Minutes of the Regular Council Meeting

Place:	Conducted through Zoom and streamed live to Facebook
Date:	Monday, December 20, 2021
Presiding Officer:	Mayor Gregory Henley
Councilors present:	Deputy Mayor: Wade Adshade and Councillors: Carla Black, Brenton Colborne, Paul Jones, Arnold MacDonald, and Chrystal McNutt
Regrets:	nil

A quorum was present throughout the meeting.

Staff in attendance: Town Clerk – Linda Cloney (recording secretary)
Media in attendance: Mark Rushton – Six Rivers News

1. Call to order

Mayor Henley called the meeting to order at 6:00 pm.

2. Approval of Agenda

Add Solid Waste Bylaw #02-02 under New Business 4.9

It was moved and seconded that the agenda of the Regular Town Council Meeting for December 20, 2021, be approved, as amended.
Motion Carried

3. Approval of Previous Minutes

It was moved and seconded that the minutes of the Town Council Meeting for November 15, 2021, be approved, as presented.
Motion Carried

4. New Business

4.1 Vaccination Policy

Staff presented to Council a typing error in the previously approved Vaccination Policy. Staff requested that Council amend the policy to fix the typing error in number 5 under the Policy Statement of the spelling of the word filled.

It was moved and seconded to amend the COVID 19 Vaccination Policy of the typing error as presented.
Motion Carried

4.2 Retirement of Police Advisory Board Chair and Police Advisory Board Public Appointees

Byron MacDonnell has sent in his letter of resignation from the Police Advisory Board. Mr. MacDonnell has served on this board since its inception. Council extends their many thanks for his years of service to this Board.

Three volunteers have put their name forward to sit on the Police Advisory Board. Myra Thiemann and Mike Masters that are both residents of the Town of Oxford and just outside of the Town boundaries Shannon Black had put her name forward. This board has two seats available.

It was moved and seconded that Council appoints Myra Thiemann and Mike Masters as public appointees for the Oxford Police Advisory Board.
Motion Carried

Council thanks everyone for stepping up and putting their name forward.

4.3 Accessibility Advisory Committee Public Appointees

Josephine MacDonald, Tracy Briggs, Mandy Blake, Brenda MacDonald, Margaret Hodgins, and Meagan Marchant have put their names forward to volunteer as board members on the Accessibility Advisory Committee for the Town of Oxford.

It was moved and seconded that Council appoints Josephine MacDonald, Tracy Briggs, Mandy Blake, Brenda MacDonald, Margaret Hodgins, and Meagan Marchant as public appointees for the Accessibility Advisory Committee.
Motion Carried

Council thanks everyone for stepping up and putting their name forward.

4.4 Town of Oxford Accessibility Advisory Committee – Terms of Reference

At the Committee of the Whole meeting, December 6, 2021, there was a motion to recommend that Council adopt the Town of Oxford Accessibility Advisory Committee's Terms of Reference as presented.

It was moved and seconded that Council adopts the Town of Oxford Accessibility Advisory Committee's Terms of Reference as presented.
Motion Carried

4.5 2021/2022 Boards and Committees

Staff presented to Council an updated draft list of the 2021/2022 Boards and Committees.

It was moved and seconded to adopt the 2021/2022 Boards and Committees as presented.
Motion Carried

4.6 2021 Election of Deputy Mayor

Mayor Henley opened the floor to members of Council for nomination.
Councillor Wade Adshade was nominated.

It was moved and seconded to appoint Councillor Wade Adshade as Deputy Mayor by acclamation.
Motion Carried

Definition – Election by acclamation is allowed when only one person is nominated.

4.7 Black River substance update

Mayor Henley was contacted by the Department of Environment, and they confirmed that the test samples taken have been inconclusive as to what the foreign matter in the river was. It was confirmed that it was nonhazardous. Department of Environment have been unable to pinpoint the origin of the substance. The Town of Oxford or those concerned should contact the Department of Environment if this happens in the future.

4.8 2020-21 Audited Financial Statements – recommendation from Audit Committee

At the December 7, 2021, Audit Committee meeting, the committee formalized a recommendation to Council to approve the 2020-21 Audited Consolidated and Non-Consolidated Financial Statements presented by Baker Tilly Nova Scotia.

It was moved and seconded to approve the 2020-21 Audited Consolidated and Non-Consolidated Financial Statements as presented.
Motion Carried

Mayor Henley commented that there was good news from the audit process this year. The Town of Oxford started the fiscal year with a deficit of $191,000 and finished the year with a surplus of $15,000. This was a result of a lot of hard work and dedication by a lot of people and a few sacrifices made.

4.9 Solid Waste Bylaw #02-02 Amendment – First Reading

Staff presented to Council that the Solid Waste Bylaw #02-02 is recommended to be amended by Council as a result from the Landfill Sale. The amendment to the Bylaw is required for the sale of the Landfill to be finalized.

Town of Oxford

By-Law to Amend the Solid Waste By-Law, #02-02

1. This is a By-Law to amend the Town of Oxford By-Law #02-02, as amended by Council and effective on September 8, 2021.

2. The Town of Oxford Solid Waste By-Law is hereby amended by adding the following Sections 22 and 23 under the heading "Prohibitions" and renumbering the subsequent paragraphs:

Prohibitions

22. No person shall export or remove solid waste material generated within the Town of Oxford outside the boundaries of Cumberland County and all such solid waste shall be disposed of within the boundaries of Cumberland County in accordance with this By-Law, except when and as authorized by a Resolution of Council.

23. For the purpose of Section 22, solid waste means solid waste materials, including but not limited to, residual waste, industrial, commercial and institutional waste, construction and demolition waste, mixed waste, and organic materials, but does not include recyclable materials from industrial, commercial and institutional sector premises, pathogenic or biomedical waste, or hazardous waste, materials.

3. This By-Law comes into force upon publication.

It was moved and seconded that Town Council gives first reading to the proposed bylaw to amend the Solid Waste Bylaw #02-02.
Motion Carried

5. Reports

5.1 Public Works Report

Council had a brief discussion regarding the actuator. As staff brought it to the attention of Council that there would need to be an upgrade on this as the Town is exceeding its capacity now. Deputy Mayor Adshade suggested to investigate into the costs of even a larger upgrade for consideration during the water budget process.

Council expressed sincere thanks to Public Works for decorating downtown. It is exceptional this year.

5.2 Fire Department Report

Following the review of the Fire Department report. Council recognized a few dedicated fire fighter members of the OVFD. Dean Emmerson was recognized as an active member of the Oxford Volunteer Fire Department for 60 years. Allan Rushton was recognized as an active member of the Oxford Volunteer Fire Department for 45 years. Dave Weagle was recognized as an active member of the Oxford Volunteer Fire Department of 15 years. Nicholas Lawless was recognized as Firefighter of the year and Leonard Allen was recognized as Rookie Firefighter of the year. Congratulations and thank you to everyone who serves and has served as a member of the Oxford Volunteer Fire Department.

5.3 Cumberland Business Connector Report

Staff presented the report and noted that this report will be presented at the next Community Economic Development meeting to discuss this report in depth. It was noted that we need two more volunteers of the public to sit on the Community Economic Development Committee.

5.4 Library Report

The library sign is up and the drop box for books/DVDs has been installed. Also, the Oxford Library is offering rapid test kits to the interested public.

It was moved and seconded to accept all the reports as presented.
Motion Carried

6. Committee Updates

6.1 Occupational Health and Safety Committee – Clerk Cloney

Health and Safety Committee met last week, and health and safety courses have been brought forward to be organized for staff. WHMIS is currently getting updated for all employees. The next courses to be organized is Confined Spaces and Emergency First Aid.

6.2 Arena Committee – Councillor Colborne

Councillor Colborne reported that the arena roof has been repaired. The ceiling tape project is scheduled to be finished today.

6.3 Audit Committee – Councillor Black

Councillor Black reported that there is a meeting scheduled for January and the committee will be working on 2021-22 financials and 2022-23 budget.

6.6 Public Works Committee – Mayor Henley, Councillors Black and Jones

Mayor Henley reported that the committee has been looking for more efficiencies in the Public Works department with the spending.

6.7 Recreation Commission Committee – Councillor McNutt

Councillor McNutt reported that Baseball Nova Scotia held their annual banquet virtually this year, this was hosted by Jayson Baxter from CTV news and was done very well. Oxford Minor Baseball was awarded Association of the year award. The parade was held recently there were 21 participants and a great community turn out. The Best Decorated House Contest was recently held last week. There were 22 houses that participated in the contest.

6.8 Town Services Committee – Chairperson Councillor Jones

Mayor Henley reminded the public that if the public has any town services requests or complaints to use the Customer Service Request forms located on the www.town.oxford.ns.ca website. Mayor Henley also reminded the public that overnight winter parking is banned for the winter months.

6.9 Redevelopment Website Committee – Mayor Henley and Deputy Mayor Adshade

Deputy Mayor Adshade reported that the committee is investigating the possibility of Council meetings being moved to a YouTube Channel. April 4th, 2022 is a target date set for the new website launch date.

It was moved and seconded to accept the Committee reports as verbally presented.
Motion Carried

7. Correspondence

7.1 Nova Scotia Utility and Review Board – 2022 Municipal Boundary Review – Bruce Kiley, Chief Clerk of the Board

The MGA requires Council of every Town and Municipality to apply to Nova Scotia Utility and Review Board in 2022 to confirm or to alter the number of boundaries of polling districts and the number of Councillors. All Councils must conduct a study into the number of Councillors into the reasonableness and fairness of the number and boundaries of polling districts before making the application to the board.

8. Adjournment

Mayor and Council extended wishes of a very merry and safe Christmas to all and a Happy New Year.

Staff reminded the public and Council that the next Committee of the Whole meeting will be held on Monday, January 10 and the next Regular Council Meeting will be held on Monday, January 24, 2022.

At 6:37 pm, it was moved and seconded that the meeting be adjourned.
Motion Carried

Gregory Henley, Mayor

Linda Cloney, Recording Secretary