



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, September 11, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Deputy Mayor Arnold
MacDonald, Brenton Colborne, Chrystal McNutt, and
Olivia Canning-Sweet
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).

Presenters in attendance: Nil

Media and Gallery in attendance: Mark Rushton and Gary MacDonald

1. Call to Order – Welcome

At 6:26 PM, Mayor Henley called the meeting to order welcoming all in attendance.

Mayor Henley announced that there would be an amendment to the agenda with the addition under Section 5 – Correspondence of item 5.1 – Message from Benda Robinson to Mayor Henley for Council’s consideration.

2. Approval of Agenda, pages 1 – 2

Moved by Councillor Jones and seconded by Councillor McNutt, the agenda of the Regular Council Meeting for September 11, 2024, be approved, as presented.

Motion Carried

3. Approval of Minutes –

June 27, 2024 – Regular Council Meeting – *pages 3 - 15*

July 17, 2024 - Special Council Meeting - *pages 16 – 17*

August 7, 2024 - Special Council Meeting - *Pages 18 – 24*

Approved by  _____
Mayor Greg Henley, on September 11, 2024

4. Business

4.1 WaterCAD Study – presentation by Linda Cloney, CAO., Pages 25 – 65

Linda Cloney, CAO, reviewed with the Council the WaterCAD Study and what it means for the Town of Oxford. The study provides an up-to-date model of the existing water distribution system, providing information and data on the existing system. It is updated only when new developments are added and used to test scenarios of new development on the model. The objectives of the project are to confirm existing conditions through onsite investigation to create a steady-state WaterCAD model and scenario analysis to identify opportunities for system improvements and optimization. The model was used to identify areas of concern with the existing water distribution system so that recommendations can be made to enhance the system's performance.

The intention of the WaterCAD study model is that it would be used in the future to analyze the impact of future developments on the existing system and to make recommendations on the design characteristics of these developments. The model had been used to determine the impacts of the 9 home build on Horton Street.

Staff will present this new cost to the U.A.R.B (Utility and Review Board). These costs should be reviewed by the UARB to identify who would incur these costs. Most costs are incurred by the consumer when hooking up to the utility. Staff will come back with more information regarding this study.

Councillor Jones questioned the numbers used in the calculation for our largest employer for peak hour demand. Through discussion with Nick Purdy, it was confirmed that 5 years' worth of data including this year's data

was used in the calculation and there was an average taken over the last 5 years. Councillor Jones discussed that it should be investigated to find out how much of a buffer is in place.

Councillor Colborne discussed that our largest consumer is likely going to need to increase production and wondered what impact this would have on our pumping capacity. Linda Cloney discussed that this would need to be investigated further and provide future information.

4.2 Request for Water and Sewer Services – Ann Okwese – update and discussions

Linda Cloney, CAO, reviewed with the Council that this request, which happened earlier, would be looked at once the WaterCAD study was completed. The WaterCAD study did look at this scenario and if water services were hooked in via Pugwash Road, this development could go through. This was confirmed by Nick Purdy, Public Works Supervisor via Zoom. Sewer services would be available as they currently run along their property.

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald to grant Ann Okwese the request to connect to water and sewer services of the Town of Oxford.

Motion Carried

4.3 Request for Water and Sewer Services – Bill O’Neil and Cindy Austin – update and discussions

Linda Cloney, CAO, reviewed with the Council that this request, which happened earlier, involves the property at 55 Thompson Road. This property had been vacant for a long period. It is understood that there was water and sewer at this location. It also was deferred until the WaterCAD study was completed.

Dillon Consulting reviewed this and specified that a hydrant test needs to be completed on the corner of Pleasant St. and Thompson Rd. The sewer,

as reviewed with Nick Purdy, Public Works Supervisor via Zoom is at this location currently and he believed that sewer services should be available.

The issue with water services has to do with pressure and flow. The state of the current lines in that area are believed to be heavily corroded and old.

Further information will be provided in a future meeting.

4.4 Request for Water and Sewer Services – Tim Ellis

Linda Cloney, CAO, reviewed with the Council that this is a new service and there would be a charge based on our WaterCAD study model scenario testing. This development would consist of four (4) duplexes off Main Street. Council direction would be needed to go ahead with this as it would require bringing this to Dillon to run the scenario simulation with the WaterCAD study.

4.5 Request for Water Services – Kate Wood

As in 4.4 above, Linda Cloney, CAO reviewed with the Council that this new service would have to be reviewed with the WaterCAD study and scenario simulations run to determine whether there would be an effect on the Town's existing water distribution system. The cost to do this scenario testing is not included in the current budget. The Manager of Finance, Ruthann Brookins, recommended that these costs should be reviewed with the UARB to determine who should cover the cost of the WaterCAD study.

In regards to 4.4 and 4.5, the wording in the UARB is not clear regarding these new fees and who would be responsible for them. The Council gave direction to staff to contact the UARB and consult with them regarding the WaterCAD charges for running the development scenarios.

4.6 Temporary Borrowing Resolution – Fire Truck (Rescue Pumper and Town Garage)

Linda Cloney, CAO reviewed with the Council that in the current Capital Budget, approved by the Council, is a rescue pumper fire truck required to

replace an aging Oxford Fire Department unit and a Public Works garage currently being built. The Town of Oxford would like to propose taking out a temporary borrowing resolution to borrow money to fund these two items in the Capital Budget.

The temporary borrowing resolution is being considered early due to the timing required to process it and before being able to spend the money, a project needs to be near completion. The Public Works garage is slated to be completed in November 2024.

Ruthann Brookins reviewed with the Council that the temporary borrowing resolution application is applied for through the Municipal Finance Corporation of the Province of Nova Scotia which reviews future capital wants and the financial “house” of the Town of Oxford. Once they provide the stamp of approval to borrow, the Town of Oxford can go to them to borrow the money, or the Town of Oxford can borrow from other banks to borrow the funds. Ruthann further reviewed that our financial house should have us in financially good standing.

Moved by Councillor McNutt and Seconded by Deputy Mayor MacDonald regarding the Capital Projects for Rescue Pumper – Fire Truck and Storage Building, Public Works that;

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Oxford, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Oxford has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Oxford borrow a sum or sums not exceeding One Million Dollars(\$ 1,000,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Oxford to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding One Million Dollars (\$1.000.000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

**MUNICIPAL COUNCIL OF THE
Town of Oxford
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,000,000

Capital Projects: Detailed in Schedule "A"

**SCHEDULE "A"
CAPITAL PROJECTS**

		Estimates \$
Heading / Category: Fire		
Item	Rescue Pumper - Fire Truck	900,000
Item		
Item		
Item		
Heading Sub Total:		900,000
Heading / Category: Public Works		
Item	Storage Building, Public Works	100,000
Item		
Item		
Item		
Heading Sub Total:		100,000
Heading / Category:		
Item		
Item		
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Item		
Heading Sub Total:		0
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		1,000,000

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

4.7 Town of Oxford recreation field – parking area – housekeeping item

Oxford Community Centre Committee presented to the Town of Oxford to allow them to create a parking area in an area owned by the town for parking at the fields generally used for recreation and community events. There would be no cost to the town to complete this parking area.

This parking will be created along the right-of-way leaving 10 feet of grass between the fence and the parking area.

Deputy Mayor MacDonald recommended that the Town of Oxford post it as a public parking area.

Moved by Councillor McNutt and seconded by Councillor Jones to permit the Oxford Community Centre Committee to establish a parking area long the right of way as presented.

Motion Carried

5. Correspondence

5.1 Message from Brenda Robinson to Mayor Henley for Council's Consideration.

Linda Cloney, CAO reviewed a message from Brenda Robinson to Mayor Henley for the Council's consideration.

Mayor Henley discussed that since this is the last formal Council meeting until the Municipal Election and new Council, Mayor Henley recommended tabling this item until the next Council meeting.

The Council agreed and gave directions to table this item until the next formal Council Meeting.

6. In-Camera

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

At 7:11 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to go in-camera to discuss the acquisition, sale, lease and security of municipal property.

Motion Carried

At 7:51 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Colborne to come out of in-camera and resume the regular Council meeting.

Motion Carried

7. Adjournment

Before the adjournment of the meeting, Mayor Henley read a letter received from the Oxford Fire Fighters Association, that on September 8, 2024, the members of the Oxford Fire Fighters Association have agreed to commit a one-time financial contribution of \$100,000.00 to the Town of Oxford for the purchase of a maxi-saver 6010 custom chassis fire apparatus.

The Town of Oxford and the Oxford Town Council thanks the Oxford Fire Fighters Association for the gracious donation. The next scheduled Council meeting will be held on October 30, 2024, one week later than normal because of the municipal election. All new Councillors will be sworn in at that time.

Make sure you are on the voters list! The 2024 Municipal Election is on October 19, 2024.


The meeting adjourned at 7:53 PM



Greg Henley, Mayor, Chair



Stan McDougall, Admin Assistant



Date Approved