

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

**Monday, June 19, 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, Thompson and Adshade in attendance. Regrets: Councilor Wood

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

**Presentations – Nil**

**Approval of the agenda** – Mayor Stewart added to the agenda under New Business 9.4 - Proclamation for Prostate Cancer Awareness month. It was moved by Councilor Adshade, seconded by Councilor Draper that the agenda be approved as amended.

**Motion Carried**

**FCM Presentation** – Mayor Stewart, Councilor Thompson and Linda Cloney

Each of us attended different sessions so we weren't overlapping and bringing back the most we could from the conference. It was the biggest FCM ever, there were over 2000 delegates. Mayor Stewart brought back information about being flood ready. There is substantial monies available to help communities to have an assessment done. Mayor Stewart brought back to Council a Comprehensive Guide to Federal Funding. She also gathered information on Revitalization of Community Economic Vitality Initiative. Councilor Thompson brought back information to Wes regarding possible lighting for the bridge and possibly for Black River Park. She also brought back reflective surface paint information for the crosswalks in Town. Councilor Thompson also learned about Code Red – it is \$1500.00 / year, could partner with Oxford Frozen Foods if they are interested. It will allow us to get word out regarding when the water will be off, power off, ammonia leak... etc. – it goes through a tweet on your phone, and it's done through EMO. Linda spoke about the different sessions and contact she made. Handed out information to fellow staff. We played a video to council that presented the Federal Government's announcement of a "Smart Cities Challenge" Dream Big, Innovate and Implement Bold ideas.

**Arena Update** – Councilor Kay

The Oxford Arena Committee wants to get going with the some of the major projects at the arena. One project they want to get started is the insulation of the dressing rooms. The Oxford Arena Committee is recommending that Alex Crowley to be awarded the job to insulate the dressing rooms. There will be a significant heat savings.

It was moved by Councilor Kay and seconded by Councilor Adshade that the quote from Alex S. Crowley for the amount of \$4,457.00 be awarded and to go ahead with this project to get started as soon as possible.

**Motion Carried**

It was moved by Councilor Kay and seconded by Councilor Colborne that we accept the quote from Blake's Electric Ltd for the amount of \$12,365.00.

**Motion Carried**

**Approval of the Minutes** – It was moved by Councilor Kay, seconded by Councilor Thompson that the minutes from the meeting held on May 15, 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.

**Public Works** – General Discussion on Public Works Report that was submitted. Wes Adshade was present to give his report to council. Wes commented that we have approximately 30 meters left that we need to get inside the homes to switch them to the new meters.

Darrell White commented that we will be looking for authorization from Council to tender out four components. There are three paving jobs that were originally tendered in the bigger contract. Also the different areas in town with patching. We will get this live on Wednesday, closing on June 30<sup>th</sup>.

It was moved by Councilor Adshade, seconded by Councilor Thompson to authorize the tendering out the four components as presented.

**Motion Carried**

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

**Recreation** – General discussion on the Recreation Report that was submitted. Corey Skinner was in attendance to present his report. Summer Students have been hired, Connor Patriquin and Alex Rushton have been hired. They are taking summer staff training. The new hires will be given an orientation of our policies. A task to be added would be for them to keep the dug outs clean.

**Fire** – General discussion on the Fire Report. Tory Rushton, Fire Chief, was in attendance. It was a quiet month. Fire Chief Rushton commented on the generator. REMO has a generator on a trailer for two hundred amps. Mike offered this generator to the Oxford Fire Department. We have a place to store it. They need a service entrance from the outside to the switch. He was given a rough estimate of \$3700.00. Councilor Colborne will check with REMO to see if they can assist with that cost.

**Finance** – General discussion on the Finance Report. Darrell White was in attendance. Things are progressing as expectations.

Move by Councilor Kay and seconded by Councilor Adshade that the Director's report be accepted as presented.

### Motion Carried

Councilors' verbal reports that were presented:

- **Councilor Colborne** – Attended the library meeting, the personnel meeting, two arena meetings. The LA Animal shelter relies completely on donations for nine months of the year to keep open. The library will have some financial restraints on them next year. It is not just Oxford's library, it is all libraries in Nova Scotia that will have these financial restraints.
- **Councilor Wood** – absent
- **Councilor Thompson** – waiting for the final answer of the refugee family. Strawberry Festival is just a couple of weeks away. Communities in Bloom – she worked along with them to help get the gardens ready for the summer. Worked with Community Gardens and all the plots are just about full and she attended the FCM.
- **Mayor Stewart** – she attended the Cadets Review. Attended a habitat meeting. Working with Communities in Bloom, they had a good work day on Saturday. We have hired Jackson Black to water all the flowers and weeding. She attended the FCM.
- **Councilor Kay** – Strawberry Fest Dance will be at the arena, the proceeds will be going back into the arena.
- **Councilor Draper** – had a Personal meeting and finalized Darrell's Performance Management contract for the year. The Community Economic Development meeting is going forward on hiring the CED Officer. Need to put together a final job description. This will be a 20 hours per week position for a four or five month term. The YMCA board meeting – the AGM – is tomorrow.
- **Councilor Adshade** – attended the Community Economic Meeting with Councilor Draper. Also attended a CSJMA meeting. There were two presentations at that meeting. One was from sustain technologies – they are a company setting up in Chester, NS – they are taking garbage and separating the recycled material that is in garbage. Heating it with steam and extracting diesel fuel from it. And then taking all the rest of the stuff and making Bio Pellets and then selling them to NS Power in Queens County. They also had another presentation from Bio Gas Energy. They are wanting to work with CJSMA to tap into their mapping out at the plant. Looking at piping it into Heritage Gas's lines. CJSMA made a motion to talk more with these people. The CJSMA eliminated the CAO advisory role. The CJSMA passed a motion to do salary reviews. They had a salary review they accepted. There is a workplace education program – it is free but we need 10 – 12 people. Someone will be contacting Darrell to see if we can get people into program. The next meeting is on July 4, 2017 – the discussion will be on where we are heading with this new cell. Attended a trails meeting – already have cut out part of the trail to head out to the black river road and then to the cove road. Councilor Adshade would like to have a serious discussion to how we proceed ask the government how we can get the ATV's downtown. We need to gather some information and set up a by-law. Create a sample bylaw and send it to government. It was commented that we can count on formal letters to support this project from the Chambers of Commerce – whatever we require. It was also commented that our MP would also provide us

with a formal letter. Over the summer we need to form a committee. A piece of the trail from Water Street to Mike Wood's is in need or re-patching. The Oxford Area Trails Committee are going to develop a walking trail from the end of the new bridge down towards the sewer lagoon. This will be their walking portion to meet the requirements of Trans Canada Trail.

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

**Motion Carried**

**8.1– Correspondence** – There was a request for us to do something about the information kiosk in front of the Town Hall. It was decided to have it removed.

**New Business**

**9.1 Naming Policy** – Darrell presented the policy. When Council adopts this policy it will then be put up on our website. Bring this forward into September’s meeting.

**9.2 First Reading LUB Amendment** – In terms of Council moving forward with Bill 177 and the phasing in of taxation from new assessment. Council was presented the bylaw – there are two components of it. There is a very long bylaw and there is also an amendment that we need to do to our land use bylaw to create a commercial district in which we don’t presently have. It outlines how taxation phases in, what the perimeters are, how they qualify... etc.

Motion made by Councillor Adshade and seconded by Councillor Draper  
That the Town of Oxford approve First Reading to amend the Municipal Planning Strategy as outlined below:

**Town of Oxford**

**By-law to Amend the Municipal Planning Strategy By-law, P-1**

- The purpose of this by-law is to create Policy GP-13 of the Municipal Planning Strategy of the Town of Oxford with respect to establishment of a Commercial Development District.**
- The Municipal Planning Strategy of the Town of Oxford is hereby amended as follows: Commercial

Development District

**GP-13**

*It shall be the intention of Council to designate all areas of the Town zoned as Commercial and Industrial on Schedule ‘A’ Land Use Zoning Map of the Land Use Bylaw as the Commercial Development District. The Commercial Development District shall include the eligible properties under the Commercial Development Improvement Bylaw.*

**Motion Carried**

**9.3 First Reading – Commercial Development Improvement Bylaw**

Motion made by Councillor Kay and seconded by Councillor Thompson that First Reading for the Town of Oxford Commercial Development Improvement Bylaw, be approved.

**Motion Carried**

**9.4 – Proclamation of Prostate Cancer Awareness month**

The Mayor proclaimed that the month of June to be Prostate Cancer Awareness month.

Moved by Councillor Colborne and seconded by Councillor Thompson.

**Motion Carried**

**Adjournment**

Next Council meeting will be Monday, September 18, 2017.

There being no further business, Councilor Colborne moved for adjournment

**Motion Carried**

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**Trish Stewart**  
**Mayor**

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**Darrell White**  
**CAO**