



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Monday, January 29, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Olivia Canning, Brenton Colborne, Paul Jones, Deputy Mayor Arnold MacDonald, and Chrystal McNutt
Councillors Regrets: nil

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).

Public in attendance: Gary MacDonald and Mark Rushton (via zoom link)

Presenters in attendance: Paul Beazley, Municipal Account Manager, via Zoom Link and Adam Hanna, Assistant Director in Operations, via Zoom Link.

Adam Hanna joined the meeting at 6:03 PM via Zoom.

1. Call to Order – Welcome

At 6:00 PM, Mayor Henley called the meeting to order and welcomed Mark Rushton, Six Rivers News, Radio, and TV, and Gary MacDonald, member of the public to the meeting.

Announcements:

Mayor Henley made an announcement to the public regarding sewer line concerns in the Town of Oxford and the dumping of cooking oil and other fats down into the sewer system.

Secondly, Mayor Henley updated the public regarding the installation of new flashing solar light stop signs at the main intersection which will include red flashing lights. However, upon installation, it was discovered that the lights were installed as yellow and not red, which was an error as ordered by the supplier, and they will be changed to red.

Lastly, Mayor Henley announced to the public a scheduled COVID and Flu Clinic which will occur at the Fire Hall on February 1, 2024, from 11:00 AM to 2:00 PM.

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 January 29, 2024, be approved, as presented.

Motion Carried

3. Presentation –

3.1 Property Valuation Services Corporation – Paul Beazley, Municipal Account Manager and Adam Hanna, Assistant Director in Operations presenting. Pages 3 – 18

Mayor Henley introduced Paul Beazley, Municipal Account Manager and Adam Hanna, Assistant Director in Operations for Property Valuation Services Corporation. Adam Hanna presented an overview of the Property Valuation Services Corporation 2024 Assessment Roll reviewing who PVSC is, Market Value and Mass Appraisal, the 2024 Assessment Roll and reviewed the Inquiry and Appeal Period.

Important dates discussed during the presentation:

- **Base Date** – Value on January 1, 2023, based on market sales and financial data.
- **State Date** – The characteristics and physical state of properties on December 1, 2023
- **Assessment Roll** – delivery of notices January 8, 2024
- **Appeal Period** – The appeal period ran between January 8, 2024, and February 8, 2024. Appeals for 2024 must be received by PVSC no later than February 8, 2024. Appeals could be emailed, mailed, or faxed in but must be signed to be accepted.

Mayor Henley thanked Paul Beazley and Adam Hanna for their presentation to the Council.

A copy of the presentation has been filed with the Council Agenda Package.

4. Approval of the Minutes – December 13, 2023, pages 19 – 25

Approved by _____


Mayor Greg Henley, on January 29, 2024

5. Business

5.1 Water Services Connection to 103 Horton Street – Recommendation from Public Works Supervisor – *Linda Cloney presenting, Page 26 (letter from the property owner)*

Linda Cloney presented to the Council a recommendation from the Public Works Supervisor regarding a letter from the property owner for a water services connection to 103 Horton Street.

Public Works Recommendation #1: If the water service already exists on this property, Public Works will need to verify an active shut off. Public Works recommends the water meter at 103 Horton Street be inspected.

Public Works Recommendation #2: If the water service is not active on this property, Public Works will be required to hook into the main line. Shut off will be added on homeowners' property, once that is completed the homeowner will be required to connect to shut off with $\frac{3}{4}$ " poly line. Before backfilled Public Works must inspect the line. Before water service is turned on, the water meter must be installed by Public Works.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the Council accept the recommendation from the Public Works Supervisor and provide the water service to 103 Horton Street, with the understanding that the property owner follows the recommendation, and they pay the new account creation fee of \$50.00 as per the Nova Scotia Utility and Review Board.

Motion Carried

5.2 Sewer Services Connection to 103 Horton Street – Recommendation from Public Works Supervisor - *Linda Cloney presenting, Page 26 (letter from the property owner)*

Linda Cloney presented to the Council a recommendation from the Public Works Supervisor regarding a letter from the property owner for a sewer services connection to 103 Horton Street.

This recommendation included two options.

Option 1: If the sewer is active on this property, Public Works recommends sewer service be inspected at homeowners' expense where it has not been active for so long. This is to ensure that zero obstructions get flushed into the main sewer line.

Option 2: If the sewer line is not active on this property, Public Works will provide the homeowner with a sewer connection on the main sewer line that is located on Horton Street. The homeowner is responsible to tie into the connection at their expense. Public

Works recommends 4" sanitary sewer line, with proper grade to allow sewage to flow. The sewer line can not be backfilled until Public Works does an inspection.

Moved by Councillor Jones and seconded by Councillor McNutt that the Council accept the recommendations from the Public Works Supervisor and provide the sewer service to 103 Horton Street, with the understanding that the property owner follows the recommendation provided pending on which option is needed (*option 1 or option 2*) and that they pay the current new service connection fee of the actual cost of the installation or a minimum charge of \$325.00, whichever is greater as stated in the Amendment to Sewerage Bylaw Number 2-1970.

Motion Carried

5.3 Water Services Connection to 437 Water Street – Recommendation from Public Works Supervisor – Linda Cloney presenting. Page 27 (letter from property owner)

Linda Cloney, CAO, presented to the Council a recommendation from the Public Works Supervisor regarding a letter from the property owner for a water services connection to 437 Water Street.

Public Works Recommendation: Water Service can be provided to this address, Public Works will need to tie into main line and run a service to shut off, shut off will be located on this property. Property owner will be responsible from the shut off to the building. Must use ¾" poly line and inspected by Public Works. Public Works will also be installing a water meter.

Move by Councillor Jones and seconded by Deputy Mayor MacDonald that the Council accept the recommendation from the Public Works Supervisor and provide the water service at 437 Water Street, with the understanding that the property owner follows the recommendation presented tonight, and they pay the required New Account Creation Fee of \$50.00 and the System Connection Fee of \$50.00 as per the Nova Scotia Utility and Review Board.

Motion Carried

5.4 Sewer Services Connection to 437 Water Street – Recommendation from Public Works Supervisor – Linda Cloney presenting. Page 27 (letter from property owner)

Linda Cloney, CAO presented to the Council a recommendation from the Public Works Supervisor regarding a letter from the property owner for a sewer services connection to 437 Water Street.

Public Works Recommendation: Sewer can be provided to this address by connecting to the nearest manhole on Water Street. Public Works will provide connection in the chamber croc, Property owner will be required to tie into connection provided. Property owner must meet proper grades to allow for sewage to flow, pipe can not be covered until inspected by Public Works. Homeowner is responsible for the cost of installation to sewer chamber. Public Works recommends homeowner install 4" sanitary sewer pipe.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that Council accept the recommendation from the Public Works Supervisor and approve the sewer service to 437 Water Street, with the understanding that the property owner follows the recommendation presented tonight and that they pay the current new service connection fee of the actual cost of the installation or a minimum charge of \$325.00, whichever is greater as stated in the Amendment to Sewerage Bylaw Number 2-1970.

Motion Carried

5.5 Asset Management Policy – review - *Linda Cloney presenting pages 28 – 29 – Original Policy, Pages 30 – 31 – Recommended changes highlighted in yellow.*

Linda Cloney reviewed with Council the amended version of the Asset Management Policy. The policy was not changed except for the dates to make the policy current.

5.6 2023 2024 Boards and Committees – Revision requested- *Linda Cloney presenting, Page 32*

Linda Cloney presented to Council that at a previous meeting it was advised by Councillor Colborne that the Board of Directors of the VON would be disbanded.

Moved by Councillor Jones and seconded by Councillor Colborne to accept the revision to remove the VON Board of Directors from the 2023-2024 Boards and Committees.

Motion Carried

6. Correspondence

6.1 Request for dump load of mulch (wood chips) for use on Bunny Trail – letter of request from Allie & Maxine Clarke, Page 33

Linda Cloney, CAO, read a letter of request to the Council from Allie and Maxine Clarke inquiring about a dump load of mulch for use on the Bunny Trail.

Moved by Councillor Jones and seconded by Councillor McNutt, that the Council permits the staff to dump a truckload of mulch in a designated area provided by Allie and Maxine Clarke for use at the Bunny Trail to help mitigate ticks in that area, up to the

amount of \$40.00 as estimated by our Public Works Supervisor.

Motion Carried

7. In-Camera:

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

At 6:51 PM it was moved by Councillor Colborne and seconded by Councillor McNutt to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:46 PM it was moved by Councillor Jones and seconded by Councillor Colborne to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

Linda Cloney, CAO, reviewed with Council that the Oxford Town Council has been approached by the Oxford Pioneer Heritage Club to transfer the property over to them for 31 Ellis Street.

Currently, the Town takes care of the taxes and Capital maintenance to the building and provides snow removal services to 31 Ellis Street.

The Oxford Pioneer Heritage Club has expressed interest in the building as it currently stands it has significant infrastructure and service needs which is a financial burden to the Town.

Currently, the Club is very active, with many activities.

We have been advised by legal that we can transfer the building to the OPH but there were a few things that need to be determined first.

- Whether the property is worth more than 10,000 – we had it appraised, and it is deemed to be worth more than that.
- We need to hold a public hearing before voting. We will have to advertise the hearing in a newspaper (currently the Casket is a publication that is in with the flyers to all the homes in Cumberland County), the ad will state the date, time, and place of the hearing, also stated in this ad is the location of the property, the estimated value of the property and the reason of the transfer.
- The ad will need to run twice, the first ad at least 14 days before the date of the hearing.

Moved by Councillor McNutt and seconded by Councillor Colborne that Council proceeds in the process of organizing a Public Hearing regarding the Town of Oxford transferring the properties associated with 31 Ellis Street into the hands of the Oxford Pioneer Heritage Club. The reason for this transfer is so the Oxford Pioneer Heritage Club can continue using this building for their activities and to be able to seek funding to assist in making the necessary repairs and upgrades to meet the needs of their membership and to adhere to health and

safety standards.

Motion Carried

8. Adjournment

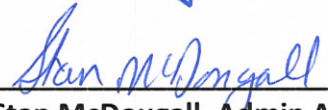
Before adjournment, Mayor Henley reminded residents to not put grease down their drains.

Mayor Henley thanked the Oxford Public Works team for their efforts in keeping the streets clean during the recent snow events.

Meeting adjourned at 7:51 PM



Mayor Greg Henley, Chair



Stan McDougall, Admin Assistant

02-28-2024

Date Approved

