 6:31 PM.

Deputy Mayor, Carla Black, Chair

Stan McDougall, Admin Assistant

Date Approved

Public Works Report November 2024

Weekly Water samples.

Monthly Lagoon samples.

Weekly water checks.

Repaired broken water meters.

Installed new water meters.

Weekly garbage collection.

Cleaned lift station floats.

Cleared storm drains.

Picked up Christmas Tree donated by Charles Thopson, thank you!!!

Team completed trenching and excavating course.

House closing water meter reads.

Trimmed hedges at town hall.

Christmas decorations around town.

Repaired sewer lateral on Sunset Ave.

Cleaned along sidewalks on main streets.

Installed salt spreaders on equipment.

New windshield installed on 544 loader.

New tires installed on Kubota tractor.

Installed new stortz fittings on hydrant by the Irving.

New sidewalk, curb cuts and tactile plate installed on Water Street.

Lowered and raised flags for Remembrance Day.

Construction started on new shop.

Shut water off to a house that was bring moved.

New UV lights installed at the sewage plant.

Power out at wells, Generator started etc.

Plugged main sewer line on Birchwood Road.

Filled potholes around town with cold patch.

Completed customer service request forms.

Hot asphalt on Sunset Ave.

Prepared for Christmas parade.

Tree removal on Handel and Dufferin Streets.

Cleaned shop.

Team completed fall protection course.

Harnesses and Tripod inspected.

New sump pump installed well 4.

Repaired shut off on Eureka Street.

Snow removal and salting when needed.

Nick Purdy

Public Works Supervisor

902-397-3002

Since our last report the fire department has responded to 6 emergency calls...*this is for the month of November only. To date, we are now over 130 calls.*

- 3 Motor Vehicle Collisions
- 3 Structure Fires

- 0 Call in Town
- 2 Calls in our coverage area
- 4 calls assisting other departments (mutual aid)

From Sunday night at 6:00 PM up to 07:05 on Monday morning...that's 13 hours, we responded to 4 emergency calls with 3 of these, responding to MVA's on highway 104. It continues to be a challenge to get drivers to slow down when passing our emergency scenes.

6:10 PM – lasting for 1 ½ hours

10:06 PM – lasting for 1 ¾ hour

03:02 AM – lasting for close to an hour

07:05 AM – lasting for around 2 hours

When you calculate the hours and the number of firefighters that attended these calls – we are looking at approximately 60 hours of labour, with responding to just 4 calls!

One of our MVA's was a tractor trailer on it's side blocking highway 104 for several hours. Our crew did excellent work with maintaining control of the highway, assisting with the clean up and clearing the highway to help get it reopened. There was great cooperation with all agencies on scene...RCMP, Dept. of Transportation, Compliance, EHS, and Special Hazards Response Unit out of Colchester County. Thankfully there were no serious injuries.

Trucks:

The new truck, Truck 3, responded to it's first call – in town for a chimney fire.

We continue to work on the sale of truck 5, the 1989 Hub fire truck.

We had our boiler serviced recently and our floors are scheduled to get waxed this week.

At our annual meeting in November, we had our election for Chief and I was re-elected as fire chief. Next year we have an election the Deputy Chief's position. Both positions are two-year terms. I look forward to continuing to work with firefighters along with town staff and council to continue to improve on the fire service within our town and communities.

Members assisted with the Red Ribbon Campaign with MADD Canada and RCMP on Saturday.

I would like to remind everyone if you have a real Christmas tree, you should water your tree every day.

Also, a friendly reminder that if there is a storm, you should keep your walkway and driveway open. If you have an emergency, this will allow us, and other emergency services, to get to you quicker and safer.

We would like to wish everyone and happy and safe holidays.

Respectfully submitted,

Fire Chief, Bruce Rushton

Deputy Chief, Kyle Purdy



November 2024

- Assist Clerk with processing water bills and setting up sewer codes in TownSuite for Oxford Frozen Foods properties.
- Posting of Proclamation – International Day for Persons with Disabilities.
- Payroll – work for outgoing crossing guard and setup of new councillor
- Attended the AMANS Antiracism and Equity Symposium in Greenwich on Nov 20 & 21.
- Due to Canada Post Strike – setup all Bell, Eastward Energy, and Eastlink bills to be received to us via billing@oxfordns.ca.
- Attended AMANS Accessible Communications Workshop in Springhill Nov 13, 2024
- Payroll – analyze LIEU and Vacation hours for employees forecasted until the end of 2024 and provided information to each regarding policy of carrying over no more than 5 vacation days unless approved by their supervisors. Updated Years of Service Spreadsheet.
- Interest Posting for October completed.
- Mid-month reporting for October completed.
- Assist clerk with some sewer and water billing for properties with new hookups as per public works.
- Assist clerk with overpayment of invoice/Town53 invoice issue with TownSuite Support and corrected this with a Miscellaneous Invoice.
- Assist Manager of Finance in preparation for preliminary tax sale notices.
- Vehicle Registrations processed for public works and Oxford fire vehicles.
- Municipal Election Polling Clerk Review – emailed CAO with likes, dislikes and improvements from the Election.

Report from Ruthann Brookins, Manager of Finance

Nov 12-Dec 6

Reviewed and Posted Invoices for Foundry Street and new sewer and water adds

Posted entries for Capital projects, MFC loan for fire truck and other debentures.

Applied for PILTS (Payments in Lieu of Taxes)

Assisted with Tax Certificates

Reconciliations of 5 funds and 5 visa accounts

Prepared numbers for sign for Foundry & River Avenue project

Discussion with Matt Delorme about the Asset Management Plan, requested figures for water projects for the next 3 years for consultants preparing the water rate review for UARB.

Prepared water budgets for the next three years for consultants for a water rate review with the UARB

I am currently working on the rest of the requirements for a water rate study.

Discussion with Linda about the budget for Employees Appreciation and additional water capital projects possible this year or next.

Prepared financial information concerning sidewalks and street repairs

Emailed many vendors concerning the mail strike, arranged for cheque pick up and or delivery

Check water Account Receivable status

Office Report November 2024 Revenue Officer/ Reception Clerk

Daily duties include and not limited to:

Mail from post office, opened, distributed to different departments, invoices stamped and in department heads folders for signatures.

Opening office procedures

Bank Audits printed off from banks for the day and processed, applied on accounts in Town Suite.

Print off invoices and statements, distribute to proper department heads folders to process.

Entered any monies and bank audits into deposit for the day. Ran off days report off Town Suite to balance monies for the day. Closing procedures. Post office mail outs for day.

Distribute calls to various departments.

Complete deposits and deliver to the bank. Daily.

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78 water & property tax payment walk-ins

53 Tax Certificate processed

5 Transfer cards created

4 Added connection fees to water account.

3 House closing final property tax and water bills processed

2 Emailed sewer bills to property owner.

2 Set up water flat account for new property.

1 Added new meter account for property

Processed PCAP rebate processed

Statement of accounts processed and mailed out.

Emailed outstanding property tax bills.

Filled out Property tax information request sheet from lawyers

Assisted a property owner how to pay water and property tax bills using online banking.

Filled out Property tax information requested by real estate

Due to postal strike, walk ins (suppliers) coming in to pick up their cheques.

Processed 10 water bills for new water accounts.



## Minutes of the Accessibility Advisory Committee

Place: Council Chambers  
Date: Monday, October 28, 2024  
Presiding Officer: Danielle Laurie  
Members present: Megan Marchant, Olivia Canning, Ashlyn Brownell, and Mandy Blake  
Regrets: Tracy Briggs, Kirsten Hiltz, Arnold MacDonald, and Amanda Purdy

*A quorum was present throughout the meeting.*

**Staff in attendance:** Linda Cloney – CAO, and Stan McDougall (recording secretary)

### **1. Call to Order / Welcome**

Chair Danielle Laurie called the meeting to order at 6:02 PM with round-table introductions to welcome Ashlyn Brownell.

### **2. Approval of the Agenda**

Moved by Olivia Canning and seconded by Megan Marchant that the agenda of the Accessibility Advisory Committee for October 28, 2024, be approved, as presented.

***Motion Carried***

### **3. Approval of the Previous Minutes – May 27, 2024.**

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Danielle Laurie, Chair, on October 28, 2024

## **4. Business**

### **4.1 Combine Plans – Accessibility, Anti-Racism, and Equity.**

Linda Cloney discussed with the committee the possibility of combining the Accessibility plan with the plan from the Office of Anti-Racism and Equity that is forthcoming. Combining the two plans was discussed as something that small municipalities are doing that do not have the staff and resources for separate plans.

The requirement is to have at least 50% of the committee consisting of individuals with disabilities and it was thought that the existing committee is already meeting this requirement. The scope of work would need amending to include the Accessibility, Anti-Racism, and Equity combined plan. The committee agreed through consensus that combining the two plans would be acceptable discussing that the Accessibility plan and lens of accessibility should also consider a lens of equity and anti-racism to be all-inclusive.

The committee discussed the possibility of inviting the Welcoming Committee and Y-Reach representative to attend upcoming Accessibility Advisory Committee meetings to share in their lived experiences toward the development of the combined plan. Also, letters to businesses or invitations to businesses to attend future meetings would also be an option to help motivate local businesses to adopt accessibility, anti-racism, and equity in their businesses and buildings.

The committee also offered suggestions to invite the Oxford Community Centre committee to attend meetings to discuss the accessibility, anti-racism and equity of the new Community Centre being constructed. It would also be tabled to hold “Chase the Ace” and other fundraisers with the Oxford Community Centre committee to help raise funds for an accessible playground.

Getting more information out to the public and posting to invite more people to join the Accessibility Committee was also discussed. Ideas including posting more information on Facebook and our website as well as

the possibility of adding an Accessibility, Anti-Racism and Equity Oxford Facebook Page were all tabled.

Linda Cloney would bring the recommendation to combine the plans to the next COW meeting.

**5. Correspondence**

*Nil*

**6. Schedule next meeting date**

The tentative date for the next meeting was set for Monday November 25, 2024, at 6:00 PM.

**7. Adjournment**

The meeting adjourned at 6:36 PM

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**Danielle Laurie, Chair**

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**Stan McDougall, Recording Secretary**

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**Date Approved**

# External Committee Report

## Cumberland Public Libraries

### November 2024

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#### **Library Board**

The library is waiting for appointments to the Board by the municipalities since the municipal election has just been held. The next meeting of the Cumberland Regional Library Board is scheduled for November 19, 2024 but this will likely have to be postponed. Once municipal representatives are appointed to the board there will need to be an election of officers.

#### **Provincial Funding review update**

A library funding has stalled due to the provincial election. Recommendations went forward to the government for consideration, however with an ongoing election all work on this has been halted. Once the election is complete it will be up to the newly elected government to determine if this work will continue or if it will be scrapped.

#### **Statistics**

In the month of October, Cumberland Public Libraries signed out over 13,954 items, 745 items in the Oxford Library alone. This includes books, movies, TV shows, magazines, ebooks and more.