

Town Council Meeting

Council Chambers conducted through Zoom and streamed live to Facebook.

Monday, October 23, 2023

6 PM

AGENDA

1. Call to Order
2. Approval of Agenda
Page 1 - 2
3. Approval of minutes from the previous meetings
 - 3.1 Council Minutes – September 25, 2023
Pages 3 - 10
 - 3.2 Special Council Minutes – October 11, 2023
Pages 11 – 12
4. Business
 - 4.1 Tax and Water Collection Policy – request to adopt amended changes to policy
Pages 13 - 20
 - 4.2 Drug and Alcohol Policy – request to adopt new policy for Staff, Council, and Volunteers to follow.
Pages 21 - 27
 - 4.3 GDPRM Update
Page 28
 - 4.4 Collective Agreement Ratification
Page 29
 - 4.5 Cenotaph Repair
verbal presentation
 - 4.6 Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP)
Pages 30 – 31
 - 4.7 Alternative Voting Bylaw – first reading
Pages 32 - 39 pages
 - 4.7 Council Meetings and Proceedings Policy
Page 40 – 50

4.8 Deputy Mayor Elections

Pages 51 - 52

4.9 Boards and Committees of Council 2023 / 2024

Page 53

5. Consideration of Correspondence

5.1 OREC Remembrance Day Service

Pages 54

5.2 Building Permit consideration of charging or waiving fees, Oxford Community Centre.

Page 55

6. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Monday, September 25, 2023
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Brenton Colborne, Deputy Mayor Arnold MacDonald, Chrystal McNutt, and Olivia Canning

Councillors Regrets: *Nil*

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), and Nick Purdy - Public Works Supervisor.

Public in attendance: Jason Haughn – Municipal Advisor Nova Scotia

Jason Haughn left the meeting at 6:21 PM

Announcements Prior to Call to Order

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

The Oxford Transfer Station will be open Wednesday September 27, 2023, as the Transfer Station will be closed on Saturday September 30, 2023, for Truth and Reconciliation Day. Also, Town Hall will be closed Monday September 30, 2023.

1. Call to Order

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

2. **Approval of Agenda, Pages 1 – 2**
Moved by Councillor McNutt and seconded by Councillor Black that the agenda of the Regular Council Meeting for September 25, 2023, be approved, as presented.

Motion Carried

3. **Approval of minutes from the previous meetings**
 - 3.1 **Council Minutes – June 26, 2023, Pages 3 - 25**
 - 3.2 **Special Council Minutes – September 11, 2023, Pages 26 – 28**

Approved by _____
Mayor Greg Henley, on September 25, 2023

4. Presentation
 - 4.1 – Jimmy Ward – Municipal Physical Activity Leader (MPAL) –
 - 4.1.1 - Anti-Racism Charter, Pages 29 – 30

The Municipal Physical Activity Leader presented the Anti-Racism Charter Launch to Council. Signing the charter would allow Oxford to be eligible to receive funding through Recreation Nova Scotia to implement an off-start program to allow for surveys to gather information to put toward an on-going program. Council was encouraged to be the first in Cumberland County to sign the Anti-Racism Charter.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to sign the Anti-Racism Charter.

Motion Carried

4.1.2 – **Walkability Plan, Submitted separately**

4.1.3 – **Proposal from PEACH, Pages 50 – 53 (added to package on September 25)**

The Municipal Physical Activity Leader presented the Walk and Wheel Project Proposal as submitted by the members of PEACH (Planning Equality, Accessibility, and Community Health). Following Provincial and Federal Standards, the Plan aims to conduct assessments through GIS and sampling

to produce a final report and video summary of the project methods, findings, and recommendations for future infrastructure projects. The estimated budget for the plan would be approximately \$8,900 of which, the majority would be covered by funding through Recreation Nova Scotia with the remainder coming from the recreation budget or any in-kind contributions.

Moved by Councillor Canning and seconded by Councillor McNutt to adopt the Walk and Wheel Project Proposal that will conduct research into the Walkability of the Town of Oxford as submitted by PEACH.

Motion Carried

5. **New Business**

5.1 **Technology Devices Policy** – *presented at COW September 11 – needs approval, Pages 31 – 34*

The CAO reviewed the purpose of the Technology Devices Policy as presented at the last COW meeting on September 11, 2023.

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones to approve and adopt the Technology Devices Policy as presented.

Motion Carried

5.2 **Accessibility Plan – Town of Oxford – 2023-2026** – *presented at COW September 11 – needs approval, Submitted separately*

The CAO reviewed the draft Accessibility Plan for 2023-2026, that was completed by the Accessibility Committee, to Council that was previously presented at the COW meeting on September 11, 2023. The Accessibility Plan for the Town of Oxford was reviewed by the Accessibility Directorate passing the requirements needed.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne to adopt the Accessibility Plan 2023 – 2026 for the Town of Oxford, as presented.

Motion Carried

5.3 3-year Arena Lease – changes made to agreement – needs approval
Verbal presentation

The Town of Oxford Arena association approached the Town of Oxford with a few changes to the original drafted contract. The first amendment would allow the \$45,000, provided by the Town of Oxford annually, be analyzed yearly and adjustments made to the amount using either the calendar year CPI or Statistics Canada for Nova Scotia. Secondly, the availability of the \$45,000 to be allowed for not only electricity and gas but could also be used for maintenance and supplies.

Moved by Councillor Jones and seconded by Councillor McNutt to amend the drafted contract as presented and enter into a 3-year agreement with the Oxford Arena Association.

Motion Carried

5.4 Well #4 – replace the well pump, pipe, and wire - \$43,087.41 –
needs approval, Verbal presentation

The CAO discussed the time-sensitive project to replace the well pump #4 the piping and the wire, that happened over the summer. Three quotes were reviewed. The pump was replaced by Ron White, a contractor that is very familiar with the site and his quote was accepted at \$43,087.41. Funds would come from Water Capital

Moved by Councillor Colborne and seconded by Councillor Black to formally accept the bid of Ron White for \$43,087.41 plus applicable taxes.

Motion Carried

5.5 SCADA upgrade – increase budget amount from \$20,000 to \$26,000
– needs approval, Verbal presentation

The CAO reported to Council that during the summer it was identified that a SCADA upgrade was required. In this year's budget, the amount of \$20,000 was approved. However, an additional \$6,000 of unexpected cost would need to be added to the existing budget of \$20,000 to a total of \$26,000 to complete the upgrade. The \$6,000 would come from Water Operating.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to increase the budgeted amount of \$20,000 to \$26,000, from Water Operating, for the SCADA upgrade.

Motion Carried

5.6 Enter 5-year lease agreement with Oxford Pioneer Heritage Club – needs approval, *Verbal presentation*

The CAO reviewed a 5-year lease agreement that exists with the Oxford Pioneer Heritage Club, a requirement for the club to receive grants. A new 5-year agreement has been drafted following the current lease agreement.

Moved by Councillor McNutt and seconded by Councillor Canning to enter into the 5-year lease agreement with the Oxford Pioneer Heritage Club as presented.

Motion Carried

5.7 Tax & Water Collection Policy – recommending changes, *Pages 35 – 42*

The CAO introduced to council an amendment to the current Tax & Water Policy. The changes include amendment to Purpose item #4 to read: *Provide staff with equitable guidelines for informed, sustainable decision making, and legal guidelines to staff and the public, consistent with the Town's organizational values of excellence and fiscal responsibility ensuring all taxpayers are served well and fairly.* Terms were also added to include the words *Immediate Family and Lien* with their associated definitions.

The main change to the Tax & Water Collection Policy as outlined by the CAO is item #18 under Properties In Tax Sale Position which reads: *The Town of Oxford will not accept a tender/bid from a tax assessed owner, his/her agent or his/her immediate family for any sum less than the full amount of taxes, interest and expenses associated with respect to the land.*

These changes are to be considered for the next Council meeting.

5.8 Update on Town of Oxford 2022/2023 – Audited Financials
Verbal presentation

The CAO updated Council, as reported by the Senior Accountant, that the auditors had been trying to meet the deadline to complete the audit for the Town of Oxford by September 30, 2023. Since the Town of Oxford has asked them to assist in the asset retirement obligation (ARO), the auditors have advised that this is a new significant undertaking for them and where they are performing the assessment themselves, they did not anticipate having the audit completed within the September 30th timeframe. The auditors will continue to work through the audit as quickly as possible.

Councillor Jones requested the CAO follow up with the auditors for a tentative completion date as previously a delay could hold up funding for the Town.

5.9 Drug and Alcohol Policy – introduction and consideration, Pages 43 – 49

The CAO introduced the new Drug and Alcohol Policy for consideration by Council for adoption at the next Council meeting.

This policy has been drafted to enhance what was currently included in the employee handbook and the CUPE contract to provide guidance and rules establishing a framework for the responsible use of alcohol, certain medications, and cannabis.

5.10 Appointment of Abiola Falaye – Land Use Planner for the Town of Oxford, Verbal presentation

The CAO discussed the appointment of Abiola Falaye as the Land Use Planner for the Town of Oxford. Abiola works alongside our current Town Planner Andrew Fisher in the Amherst Office. A motion by Council to appoint Mr. Falaye gives him authority as a Town Planner for the Town of Oxford

Moved by Councillor Jones and seconded by Councillor McNutt to appoint Abiola Falaye as a Land Use Planner for the Town of Oxford.

Motion Carried

Prior to moving to go in-camera, Mayor Henley addressed Council regarding the letter from a citizen asking the Town of Oxford to investigate an organization called 13-Ways, based in Alberta who assess small towns and come up with ways to improve them. Most of the Council met through Zoom for an informative online meeting with 13-Ways with beneficial advice given and further literature to be sent in the future.

The cost of the program was discussed as quite cost-prohibitive with costs ranging from \$80,000 to \$150,000. Council agreed that the money would be better spent building up Oxford's infrastructure considering Oxford's current housing boom. Mayor Henley thanked the citizen for bringing this to the Town of Oxford Council's attention.

6. In-Camera

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

At 6:21 PM it was moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

Motion Carried

At 8:08 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

Moved by Councillor Jones and seconded by Councillor McNutt to allow the Town of Oxford to enter into any future agreements with Dillon Consulting providing the procurement policy for the town is followed.

Motion Carried

Moved by Councillor Jones and seconded by Councillor Colborne to consider asphalt and/or cement for sidewalks

Motion Carried

Prior to adjournment, Mayor Henley reminded everyone that the next COW meeting will take place on Tuesday October 10, 2023 given the Thanksgiving holiday on October 9, 2023.

7. Adjournment

The meeting adjourned at 8:12 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Wednesday, October 11, 2023
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Brenton Colborne, Chrystal McNutt, Olivia Canning, and Deputy Mayor Arnold MacDonald
Councillors Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, and Stan McDougall - Admin Assistant (recording secretary)

1. Call to Order

At 6:35 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda

Moved by Councillor Canning and seconded by Councillor Colborne that the agenda of the Special Council Meeting for October 11, 2023, be approved, as presented.

Motion Carried

3. In Camera

3.1 acquisition, sale, lease, and security of municipal property

At 6:36 PM it was moved by Councillor Colborne and seconded by Councillor Black to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:30 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to come out of in-camera and resume the Special Council Meeting.

Motion Carried

3. Adjournment

The Special Council meeting adjourned at 8:05 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved



TOWN OF OXFORD POLICY

Subject: Tax and Water Collection Policy **Number:**

Approved by: Council

Effective Date:

Revision Date:

Minutes Reference Date:

Purpose

To establish a policy for effective and efficient billing and collection of Revenue including tax and water accounts receivable. The purpose of the policy is to:

1. Outline billing dates as required by the Municipal Government Act (MGA).
2. Ensure municipal tax and water revenues are collected in a timely and effective manner.
3. Ensure that all taxpayers and water customers are treated fairly and equitably; and,
4. Provide staff with equitable guidelines for informed, sustainable decision making, and legal guidelines to staff and the public, consistent with the Town's organizational values of excellence and fiscal responsibility ensuring all taxpayers are served well and fairly.

Terms

1. “*Immediate Family*” means spouse, children, parents, and siblings.
2. “*Lien*” means charges that are or can be attached to and encumber the title to a property and can result in the property being sold so the Town of Oxford can collect the money it is owed. These charges can arise pursuant to legislation (e.g., the Municipal Government Act).

Scope

All employees involved in the collection process must adhere to the policy statements contained within this document.

All water, tax levies and amounts added as tax liens or lien-able charges are subject to these policy statements.

The Municipal Government Act legislates the billing and collection of taxes and is the primary authority on the tax billing and collection function, including but not limited to the tax sale process.

The approved Utility and Review Board of Nova Scotia water utility Rules & Regulations and Schedule of Rates and Charges are the primary authority on the water

billing and collection function.

Policy

Tax Accounts

1. The Town will issue an interim tax bill with a due date of June 1 each year. The bill will be calculated at 50% of the prior year's bills with the discretion of the CAO to adjust any tax accounts where the variance between the prior year and current year assessment is substantial.
2. Sewer charges will be determined by the Council through separate bylaw and/or policy and the full amount for the year will be included on the interim tax bill.
3. The final tax bill will be due on September 30 each year.

Interest

4. Interest will be calculated and accrued monthly, on arrears, starting immediately after the due date on all taxes/rates/liens outstanding. The rate of interest charged will be 1.5% per month compounded annually (18%/year).
5. Interest is not paid on credit balance in tax accounts except if the credit has resulted from payment of taxes on account that has been appealed (assessment) and the resulting tax amount is less than the original tax billing (determined after the final bill). Interest will be paid to the taxpayer on the overpayment at a rate of 1.5% per month.

Tax Collection - General Practices

6. Provisions of the Municipal Government Act (MGA) Section 6 deal with Tax Collection and provide the legislative framework within which the Staff are expected to carry out tax collection. This policy is intended to provide more specific guidance in certain circumstances but is not intended to allow Staff actions contrary to the Act or to limit the authority given to Staff under the Act.
7. Staff will make every reasonable effort to collect taxes due to the Town. This includes reasonable effort to locate taxpayers whose whereabouts are not readily known. A few procedures common to the collection industry may be used, including the use of outside agencies as outlined in administrative policies or

procedures approved by the CAO.

8. The MGA provides that every person liable to pay taxes shall be served with a tax bill, to be mailed to the address shown on the filed roll or to a more current address if known to the Treasurer. Canada Post E-post-delivery has legislated authority to deliver electronic mail; E-post-delivery is deemed by Council to meet the requirements of the MGA should E-post be a service offered to property owners.
9. The Town of Oxford considers it to be the responsibility of the property owner to ensure their address is up to date on the assessment roll and the tax system through contacting Property Valuation Services Corporation. The Town will be deemed to have a more current address if the notification has been received in writing from the taxpayer at least 30 days prior to the invoice date of the tax bill following the notification. Having filled the legal requirement to bill as noted above. The Town considers it to be the taxpayer's responsibility to contact the Town to determine amounts owing for taxes if they have not received their bill.
10. The Town accepts no responsibility to notify new property owners of arrears against properties they buy after the filing of the annual assessment roll except for the usual tax billing process. It is the responsibility of the purchaser and their solicitor to ensure that taxes for the year of purchase are paid. The Town will make every effort possible, within the staff resources available, to change ownership information on properties as it becomes available from the Property Valuation Services Corporation but will not accept responsibility for interest that may accrue on tax arrears that remain unpaid because of a change of ownership.

Payment Arrangements

11. Staff have authority to enter tax arrears payment arrangements with taxpayers giving due consideration to the taxpayer's personal circumstances and history of the taxpayer to comply with prior tax payment agreements. Staff may make reasonable demands for personal financial information from a taxpayer. No provision in this policy requires a taxpayer to provide such personal information but failure to do so may preclude the acceptance of a payment arrangement for their arrears. If a tax arrears payment arrangement results in taxes being outstanding for more than six (6) years, the arrangement must be documented in writing to ensure the period of tax lien is extended to cover the property.

Properties In Tax Sale Position

12. ~~By~~ [After] September 30 of each year, all accounts will be reviewed. Accounts that have current year tax outstanding and part or all prior year tax outstanding shall be in tax sale position. The CAO is authorized to adopt administrative guidelines that identify minimum amounts below which the second year's taxes will not trigger the tax sale procedures.
13. Tax Sale properties shall be sent a preliminary notice giving **60** calendar days to pay the account in full. The preliminary notice shall indicate that a title search and/or survey of the property may be commenced at the end of the 60 days without further warning - the cost of which will constitute a lien on the property in question.
14. Once a preliminary notice is issued, staff are still permitted to enter payment arrangements with the taxpayer. Any such arrangement should not normally extend beyond the end of that fiscal year at which time the account must be paid for in full.
15. ~~Properties for which there are no negotiated payment arrangements will be submitted for title search after a list of eligible properties is provided to Council. A survey will be conducted, if found to be necessary. [A Notice of Intent to sell for taxes shall be issued] on each property no earlier than January 15 of the following calendar year. [after 60 calendar days from the Preliminary Notice, on each property still in tax sale position except if there have been payment arrangements negotiated.]~~
16. Once a property has been issued a Notice of Intention it should not normally be removed from the tax sale process except because of full payment. Staff may determine when circumstances dictate otherwise and remove property from the list.
17. If payment arrangements as negotiated above are dishonored, staff will immediately, without notice, begin or continue the formal process of tax sale unless other arrangements satisfactory to Staff can be negotiated.
18. The Town of Oxford will not accept a tender/bid from a tax assessed owner, his/her agent, or his/her immediate family for any sum less than the full amount of taxes, interest and expenses associated with respect to the land.

Properties Not in Tax Sale Position

19. For properties not in tax sale position, reminders will be issued to individual assessed owners. The number and timing of reminders will be determined by staff, taking into consideration the perceived beneficial financial impact. In any given

year there will generally be 2-3 reminders sent to accounts with arrears over a predetermined limit.

Collection Procedures Involving Issuance of Warrants

20. The CAO is authorized to adopt administrative guidelines with respect to the issuance of warrants to collect taxes due.
21. If services of outside agencies are used, staff are authorized to pay the fee charged by that agency for execution of the warrant. Such a fee should be determined in accordance with the procurement policy adopted by the Council. If a staff member executes the warrant, they will be compensated in accordance with municipal policy if the work is conducted outside of normal office hours. Such fees and expenses associated with the issuance of a warrant shall be added to the account to be collected pursuant to the warrant.

Tax Account Adjustments/Write Offs

22. The CAO may approve administrative policies governing the write-off or adjustment of taxpayer's accounts. In general, staff have authority to write off accounts in the following circumstances:
 - a. Where notice is received from PVSC that an error has been made in the filed roll which cannot be corrected by any provision of the Assessment Legislation (e.g., Duplicate Assessment, Deleted Accounts).
 - b. Where there has been an error made by Municipal staff or in other circumstances deemed appropriate, the Treasurer may approve the write-off of interest on an account.
 - c. Where the internal and external cost to pursue collection of an account would reasonably be expected to exceed the amount to be successfully collected.
 - d. Where a taxpayer has been discharged from their liabilities under bankruptcy.
 - e. Where the taxpayer cannot be located, despite reasonable efforts to do so.

Collections Costs

23. The CAO is authorized to approve certain fees and procedures associated with tax collection on a cost recovery basis such as, but not limited to, fees for cheques/preauthorized debit not able to be processed by a bank.
24. The CAO shall approve increases to the fee(s) no more frequently than annually (fiscal year of April 1 - March 31). No annual increase can exceed CPI as measured by the twelve-month average index for the prior twelve months ended December. Increases may be cumulative when implemented in year 2 or later.

Property Tax Deferral

25. Section 70 of the MGA allows the Council to adopt a bylaw which would provide for the postponement of tax payment. Council has determined that it will not enact a bylaw under the provisions of this section with the understanding that staff are authorized to negotiate payment arrangements that are reflective of the taxpayer's ability to pay at any given time and that staff are best able to determine what this regular amount should be. The MGA provides that tax sale can be avoided by having a tax payment arrangement that is being honored. All taxpayers should be encouraged to make some amount of regular payment on their taxes. However nominal, such that a deferral program is not considered necessary.

WATER ACCOUNTS

GENERAL PROVISIONS

26. The Town is governed by regulations in effect for its water utility that have been approved by the Nova Scotia Utility Review Board.

ARREARS COLLECTION

27. Staff are responsible and authorized to negotiate and accept reasonable payment arrangements with customers who are in arrears. The circumstances of the individual customer will be considered in these negotiations.
28. All water accounts will be reviewed at the due date and those with arrears of \$30 and over will be sent a reminder notice. The reminder will allow a ten-day period in which the account is to be paid. At the end of the ten-day period those accounts still outstanding will be sent a Notice of Intention to Disconnect, within five business days, unless the account is paid for in full. Staff are expected to use collection tools at their disposal and their judgement in applying this policy in determining accounts that will be disconnected.
29. Staff are authorized to use generally accepted collection practices to locate exited water customers and collect arrears. If an inactive account is deemed to be uncollectable or if the expense of collections outweighs the amount to be obtained, staff may approve the write-off of the account. A list of account write-offs shall be presented to the Council on an annual basis.
30. Staff may waive the interest charges if in their judgement the circumstances warrant it.
31. The CAO is authorized to adopt administrative policies/guidelines that further guide the collection process in accordance with the UARB approved rules and regulations governing the water billing and collection process.

REPEAL

32. The council hereby repeals and replaces all previous policies for tax & water collections.

Linda Cloney, CAO

Date

DRAFT



TOWN OF OXFORD POLICY

NUMBER:

PAGES: 7

DEPARTMENT: Human Resources
TITLE: Drug and Alcohol Policy

MINUTES REFERENCED DATE:
1ST REVISION DATE:
CURRENT REVISION DATE:

STATEMENT

It shall be the policy of the Town of Oxford to standardize guidelines and rules for various types of impairment and the use of cannabis by employees and operations controlled by the town. This policy is to enable the Town of Oxford to promptly and effectively address concerns of appropriate use and non-compliance to ensure effective and required service delivery and safe operation of equipment and vehicles by all staff.

PURPOSE

This Policy establishes a framework for the responsible use of alcohol, certain medications, and cannabis in support of the following objectives:

- a. the maintenance of a physically fit workforce;
- b. the promotion of safety in the workplace;
- c. the maintenance of operational effectiveness; and
- d. the avoidance of impairment which would prevent the safe and effective performance of employees' duties and endangerment of co-workers and public.

POLICY STATEMENT

This policy applies to all employees of the Town of Oxford, including full-time union or non-union, part-time, casual, temporary, probationary, contract, as well as those employed or volunteering under other conditions to use the Town of Oxford controlled operations, facility operations, machinery, vehicles, and equipment.

DEFINITIONS

"Cannabis consumption" In respect of cannabis, includes its smoking, vaping, ingesting, or absorption by any other means into the body.

"Impairment" is a decrease in mental or physical capacity or awareness that can lead to the partial or complete loss of function, either temporarily or permanently, which would be expected to cause employees difficulty in completing their work tasks safely and may put themselves, their co-workers, and the public in danger. Impairment may be from alcohol, cannabis, street drugs, or certain medications.

"Misuse of cannabis" is an act or conduct by an employee of Town of Oxford or of any operation controlled by Town of Oxford ("employee") related to cannabis consumption or possession that:

1. It is an offence under any applicable federal law, the *Criminal Code* or the *Cannabis Act*, any applicable provincial, or municipal law, or the place where an employee is working;
2. It undermines safety or operational effectiveness.

"Operational effectiveness" requires an employee to carry out their daily tasks in a safe and correct manner consistently during all work hours, excepting normal errors or omissions, ensuring that work is completed timely, safely and according to established work practices and procedures.

In this Policy, "cannabis" and "possession" have the same meanings as in subsection 2(1) of the *Cannabis Act*.

STANDARD OF CONDUCT

Employees are required to conduct themselves in a professional manner and are expected to make responsible choices in respect of their use of alcohol, certain medications, and cannabis for recreational or medical purposes.

Employees must not engage in any misuse of alcohol, certain medications, or cannabis. Any misuse of alcohol, certain medications, or cannabis will be dealt with through the most appropriate administrative or disciplinary action (including dismissal depending on the circumstances), or both.

Employees must inform their supervisor without delay before commencing or continuing a duty if their ability to perform that duty safely and effectively may be compromised due to alcohol, certain medications, or cannabis consumption. The Employer has the right to reasonable and sufficient information from the employee to appropriately verify an absence or accommodate injury or disability.

The determination by a supervisor that an employee's ability to perform a duty safely and effectively may be compromised due to alcohol, certain medications, or cannabis consumption should be based on interactions with the employee and observation of some or all the following:

Odour of alcohol or cannabis	unsteady gait	repetitive statements
glassy or red eyes	poor coordination	lack of focus
unusual talkativeness	anxiety	boasting or overly animated
slow reaction	flushed face	slow response to questions or comments
inattention	argumentative	loud, noisy, or slurred speech
lethargy	staggering or stumbling	

Employees are encouraged to self-disclose any alcohol or drug dependency for positions that are safety sensitive. For safety sensitive positions, the Employer has the right to require an employee to undergo impairment testing when a determination has been made by the Employer that impairment may exist. Refusal to comply with a request for impairment testing, or a positive test for impairment, may result in discipline.

RELEVANT LAWS

Cannabis and certain medication consumption and possession by employees is permitted provided such consumption and possession is in accordance with all applicable Canadian federal, provincial, and municipal laws, this Policy, and any directions prohibiting certain medications and cannabis consumption and possession such as under the Prohibitions sections below.

Any Alcohol consumption and possession is not permitted during an employee's working hours.

While the recreational use of cannabis is legal and regulated in Canada, the importation or exportation across Canada's national borders of any amount of cannabis, including cannabis for medical purposes, remains prohibited under Canadian law.

Cannabis consumption and possession remain illegal in most countries. Employees could be denied entry to these countries because of their cannabis consumption or involvement in the legal cannabis industry in Canada. Employees are responsible for obtaining information about the cannabis consumption and possession laws and policies of any country that they intend to visit.

The Town of Oxford acknowledges that under some circumstances alcohol, certain medications and cannabis consumption could undermine the maintenance of physically fit employees; the promotion

of safety in the workplace; and the maintenance of operational effectiveness. This acknowledgement is based on the following considerations:

- a. Alcohol, certain medications, and cannabis consumption causes impairment of attention, cognition, mood, memory, judgement, and motor skills, to a greater or lesser degree, depending on:
 - i. the amount of alcohol, medications, or THC (delta-9-tetrahydrocannabinol) that an employee has consumed;
 - ii. the employee's health and physical constitution;
 - iii. the preparation of the alcohol, medications, or cannabis, i.e., in dry or oil form;
 - iv. the route of consumption, i.e., by inhaling or ingestion; and
 - v. environmental factors that alter human metabolism;
- b. concurrent use of alcohol or pharmaceuticals, such as over the counter or prescription medications, can magnify, alter or prolong the effects of cannabis;
- c. cannabis is fat-soluble and therefore moves from the bloodstream into the tissues more rapidly, and is eliminated from the body more slowly, than many other intoxicating substances;
- d. traces of alcohol, certain medications, or cannabis may remain in the human body for up to 28 days or more following consumption and therefore:
 - i. the level of alcohol, certain medications, and cannabis measured in body fluids and tissues may not correspond to the degree of impairment caused by alcohol, certain medications, and cannabis; and
 - ii. moderate or persistent alcohol, certain medications, and cannabis impairment, i.e., the state of alcohol, certain medications, and cannabis impairment in which a person appears well, constitutes an important occupational and safety risk;
- e. alcohol, certain medications, and cannabis consumption can cause significant impairment in the ability to perform complex tasks in casual users up to 24 hours after consumption;
- f. alcohol, certain medications, and cannabis consumption can cause persistent impairment in chronic or heavy users, extending for weeks or months, and may be amplified in extreme conditions;
- g. regular or heavy alcohol, certain medications and cannabis consumption can lead to chronic alcohol, certain medications, and cannabis impairment, i.e. prolonged or permanent neuro-cognitive dysfunction, which persists even after all detectable traces of alcohol, certain medications, and cannabis have been eliminated by the body;

- h. alcohol, certain medications, and cannabis consumption can be harmful to health, especially to the neurological development of persons under 25 years of age, including fetal exposure in utero; and
- i. alcohol, certain medications, and cannabis consumption can be addictive.

Employees should be aware that cannabis smoke contains many of the same harmful substances as tobacco smoke and therefore can damage lungs and cause bronchitis-like symptoms, coughing and wheezing which, alone or together, can affect their overall physical performance.

PROHIBITIONS ON ALCOHOL, CERTAIN MEDICATIONS, AND CANNABIS CONSUMPTION AND POSSESSION

General Prohibitions

Employees are prohibited from alcohol, certain medications, and cannabis consumption during the entire period of the working day or shift of the employee, except where authorized by a medical practitioner and there is no impairment.

Prohibitions Before and During the Performance of Specific Duties

In addition to the above prohibitions, cannabis consumption is prohibited by an employee during the following periods:

Period of prohibition	Duty
cannabis consumption during the 12 hours before, and alcohol consumption during the 8 hours before, any known or expected performance of ...	<ul style="list-style-type: none">• any duty.
cannabis consumption during the 24 hours before any known or expected performance of ...	<ul style="list-style-type: none">• operation of any vehicle, equipment, plant operations, or facility operations, on Town of Oxford business;

Additional Prohibitions

The Town of Oxford may determine additional prohibitions on alcohol, certain medications, and cannabis consumption and possession applicable to its employees if alcohol, certain medications, and cannabis consumption or possession may impact positions, tasks, activities, or operations, based on the following criteria:

- a. safety; and
- b. operational effectiveness

REPORTING AN INCIDENT

Employees are required to report any incident of suspected misuse of alcohol, certain medications, and cannabis by an employee to their immediate supervisor, CAO, or appropriate authority.

Certification

I, Linda Cloney, Chief Administrative Officer of the Town of Oxford, do hereby certify that the policy of the foregoing is a true copy and was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on _____.

Linda Cloney, CAO

DRAFT



**Attorney General
Justice
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Telephone 902-424-4044 Fax 902-424-0510 • novascotia.ca

October 3, 2023

Via email: lcloney@oxfordns.ca

Ms. Linda Cloney
Chief Administrative Officer
Town of Oxford
5201 Main Street
PO Box 338
Oxford, NS B0M 1P0

Dear Ms. Cloney,

I am writing in response to the Resolution passed by the Town of Oxford on February 21, 2023, seeking a General Duty Police Resourcing Model (GDPRM) analysis be completed by 'H' Division RCMP to assist the Police Services Review Committee.

As Minister of Justice, I am responsible for ensuring that an adequate and effective level of policing is maintained throughout the Province. The Town of Oxford was recently the subject of two GDPRM analyses completed in 2019 and 2021.

The GDPRM is an RCMP developed tool involving a computerized simulation that assists in the workload analysis of the General Duty uniform first responder resources at a given Detachment.

Given the completion of two GDPRM analyses in the last five years with outcomes that did not support substantial resource change, and the significant amount of resources required to complete an analysis, I am unable to support your request for a new GDPRM at this time.

Nova Scotia Department of Justice has committed to a province wide review of policing that has the possibility to inform and impact municipal decisions relating to policing services. The Town of Oxford's Police Services Review Committee may wish to consider the possible outcomes of such a review.

Sincerely,

A handwritten signature in blue ink that reads "Brad Johns".

Brad Johns
Minister of Justice and Attorney General

Collective Agreement Ratification Report – October 2023

1. Changed from All time worked on a Holiday shall be paid at the rate of time and one half (1 and 1/2) to double time (2x) the regular hourly rate.
2. Added Every employee who is called out and required to work in an emergency outside of their regular working house on a holiday shall be paid a minimum of three (3) hours at the rate of double time (2x) their regular hourly rate.
3. Negotiated the pension benefits to be changed from 6 % to 7% matched by Employee
4. Changed the vacations from 12 – 19 years of service to 12 – 17 years of service full time employees shall be granted four weeks' vacation.
5. Changed the vacations from 20 years to 18 years of service full time employees shall be granted five weeks' vacation.
6. Added a reference for all employees to follow the employer drug and alcohol policy.
7. Added (a) a meal will be provided by the employer to all employees who meet or exceed their scheduled eight-hour shift by two (2) hours or more.
 - (b) a meal will be provided by the employer to all employees who meet or exceed ten (10) hours into their callout or overtime shift. This applies to holidays as well.
 - (c) The amount of the meal allowance shall be \$15.00 (fifteen dollars) and will be paid once submitted and approved by the immediate supervisor
8. Change protective clothing allowance to a boot allowance and the amount from \$450.00 to \$500.00.
9. Negotiated a three-year term for wages to be effective April 1, 2024. The first year 6% or CPI, whichever is higher, second year CPI, and third year CPI.

MEMORANDUM

To: Mayor Henley and Council
From: Brenda Rioux, Solid Waste Educator and Contract Coordinator
Date: October 10, 2023
Re: **Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP)**

Background

Extended Producer Responsibility (EPR) for packaging, paper products, and packaging like products (PPP) regulates industry responsibility for both the operational and financial management of select recyclable products. In Nova Scotia, EPR for PPP will include materials that are commonly found in the blue bag system. With an EPR program the savings from new operational arrangements are estimated between 20-25 million annually for NS municipalities.

Municipalities have been requesting the provincial government to regulate EPR for PPP for several years now and a proposal was submitted to the provincial government in 2019. On August 2, 2023, regulations for EPR for PPP were announced.

Municipalities are now tasked with making the following decision:

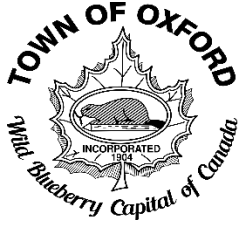
1. Opt- out of EPR for PPP and continue to service the blue bag program at cost.
2. Opt-In to EPR and cease to provide any services related to the blue bag program (unless contracted by the Producer Responsibility Organization (PRO) to provide collection, processing, and /or education services.

Once a municipality opts into an EPR Program for PPP, discussions will begin with industry representatives on the details of what the program would look like. The PRO may wish to engage the municipality as a service provider and the municipality would then enter into contract negotiations with the PRO regarding the nature of the service provided and the remuneration paid by the PRO to provide such services.

Dates & Deadlines

January 1, 2024	Last date for municipalities and producers to register with Divert NS (the administrator)
October 1, 2024	PRO must consult with every municipality in the province and submit a readiness report to Divert NS
December 1, 2025	Full EPR for PPP implementation

It is important to note that the specific details of what this program would look like in the Town of Oxford can not be worked out unless the municipality opts in to an EPR Program. At this point, the decision to opt in, is allowing the municipality to have further discussions with industry to work out the details of the program.



Bylaw #01-2023 Alternative Voting Bylaw

BE IT ENACTED by the Council of the Town of Oxford, under the authority of Section 146A of the Municipal Elections Act, R.S., c. 300, s.1. as amended, as follows:

Short Title

- 1) This Bylaw shall be known as Bylaw #01-2023 and may be cited as the “Alternative Voting Bylaw.”

Interpretation

- 2) In this Bylaw:
 - a) “Act” means the Municipal Elections Act, R.S., c. 300, s.1., as amended;
 - b) “advanced poll” means the Tuesday immediately preceding ordinary polling day, and either:
 - i) One other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday, the seventh day before ordinary polling day; or
 - ii) If Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
 - c) “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
 - d) “alternative voting” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
 - e) “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put;
 - f) “candidate” means a person who has been nominated as a candidate pursuant to the Act;
 - g) “Council” means the Council of the Town of Oxford;
 - h) “Education Act” means the *Education Act*, 1995-1996 S.N.S..c.1 as amended;
 - i) “election” means an election held pursuant to the *Act*, including a school board election, a special election and a plebiscite;
 - j) “Election Officer” means an election official under the *Act*;

- k) “elector” means a person:
 - i) Qualified to vote pursuant to the *Act* and the *Education Act*; and
 - ii) Entitled to vote for an election pursuant to section 7 of this Bylaw;
- l) “friend voter” means a friend who votes for an elector pursuant to section 9 of this Bylaw;
- m) “internet ballot” means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- n) “list of electors” means:
 - i) Prior to the list of electors being completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the *Act*; or
 - ii) The list of electors that has been completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*;
- o) “municipality” means the Town of Oxford;
- p) “normal business hours” means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- q) “ordinary polling day” means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- r) “PIN” means the Personal Information Number issued to:
 - i) An elector for alternative voting on alternative polling days; or
 - ii) To a System Elections Officer;
- s) “plebiscite” means a plebiscite directed to be held by the Council pursuant to Section 56 of the *Act*;
- t) “procedures and forms” means the procedure and forms established by the Returning Officer pursuant to subsection 145 (a)(4) of the *Act*;
- u) “proxy voter” means an elector who votes by a proxy pursuant to the *Act*;
- v) “regular election year” means 2024 and every fourth year thereafter;
- w) “rejected ballot” means the refusal by an elector to accept a ballot in a race;
- x) “Returning Officer” means a Returning Officer appointed pursuant to the *Act*;
- y) “seal” means to secure the ballot box and prevent internet and telephone ballots from being cast;

- z) "special election" means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board;
- aa) "spoiled ballot" means an internet ballot or telephone ballot that is accepted by the elector that:
 - i) Is not marked for a candidate in a race; or
 - ii) Is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- bb) "system" means the technology, including software, that:
 - i) Records and counts votes; and
 - ii) Processes and stores the results of alternative voting during alternative polling days;
- cc) "Systems Elections Officer" means:
 - i) A person who maintains, monitors, or audits the system; and
 - ii) A person who has access to the system beyond the access necessary to vote by alternative voting;
- dd) "telephone ballot" means:
 - i) An audio set of instructions which describes the voting choices available to an elector; and
 - ii) The marking of a selection by an elector by depressing the number on a touch tone keypad.

Alternative Voting Permitted

- 3) Subject to the Bylaw, alternative voting shall be permitted on alternative polling days.

Notification of Electors

- 4)
 - a) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
 - b) The notice of alternative polling days shall:
 - i) Identify the alternative polling days for alternative voting; and
 - ii) Inform the elector that telephone voting and internet voting is permitted during alternative polling days.
 - c) The notice may include any other information the Returning Officer deems necessary.

Form of Telephone and Internet Ballots

- 5)
 - a) A telephone and internet ballot shall:
 - i) Identify by the title "Election for Mayor" or "Election for Council" or "Election for School Board Member" as the case may be;

- ii) Identify the name or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
 - iii) Warn the electors to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates” as the case may be.
- b) No title, honour, decoration or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

Oath

- 6) Any oath that is authorized or required shall be made:
- a) In the form specified by the procedures and forms; or
 - b) If the form is not specified by the procedures and forms, in the form required by the *Act*.

Electors

- 7) No person shall vote by alternative voting unless:
- a) The person’s name appears on the applicable list of electors; or
 - b) The person is added to the applicable list of electors pursuant to section 36 of the *Act*.

Proxy Voting

- 8) A proxy voter shall not vote for an elector by alternative voting.

Friend Voting

- 9)
- a) A friend voter shall only vote for an elector by alternative voting if:
 - i) An elector is unable to vote because:
 - (1) The elector is blind;
 - (2) The elector cannot read; or
 - (3) The elector has a physical disability that prevents him or her from voting by alternative voting.
 - ii) The elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
 - b) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
 - c) The elector shall take an oath in the prescribed form set out in the procedures and forms providing that he or she is incapable of voting without assistance.
 - d) The friend of the elector shall take an oath in the prescribed form set out in the procedures and forms that:
 - i) The friend has not previously acted as a friend for any other elector; and
 - ii) The friend will mark the ballot as requested by the elector; and
 - iii) The friend will keep secret the choice of the elector.
 - e) The Returning Officer shall enter in the poll book:
 - i) The reason why the elector is unable to vote;

- ii) The name of the friend; and
- iii) The fact that the oaths were taken.

System Elections Officer

10)

- a) A System Elections Officer shall have access to the system prior to the commencement of alternative voting during advance polling days to verify the count for each candidate is zero.
- b) Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the counts for each of the candidates is zero.
- c) A Systems Elections Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the subsection 146A(4) of the *Act*.

Voting

11)

- a) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
- b) The system shall put spoiled ballots in the ballot box.

Seal

12)

- a) Where alternative voting closes before the close of polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
- b) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

List of persons who voted

13) Where alternative voting closes before the close of polls on ordinary polling day, the system shall:

- a) Generate a list of all electors who voted by alternative voting; and
- b) On the applicable list of electors, cause a line to be drawn through the names of all the electors who voted during alternative polling days.

14) A printed and electronic copy of the lists under section 13 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.

15) Where alternative voting closes at the close of polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

Counting

16)

- a) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
- b) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots and shall not count rejected ballots.

Tallying of Rejected Ballots

17) At the close of ordinary polling day, the system shall tally the number of rejected ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

Recount by system

18) In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.

19) If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.

20)

- a) If the regenerated count and the initial count do not match, the Returning Officer shall:
 - i) Direct one final count be regenerated by the system of the votes cast by alternative voting; and
 - ii) Attend while the final count is being regenerated.
- b) The regenerated final count pursuant to subsection (a) shall be the final count of the votes cast by alternative voting.

Recount by Court

21)

- a) For a recount, the judge shall only consider the final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate.
- b) The final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non alternative voting.

Secrecy

22) An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.

23) Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

Other Methods of Voting

24) If voting via the internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.

Severability

25) If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

Prohibitions

26) No person shall:

- a) Use another person's PIN to vote or access the system unless the person is a friend voter;
- b) Take, seize, or deprive an elector of his or her PIN; or
- c) Sell, gift, transfer, assign or purchase a PIN.

27) No person shall:

- a) Interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- b) Interfere or attempt to interfere with alternative voting; or
- c) Attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

28) No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

Offences and Penalty

29)

- a) A person who:
 - i) Violates any provision of this Bylaw; or
 - ii) Permits anything to be done in violation of any provision of this Bylaw is guilty of an offence.
- b) A person who contravenes subsection a) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000) and in default of payment, to imprisonment for a term of two years less a day, or both.
- c) In determining a penalty under subsection b), a judge shall take into account:
 - i) The number of votes attempted to be interfered with;
 - ii) The number of votes interfered with; and
 - iii) Any potential interference with the outcome of an election.
- d) Pursuant to section 146A of the *Act*:

- i) The limitation period for the prosecution of an offence under this Bylaw is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
- ii) The Remission of Penalties Act, 1989, S.N.S. c.397, as amended, does not apply to a pecuniary penalty imposed by this Bylaw.

Repeal of Former Bylaws

30) All former Bylaws of the Town heretofore enacted relating to Alternative Voting Bylaws are hereby repealed.

<u>Clerk's Annotation for Official Bylaw Book</u>	
Date of First Reading: _October 23, 2023_____	
Date of Notice of Intent to Consider: _____	
Date of Second Reading: _____	
Date of Advertisement/Notice of Publication _____	
Date of mailing to Minister a certified copy: _____	
I certify that this Alternative Voting Bylaw was adopted by Council and published as indicated above.	
_____ Linda Cloney, Chief Administrative Officer	_____ Date
*Effective Date of the Bylaw unless otherwise specified in the text of the Bylaw.	

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Council Meetings and Proceedings Policy

Number:

Coverage:

Approved by: Council

Effective Date: 20 November 2018

Revision Date:

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.

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 first 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 third 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 CAO or Clerk 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 CAO or Clerk 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 Chief Administrative Officer
- 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 Clerk (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 Chief Administrative Officer 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 Clerk 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 Clerk, 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 Clerk.
52. On receipt of a request to present, the Mayor and 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 CAO and Mayor 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 19th day of November, 2018.

GIVEN under the hand of the CAO and under the seal of the Town of Oxford this 20th day of November, 2018.



Rachel L. Jones
Chief Administrative Officer

TOWN OF OXFORD POLICY

Subject: Deputy Mayor

Effective Date: November 16, 2020

Revision Date:

Rationale

The following policy establishes the selection and term of office of the Deputy Mayor.

Policy Statement

1. At its first meeting following an election, Council shall select a Deputy Mayor to hold office from that date to October 31 of the following year.
2. In non-election years, Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1 of that year until October 31 of the following calendar year.
3. Selection of the Deputy Mayor
 - a. The election of the Deputy Mayor shall be placed on the Council agenda.
 - b. When the item comes up on the agenda at the meeting the Mayor shall open the floor to members of Council for nomination.
 - c. If there is only one nominee, the Mayor shall entertain a motion to elect the nominated member as Deputy Mayor.
 - d. If there are multiple nominees, the Mayor shall direct the CAO to prepare ballots for the election reflecting the names of the nominees.
 - e. All members of Council, including those nominated, are eligible to vote.
 - f. Vote shall be by secret ballot.
 - g. Results shall be tabulated by the CAO who shall then communicate the results to the Mayor.
 - h. The Mayor shall declare the candidate with the most votes the Deputy Mayor for the term ending October 31 of the following calendar year.
 - i. Should the Deputy Mayor resign their office or cease to be a Councillor for any reason during their term in office, the above-noted process will be used to select a new Deputy Mayor, but the term of office shall be to complete the term of the Deputy Mayor whose vacancy created the need for a selection.

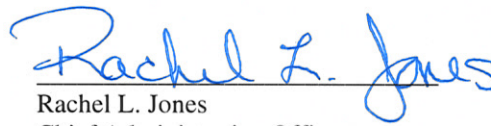
References

Nova Scotia Municipal Government Act, s. 16.

Certification

I, Rachel L. Jones, Chief Administrative Officer of the Town of Oxford, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 16th day of November, 2020.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this 19th day of November, 2020.



Rachel L. Jones
Chief Administrative Officer

2023 / 2024 Boards and Committees

APPROVED - October 17, 2022

Revised - November 21, 2022, December 20, January 17, 2023, March 20, April 17, May 23, June 26

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	Deputy Mayor MacDonald, Josephine MacDonald (Chair), Danielle Laurie, 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, Mitchell Hannigan, Timothy Wood, Cole Wood and Councillor Paul Jones.					1		
Audit Committee	Councillor Jones, Deputy Mayor MacDonald, Councillor McNutt, Josephine MacDonald					1	1	1
Downtown Revitalization/Beautification Committee	Councillor McNutt, Councillor Black, Councillor Canning	1	1					1
Inclusion, Diversity and Equity Committee	Councillor Canning		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
Road Trails Act Review Committee	Councillor McNutt, Councillor Jones, Councillor Colborne, and Councillor Canning		1	1		1		1
Source Water Protection Advisory Committee	Mayor Henley, Councillor Colborne			1	1			
Town Buildings Committee	Mayor Henley, Councillor Colborne, Councillor Jones (Chair)			1	1	1		
Welcoming Committee	Deputy Mayor MacDonald, Councillor Black, Helen Reade, Catherine Mundle, Michelle Cann, Sarah Henley, Jodi Getson, and Mariana Nardy	1					1	
Committees - External								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt - Vacant positions for residents / business operators							1
Cumberland Health Stakeholders	Mayor Henley				1			
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, Carrigan Guthro (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				
		8	4	8	7	6	4	6

From: ghenley@oxfordns.ca
To: "Linda Cloney"
Subject: FW: OREC Remembrance Day Service
Date: October 23, 2023 9:44:46 AM

Greg Henley
Mayor
Town of Oxford
902-397-2785
ghenley@oxfordns.ca

From: MK MacLeod <mkmacleod80@gmail.com>
Sent: Thursday, October 19, 2023 1:10 PM
To: ghenley@oxfordns.ca
Subject: OREC Remembrance Day Service

I am emailing to see if you and some Town of Oxford Councillors would be interested in joining us at OREC school Thursday, November 9 by 10:40am - 11:25 am for our Remembrance Day service as honoured guests.

Please let me know at your earliest convenience.

Sincerely,

Marty Kay MacLeod
OREC History Teacher

From: [Andrew Fisher](#)
To: lcloney@oxfordns.ca
Subject: FW: 21097 - Community Centre, Oxford 4.01 Development Permit Application
Date: October 23, 2023 1:56:55 PM
Attachments: [image002.png](#)
[Development Permit Application - Community Centre.pdf](#)

Hi Linda,

I am receipt of a development permit application for the new Oxford community centre. Municipalities are not exempt from their own planning regulations, so I will issue a permit for this.

Regarding fees, the Development permit is only \$20, but the building permit would be in the \$1000s I presume. Does Council wish to charge or waive the permit fees? Please advise.

Thanks,

Andrew Fisher (he/him)

Director, Planning & Strategic Initiatives

Town of Amherst

Cell: 902.664.6580

Email: afisher@amherst.ca

www.amherst.ca | #seewhyweloveit



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From: Chris Woodburn <Chris@harch.ca>
Sent: October 20, 2023 4:58 PM
To: Andrew Fisher <AFisher@amherst.ca>; csmith@oxfordns.ca
Cc: Colin Dorgan <colin@harch.ca>
Subject: 21097 - Community Centre, Oxford 4.01 Development Permit Application

Hi Andrew,

We were advised by an official of Cumberland County that a development permit from the Town of Oxford is required. Please see the attached development permit application for the Oxford Community Centre, if it is required. If you require any additional information, please let us know.