

**REGULAR MEETING, TOWN COUNCIL, TOWN HALL**

**Tuesday, April 18, 2017**

A regular meeting of Oxford Town Council was held on the above date at 6:00 pm. Mayor Stewart presided with Councilors Colborne, Kay, Draper, and Adshade in attendance. Regrets: Councilors Wood and Thompson

Town Council Meeting – Called to order by Mayor Stewart – 6:00 pm

**Presentations – Nil**

**Approval of the agenda** – Councilor Colborne wanted to add to the agenda Arena Update. Mayor Stewart assigned that to 7.2 on the agenda. It was moved by Councilor Kay, seconded by Councilor Draper that the agenda be approved as amended.

**Motion Carried**

**Approval of the Minutes** – It was moved by Councilor Colborne, seconded by Councilor Kay that the minutes from the meeting held on March 20, 2017 be approved as presented.

**Motion Carried**

**Action List** – General Discussion on the action list, it was reviewed and updated.

**Reports**

All Director Reports and Councilor Reports were distributed and/or discussed.

Councilor Draper commented that he has an issue with directors not being present during the review of their respective reports. In order to answer questions that Council may have for their departments. This also includes the fire chief. It was noted that the fire chief is a volunteer. We would like to request that the fire chief or a representative to be present if in the very least once a quarter. Paid department heads for the Town should be in attendance to give their reports.

It was concluded that we request all directors to be in attendance to the next meeting, the directors only need to be here long enough to give their reports.

**Public Works** – General Discussion on Public Works Report that was submitted. There was discussion on whether or not they would be reading the water meters every other cycle and estimating the other cycles. The power company does this. It seems to make financial sense to do this. This may need to be looked into with the Utility Review Board. Regarding the stop signs and also the three way stop signs, they need to be put back up. They are being taken down. A question raised by Councilor Draper is there a way to mount those signs on so they cannot be stolen. Council had a general discussion about making James Street a one way street up to Jackson Street. This would keep traffic from making a left hand turn from James to Main Street into the intersection. Another comment made by Councilor Draper is that he had people mention to him that they would like to see an overhead flashing light at the intersection of Water, Main and Lower Main Streets.

It was moved by Councilor Adshade, seconded by Councilor Kay to inquire about a traffic study for the intersection of Water Street, Main Street and Lower Main Street to make it safer for the residents of the Town of Oxford. The RCMP and the Department of Transportation and Infrastructure will be asked to complete this study. It is expected that this study would be no cost to the Town.

**Motion Carried**

Concillor Draper took a minute to commend the crew for all the work they have been doing and also the long hours they committed to the snow removal.

**Arena** – There is no report, as the arena is now closed.

**Recreation** – General discussion on the Recreation Report that was submitted. Councilor Draper commented that the Easter Egg Hunt was very well organized. Lots of prizes for the kids and great attendance. Linda gave an update on the website security. She spoke to a Les Colemans, he is the technical support person assigned to our website. Mr. Colemans is employed through the Municipal Website Venture, in which we are a member of. Mr. Coleman enabled the SSL certificate. This server certificate makes us authentic. We cannot be perceived as someone else. This certificate proves that we are a trustworthy site. Another benefit to this is that our website will be favored in various search engines. Councilor Draper commented that he noted that the April calendar is not yet up on the website. Council Minutes need to be updated on the website as well.

**Fire** – General discussion on the Fire Report that was submitted.

**Finance** – This report will be forwarded in May's regular council meeting.

Councilors' verbal reports that were presented:

- **Councilor Colborne** – REMO meeting – at that meeting there was discussion of possibly installing a webcam. There would be a link to share on our town website. This is just in discussion, nothing has been decided yet. The purpose is to put a webcam in for water height and our purpose would be for recreation. This being the case, it allows Oxford Town Council to work with REMO through the Economic Development Committee. The expensive part of this project is the infrastructure. We would be the only Town outside of Parrsboro that will have a webcam in Northern Nova Scotia. We have no ideas of the cost as of yet. Councilor Draper offered to check to see if there is any grant money available right now to help with the cost of this project. Councilor Colborne also attended a couple of VON meetings, nothing to report back from that. Councilor Colborne also attended a couple of library meetings. The library this year received a \$52,000 grant from the province. We will probably see some changes from the library next year. This meeting was very well attended. It's nice to see the amount of people that utilize the library.
- **Councilor Wood** – absent
- **Councilor Thompson** – absent
- **Mayor Stewart** – she attended a strawberry run meeting. They are currently trying to decide if they are going to keep the same route or use the trail. They would like to use the trail, but it has to be in a condition that runners can run it. She was approached by a local pizzeria to have some sidewalk dining. They are looking at two tables and two chairs on either side on the sidewalk. The pizzeria is wondering if they need approval from council. We need to find out from other municipalities what policies they have in place. Do we need a bylaw – this is added to the action list. Council do not want to lose any parking places and also commented that this section would also need to be roped off. To celebrate the 150<sup>th</sup> birthday for Canada, we are going to have lots of activities on for that day. More so than we normally do. The historical society is going to be doing a great project with the gallery – it involves touch screens, pictures of days gone by and also a high tea. At the gazebo there will be the cake cutting ceremony. The Nazarene Church will also be having some things happening out at Big Lake. Mayor Stewart has taking on the role to coordinate all the events on this day so we can have an ongoing day and that we are not overlapping in different festivities. Also during this day there will be the unveiling of the name of the ballpark. This day is filling up very quickly. If any of Council hears anyone that is planning an event for that day to put them in contact with Mayor Stewart so she can include that in her coordination. Mayor Stewart encouraged that all of Council is to come out to the Canada 150 events here in Oxford and also to the Strawberry Festival. During the Community Economic Development meeting they discussed the need for garbage cans and pet waste receptacles throughout the town. The Town of Oxford now has six garbage cans and three pet waste receptacles which will be placed strategically around the town. This is to encourage the citizens to clean up after their dogs. There was a general discussion regarding some possible funding from Scotiabank. During

that discussion it was thought to approach the Scotiabank for benches along the trail. Scotiabank could even sponsor the benches and have a name plate put on those benches that they are donated by Scotiabank. Councilor Colborne offered to contact the bank manager and find out if they would be willing to sponsor for some benches along the trail.

- **Councilor Kay** – gave an arena update. We are going to have two companies come in to the arena next week, Andy Blake and also Black and McDonald (Ernest Eddy). They will be looking at our lighting situation. These two companies are both certified through Efficiency Nova Scotia.
- **Councilor Draper** – The Community Economic Development meeting he had last month had discussed a number of items. There is a national affordable housing program that just came out. Land is an issue that always needs to be sorted – where do you put it... etc. Councilor Draper was assigned on working on a job description for a Community Economic Development Officer and the committee's hope is to be able to hire that individual starting in June for six months. Councilor Draper asked council if they would send to him any ideas or thoughts as to what they feel this person should do, please forward those suggestions him. Councilor Draper will put together an action list for this person to follow for the first year, until they get a formal job description developed. This position will be a 20 hour position. The CED group talked about finding some monies to fix up some buildings around town. Eric Mosher is doing more work on the front of his building this year. Mr. Mosher mentioned that he would do some work on the building beside him that he owns, if there was monies available. Councilor Draper is also looking to see if there is any Main Street funding available as well. As for the Black River Park Project extension, the land that we required is now for sale. Councilor Draper also mentioned that they had meetings with Oxford Frozen Foods about their status in the town and their opportunities to expand. The YMCA will be closing their doors on the corner of Water Street and Main Street, as it has proven to be not feasible for them any longer. The employees that are located there will be offered jobs at the Amherst location. There was no personnel meeting this past month. Councilor Draper and Darrell White will be meeting this month to go over the performance manuscript forms for the upcoming year together and then they will hold their next meeting.
- **Councilor Adshade** – has some really good news to report from the Oxford Area and Trails Association. They were approved funding from the Department of Transportation and Infrastructure to put the tunnel underneath Main Street. The Oxford Area Trails Association feels that they have enough money to allocate to the right projects. This will enable them to finish the trail to the Cove Road and also to put in a bailey bridge over the Black River. They are hoping by fall that the trail will be completed. The tunnel will make it accessible for individuals to be able to travel to Amherst, NS. Councilor Adshade believes that the tender has been called for the tunnel. Mid July is the expected time frame to finish the tunnel. The Department of Transportation and Infrastructure has taken on the complete project of the tunnel, this has lightened the workload from the volunteers involved this project. An idea of a project for the Town of Oxford to take on is a sidewalk or a nice crush gravel path to make it assessable to the new tunnel for the pedestrians.

It was moved Councilor Kay, seconded Councilor Adshade that all reports be accepted as presented.

### **Motion Carried**

**5.1 – Correspondence** – TIANS – they sent us some seeds to help with the honeybees. Mayor Stewart will forward those seeds to the Communities In Bloom board members.

### **New Business**

**7.1 – Letter from Warden Gillis – Approved Motion re: CJSMA** – Councilor Adshade spoke regarding this letter. The Town of Amherst, Municipality of Cumberland and the Town of Oxford have compromised and decided to go with a 3-2-1 split for the board. They are asking if we would approve building a cell and then they would approve the 3-2-1 split for the board. Councilor Adshade's opinion is that it won't affect us either way. One thing that discourages Councilor Adshade is that they want the Town of Oxford to back off from doing a study to see if there is a more cost effective way to get rid of our garbage. Councilor Adshade recommends that for now it would be best for us to agree with what they are asking. We should say that "At this time we feel that we could do without the study." Keeping that in mind, Councilor Adshade

recommends that we should be looking at alternative ways to get rid of our garbage in the future. There is talk that the province is trying to get down to one or two landfills for the whole province. The cell that they plan to build should last for 10 - 15 years. The Town of Amherst has agreed to the new board composition and also and that we get written into the inter-municipal agreement.

Councilor Adshade asked Mayor Stewart to include in the letter that she replies to "At this time that we do not need to push for a study regarding the shipping of residual waste right now". The Town of Oxford has only a very small portion of garbage in this County. Mayor Stewart will have a conversation with Mayor Kogon to find out the Town of Amherst's response to the question from Warden Gillis about doing a study regarding the shipping of residual waste. She will let Mayor Kogon know that the Town of Oxford don't feel that there is a need for a study at this time.

It was commented that at the next CJSMA meeting there will be a motion brought forward to disband the CAO advisory committee. It was mentioned that the Town of Oxford feels that the CAO advisory board should remain. It helps Steven Rayworth to have the CAO advisory committee to talk to.

It was moved by Councilor Adshade, seconded by Councilor Draper that Mayor Stewart will write a response letter to the letter received dated April 11, 2017, to deal with the County concerns on the structure of the Cumberland Joints Services Management Authority.

**Motion Carried**

**7.2 – Arena Update** - Councilor Kay updated Oxford Town Council regarding the arena. Councilor Kay, Councilor Colborne and Russell Thompson met with Black and McDonald at the Oxford Arena today. Ernest Eddy (Black and McDonald) is offering to go in and assess the whole arena. Mr. Eddy is looking at ways we can cut costs. He will be looking right down to insulating a small valve, how we heat the place, and how the building is insulated and more. This will take him about three days. There is an initial cost of between five and six thousand. We would need to commit to that in order for this study to be done. Once the study is done that five to six thousand dollars will be reimbursed by Efficiency Nova Scotia as long as we went ahead with their recommendations. We don't have to do all of the recommendations.

It was moved by Councilor Kay, seconded by Councilor Draper that Ernest Eddy from Black and McDonald to be given access to any information that he needs to do an energy efficient study and that we spend up to six thousand dollars to have this study done, which will be reimbursed from Efficiency Nova Scotia.

There was a general discussion of how great this committee is doing and hats off to them. Black and McDonald mentioned that if Council wanted he would come to a council meeting and explain. Mayor Stewart asked that we invite Black and McDonald to the council meeting that follows when his report is done to present to the council. Also if the arena committee wanted to be in attendance, that would be welcomed by council. Councilor Colborne said it would be just a month for Black and McDonald to do this study, therefore council would like to invite him and the arena committee to attend the next meeting on May 15, 2017.

6:30 pm - Oxford Town Council goes into camera

7:45 pm – Oxford Town Council comes out of camera

### **Adjournment**

Next Council meeting will be Monday, May 15, 2017.

There being no further business, Councilor Adshade moved for adjournment

**Motion Carried**

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**Trish Stewart**  
**Mayor**

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**Darrell White**  
**CAO**