



TOWN OF OXFORD  
Town Council Meeting  
Conducted through Zoom and Live to FaceBook  
Monday, March 21, 2022  
6 PM

## **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Presentation
  - 3.1 Oxford's Asset Management Presentation – Matt Delorme, Principal Engineer – EC Atlantic Ltd.
4. Approval of Previous Minutes
  - 4.1 Town Council Minutes – February 22, 2022
  - 4.2 Special Council Minutes – March 7, 2022
  - 4.3 Special Council Minutes – March 17, 2022
5. New Business
  - 5.1 Cumberland Central Landfill Community Liaison Committee Appointment
  - 5.2 Approval of amended 2021/2022 Boards and Committees – changes made: addition of Cumberland Central Landfill Community Liaison Committee and respective appointment.
  - 5.3 Council Videoconferencing Policy
  - 5.4 Permit Export of Materials by GFL Environmental Inc
6. Correspondence
7. Adjournment



## Minutes of the Regular Council Meeting

Place: Conducted through Zoom and streamed live to Facebook  
Date: Monday, February 22, 2022  
Presiding Officer: Mayor Gregory Henley  
Councillors present: Deputy Mayor: Wade Adshade and Councillors: Carla Black, Brenton Colborne, Paul Jones, Arnold MacDonald, and Chrystal McNutt  
Regrets: nil

***A quorum was present throughout the meeting.***

Staff in attendance: Town Clerk – Linda Cloney (recording secretary)

### **1. Call to order**

Mayor Henley called the meeting to order at 6:00 pm.

### **2. Approval of Agenda**

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Town Council Meeting for February 22, 2022, be approved, as presented.

***Motion Carried***

### **3. Approval of Previous Minutes**

Moved by Councillor Colborne and seconded by Councillor Jones that the minutes of the Town Council Meeting for January 24, 2022, and the Special Council Meeting for January 27, 2022, be approved, as presented.

***Motion Carried***

### **4. New Business**

#### **4.1 Intermunicipal Poverty Reduction Advisory Committee Appointments**

The Intermunicipal Poverty Reduction Advisory Committee met on Tuesday February 15 to discuss Citizen Selections for the Town of Amherst, Municipality of Cumberland, and the Town of Oxford. It was with careful consideration the committee sent forward a recommendation to Council.

The Intermunicipal Poverty Reduction Advisory Committee recommends that Oxford Town Council appoints Helen Reade, Oxford, NS and Michelle Cann, Oxford, NS to sit on the Intermunicipal Poverty Reduction Advisory Committee.

Moved by Councillor Black and seconded by Councillor MacDonald that Council accepts the recommendation from the Intermunicipal Poverty Reduction Advisory Committee and appoints

Helen Reade and Michelle Cann to be citizen members of the Intermunicipal Poverty Reduction Advisory Committee.

***Motion Carried***

#### **4.2 Municipal Boundary Review Committee Appointments**

Oxford Town Council has opted to form a committee to conduct the Municipal Boundary Review. Deputy Mayor Adshade and Councillor McNutt have put their names forward.

Council would also like to invite a member of the public to sit on this committee.

Moved by Councillor Jones and seconded by Councillor Black to appoint Deputy Mayor Adshade and Councillor McNutt to sit on the Municipal Boundary Review Committee.

***Motion Carried***

#### **4.2 Approval of amended 2021/2022 Boards and Committees**

Changes that have been made since the last revision is the addition of Municipal Boundary Review Committee, addition of Occupational Health & Safety Committee, and changing of the name of the Joint Poverty Reduction Advisory Committee.

Moved by Deputy Mayor Adshade and seconded by Councillor MacDonald to approve the revised 2021/2022 Boards and Committees as presented.

***Motion Carried***

### **5. Reports**

#### **5.1 Public Works Report**

Councillor Colborne advised that staff should put gravel in dug up areas on Waverly Street, James Street and Prince William Street.

#### **5.2 Fire Department Report**

Councillor Colborne expressed his concern with the fire hydrants on Foundry Street and the one close to the Medical Center, as they are both out of commission. Staff have been directed to get the fire hydrants fixed as soon as it is possible.

#### **5.3 Finance Report**

The next finance report will be given in the March Committee of the Whole Meeting.

#### **5.4 River Phillip Bridge – Water Street – Report**

Council had raised question of concern, internally, with regards of the condition of the River Phillip Bridge.

Mayor Henley has been in touch with the local MLA and was advised that we should hear something back within a week. It was suggested that we get the three bridges inspected if the engineers are in the area.

Moved by Councillor Jones and seconded by Councillor MacDonald to accept all the reports as presented.

***Motion Carried***

## **6. Correspondence**

A letter came in Seniors Cumberland County Shuffleboard Club needs some financial assistance. This letter has gone forward to the Recreation Commission for their review.

## **7. Adjournment**

Mayor Henley, on behalf of Council, thanked the Oxford Volunteer Fire Department for all their effort and hard work over the weekend with regards to the flooding event.

At 6:15 pm, it was moved by Councillor Jones that the meeting be adjourned.

***Motion Carried***

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**Gregory Henley, Mayor**

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**Linda Cloney, Recording Secretary**



## Minutes of the Special Council Meeting

Place: Zoom and streamed live to FaceBook  
Date: Monday, March 7, 2022  
Presiding Officer: Mayor Gregory Henley  
Councillors present: Deputy Mayor Wade Adshade, Councillor Carla Black, Councillor Brenton Colborne, Councillor Paul Jones, Councillor Arnold MacDonald, and Councillor Chrystal McNutt  
Regrets: nil

***A quorum was present throughout the meeting.***

Staff in attendance: Town Clerk – Linda Cloney (recording secretary) and Senior Accountant – Ruthann Brookins

### **1. Call to order**

Mayor Henley called the meeting to order at 6:20 pm.

### **2. Approval of Agenda**

Addition to the Agenda: 3.2 Oxford COVID 19 Vaccination Policy

Moved by Councillor MacDonald and seconded by Councillor Black that the agenda of the Special Council Meeting for March 7, 2022, be approved, as amended.

***Motion Carried***

### **3. New Business**

#### **3.1 Finance Department Report**

Staff recommends a discretionary spending freeze, as the Town of Oxford is going to go over budget this year. There were unplanned snowstorms (extra salaries, gas, salt, repair on equipment)

Moved by Deputy Mayor Adshade and seconded by Councillor MacDonald to cease all discretionary spending until the end of the fiscal year and to review in December or January of each year if there is need for a discretionary spending freeze then to help prepare for unexpected winter expenses.

***Motion Carried***

### **3.2 Oxford COVID 19 Vaccination Policy**

Moved by Deputy Mayor Adshade and seconded by Councillor Jones to repeal the Town of Oxford's COVID 19 Vaccination policy that affects the Town Staff and Volunteers, as recommended by the Committee of the Whole Meeting held on March 7, 2022, prior to this meeting.

***Motion Carried***

Moved by Deputy Mayor Adshade and seconded by Councillor Jones to lift COVID restrictions as per the Nova Scotia Health Phase two and three guidelines.

***Motion Carried***

### **4. Adjournment**

At 6:31 pm, it was moved by Deputy Mayor Adshade that the meeting be adjourned.

***Motion Carried***

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**Gregory Henley, Mayor**

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**Linda Cloney, Recording Secretary**



## Minutes of the Special Council Meeting

Place: Zoom and streamed live to FaceBook  
Date: Thursday, March 17, 2022  
Presiding Officer: Mayor Gregory Henley  
Councillors present: Councillor Carla Black, Councillor Brenton Colborne, Councillor Paul Jones, Councillor Arnold MacDonald, and Councillor Chrystal McNutt  
Regrets: Deputy Mayor Adshade (conflict of interest)

***A quorum was present throughout the meeting.***

Staff in attendance: Town Clerk – Linda Cloney (recording secretary)

### **1. Call to order**

Mayor Henley called the meeting to order at 5:58 pm.

### **2. Approval of Agenda**

Moved by Councillor Jones and seconded by Councillor MacDonald that the agenda of the Special Council Meeting for March 7, 2022, be approved, as presented.

***Motion Carried***

### **3. In Camera – Discuss Personnel**

At 6:00 pm, it was moved by Councillor Jones and seconded by Councillor Colborne to go in-camera to discuss personnel.

***Motion Carried***

At 6:34 pm, it was moved by Councillor Black and seconded by Councillor Jones to come out of in-camera and resume the Special Council Meeting.

***Motion Carried***

### **4. Adjournment**

At 6:35 pm, it was moved by Councillor Black that the meeting be adjourned.

***Motion Carried***

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Gregory Henley, Mayor

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Linda Cloney, Recording Secretary



## **CUMBERLAND CENTRAL LANDFILL COMMUNITY LIAISON COMMITTEE**

### **TERMS OF REFERENCE**

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#### **PURPOSE**

The Cumberland Central Landfill Community Liaison Committee (“the Committee”) will provide an opportunity for regular consultation between GFL Environmental Inc. (GFL), the Municipality of the County of Cumberland, the Towns of Amherst and Oxford and the community at large on matters relating to the operation of the Cumberland Central Landfill (“the site”) during its operating period.

The following provides the guidelines for Committee function. Additions and changes will be made at the discretion of the Committee.

#### **MEMBERSHIP**

- Membership will be kept to a maximum of 10 members in addition to the Chair.
- Membership is to be representative of the following stakeholder groups:
  - The community in the vicinity of the site (ideally 2 residents)
  - The broader Cumberland community (ideally 2 residents/business operators)
  - The Municipality of the County of Cumberland (1 elected official)
  - The Town of Amherst (1 elected official)
  - The Town of Oxford (1 elected official)
  - Municipal Solid Waste Education and Contract Coordinator
  - GFL Environmental Inc. (max. 2 representatives)
- Committee Chair/Facilitator
- A representative from the following shall be invited to attend meetings:
  - Nova Scotia Environment and Climate Change.



Members will serve for a two (2) year term, and may serve up to three (3) consecutive terms on the Committee. If, at the end of this time period, a replacement cannot be identified, the member may continue to serve on the Committee until such time as a replacement is found.

- When a member leaves the Committee, they may recommend their replacement to the Committee.

### **INDEPENDENT CHAIRPERSON/FACILITATOR**

- Meetings will be chaired by an independent Chair/Facilitator:
  - that is acceptable to the Committee and the site General Manager
  - the Chair/Facilitator shall be neutral and cannot represent a vested interest with respect to the site
  - The Chair/Facilitator may be a resident/business operator from the Cumberland Region who has:
    - respect and recognition in the community; and/or
    - experience running meetings in a fair and responsible manner.
- The Chair/Facilitator will direct meeting discussions to ensure that:
  - agenda items are addressed, and
  - everyone has the chance to contribute, and
  - discussions are resolved and resolutions are documented clearly, and
  - any action items are noted and the responsible party is identified.

### **MEETINGS**

- It is anticipated that the Committee will meet twice a year (spring and fall). There may be times when more frequent meetings are required.
- Meetings will be held during business hours and are expected to be approximately 2 hours in duration.
- Meetings shall be chaired by the Chair/Facilitator.
- Observers from the community, the municipalities and GFL shall be permitted to attend Committee meetings. At the end of each meeting, there will be an opportunity for observers to address the Committee.
- The Chair/Facilitator will reschedule meetings when necessary and in consultation with the site General Manager and the Committee members.

- Special or additional meetings may be requested by a Committee member by calling the Chair/Facilitator who will call the other members to determine if the minimum number of members can attend. The person must explain the reason for the meeting.
- The Committee may ask for replacement of a member who has missed more than 2 meetings in a row.
- In-person meetings are the preferred method. If virtual meetings are required, the meetings shall be conducted via MS Teams.

## **ROLES AND RESPONSIBILITIES**

Members commit to the following:

- To make reasonable effort to attend meetings at the expected frequency of twice per year.
- To review materials circulated in support of meetings, such as meeting minutes, in a timely manner.
- To attend public consultation events related to the site.
- To review all materials written on behalf of the Committee (such as press releases) in draft form prior to issue.
- Community representatives will provide information, opinions and advice to GFL and the municipalities regarding the site as representatives of their community.
- GFL and the municipal representatives will provide the community with the opportunity to be informed about the site, discuss issues and ideas, request information, review monitoring results, and tour the site.

## **LOGISTICS**

- GFL will provide logistical and administrative support to the Committee including:
  - Arranging meetings, and
  - Taking and distributing minutes, and
  - Maintaining a list of Committee members including contact information, and
  - Responding to requests for information; and
  - Distributing documents to interested parties.

## **GUIDING PRINCIPLES**

- All members shall participate in meetings actively and positively, in good faith, treating each other with respect.

# Approved December 20, 2021

## 2021 / 2022 Boards and Committees

Last Amended: February 22, 2022

<b>Boards</b>	
All Saints Community Health Care Foundation	Councillor Black
Cumberland Joint Services Management Authority - (CJSMA)	Deputy Mayor Adshade
Cumberland Regional Library Board	Councillor Black
Lillian Albion Animal Shelter	There is currently no space for Oxford at this time, the board is full. (2021)
Municipal Alcohol Program Board (MAP)	Councillor Black
Police Advisory Board	Deputy Mayor Adshade, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears DOJ Representative
<b>Committees - Internal</b>	
Accessibility Committee	Councillor MacDonald (Chair), Josephine MacDonald (Vice Chair), Tracy Briggs, Mandy Blake, Brenda MacDonald, Margaret Hodgins and Meagan Marchant
Arena Committee	Councillor Colborne, Councillor MacDonald, Councillor Jones and public members - Jennifer Kouwenberg and <b>1 vacant position</b>
Arena Fundraising Committee	Chairperson Councillor Colborne, Councillor Jones, Councillor McNutt, <b>Recreation Director (vacant)</b> and Community Members: Bev Clark, Tracy Black, Greg Wood, Alfie King, Eleanor Crowley, Joe Reade, Tom Reid, Tracy Sweet, Dave Clark and Jennifer
Audit Committee	Councillor Jones, Councillor Black (Chair), Councillor McNutt, Tracy Black, and Dave Clark
Community Economic Development Committee	Councillor MacDonald, Councillor Jones and <b>Public Appointees (2 vacant)</b>
Fire Department Committee	Councillor MacDonald and Councillor Colborne
Municipal Boundary Review Committee	Deputy Mayor Adshade and Councillor McNutt - <b>Public Appointee (1 vacant)</b>
Occupational Health & Safety	Town Clerk Cloney, Chair Nick Purdy, Catherine Smith (Administration), Cheryl Ingraham (Cross Guard), Taze Lockhart (Public Works), David Mattinson (Public Works) and Bruce Beattie (Oxford Fire Department)
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)
Procurement Committee	Mayor Henley, Councillor Jones (Chair) and Councillor Black
Public Works Committee	Mayor Henley, Councillor Black, Councillor Jones (Chair)
Recreation Commission	Councillor McNutt (Chair), Deputy Mayor Adshade, Haylen Bezubiak, Sarah Henley, Kristen Thompson and Kody Wood
Town Buildings Committee	Mayor Henley, Deputy Mayor Adshade, Councilor Colborne, Councilor Jones (Chair)
Town Services Committee	Councilor MacDonald, Councilor Colborne, Councilor Jones (Chair) and Mayor Henley (spare)
Website Committee	Mayor Henley, Deputy Mayor Adshade (Chair) and Mark Rushton (public appointee)
<b>Committees - External</b>	
Cumberland Central Landfill Community Liaison Committee	Deputy Mayor Adshade
Cumberland Forestry Advisory Committee	Deputy Mayor Adshade
Cumberland Region Tourism Marketing Committee	Councillor MacDonald
Team Cumberland Committee	Councillor MacDonald
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, Michelle Cann (Public Appointee), Helen Reade (Public Appointee)
Northern Region Solid Waste Management Committee	Councillor McNutt

# Approved December 20, 2021

<b>Physician Recruitment Committee</b>	Mayor Henley
<b>Regional Emergency Measures Organization Advisory Committee - (REMO)</b>	Councillor Colborne
<b>Tourism Advisory Committee</b>	Councillor MacDonald
<b>Victorian Order of Nurses (VON)</b>	Mayor Henley and Councillor Colborne

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# Council Videoconferencing Policy

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1. This policy is entitled the “Council Videoconferencing Policy”.
2. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in
  - (1) the *Municipal Government Act*; and
  - (2) the Town of Oxford’s Council Meetings and Proceedings Policy.
3. In this Policy, unless the context otherwise requires,
  - (1) “Council” means the Council of the Town of Oxford;
  - (2) “Council member(s)” include(s) the Mayor; and
  - (3) “meeting” means a regular or special meeting of Council.

## **Public Notice**

4. A council meeting or council committee meeting may be conducted by videoconference if, at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;
5. The notice to the public referred to in section 4 must be given by:
  - (1) publication in a newspaper circulating in the municipality;
  - (2) posting on the Town of Oxford’s publicly accessible Internet site and in at least five conspicuous places in the municipality; or
  - (3) such other method permitted by regulation.
6. Notwithstanding section 5, where the Mayor determines that there is an emergency, a meeting may be conducted by videoconference without notice or with such notice as is possible in the circumstances.

## **All Council members attend by videoconference**

7. The Clerk may require all Council members to appear at a meeting by videoconference if each Council member and the Town of Oxford have videoconferencing equipment available that will:
  - (1) enable the public to see and hear each Council member participate in the meeting by videoconference;
  - (2) enable each Council member to see and hear every other Council member

participate in the meeting by videoconference.

**One or more Council members attend by videoconference**

8. Except as provided in section 7, Council members must attend Council meetings in person or, if approved by the Clerk pursuant to section 9, one or more Council members may appear at a meeting by videoconference.
9. Subject to the other provisions of this Policy, the Clerk shall grant permission to a Council member to participate in a meeting, or part of a meeting, by videoconference if:
  - (1) prior to the meeting, the Council member provides written notice to the Clerk indicating that the Council member wishes to attend the meeting by videoconference;
  - (2) the Council member has not participated in more than **[2]** meetings by videoconference in the preceding **[12]** months in addition to meetings in which all Council members participated by videoconference;
  - (3) the Council member has videoconferencing equipment available that will:
    - (a) enable the public to see and hear the Council member participate in the meeting by videoconference; and
    - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person.
  - (4) the Town of Oxford has videoconferencing equipment available that will:
    - (a) enable the public to see and hear the Council member participate in the meeting by videoconference;
    - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person; and
    - (c) enable every Council member who is attending the meeting by videoconference or in person to see and hear all other Council members who are attending the meeting by videoconference or in person.
10. Any Council member participating by videoconference in a meeting shall be deemed to be:
  - (1) present at those parts of the meeting in which a Council member is permitted to participate by videoconference under this Policy; and
  - (2) absent for any parts of the meeting in which a Council member is not permitted to participate by videoconference under this Policy.

11. The Clerk shall not grant permission to a Council member to participate by videoconference in any of the following:
  - (1) any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot;
  - (2) a vote held by secret ballot.

**Technological problems - failure to connect or disconnection**

12. If technological problems prevent a Council member from participating in a meeting prior to the meeting commencing, the Council member shall be marked absent from the meeting.
13. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the Council member left the meeting at the time of the disconnection.