



## Minutes of the Regular Council Meeting

**Place:** Council Chambers and conducted through Zoom and streamed live to Facebook

**Date:** Monday, March 20, 2023.

**Presiding Officer:** Mayor Greg Henley

**Councilors present:** Carla Black, Paul Jones, Brenton Colborne, Chrystal McNutt, Oliva Canning, and Deputy Mayor Arnold MacDonald

**Regrets:** Nil

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

**Staff in attendance:** Linda Cloney - CAO, and Stan McDougall – Administrative Assistant (recording secretary).

**1. Call to Order**

At 6:00 PM, Mayor Henley called the meeting to order.

**2. Proclamation - March 26, 2023, Purple Day for Epilepsy**

Mayor Henley proclaimed that March 26, 2023, Purple Day in Oxford to show support for Epilepsy Awareness month in March and to those in Oxford who live with epilepsy. Purple day was created by Cassidy Megan in 2008 to get people talking about epilepsy in an effort to dispel myths and inform those with seizures that they are not alone. Council was encouraged to wear purple ribbons and to pose for a picture after the Council meeting to be used in a photo and post on the Town of Oxford Website and Facebook page on Sunday March 26, 2023.

**3. Approval of Agenda**

Moved by Deputy Mayor MacDonald and seconded by Councillor Black that the agenda of the Regular Council Meeting for March 20, 2023, be approved, as presented.

***Motion Carried***

**4. Oath/Affirmation of Office for Councillor and Code of Conduct – Mayor Henley**

CAO Linda Cloney addressed council and reported that where the election is by acclamation, and where there was only one candidate that was officially nominated in the special election for the Town of Oxford, and having been informed by the returning officer, Oliva Canning has been declared duly elected at this first meeting of Council following the acclamation.

Oliva Canning officially took the Council Member's Oath of Office and Statement of Commitment to Councillor's Code of Conduct, signing each before Mayor Henley. Mayor Henley signed and placed the official seal of the Town of Oxford on each document for confirmation and congratulated along with council, Oliva Canning as a Councillor for the Town of Oxford.

**5. Approval of minutes from the previous meetings**

**5.1 Town Council Minutes – February 21, 2023**

Approved by   
**Mayor Greg Henley, on March 20, 2023**

**6. New Business**

**6.1 Seven Lee Way – partial release of bond – verbal presentation – Linda**

CAO Linda Cloney discussed with council that Mervil Rushton has made request to council to release ½ of the bond held for the development of Seven Lee Way which is still being completed but was approximated to be 80% completed. There currently is a delay in the amendment of the sewer by-law which is slowing the completion.

Moved by Councillor Jones and seconded by Councillor McNutt to grant the approval of the release of ½ of the bond held by the Town of Oxford to Mervil Rushton.

***Motion Carried***

**6.2 2022 2023 Boards and Committees – changes to Recreation Commission Members – *Councillor McNutt***

The names of the revised members to the Recreation Commission were presented.

Moved by Councillor McNutt and seconded by Councillor Jones to accept the revisions to the 2022 2023 Boards and Committees, as presented.

***Motion Carried***

**6.3 Poverty Reduction Advisory Committee Recommendation to Council – *Councillor Black***

CAO Linda Cloney announced to council and to viewers on Zoom that there is an opening for a citizen appointee from the Town of Oxford for the Poverty Reduction Advisory Committee. If anyone was interested to contact the Town of Oxford for more details. Councillor Black discussed that the meetings for the committee are now held quarterly.

Moved by Councillor Black and seconded by Deputy Mayor MacDonald that the funding of the Mitacs project “Pathways to Resiliency”, as recommended by the Intermunicipal Poverty Reduction Committee, be approved as presented and that the Town of Amherst, Town of Oxford and the Municipality of the County of Cumberland collaborate through their respective CAOs, to determine a mutually agreeable funding formula.

***Motion Carried***

CAO Linda Cloney discussed with council that the CAOs of the three participating municipalities have proposed that the Town of Amherst and the Municipality of the County of Cumberland contributes thirteen thousand five hundred dollars and the Town of Oxford

contributes 10% of the project value which is three thousand dollars spread over 18 months.

Moved by Councillor Jones and seconded by Councillor McNutt to accept the funding formula as presented.

***Motion Carried***

- 6.4 Collective Agreement Ratification – verbal presentation – Linda**  
CAO Linda Cloney presented to council for approval the Collective Agreement for the CUPE Contract, which was signed March 13, 2023. Changes to the contract were reviewed with council and discussion that meetings to start the process for the next contract renewal would begin again soon and planned to be ratified prior to the expiry date of this contract to avoid retro pay going forward. The term was shortened from a four-year term to a two-year term.

Moved by Councillor Black and seconded by Councillor McNutt to accept the CUPE contract as presented.

***Motion Carried***

- 6.5 Non-Unionized Staff Salaries – verbal presentation – Linda**  
CAO Linda Cloney presented to council a proposal to approve that non-unionized staff be compensated the same as the unionized employees as in the Collective Agreement, 4% wage increase as of April 1, 2022, and 3% wage increase as of April 1, 2023.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to accept the presented proposal that the non-unionized staff be compensated the same as the unionized employees as in the Collective Agreement.

***Motion Carried***

- 6.6 Proposed revisions to Council Meetings and Proceedings Policy – Draft in package – Linda**  
CAO Linda Cloney discussed proposed revisions to Council Meetings and Proceedings Policy, which included that the Committee of the Whole to meet every second Monday and the Regular Council to

meet every 4<sup>th</sup> Monday. The main reason for the change primarily is to allow reasonable time for staff and external committee reports to be submitted. It was proposed to start the policy and planned changes in May 2023 where there are five Monday's that month.

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to approve the revisions to the Council Meetings and Proceedings Policy as presented.

***Motion Carried***

## **7. In-Camera**

### **7.1 acquisition, sale, lease, and security of municipal property**

At 6:15 PM it was moved by Councillor Jones and seconded by Councillor Black to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

***Motion Carried***

At 7:59 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to come out of in-camera and resume the Regular Council Meeting.

***Motion Carried***

Moved by Councillor McNutt and seconded by Councillor Black to direct Town of Oxford administration to continue with the residential Tax Sale process.


***Motion Carried***


Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to continue and support the dangerous and unsightly process as directed by the MGA regarding 48 Ellis Street., Oxford.


***Motion Carried***

## 8. Adjournment

The meeting adjourned at 8:16 PM

  
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Mayor **Greg Henley**, Chair

  
\_\_\_\_\_  
Stan McDougall, Admin Assistant

  
\_\_\_\_\_  
Date Approved

**Town of Oxford**  
**Council Member's Oath of Office**

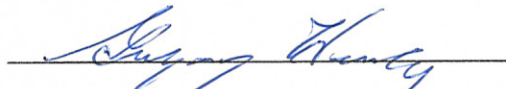
I, Olivia Canning, solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles the Third, his heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Oxford;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Affirmed at the Town of Oxford  
in the County of Cumberland,  
this 20<sup>th</sup> day of March 2023.



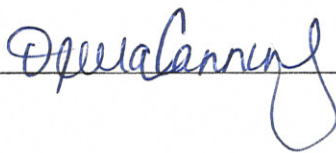
Gregory Henley  
Mayor, Town of Oxford





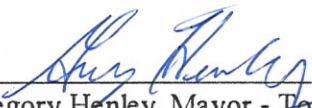
**STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT**

I, (full name) Olivia Catherine Canning declare that as a Councillor of the Town of Oxford acknowledge and support the Councillors' Code of Conduct.

Signed: 

Declared this 20th day of March, 2023

Before me:

  
Gregory Henley, Mayor - Town of Oxford



