



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook.
Monday, March 20, 2023
6 PM

AGENDA

- Pg 2 1. Call to Order
- March 26th Purple Day
- Pg 1 2. Approval of Agenda
- Page 3–4 3. Oath/Affirmation of Office for Councillor and Code of Conduct – *Mayor Henley*
- Pg 5-10 4. Approval of minutes from the previous meetings
4.1 Town Council Minutes – February 21, 2023
- Pg 11 5. New Business
5.1 Seven Lee Way – partial release of bond – *verbal presentation - Linda*
5.2 2022 2023 Boards and Committees – changes to Recreation
Commission Members – *Councillor McNutt*
- Pg 12-25 5.3 Poverty Reduction Advisory Committee Recommendation to Council
– *Councillor Black*
5.4 Collective Agreement Ratification – *verbal presentation - Linda*
5.5 Non-Unionized Staff Salaries – *verbal presentation - Linda*
- Pg 26-36 5.6 Proposed revisions to Council Meetings and Proceedings Policy –
Draft in package - *Linda*
6. In-Camera
6.1 acquisition, sale, lease, and security of municipal property
7. Adjournment



Dear Municipalities,

The Epilepsy Association of the Maritimes (EAM), and Purple Day, are reaching out to all three Maritime Provinces to support Purple Day, March 26th. Many have participated in the past and we are hoping this year, all Municipalities, Towns and Cities participate.

Cassidy Megan created the idea of Purple Day in 2008, motivated by her own struggles with epilepsy. Cassidy's goal is to get people talking about epilepsy in an effort to dispel myths and inform those with seizures that they are not alone. The Epilepsy Association of The Maritimes came on board in 2008 to help develop Cassidy's idea which is now known as Purple Day.

We are asking every municipality to participate in Epilepsy Awareness month in March, to show support for your community members who live with epilepsy. We can provide purple ribbons for all council members to wear on Purple Day and all throughout epilepsy awareness month. By participating in our initiative you're helping to reduce stigma and spread awareness.

EAM has been providing education, programming and support for persons living with epilepsy and their families in the Maritime Provinces for over 40 years. We provide education and awareness to workplaces, schools, and community groups about supporting people with epilepsy and how to respond if someone has a seizure. We award scholarships and bursaries to youth living with epilepsy who pursue post secondary education.

Contact us to arrange receiving ribbons and check out some of our attached resources that could be of value to your community. We have attached a copy of our proclamation for Purple Day, in English and French. We would be delighted to share photos from these meetings. The proclamation is read in the House of Commons, and many other cities and towns throughout the Maritimes and across the country.

Thank you for your time! We look forward to hearing from you about receiving ribbons and seeing pictures from your council meetings!

Kindest regards,

Angela McCarthy
Chair, Fundraising
902-430-2934
fundraising@epilepsymaritimes.org

Cassidy Megan
Founder, Purple Day
902-430-4271
cassidy@purpleday.org

Jordan Thomey
Purple Day Coordinator
902-429-2633 ext 0
Jordan.thomey@epilepsymaritimes.org

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 20th 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



Minutes of the Regular Council Meeting

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

Date: Tuesday, February 21, 2023.

Presiding Officer: Mayor Greg Henley

Councilors present: Carla Black, Paul Jones, Brenton Colborne, Chrystal McNutt, 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).

Also in attendance: Gallery: Jason Haughn, Municipal Advisor, Department of Municipal Affairs and Housing. Zoom: Mark Rushton, Six Rivers News.

Announcements Prior to Call to Order

Prior to calling the meeting to order, Mayor Henley made the following announcements:

A vacancy existed on the Intermunicipal Poverty Reduction Advisory Committee that meets once a month on Thursdays either by Zoom or in-person in Amherst. Interested individuals are to contact the office for further information.

Pink Shirt Day for 2023 was February 22, 2023 to support Anti-Bullying Day. 1 in 5 kids are affected by bullying. Mayor Henley encouraged everyone to wear pink on February 22, 2023.

1. Call to Order

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

2. Approval of Agenda

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the agenda of the Regular Council Meeting for February 21, 2023, be approved, as presented.

Motion Carried

3. Approval of minutes from the previous meetings

3.1 Town Council Minutes – January 17, 2023

Approved by _____
Mayor Greg Henley, on February 21, 2023

4. New Business

4.1 New Website – oxfordns.ca is now live – verbal presentation.

CAO, Linda Cloney announced that on February 14, 2023, the Town of Oxford launched the new website oxfordns.ca and it's now officially live and typing in the old address for now will redirect you to the new website. Everyone was invited to review the new website and bring forward any issues or concerns they may have with the new site. Linda thanked everyone for their hard work and input in developing the new website.

4.2 Sewer infrastructure and services on Sunset Avenue – recommendation from Public Works Committee

Moved by Councillor Colborne and seconded by Councillor McNutt to adopt the sewer infrastructure and services on Sunset Avenue regarding PID's 25513284, 25513292, and 25513330.

Motion Carried

- 4.3 **Water and sewer services and infrastructure on Meadow Lane – recommendation from Public Works Committee**

Moved by Councillor Colborne and seconded by Councillor McNutt to adopt the water and sewer infrastructure and services on Meadow Lane affecting the PID's 25512963, 25512971, 25512989, 25512997, 25513003, and 25513011

Motion Carried

- 4.4 **Canine Control Bylaw 2022-12-19 – Defer to next Council Meeting.**

CAO, Linda Cloney requested to defer this item to the next Council meeting as further research and editing is required.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to defer the reading of the Canine Control Bylaw to the next Council meeting

Motion Carried

- 4.5 **Winter Snow and Ice Removal and Winter Parking Bylaw 2023-01-17 – Second Reading – included in package.**

CAO, Linda Cloney presented second reading of the bylaw to Council. As recommended by S/Sgt Craig Learning, this bylaw will allow for enforcement and safe and efficient street cleanup and to prevent overnight Winter parking on Town of Oxford Public Roads. Next step is to advertise in the paper and then creation of the official bylaw.

Moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to give second reading to the Winter Snow and Ice Removal and Winter Parking By-Law 2023-01-17.

Motion Carried

4.6 **Municipal Elections Deposit Bylaw 2022-12-19-2 – Second Reading**
included in package.

CAO, Linda Cloney discussed with Council that since the first attempt at the special election to fill the vacant Council seat garnered no interest, discussion about the deposit being a barrier was had and Council agreed to put together a Bylaw to reduce the deposit from \$200.00 to \$50.00 to become a candidate for the special election.

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones to give second reading to the Municipal Elections Deposit Bylaw 2022-12-19-2.

Motion Carried

4.7 **Special Election – Plebiscite question regarding Transfer Site and Curbside Collection – verbal presentation**

CAO Linda Cloney reviewed with Council about having a plebiscite question for the special election. The question would need to be a yes or a no answer.

It was moved by Councillor Jones and seconded by Councillor McNutt to keep a plebiscite question in the special election and allow voters to provide their preference between curbside and transfer site options.

Motion Carried

4.8 **Update General Duty Police Resource Model (GDPRM) with the Minister of Justice – verbal presentation**

CAO Linda Cloney presented to Council that out of the Policing Services Review committee, from the January 30, 2023, meeting with the Department of Justice and the RCMP Liaison, the GDPRM (General Duty Policing Resource Model) for Oxford was outdated and the cost for the policing services are based on the numbers from the latest GDPRM. It was suggested by the Department of Justice, through a formal request from Council to the Minister of Justice to update the GDPRM so that current data can be obtained and used to

allow for the Policing Services Review Committee to make an informed decision on the future policing services for the town of Oxford.

Moved by Councillor McNutt and seconded by Councillor Black to request an updated GDPRM from the Minister of Justice to assist the Policing Review Committee in the analysis of the Policing Services Review process.

Motion Carried

5. Correspondence

5.1 Sponsorship – 2023 Woodland Conferences – hosted at the Oxford Regional Education Centre April 15 – included in package.

CAO, Linda Cloney reviewed the correspondence with Council that on April 15, 2023, the 2023 Woodland Conferences would be held at the Oxford Regional Education Centre and were looking for contributions. Donations over \$100 would allow for an exhibitor space. This space would allow for town promotion, such as the Welcoming Committee, Recreation Committee, etc.

Moved by Councillor McNutt and seconded by Councillor Jones to donate \$101 to the 2023 Woodland Conferences.

Motion Carried

6. In-Camera

6.1 Acquisition, sale, lease, and security of municipal property

At 6:14 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to go in-camera to discuss Acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:15 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

7. Adjournment

The meeting adjourned at 7:16 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

DRAFT

2022 / 2023 Boards and Committees

APPROVED - October 17, 2022

Revised - November 21, 2022, December 20, 2022, January 17, 2023, March 20, 2023

Boards		Black	Canning	Colborne	Henley	Jones	MacDonald	McNutt
All Saints Community Health Care Foundation	Public Appointee (vacant)							
Cumberland Joint Services Management Authority - (CJSMA)	Mayor Henley				1			
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor Black	1						
Police Advisory Board	Deputy Mayor MacDonald, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1			1	
Police Services Review	Mayor Henley, Councillor Colborne, David Hoffman, Thomas Shears, Carla Black	1		1	1			
Committees - Internal								
Accessibility Committee	Councillor MacDonald, Josephine MacDonald (Chair), Tracy Briggs, Mandy Blake (Vice Chair), Brenda MacDonald, Meagan Marchant and Kiersten Hiltz						1	
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Robert Moores (Secretary), Paula Rogers (Treasurer), Russell Thompson, Patrick Rushton, Kristen Thompson, Shannon Hanna, Murray Thompson and Councillor Paul Jones.					1		
Audit Committee	Councillor Jones, Deputy Mayor MacDonald, Councillor McNutt, Josephine MacDonald					1	1	1
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Jimmy Ward (MPAL), Kelsey Clark, Carrigan Guthro, Millisa Ellis, Elaine Mazur, Kristen Thompson, Megan Baker, Connor Patriquin, and Sarah Henley		1					1
Town Buildings Committee	Mayor Henley, Councilor Colborne, Councilor Jones (Chair)			1	1	1		
Welcoming Committee	Deputy Mayor MacDonald, Councillor Black, Helen Reade, Catherine Mundle, Michelle Cann, Sarah Henley, Ron Furlong, Jodi Getson, Ksenia Sabouloua	1					1	
Committees - External								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt							1
Cumberland Health Stakeholders	Mayor Henley				1			
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, VACANT (Public Appointee) , Helen Reade (Public Appointee)	1						
Northern Region Solid Waste Management Committee	Councillor McNutt							1
Physician Recruitment Committee	Mayor Henley				1			
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne			1				
Victorian Order of Nurses (VON)	Councillor Colborne			1				
		7	1	6	6	5	4	4



Town of Amherst
Poverty Reduction Advisory Committee
Agenda

Date: **Monday, March 6, 2023**
Time: **12:00 pm**
Location: **Zoom Virtual Meeting**

Pages

1. Call to Order

1.1 TERRITORIAL ACKNOWLEDGMENT

“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 + years predating confederation of this land. We are all treaty people.”

2. Discussion Items

2.1 Mitacs Funding

2 - 3

3. Adjournment

MEMO

TO: Poverty Reduction Advisory Committee
FROM: Sharon Bristol Director, Community Living
DATE: March 6, 2023
RE: **Mitacs Funding**

A presentation was given by Hailie Tattrie at the Intermunicipal Poverty Reduction Advisory Committee on February 16, 2023. A subsequent conversation with Hailie requesting the timeframe and cost to do the research was requested. The following information was received from Hailie.

FUNDING TIMELINE

May, June, July, August 2023 - \$15,000

- Data collection PREP block
 - o Research ethics application
 - o Finalize proposal
 - o Participant outreach
 - o Creating interview questions

Sept, Oct, Nov, Dec 2023 - \$15,000

- Data collection block
 - o Data collection begins
 - o Transcription may begin depending on how fast data is gathered

Jan, Feb, March, April 2024 - \$15,000

- Analysis/writing block
 - o Analyze data
 - o Transcribe data
 - o Pull out themes and findings
 - o Begin to work on dissertation

May, June, July, August 2024 - \$15,000

- Writing Block
 - o Work on dissertation
 - o Finish dissertation

TOTAL COST = \$60,000

- HALF is paid by Mitacs so \$30,000 total cost from Municipalities

Councilor Jennifer Houghtaling is proposing the following motion:

Whereas the Mitacs proposal will engage youth from all over the region to obtain data that will help local government understand how our youth see their communities and what barriers prevent them from working and living here in Cumberland County and;

Whereas the Intermunicipal Poverty Reduction Advisory Committee is of the opinion that the above is useful / beneficial in achieving the goals of the draft strategic plan related to youth engagement and education, increasing the opportunities for youth engagement and would like this proposal to be considered prior to the approval of the Strategic Plan due to the timing involved in the application process and;

Whereas the total project budget is \$60,000 with 50% of this total covered by Mitacs and the 3 municipal units responsible for \$30,000 plus HST, over a 16 month period.

I move that the funding of the Mitacs project "Pathways to Resiliency" be recommended to the three participating municipal Councils and that the municipalities collaborate, through the respective CAOs, to determine a mutually agreeable funding formula.



*Pathways to resiliency;
Understanding challenges
and opportunities towards
community youth
engagement; a case study
of rural Nova Scotia*

Hailie Tattrie BA, MA, PhD student



Introduction

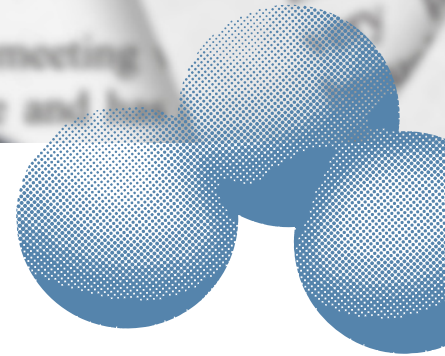
- **Hailie Tattrie (she/her)**
- **Educational Sociologist**
- **3rd year Ph.D. student in Educational Studies, Master of Arts in Sociology, Bachelor of Arts with an honours in Sociology and minor in Political Science**
- **Have lived in Mi'kma'ki my entire life. I grew up in Oxford NS**
- **I worked for the Municipality of Cumberland in the past**
- **Years of experience in research**



Research

Research question

From the perspective of a municipal government, how can Cumberland County become a location for youth resiliency?



Ethics, Reciprocity, Reflexivity, & Relationships

Before interacting with any participants, I will have to go through a rigorous review process so as to ensure ethical standards have been met. Firstly, I would have to go through the Mount Saint Vincent University Research Ethics Board & would further have to follow the Tri-Council Policy Statement, with specific attention paid to working with vulnerable populations as I will be working with youth.



Ethics, Reciprocity, Reflexivity, & Relationships

As researchers it is important for us to reflect on reciprocity (Scott & Garner, 2013). Moreover, we must ask ourselves **“What is ‘in it’ for individuals who provide the life narratives?”** (Scott & Garner, 2013, p.314). These individuals who will be providing narratives and sharing their own stories in my research should have something to gain from this experience.



Research Methods

I plan to take a qualitative approach and conduct semi-structured interviews. These will be one on one interviews with chosen program facilitators and youth. Sharing circles, where all participants share and discuss in a circle together, may also be employed with all facilitators and volunteers of each group.

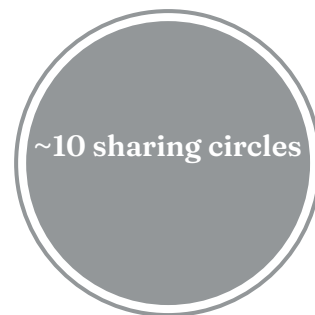


Research participants

Research participants will be youth who reside in the County of Cumberland in Nova Scotia, Canada. Other research participants will be youth service providers in Cumberland County.

Youth ages 12-19 who reside within Cumberland County.

Service providers in Cumberland County; Schools Plus, Cumberland Community Youth Development Centre, Restorative Justice, Homeless Liaisons, Coaches, School Councillors, and more.



Research Process



1. Apply for Mitacs Funding
2. Research Ethics Board Application and Approval
3. Participant Recruitment
4. Data collection begins
5. Transcribe Interviews, Analyze data

Contributions

- Municipality to be recognized as a trailblazer
- Could bring more research & funding to the area
- Informs policy and program development
 - which can help to retain youth in the area
- Research to be presented at conferences
- More researchers and youth in the county = more \$ in local economy
- More researchers and programs in county = more job opportunities
- Fruitful opportunities to partner with MTA & NSCC

The Gatherings

REIMAGINING
INDIGENOUS-SETTLER
RELATIONS

Shirley N. Hager

and

Gwen Bear, Shirley Bowen, Alma H. Brooks,
gkisedtanamoogk, JoAnn Hughes, Debbie Leighton,
Barb Martin, Miigam'agan, T. Dana Mitchell,
Wayne A. Newell, Betty Peterson,
Marilyn Keyes Roper, and Wesley Rothermel

Afterword by Frances Hancock

PEOPLE OF THE LAKES

Stories of Our Van Tat Gwich'in Elders/

Googwandak Nakhwach'ànjòò Van Tat Gwich'in

VUNTUT GWITCHIN FIRST NATION & SHIRLEEN



Questions?

Contact...

hailie.tattrie2@msvu.ca

hailietattrie.com



TOWN OF OXFORD
GENERAL ADMINISTRATION

Subject: Council Meetings and Proceedings Policy

Number:

Coverage:

Approved by: Council

Effective Date: 20 November 2018

Revision Date: 19 October 2021, 20 March 2023

General

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.
2. In this Policy, unless the context otherwise requires,
 - a. "business day(s)" means a day when the Town of Oxford's office is open for business;
 - b. "Chair" means the presiding officer;
 - c. "Committee" means the Committee of the Whole of the Town of Oxford;
 - d. "Council" means the Council of the Town of Oxford;
 - e. "Council Member(s)" include(s) the Mayor unless the context indicates otherwise;
 - f. "majority" means more than one half of those present unless the context indicates otherwise.
 - g. **"CAO" means Chief Administrative Officer**

Time, Place, Date and Notice of Meetings

3. Unless otherwise specified pursuant to section 4, regular meetings of Council, Committee of the Whole, and standing committees shall be held in Council Chambers, located at 105 Lower Main Street, Oxford, Nova Scotia and
 - a. Committee of the Whole meetings will be held on the **second** Monday of each month commencing at 6:00 pm, except that there shall be no regular meeting during the month of July and August;
 - b. Council meetings will be held on the **fourth** Monday of each month commencing at 6:00 pm, except that there shall be no regular meeting during the month of July and August;
 - c. where any regularly scheduled Committee of the Whole or Council meeting falls on a public holiday, it shall be held on the Tuesday following the holiday.
4. Regular meetings of Committee of the Whole or Council may be rescheduled, relocated, or cancelled

- a. by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - b. by resolution or consensus, including a contingent resolution or consensus, of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - c. by the Town Clerk / **CAO** on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
5. Additional or special meetings of Committee of the Whole or Council may be convened
- a. by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - b. by resolution or consensus, including a contingent resolution or consensus, of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - c. by the Town Clerk / **CAO** on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
6. Specific notice to Council Members and to the public need not be provided of
- a. meetings held pursuant to section 3; or
 - b. meetings held pursuant to subsection (a) and (b) of section 4 or 5;
- but, subject to any statutory relaxation of notice requirements, three days' notice shall be specifically provided for other meetings to Council Members in the manner described in sections 7 and 8 and to the public in the manner described in section 9.
7. Subject to section 6, notice of meetings shall be provided verbally, by telephone or telephone voice mail, or in writing (including electronic mail) to each Council Member.
8. Within thirty (30) days following the first meeting of Council after a municipal election or special election, each elected Council Member shall provide to the Town Clerk / **CAO**
- a. a telephone number at which the Council Member has, and will maintain, access to voice mail which the Council Member will check at least once per day; or
 - b. an electronic mail address at which the Council Member has, and will maintain, access to electronic mail messages, and which the Council Member will check at least once per day;

failing which the Council Member shall be responsible for checking at least once per business day a mailbox assigned to the Council Member and marked with the Council Member's name at the Town Hall located at 105 Lower Main Street, Oxford and shall be deemed to have chosen this method of notification. The Council Member shall be deemed to have received any notice within one business day of it being sent or left by the method of the Council Member's choice pursuant to this section.

9. Subject to section 6, notice of meetings shall be provided to the public by posting online on the Town's social media sites, at the Town Hall, a "Notice of Council Meeting" containing the time, date and place of the meeting.

Conduct of Meetings: General

10. During a meeting, Council may adjourn for short periods or move to another place without ending the meeting.
11. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
12. The minutes shall be kept by the **Town Clerk / CAO** (or designate) and shall:
 - a. record the time when any Council Member joins or leaves a meeting which is in progress;
 - b. contain all resolutions, decisions by consensus and motions, and shall record the outcome of each vote;
 - c. mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.
13. It shall be the duty of the Chair to:
 - a. open the meeting of Council by taking the chair and calling the Council Members to order;
 - b. ask the Council whether there is a consensus on an item of procedure or business, and if no Council Member indicates dissent, may treat the item as resolved to the same extent as if a motion had been duly moved, seconded and passed by vote;
 - c. receive and submit to Council motions properly presented by a Council Member;
 - d. put to a vote a question which is regularly moved and seconded or

necessarily arising in the course of the proceedings and to announce the result of the vote;

- e. decline to put to a vote, a motion which infringes upon the rules of procedure;
 - f. restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
 - g. enforce on all occasions, the observance of order and decorum;
 - h. call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - i. inform the Council when necessary, or when referred to, on a point of order;
 - j. permit the Town Clerk / CAO to speak on any point upon request;
 - k. permit proper questions to be asked through the Chair of any official or employee of the Town, or any member of the public in attendance, to provide information to assist any debate;
 - l. declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time; and
 - m. adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent.
14. At Council meetings, unless a majority consents to a different order for that meeting, Council shall conduct business in the following order:
- a. call to order;
 - b. approval of agenda, including additions or deletions;
 - c. public hearings;
 - d. proclamations;
 - e. presentations;
 - f. approval of minutes from the previous meeting;
 - g. new business;
 - h. reports of committees and of officers;
 - i. consideration of correspondence;
 - j. adjournment.
15. At the time the agenda is put forward for approval the Chair shall inquire of Council Members whether they have any new or other business. Council Members having such business shall then identify it for the Chair or shall lose the right to raise new or other business at the meeting.
16. Every Council Member, prior to speaking on any question or motion, shall raise a

hand and wait to be recognized by the Chair. When two or more Council Members raise their hands to speak, the Chair shall designate as the Council Member who has the floor the Council Member who, in the opinion of the Chair, first raised a hand.

17. No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
18. When a Council Member wishes to explain, the Council Member shall raise a hand and ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
19. No Council Member shall speak more than ten minutes upon any matter at one time, without the leave of Council.

Conduct of Meetings: Motions and Voting

20. The Chair shall state every question properly presented to Council and before putting it to a vote, shall ask "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
21. The usual form of voting on any question shall be by the chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands, and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
22. A motion must be seconded and then may be repeated by the Chair or read aloud by the Town Clerk / CAO before it is debated. The Chair may direct that the motion be put in writing.
23. After reading of a motion by the Chair or Town Clerk / CAO, it shall be open for discussion.
24. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
25. When any question is before the Council, the only motions in order shall be:
 - a. a motion in amendment of the original motion;
 - b. a motion to refer the question, including the motion and amendment if one is moved, to any committee;
 - c. a motion to defer the consideration of the question either indefinitely or to a specified time;

- d. a motion to close the debate at a specified time;
 - e. a motion that the question be put to a vote;
 - f. a motion to adjourn.
26. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
- a. to refer to a committee;
 - b. to defer the consideration of the question;
 - c. to close the debate at a specified time;
 - d. that the question be put to a vote;
 - e. to adjourn;
- any of which may be moved either to the original motion or to the amendment of the original motion.
27. A motion:
- a. that the debate be closed at a specified time; or
 - b. that the question be put to a vote;
- shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.
28. A motion that the question be put to a vote shall preclude all amendment to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.
29. A motion to adjourn shall always be in order except in the following cases:
- a. when a Council Member is in possession of the floor;
 - b. when the "yeas" and "nays" are being called;
 - c. while the Council Members are voting; or
 - d. when the adjournment was the last preceding motion.
30. The following questions shall be decided without debate:
- a. a motion to reconsider;
 - b. all motions as to priority of business or as to the suspension of the order of the day;

- c. application to speak more than the prescribed number of times;
 - d. a motion to allow any person other than the Council Members to address the Council;
 - e. a motion to postpone to a specified time or day;
 - f. a motion to lay on the table when claiming a privilege over another person; and
 - g. motion to adjourn.
31. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.
32. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the day before the meeting, and except for matters arising from an *in camera* meeting, no motion committing the Town of Oxford to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.
33. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.
34. After any question has been decided, either in the affirmative or negative, any two Council Members may, after the decision has been announced from the chair, but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
35. Unless reconsideration is moved at the next meeting the right of reconsideration shall be lost.
36. No discussion of the main question shall be allowed on the motion for reconsideration.
37. The following matters are not eligible for reconsideration:
- a. a motion approving the first or second reading of a Bylaw enactment, amendment or repeal;
 - b. a motion to decide upon a matter which was the subject of a statutory hearing by Council;
 - c. a motion which is or was considered by Committee of the Whole in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected, or may

- adopt or reject, the recommendation of Committee of the Whole;
- d. a matter which has been reconsidered once; and
 - e. a vote to reconsider.

Conduct of Meetings: Points of Order

- 38. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
- 39. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 40. A point of order is not debatable amongst other Council Members unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
- 41. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections 44 and 46, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 42. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council or speak outside the parameters of the question in debate.
- 43. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
- 44. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.
- 45. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.

46. Persons who are not Council Members or officers or employees of the Town of Oxford shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
47. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers with or without conditions.
48. An order of the Chair to expel a person from the Council Chambers pursuant to sections 44 and 46 of this Policy constitutes a direction from the Town of Oxford to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.
49. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability, but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
50. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present. The Town of Oxford follows Robert's Rules of Order with respect to parliamentary procedure.

Presentations to Council/Committee of the Whole

51. Any persons or groups may be permitted to make a presentation to Committee/Council provided that the applicant(s) have submitted a request one week prior to the meeting and been granted permission from the **Town Clerk / CAO**.
52. On receipt of a request to present, the Mayor and Town Clerk / **CAO** shall review the request to determine its appropriateness and may:
 - a. Place the presentation on the agenda for committee;
 - b. Place the presentation on the agenda for Council;
 - c. Determine that Council will receive only written submissions on the matter;
 - d. Determine the subject matter of the presentation is outside the jurisdiction of the municipality and refuse the request.
53. Generally, a maximum of two presentations will be made at any meeting, with no individual presentation to exceed 15 minutes. The Mayor and Town Clerk / **CAO** may add additional presentations, depending on the circumstances.

54. Any group having been approved to present to Council/Committee must submit any electronic or paper presentation materials by 12:00 noon on the Wednesday prior to the meeting.
55. Any persons presenting to Council/Committee shall not:
 - a. Speak disrespectfully of any person;
 - b. Use offensive language;
 - c. Speak on any subject other than the subject for which they have received approval;
 - d. Disobey any decision of the Chair;
 - e. Enter into cross debate with other delegations, staff, or committee/Council members.
56. The Chair may curtail any delegation, any questions of a delegation and/or debate during a presentation for disorder or any other breach of this policy and, if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Chair shall not be subject to challenge.

Public Conduct at Council and Committee Meetings

57. Members of the public present in the Council Chamber shall maintain order and quiet and shall not address Council except with the permission of the Chair.
58. No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of Council.
59. No person shall bring into the Council Chamber cellular telephones or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.
60. When invited to address Council, no person shall use indecent, offensive, or insulting language or speak disrespectfully of any member of Council or any employee of the Town.
61. Persons invited to address Council or Committee of the Whole shall only speak on the subject in debate and shall not speak on any other subject.
62. Any person, not being a member of Council, who contravenes any provision of the section, may be expelled from the meeting by the Chair.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 20th day of March 2023.

GIVEN under the hand of the CAO and under the seal of the Town of Oxford this 21st day of March 2023.

Linda Cloney
Chief Administrative Officer

DRAFT PROPOSAL