



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, June 27, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Deputy Mayor Arnold
MacDonald, Brenton Colborne, Chrystal McNutt, and
Olivia Canning
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).

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

Gallery in attendance: Community members: Josephine MacDonald, Kelly Milner, Steve McLellan, Mark Rushton, Marion Abbott, Giancarlo Piccin, Tom VanHoek, Marilyn Nolan and Greg Moore.

Prior to calling the meeting to order, Mayor Henley welcomed those in attendance from the public seated in the gallery.

1. Call to Order – Welcome

At 6:02 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda, pages 1 – 2

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Regular Council Meeting for June 27, 2024, be approved, as presented.

Motion Carried

3. Approval of Minutes

- May 22, 2024 – Regular Council Meeting, pages 3 - 10
- June 12, 2024 – Special Council Meeting, pages 11 – 15
- June 19, 2024 - Special Council Meeting, pages 16 – 21

Approved by 

Mayor Greg Henley, on June 27, 2024

4. Business

4.1 Public Hearing – Bylaw #05-2024-2 Road Trails Designation Bylaw

Mayor Henley called the Public Hearing for the matter of Bylaw #05-2024-2 Roads Trails Designation Bylaw to order at 6:03 PM.

Mayor Henley turned the floor over to Councillor Jones to present a review of the information leading up to this Public Hearing to all in attendance.

Councillor Jones welcomed everyone in attendance and introduced himself as the Chair of the Road Trails Act Review Committee with members present including Councillor McNutt, Councillor Colborne, and Councillor Canning.

Councillor Jones presented that the Road Trails Act Review Committee started meeting on May 30, 2023, shortly after the announcement of the Road Trails Act was enacted and which was given Royal Assent on April 12, 2023. The act's purpose is to enable the operation of off-highway vehicles on designated parts of highways to allow for trail and amenity connectivity.

The Committee met and considered many factors, spoke with experts in the field and held a public information session on April 3, 2024, at the Oxford Capitol Theatre. They had a panel of experts available and answered questions from the floor. 37 public members were in attendance, not including the panel, committee members, or staff.

Some items of concern were shared with the committee throughout the public hearing process including discussion on how it will be policed, concerns of

late-night travellers, and how ATV operators would find out about the routes as a few examples.

The RCMP is the current policing service for the Town of Oxford and will continue to be the primary policing body for the trails. If the bylaw, once passed, is abused and not respected, the Oxford Council may vote to rescind it. The act currently only allows riders to travel 30 minutes before sunrise until 30 minutes after sunset at a maximum of 25 km/hr. At the trailheads, signage will be posted and will include a QR code allowing the rider to display the rules on their cell phone and the trail route will be marked with additional signage.

If the bylaw passes a second reading, it does not become enacted until the proper signage is in place.

Benefits for the bylaw were discussed including attracting additional business to existing businesses and potentially new businesses to come to Oxford as it has for other communities who have passed similar bylaws. The establishment of the bylaw will help regulate the use allowing for the policing on illegal use in areas where the bylaw would not apply

It was discussed that the Committee did consider making all of the streets of Oxford ATV-friendly but decided that it would be best to adhere to the ACT which centres around the connection of amenities. Therefore, the streets in Oxford that would be affected are from the "Circle K" on Main Street to "Shelley's Convenience" on Lower Main Street up to the trailhead on Water Street. No other streets would be considered for this bylaw at that time but could be reviewed again by the Council if this proves to be successful.

After all the meetings and listening to the public *for* and *against* the Road Trails Designation Bylaw, the Road Trails Act Committee made a motion to recommend to the Council to enact the Road Trails Designation Bylaw #05-2024-2.

Councillor Jones concluded his presentation and turned the floor back over to Mayor Henley.

Mayor Henley gave the floor to Linda Cloney, CAO for an update on correspondence related to the second reading.

Linda Cloney presented correspondence received *for* and *against* the second reading of the Road Trails Designation Bylaw #05-2024-2, stating the names of the individuals writing in either for or against. A petition was also received which included 330 signatures in support of the legislation granting OHV (Off Highway Vehicles) permission on Main and Water Street in Oxford.

It was further noted that the Council had received a copy of the correspondence and the petition. The remaining correspondence had been received by the Council before the meeting. Linda Cloney concluded the presentation of the correspondence and turned the floor back over to Mayor Henley.

Mayor Henley turned the floor over to Josephine MacDonald, a resident of the Town of Oxford to present to the Council to address concerns of accessibility in the Town of Oxford and the potential impact of the passing of the Road Trails Act Bylaw. Josephine MacDonald presented to the Council various concerns regarding accessibility in the Town of Oxford, reviewing lived examples and where accessibility may be improved in the Town. Josephine discussed the Town of Oxford Accessibility Plan and the work that needs to be done to comply with the Act for the deadline of 2030. A poll was presented to the Council of 82 signatures and 371 responses to the survey. Of the signatures collected, 91.5% were against the second reading and 8.5% were in favour of the second reading. Josephine concluded her presentation and thanked the Council for their time and careful consideration.

Mayor Henley thanked Josephine for her presentation.

Mayor Henley asked anyone in the gallery if they would like to speak to the second reading of the Road Trails Act Bylaw. Steven McLellan, a resident of the Town of Oxford requested to speak.

Mayor Henley turned the floor over to Steven McLellan. Steven McLellan introduced himself as a resident of the Town of Oxford and an avid OHV rider. Steven discussed his travels on snowmobiles in most provinces of Canada and

on ATV in most of Eastern Canada. Steven discussed that the second reading of the bylaw wasn't to make Main Street Oxford a trail. Rather, it is to make the designated route legally accessible for OHV riders to travel down and access local businesses and get from one end of Oxford to the other. Steven stated examples of various businesses that would benefit from the second reading. There are lots of opportunities for OHV riders to access local businesses in the Town of Oxford. The OHV Community look for and uses ATV-friendly towns and their businesses because they know they can feel safe using the routes legally. Steven discussed that most of the OHV riders travel legally and want to use the routes legally. Steven believed that the spirit for the second reading is for the legal rider and fully supported the second reading and the economic boost is needed for the Town of Oxford.

There being nothing further, Mayor Henley ended the Public Hearing at 6:24 PM.

4.2 Bylaw #05-2024-2 Road Trails Designation Bylaw – second reading, pages 22 – 23 – Councillor McNutt

Moved by Councillor McNutt and seconded by Councillor Jones that the Town Council proceed to second reading of the proposed bylaw under the Road Trails Act, which would make a portion of Main Street (from civic number 4602 to civic number 5228), a portion of Lower Main Street (from civic number 105 to civic number 460), and a portion of Water Street (from civic number 9 to civic number 237) all part of the designated Road Trail, in Oxford, Nova Scotia.

Also, that the Road Trails Designation Bylaw #05-2024-2 will be enforced and enacted when the Road Trails signage is installed, and the bylaw is advertised.

Councillor Black questioned how long it would take to have the signage in place. Mayor Henley answered that signage will be ordered once a second reading is passed. Linda Cloney, CAO estimated that the signage could be installed approximately by July or August, depending on funding process.

Councillor McNutt reviewed that accessibility is being worked on diligently by the Accessibility Committee and accessibility issues in the Town of Oxford are

being continually worked on. Councillor McNutt was in favour of the positive effects that the bylaw would have for the Town of Oxford.

Deputy Mayor MacDonald reviewed the “What it is” and “What it isn’t” pamphlet which was presented at the public hearing.

Hearing no further discussion, the motion was held to a vote.

Councillor Jones – Yes

Councillor Colborne – Yes

Deputy Mayor MacDonald – Yes

Councillor Canning – Yes

Councillor McNutt – Yes

Councillor Black – Yes

Mayor Henley – Yes

Motion Carried

4.3 RFD – Approve changes made to Procurement Policy, Pages 24 – 52

Linda Cloney, CAO, reviewed that the Procurement Policy proposed threshold amendments were reviewed at the last Committee of the Whole and the Committee of the Whole recommended these amendments to the Council and were included in the Council package.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne the Council approves the amendments made to the thresholds in the Procurement Policy as presented.

Motion Carried

4.4 RFD – Permission to operate licensed cotton candy, Page 53

Linda Cloney reviewed with the Council that a request had been received from Mr. Leon Burke from the Town of Amherst to operate his licensed cotton candy stand on the town-owned property for business purposes during weekends and town events. Mr. Burke requested to set up in the parking lot in front of the skateboard park and at the baseball field during games.

Linda discussed a similar request that had been received before this one. The Town of Oxford does not have a bylaw currently for mobile vendors and it may be a requirement to discuss developing one soon. Linda discussed further that the Council should consider a similar approach to that of the Town of Amherst. The requirement for liability insurance by the vendor. A \$200.00 non-refundable application fee was discussed as part of the requirement of the Town of Amherst.

Moved by Councillor McNutt and seconded by Councillor Black that Council grants Mr. Burke permission to operate their licensed cotton candy stand on the town-owned property for business purposes during weekends and possibly for town events if invited by staff or the minor ball association. This is conditional. They must clean up their own garbage, avoid vending in front of other vendors that sell similar products and possess liability insurance. Also, they must pay a yearly fee of \$200.00 and fill out an application form provided by the town.

Deputy Mayor MacDonald discussed requiring an application for a license for commercial vendors to attend by special event rather than by the year.

Councillor Jones inquired if the permit to operate would stipulate that the vendor is only allowed to offer what was stated in the request to operate, not to operate or sell additional items.

Hearing no further discussion, the motion was held to a vote.

Councillor Jones – *No*

Councillor Colborne – Yes

Deputy Mayor MacDonald – Yes

Councillor Canning – Yes

Councillor McNutt – Yes

Councillor Black – Yes

Mayor Henley – Yes

Motion Carried

4.5 RFD – Municipal Election format – reconsideration – Request from Accessibility Committee – Deputy Mayor MacDonald, Page 54

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt that the motion, which was approved at the May 22, 2024, Council Meeting whereby the Council adopted the fully paper ballot voting method of the 2024 Council and School Board Election Year be rescinded.

Councillor Jones – *No*
Councillor Colborne – Yes
Deputy Mayor MacDonald – Yes
Councillor Canning – Yes
Councillor McNutt – Yes
Councillor Black – Yes
Mayor Henley – Yes

Motion Carried

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt that the motion, which was approved at the May 22, 2024, Council Meeting whereby the Council approved the schedule of fees for the 2024 Council and School Board Election for the fully paper ballot voting method in the estimated amount of \$6, 557.30 be rescinded.

Councillor Jones – *No*
Councillor Colborne – Yes
Deputy Mayor MacDonald – Yes
Councillor Canning – Yes
Councillor McNutt – Yes
Councillor Black – Yes
Mayor Henley – Yes

Motion Carried

Deputy Mayor MacDonald read a letter from the Accessibility Committee to the Council where the Accessibility Committee asked the Council to consider a hybrid model, allowing everyone an opportunity to vote by paper, phone or

Internet. Prices were reviewed that a fully paper model would cost an estimated amount of \$6,557.30. A fully electronic model would cost an estimated amount of \$10,694.85. A hybrid model consisting of paper and electronic would cost an estimated amount of \$11,332.50. A motion was made at the May 27, 2024, Accessibility Committee meeting for the Council to reconsider the format for the Municipal Election and consider a hybrid model at the estimated cost of \$11,332.50 to allow everyone the opportunity to vote.

Moved by Deputy Mayor MacDonald and seconded by Councillor Canning that Council adopt the hybrid voting method, which includes paper, phone and Internet and to approve the schedule of fees for the 2024 Council and School Board Election in the estimated amount of \$11,332.50.

Councillor McNutt asked why both methods would need to be considered. Councillor Canning reviewed that seniors, people without Internet and people with accessibility requirements may need to use the paper ballot method. It would make it unfair to not offer both methods and a hybrid would make it easy for anyone to take part in the vote.

Hearing no further discussion, the motion was held to a vote.

Councillor Jones – *No*

Councillor Colborne – *Yes*

Deputy Mayor MacDonald – *Yes*

Councillor Canning – *Yes*

Councillor McNutt – *Yes*

Councillor Black – *Yes*

Mayor Henley – *Yes*

Motion Carried

4.6 RFD – Amber lights on Water Street Crosswalk – request from Accessibility Committee – Councillor Canning, Page 55

Councillor Canning-Sweet reviewed with the Council that the Accessibility Advisory Committee discussed that after the crosswalk was installed due to one of the pedestrian sidewalks being closed for repair on the Water Street bridge,

there have been near misses and traffic not noticing the crosswalk due to the nature of the roadway. Knowing that the crosswalk was to be repainted, the Accessibility Advisory Committee discussed the recommendation to install amber lights at that crosswalk. A motion by the Accessibility Advisory Committee was moved by Deputy Mayor MacDonald and seconded by Amanda Purdy for the Council to consider purchasing amber lights at the Water Street bridge crossings.

Linda Cloney reviewed with the Council that research had been done by staff regarding the estimated costs for the installation of the amber flashing lights. The estimated cost for two flashing amber lights would be approximately \$7,230. The flashing lights would be installed at the ballfield crossing (one on each side of the road facing traffic) to alert motorists of the crosswalk.

Public Works had discussed extending the sidewalk on the ballfield side and then relocating the crosswalk down to the end of the extension. Relocating the crosswalk now may not be an option due to there being no sidewalk present with only a gravel pathway available.

Funding for the amber flashing lights, sidewalk extension and/or crosswalk relocation may involve moving some projects around within the health and safety GL to allow the project to fit within the 2024-25 budget.

In discussion with the vendor of the amber flashing lights, they are movable later if the crosswalk is moved out further.

Councillor Canning inquired about the extension of the sidewalk to possibly eliminate the need for the amber flashing lights given the cost. The Council discussed that the amber flashing lights would be a requirement either way.

Moved by Councillor Canning and seconded by Councillor Jones that the Council consider purchasing amber flashing lights at the Water Street crossing.

Motion Carried

5. Correspondence

5.1 12-Month Notice Letter to NSFM – Letter from Municipal Affairs and Housing – Ruthann Brookins – Manager of Finance, pages 56-59 – for Council information purposes.

Ruthann Brookins, Manager of Finance, reviewed with the Council the 12-month notice released from the Nova Scotia Federation of Municipalities for the 2025-26 Budget year of potential changes in upcoming provincial changes to legislation in various departments which may affect costs and fees for various municipal programs and employment legislation.

5.2 Cumberland Public Libraries – Brief Report, pages 60-61, for information purposes.

6. In-Camera

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

At 7:05 PM it was moved by Councillor Jones and seconded by Councillor McNutt to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:37 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

Linda Cloney, CAO, reviewed that the Town of Oxford had been approached by Oxford Frozen Foods with their interest in the purchase of land. The land had been identified as no longer required for Municipal purposes. The PID referred to is 25208695 and the purpose of the sale of land is for residential housing. This was determined by the Council that this would be a value to the town.

Moved by Councillor McNutt and Seconded by Councillor Jones that WHEREAS the Town of Oxford (the "Town") owns certain real property located at Meadow Lane, Oxford, being PID 25208695 (the "Meadow Lane Lands");

AND WHEREAS Oxford Frozen Foods Limited ("OFF") has expressed an interest in purchasing a 150-foot by 85-foot building lot out of the Meadow Lane Lands for the purpose of residential housing, which purpose is ultimately beneficial to the financial interest of the Town; AND WHEREAS section 50(5)(b) of the Nova Scotia Municipal Government Act permits the Town to sell real property at fair market value when the property is no longer required for municipal purposes;

AND WHEREAS Town Council, having reviewed the issue with its Public Works Department, has determined that all or substantially all of the Meadow Lane Lands are no longer required for municipal purposes;

AND WHEREAS the Town has retained the services of a certified real property appraiser who has valued the proposed Building Lot at \$39,500 (the "Appraisal");

AND WHEREAS OFF has offered to purchase the Building Lot for an amount in excess of the appraised value (\$40,000 + HST);

NOW THEREFOR BE IT RESOLVED as follows:

1. The Town hereby declares the proposed Building Lot to be lands which are no longer required for municipal purposes.
2. The Town accepts the Appraisal as an accurate assessment of the fair market value of the Building Lot;
3. The Town hereby agrees to sell the Building Lot to OFF for the Offered Price, provided however that OFF bear any and all transaction costs, including without limitation, all legal, surveying and administrative costs, in relation to the migration of the Meadow Lane Lands (PID 25208695), the subdivision of the Building Lot out of the Meadow Lane Lands, and the conveyance of the Building Lot from the Town of Oxford to OFF.
4. The Town's Mayor and Chief Administrative Officer are hereby authorized, acting together, for and on behalf of the Town, to take any action, make any decision, or sign any and all documents necessary to facilitate the transaction contemplated by the foregoing resolution, and without limiting the generality of the foregoing, to retain any required professional service providers or to consent to same being retained by OFF.

This motion was not carried officially.

7. Adjournment

Before the adjournment of the meeting, Mayor Henley announced that this meeting was scheduled to be the last meeting for the Council for the summer with the Council returning in early September.


The meeting adjourned at 7:42 PM



Greg Henley, Mayor, Chair



Stan McDougall, Admin Assistant



Date Approved

