



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, June 19, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Deputy Mayor Arnold
MacDonald, Olivia Canning, Brenton Colborne,
and Chrystal McNutt
Councillors Regrets: *Nil*

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney – CAO, Ruthann Brookins – Manager of Finance, Nick Purdy – Public Works Supervisor, Bruce Rushton – Fire Chief, Kyle Purdy – Deputy Fire Chief, and Stan McDougall - Admin Assistant (recording secretary)

Media in attendance: Mark Rushton, SixRivers News, Radio, and TV.

Gallery in attendance: *Nil*

1. **Call to Order**

At 6:00 PM, Mayor Henley called the meeting to order and welcomed all in attendance at the meeting including media representative Mark Rushton from SixRivers News, Radio, and TV.

2. **Approval of Agenda**

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Special Council Meeting for June 19, 2024, be approved, as presented.

Motion Carried

3. **PCAP Application – Preliminary Design for the Main Street Water Main and Sewer Extension**

Linda Cloney reviewed with the Council that the Town was able to submit two applications to the Provincial Capital Assistance Program and this application would be the second application. This is a project that Council had previously been considering and to understand the scope of this project, a study would need to be completed.

This would provide the Council with preliminary drawings and a cost estimate which would be used toward the next round of funding to request a detailed design and estimate. This project has been labeled by the Council as their second priority for the applications.

There is potential for residential and commercial development if sewer and water services were available across the TransCanada highway system within town limits. The staff has organized an application to the PCAP program and submitted it on June 13, 2024.

Some potential benefits of this project should it go forward include potential residential growth to address housing shortages, potential new commercial development, a larger tax base for new programs and services, more diversity, and learning about the overall project requirements for future consideration.

There is no cost to the town to perform this study. The proposed cost to do this study is \$98,350.00 which would use other funding resources and would not affect the town budget.

Moved by Councillor McNutt and seconded by Councillor Jones that the Council approve the application to the Provincial Capital Assistance Program for 50% of the Preliminary Design for the Main Street Water Main and Sewer Extension.

Motion Carried

4. **Award of Capital Replacement of Water Utilities – Foundry Street Tender**

Linda Cloney presented to the Council the proposal to award Tender 2024-05TOO to Atlantic Snow and Ice Management Incorporation for a value of \$1,366,978.18 (including non-recoverable HST).

The council and the asset management plan have identified the need to replace the water utilities on Foundry Street. More recently, it was discovered that the water line on River Avenue requires replacement. Through the Foundry Street planning process, savings were realized. The cost savings would allow the addition of the water line replacement on River Avenue where it has been identified that there is approximately 74 meters of $\frac{3}{4}$ " lead water line. The line would be replaced and upgraded and a flushing hydrant would be installed along with 4 replacement service laterals and curb stops. However, the scope of work does not include the full roadway surface replacement.

Tender 2024-05TOO closed on May 31, 2024. The Town of Oxford received three bids for this project. Staff reviewed the bids and found all bids to be compliant with the requirements of the tender. The three bids were as follows and include the non-recoverable HST:

Atlantic Snow and Ice Incorporation - \$1,366,978.18

Cumberland Paving - \$1,507,287.86

Dexter Paving - \$1,644,282.68

75% of the cost for this project would be covered by several funding opportunities. This would provide for more reliable services, the replacement of the aged water main to update the Town of Oxford's Asset Management Plan. The Town of Oxford will still need to pay 25% of the costs for this project through the Water Capital Depreciation Fund, and it will disrupt traffic and water services on Foundry St and River Avenue while this project is being completed.

Moved by Councillor Colborne and seconded by Councillor Black that Council award Tender 2024-05TOO to Atlantic Snow and Ice

Management Incorporation for a value of \$1,366,978.18 (includes non-recoverable HST).

Motion Carried

5. **Procurement Policy – recommendations for amendments.**

Linda Cloney discussed with Council amendments to the Procurement Policy thresholds for the purchase of goods and services to better align with today's cost of goods and services. The Town of Oxford Procurement Policy was last updated in December 2018.

Staff have compared our Procurement Policy with that of the Town of Amherst Procurement Policy that was updated in 2023, and where the thresholds line up better with today's prices.

Linda Cloney presented examples of the differences in thresholds between the Town of Oxford's Procurement Policy with that of the Town of Amherst Procurement Policy.

Council was asked to consider allowing staff to make amendments to the Procurement Policy thresholds and to present a draft amended Procurement Policy to the Council at the next Council meeting.

Moved by Councillor Jones and seconded by Councillor McNutt that the Council approves the staff to make the amendments to the Procurement Policy thresholds as presented.

Motion Carried

6. **In Camera**

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

At 6:18 PM it was moved by Councillor Colborne and seconded by Councillor Jones to go in-camera to discuss the acquisition, sale, lease and security of municipal property.

Motion Carried

At 6:56 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to come out of in-camera and resume the Special Council Meeting.

Motion Carried

Councillor Jones discussed the agreement with the County of Cumberland and when initially made, it covered 38% of the Town of Oxford's budget for fire protection was covered by the County. Today, that represents roughly 28% of the budget, whereas, it has been recorded that 62% of the Oxford Fire Department calls are to the County, this does not include the mutual aid calls.

Moved by Councillor Jones and seconded by Councillor McNutt to request a meeting to address this agreement and a letter to be sent to the County of Cumberland Council regarding this.

Motion Carried

Whereas, the Oxford Community Centre Committee reached out to the Town of Oxford for financial support for the Oxford Community Centre project.

Moved by Councillor Black and seconded by Councillor Colborne that the Council of the Town of Oxford pledge the amount of \$200,000.00 over 5 years starting in the 2025-26 budget year to the Oxford Community Centre

Councillor Black – yes
Councillor Colborne – yes
Deputy Mayor MacDonald – yes
Councillor Canning – yes
Mayor Henley - yes

Councillor Jones and Councillor McNutt recused themselves from the vote stating a conflict of interest because both Councillor Jones and Councillor McNutt are also on the Oxford Community Centre Committee. Both left the meeting for the vote, and returned immediately after the vote was made.

Prior to adjourning the meeting, Mayor Henley announced that there is a Council meeting which is scheduled for Thursday, June 27, 2024, due to the OREC Graduation occurring on Wednesday, June 26, 2024. Congratulations are extended out to the Grads of 2024.

6. **Adjournment**

The meeting adjourned at 7:00 PM



Mayor Greg Henley, Chair



Stan McDougall, Admin Assistant

06-27-2024

Date Approved