



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, February 26, 2025
Presiding Officer: Mayor Greg Henley
Councillor Present: Deputy Mayor Carla Black and Councillors Brenton Colborne, Paul Jones, Olivia Canning-Sweet, Padraic Moore, 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).

Gallery (media and public) in attendance: Nil

Gallery (media and public) virtually: Nil

1. **Call to Order – Welcome** - Mayor Henley called the meeting to order at 6:00 PM.

Mayor Henley asked Councillor McNutt to announce that the Town has hired a new Municipal Physical Activity Leader (MPAL), Marion Abbott.

2. **Approval of Agenda, Pages 1 – 2**

Moved by Deputy Mayor Black and seconded by Councillor Jones, that the agenda of the Council Meeting for February 26, 2025, be approved, as presented.

Motion Carried

**3. Approval of Minutes – Regular Council Meeting - January 22, 2025
Special Council Meeting – February 12, 2025
Pages 3 – 9**

Approved by 
Mayor Greg Henley, on February 26, 2025

4. Business

4.1 RFD – Security Camera installed at Black River Park Parking Lot – deferred from January 22, Page 10 – Quote of a suggested security camera (ties in with our current system).

In December 2024, concerns were raised about downtown parking. Business owners and their staff were using the parking spaces for long periods, which may discourage shoppers from exploring the downtown. To address this, a letter was sent to downtown businesses, encouraging them to use the Black River parking lot instead.

In response to the letter, some concerns were raised about the security and possible damage to vehicles parked at the Black River parking lot. The letter suggested installing a security video camera that would be monitored by the Town to improve safety. A quote for \$2610.50 was obtained for a security camera and the link to tie into the Town's security camera system and was attached in the Council package.

Moved by Councillor McNutt and seconded by Councillor Colborne to consider the security camera system quote for Black River Park parking lot and area in the 2025-26 budget process.

Motion Carried

4.2 RFD – Amend Snow and Ice Management Policy – deferred from January 22, Pages 11 - 18

Studies were completed on the Walk and Wheel-Ability of the Town of Oxford. The Walk and Wheel-Ability project had identified some areas for improvement, such as:

- a need for more accessible parking spaces
- address cracked and uneven surface

- areas of poor drainage
- snow and ice build-up along pedestrian routes
- areas of poor street lighting

The study recommended to review the Snow and Ice Management Policy to include some time commitments regarding the commencement of snow clearing. At a recent meeting of the Accessibility Committee, the committee also agreed with the findings of the study and recommended amendments to the Snow and Ice Management Policy.

The amended Snow and Ice Management Policy changes was presented to Council.

Moved by Councillor McNutt to accept the amended Snow and Ice Management Policy as presented.

Motion Carried

4.3 RFD – Amend Travel & Expense Policy, Pages 19 – 25 (changes made to page 5 of the policy)

The recommended draft amended Travel and Expense Policy was presented to Council. When staff or Council are away on training or to a seminar, meal expenses are much greater than they used to be. Research was conducted by staff on allowed amounts for breakfast, lunch and dinner set by different municipalities. Staff agreed that the rates of East Hants, Nova Scotia, were sufficient to use as their changes were most recent. These allowances were \$18 for Breakfast, \$21 for Lunch, and \$30 for Dinner. This would include taxes and gratuities. Receipts for the meals would be submitted.

Moved by Deputy Mayor Black and seconded by Councillor Jones to accept the amended Travel and Expense Policy as presented.

Motion Carried

4.4 RFD – Water services to PID 25129362, Page 26

Mayor Henley relinquished the chair to Deputy Mayor Black for this discussion declaring a conflict of Interest at 6:15 PM.

An email was received by Mr. Wood requesting permission to install a water service connection to PID 25129362. A permit is being obtained to move in a mini home. Mr. Woods's neighbour, Mr. Mattinson has no objection to allow the water line to join into the water line at his property.

This connection would be subject to WaterCAD fees and any fees such as Admin fees, and connection fees to install water services.

Moved by Councillor McNutt and seconded by Councillor Jones to approve water service connection to PID 2519362.

Motion Carried

Mayor Henley was called back to the Regular Council Meeting and resumed his roll as chair at 6:17PM.

4.5 RFD – Cross Connection Control Bylaw – first reading, Pages 27 – 31

An email was sent to the Council on February 25, 2025, that the Cross Connection Control Bylaw has been issued for initial review. This Bylaw is a requirement for operation of the water treatment facility through Nova Scotia Environment.

The section of the approval states that “the approval holder shall ensure that the development and implementation of a Cross Connection Control Program to protect the municipal public drinking water supply from contamination due to cross connections from commercial, institutional, industrial, multi-unit residential and agricultural facilities at a minimum and avoid any cross connections with the drinking water treatment facility”.

The Cross Connection Control Program, once passed, will be submitted to the Nova Scotia Department of Environment & Climate Change for review. NSUARB language to this effect is in the order under item 20.

If Council gives first reading to this Bylaw, the second reading of this Bylaw will take place tentatively on March 26, 2025, where public may attend and submit any questions regarding the Bylaw.

Moved by Councillor Colborne and seconded by Councillor Jones to give first reading of the proposed Cross Connection Control Bylaw which is pursuant to the provisions of Part V of the Nova Scotia Environment Act, the Town of Oxford is approved to operate a water treatment facility and whereas one of the terms of the said approval requires the Town to establish regulations to ensure provisions for the elimination and prevention of cross connections between potable water and any non-potable sources.

Motion Carried

4.6 RFD – Digital Speed Boards – discussion, verbal presentation

In 2024, the Town of Oxford applied for funding to buy digital speed boards but did not get the grant. On January 21, 2025, the Police Advisory Board met and decided to recommend that the council consider buying speed signs through the 2025-26 budget process. The goal is to reduce speeding in the Town of Oxford. Trouble spots like Little River Road and Lower Main Street were identified. The estimated cost for two speed signs is about \$10,000.

Moved by Councillor Jones and seconded by Deputy Mayor Black to consider the quote to purchase speed signs for the Town of Oxford through the 2025-26 budget process.

Motion Carried

5. Correspondence

Nil

6. In-Camera

6.1 acquisition, sale, lease and security of municipal property

At 6:25 PM it was moved by Councillor McNutt and seconded by Deputy Mayor Black to go in-camera to discuss the acquisition, sale, lease and security of municipal property.

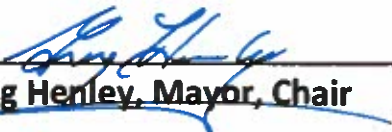
Motion Carried

At 6:52 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

7. Adjournment


The meeting adjourned at 6:53 PM



Greg Henley, Mayor, Chair



Stan McDougall, Admin Assistant



Date Approved