



## Minutes of Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook  
Date: Tuesday, September 7, 2022  
Presiding Officer: Mayor Gregory Henley  
Councillors Present: Councillor Carla Black, Councillor Brenton Colborne,  
Councillor Paul Jones, Councillor Wade Adshade,  
Councillor Crystal McNutt, and Deputy Mayor Arnold  
MacDonald

Regrets: Nil

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

Staff in attendance: CAO – Linda Cloney and Office Assistant – Stan McDougall  
(recording secretary)

### **1. Call to Order**

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

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

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Committee of the Whole Meeting for September 7, 2022, be approved, as presented.

***Motion Carried***

### **3. Approval of minutes from the previous meeting**

#### **3.1 Committee of the Whole Minutes – June 6, 2022**

Moved by Councillor Jones and seconded by Councillor Black that the minutes of the Committee of the Whole Meeting for June 6, 2022, be approved, as presented.

***Motion Carried***

#### 4. New Business

##### 4.1 Working Alone Policy – *draft copy included in package*

The Working Alone Policy was started by the Health and Safety Committee. The Health and Safety Committee will be reviewing this further at the next meeting Thursday September 8, 2022, and the policy will be brought to council at the next meeting for approval.

##### 4.2 Town of Oxford Visa Limits – *copy of recommendation in package*

A request was brought forward from the senior accountant for the committee to consider adjustments to the limits for the town and the mayor's Visa, decreasing the mayor's limit and increasing the town's limit. The committee suggested an option to pay down the balance more frequently and to inquire how long it takes for a payment to release equivalent credit when making payments more frequently.

##### 4.3 Tax and Water Collection Policy Review – *copy of policy included in package*

The Tax and Water Collection Policy, under Section 12 indicates to review the tax accounts on June 30<sup>th</sup> to start the tax sale process. Since the final tax bill is due September 30<sup>th</sup>, it would be easier for administration to start the process at that date.

Moved by Councillor McNutt and seconded by Councillor Jones to recommend to council to change the date in Section 12 of the Tax and Water Collection Policy to September 30 from June 30<sup>th</sup>.

***Motion Carried.***

##### 4.4 Town of Oxford Violence Prevention Policy and Procedure DRAFT – *included in package*

It was explained to the committee that this draft policy, which is yet to be approved by the Health and Safety Committee, came from the insurance report, which indicated that there was a requirement for the policy to be updated by all municipalities for the protection of all municipal employees.

#### 4.5 Dangerous and Unsightly Properties identified – *Verbal report from Linda*

Linda presented a list to the committee of 10 properties identified as dangerous and unsightly, and noted 5 of which are being analyzed for future tax sale.

A fence line adjacent to the exhibition grounds and the following properties were identified: 31 Duke St., 63 Elm St., 8 Pugwash Rd., 41 Pugwash Rd., 55 Thompson Rd., 103 Handel St., 59 Handel St., and 103 Horton St.

The Committee of the Whole agreed to give direction to council to proceed with moving forward with the dangerous and unsightly properties process.

#### 4.6 Amendment to the Land Use Bylaw – *Separate attachment presented by Linda*

A farm at the end of Main Street is in both the rural development Zone, which permits agricultural uses, and the main street mixed use zone that does not list such uses as permitted. We are requesting an amendment to the Land Use Bylaw that consists of adding existing agricultural uses to the list of permitted uses in the main street mixed use zone. Currently, this is restricting expansion of existing agricultural use opportunities. The process is for council to give first reading to the land use bylaw amendment and then afterward, hold an advertised public hearing, then council will give second reading. Once approved it is subject to a 30 day review process by the province.

Moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to direct council to hold a special council meeting on Monday September 12, 2022 to discuss amendment to the land use bylaw.

***Motion Carried***

## **5. Reports of Town Departments**

5.1 Public Works Report, submitted by Nick Purdy – Lead Hand for Public Works - *included in package*

5.2 Fire Department Report, submitted by Trueman Rushton – Fire Chief – *included in package*

5.3 Administration Department Report, submitted by Linda Cloney - CAO – *included in package*

Mayor Henley inquired for future consideration by the fire department, that the report should break out how many calls were for the town and for the county.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to accept the reports of town departments as presented.

***Motion Carried***

## **6. Reports of Committees and Boards**

6.1 Recreation Commission – verbal report from Councillor McNutt

The Municipal Physical Activity Leader position has been filled, taking over the Recreation Director position by James Ward, who is starting on September 12, 2022. It was reported that a good summer was had overall and great help by summer students and volunteers for the various programs and events. Additional volunteers are being sought for the recreation commission for events occurring this fall and winter since students have left for the fall that had been volunteering this past summer.

6.2 Library Report, Annual Report and Financials – *included in package is the report, in a separate Council Package the Annual and Financial Reports.*

Councillor Black advised that the library committee will be holding a meeting at the end of September.

6.3 Policing Services Review Committee - *approved minutes included in package and an update from Linda verbally*

The chairperson for the Policing Services Review Committee is Thomas Shears, a resident of Oxford. The committee met in July and August and plan to meeting again tentatively on September 21, 2022, pending

confirmation from the active partners, where we will have a presentation on the current policing services by the RCMP. Representatives from the Department of Justice will also be in attendance. Council and the public are invited to attend this meeting.

The committee's next steps are to organize a community meeting at either the Capital Theatre or fire hall, tentatively on October 19, 2022, at 6:30pm for a question-and-answer period regarding existing policing services.

Moved by Councillor Jones and seconded by Councillor Colborne to accept the reports of committees and boards as presented.

***Motion Carried***

## **7. Consideration of Correspondence**

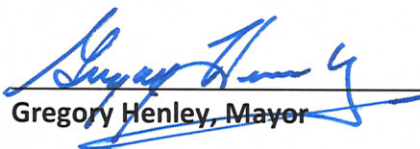
7.1 Email from Minister of Health and Wellness – Michelle Thompson – *included in package*

7.2 Letter regarding recent changes to C&D regulation changes – *included in package*

Prior to adjournment of the meeting of the Committee of the Whole, Mayor Henley extended sympathies to the family on behalf of himself and the committee for the passing of Eleanor Crowley.

## **8. Adjournment**

At 6:23 pm, it was moved by Councilor Jones that the meeting be adjourned.

  
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Gregory Henley, Mayor

  
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Stan McDougall, Recording Secretary

