



Committee of the Whole
Council Chambers and Zoom
Wednesday, October 14, 2026
6:00 pm

AGENDA

1. Call to Order
2. Approval of Agenda
Page 1
3. Approval of the Minutes – September 9, 2026
Pages 2 - 4
4. Town Departments Reports – Department Heads Presenting
 - 4.1 Municipal Physical Activity Leader (MPAL) Report – MPAL presenting
Pages 5 - 6
 - 4.2 Fire Department – Fire Chief and Deputy Fire Chief presenting
Pages 7 - 8
 - 4.3 Bylaw Enforcement – Bylaw Enforcement Officer presenting
Page 12
 - 4.4 Administration Reports – CAO presenting
Pages 9 - 11
5. Council Committees and Boards Reports – CAO presenting
 - 5.1 Boards and Committees updates
Equity, Diversity & Inclusion Advisory Committee – September 17
Verbal presentation
6. Items of discussion and correspondence
 - 6.1 Letter from Honourable John A. MacDonald – various amendments to the MGA and various other acts
Pages 13 - 14
 - 6.2 Halloween Safety Discussion
7. Adjournment



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, September 9, 2026
Presiding Officer: Deputy Mayor Chrystal McNutt
Councillors Present: Mayor Greg Henley, Councillors Carla Black, Brenton Colborne, Olivia Canning-Sweet, and Paul Jones
Councillor Regrets: Councillor Padraic Moore

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney (CAO), Bruce Rushton (Fire Chief), Marion Abbott (MPAL), Ruthann Brookins (Manager of Finance), Paul MacDonald (Bylaw Enforcement Officer), and Stan McDougall (Administrative Assistant and Recording Secretary).

Staff Regrets: Kyle Purdy (Deputy Fire Chief) and Larry Reicker (Public Works Supervisor).

Presenters in attendance:

Media in attendance: Mark Rushton (Hello Oxford), Jason Haughn

Gallery in attendance: Jason Haughn (Municipal Advisor, Province of Nova Scotia), Glenn Pettigrew, and Connie Pettigrew.

Councillor Colborne entered the meeting at 6:09 PM

Paul MacDonald and Marion Abbott left the meeting at 6:23 PM

1. Call to Order

At 6:02 PM, Deputy Mayor McNutt called the meeting to order and welcomed all in attendance.

2. Approval of Agenda, Pages 1 – 2

Moved by Mayor Henley and seconded by Councillor Jones, that the agenda of the Committee of the Whole Meeting for Wednesday, September 9, 2026, be approved, as presented.

Motion Carried

2. Approval of the Minutes – June 10, 2026, Pages 3 – 5

Deputy Mayor McNutt, Chair, on September 9, 2026

4. Town Departments Reports – Department Heads Presenting

4.1 Municipal Physical Activity Leader (MPAL) Report – Marion Abbott presenting, *Pages 6 - 9*

4.2 Fire Department – Bruce Rushton and Kyle Purdy presenting
To be submitted separately

4.3 Bylaw Enforcement – Paul Macdonald presenting, *Page 10*

4.4 Public Works Report – Linda Cloney Presented, *Pages 11 - 13*

4.5 Administration Reports – Linda Cloney presenting, *Pages 14 - 21*

Deputy Mayor McNutt thanked all town departments for their respective reports.

5. Council Committees and Boards Reports – Linda Cloney presenting

5.1 Boards and Committees updates

All-Saints Community Health Care Foundation, Pages 22 - 23 – approved minutes

Northern Region Solid Waste Management Committee Tire Disposal Concern, Pages 24 - 25

Library Report, Page 26

Deputy Mayor McNutt thanked all Council Committees and Boards for their respective reports.

6. Items of discussion and correspondence

6.1 Letter from the Attorney General and Minister of Justice – Request for Approval – Board Membership Expansion, *Pages 27 – 28*

6.2 **Letter from the Attorney General and Minister of Justice** – Municipal Billing, Model, *Pages 29 – 30*

7. Adjournment

The meeting adjourned at 6:31 PM.

Chrystal McNutt, Deputy Mayor

Stan McDougall, Admin Assistant

Date Approved

Hello Again! Happy Fall! September has been a busy month as we wrapped up summer activities and jumped right into our fall programs and events.

Fall Programs

Our fall programs are underway! We're offering Games in the Park, an art class with professional artist Leyla Monast, and musical theatre classes at the Capitol Theatre. It's great to see families continuing to take advantage of recreation opportunities as we head into the cooler months. Shout-out to the arena for allowing us to move our art class from the town hall to the community room.

Fitness Circuit Classes

After such a great response to our free Fitness Circuit Classes during the summer, we offered more classes in September. Huge thanks again to Trina Bragg for leading these classes and giving people another fun and accessible way to get moving. I'm currently working on scheduling more for January 2027.

Community Karaoke

Community Karaoke returned this month! It's always great to get people back together at the theatre for an evening of music, laughter and community. We're happy to be continuing this partnership with Sunset Enterprises and were thrilled to see 60+ people of all ages attend. Our next one is Friday, October 23rd. Be sure to wear a costume and prepare your spookiest songs!

Terry Fox Walk

We held our annual Terry Fox Walk at the OREC Track this month. It's always an honour to be part of an event that celebrates Terry's incredible legacy while encouraging people of all ages and abilities to get out and be active. After discussion with the Rec Squad, we have decided that we won't hold this initiative here in Oxford anymore. Instead we will give our support to the local Terry Fox runs and help them grow and thrive. Thanks to everyone who showed up and walked - in spite of the swarms of mosquitoes! And to Emma and Chris Brown for handling registration.

Oxford Rec Squad

Our Rec Squad met this month to start planning our very busy October and November! We've been working on plans for upcoming events including the Zombie Walk, Chilli Cook-Off, Tree Lighting and Santa Claus Parade. I'm very grateful to have this group of enthusiastic volunteers to help deliver activities for Oxford.

Lower Soccer Field

We continue to see great use of our recreation spaces even after the summer soccer season has ended. Both OREC and the YMCA have been making use of the Lower Soccer Field. It's wonderful to see different organizations and age groups in the community using our outdoor spaces.

Capitol Theatre Auditions

We held auditions for our upcoming Capitol Theatre season this month. We had 45 artists of all ages come through the theatre over the weekend, auditioning for the different productions and opportunities coming up this year. After the auditions, 160 roles and performance opportunities were offered. It's going to be a fabulous new season of theatre at the Capitol!

Capitol Theatre Film Crew Rental

We have also been working with a production company that will be renting the Capitol Theatre for two days of filming in October. It's exciting to see our historic theatre being discovered and used in new ways.

Capitol Theatre Maintenance

We tackled another long-standing maintenance issue at the theatre this month. The very old theatre lighting, was finally taken down and removed. Blake's Electrical also replaced burnt-out bulbs. I'm very happy to have the old equipment safely down and out of the building!

Physical Activity Strategic Plan

Linda Cloney, Chrystal McNutt and I continued our work on updating Oxford's Physical Activity Strategic Plan. We have been meeting and working through the existing plan to determine what is still relevant, what needs updating and where we want to go next.

Professional Development

I completed my WHMIS recertification this month. I also attended the FRPA Annual General Meeting, which was held right here at our own Oxford Community Centre. It's always valuable to connect with other recreation professionals and hear about the work happening in communities around the province.

And that wraps up another busy month! As always, thanks for supporting recreation and culture in Oxford!

Marion Abbott

MPAL - Recreation Director

Our members responded to 4 calls in Sept.

- 1 structure fires
- 1 vehicle fire
- 1 Medical
- 1 Motor Vehicle Collisions

- 1 Call in Town
- 1 call assisting other departments (mutual aid)
- 2 Fire District served by Oxford

Fire department monthly meetings were held along with several committee meetings, fund raising, training and Officers meetings.

We continue to work with the Municipality of Cumberland on the installation of a “dry hydrant” in the area of Oxford Jct.

Monthly vehicle and equipment checks were completed.

We attended the County Fire Chiefs meeting in Springhill on Sept. 14th. A few of the topics included drones and drone training, MFR responses, various upcoming training,

We continue to have communications issues with the TMR radio system. There are still lots of “dead” areas...This is a major concern for us!

Members removed and repacked 4” high vol hose on our tanker. They also removed, tested and repacked the 4” high vol hose on one of our pumpers. In the past 3 months we have removed 300 feet of 4” high vol from service due to leaks and wear & tear. The cost to replace this is around \$ 1400.00 per 100 ft. \$ 4200.00...minimum

We have 1 new member added to our spare list. Total membership is at 32

With funds raised through the NS Firefighters 50/50 we have placed an order for new battery operated (E-Hydraulics) jaws/cutters and Ram. With this purchase, we will have switched over to battery powered rescue tools. This would not be possible without the support of those who purchase 50/50 tickets as well as supporting any of our fundraising events...THANK YOU!

We have a new fundraiser underway...Christmas Cash Draw. Prizes are drawn

throughout December with a \$ 2500.00 cash prize drawn on Dec. 23rd. You can reach out to any firefighter for tickets.

Training:

Last Thursday, members trained on ladder use and safety, TMR radios and communications, proper documentation, and driver/pumper training.

Sept 12/13th we hosted a Vehicle Extrication Course which included firefighters from throughout the county. This was a 2 weekend course with 4 of our members attending. We want to thank Larry Rushton (Sunrise Salvage) and Shawn White for donating vehicles for the course and also, North Shore Towing for getting the vehicles to us for the training and getting them picked up afterwards.

Respectfully submitted,

Fire Chief, Bruce Rushton
Deputy Chief, Kyle Purdy



September 2026 – Admin Assistant Report

Administration General:

- Minutes recorded and drafted as recording secretary for COW, regular and special Council and committee meetings as required
- Interest for August 2026 posted in TownSuite and Sage50
- Downloading, printing, coding, filing and paying bills online
- Deposit entry into Sage50
- Reconciliation of VISA statements into Sage50
- Customer service front desk coverage as required for bill payments, tourism inquiries, Oxford Depot card creation, general town inquiries, receipting, and bill posting, etc.)
- **Final Tax Bills**
 - generation of Trial and Repost Trial Levy, after reconciliation between TownSuite and PVSC was completed
 - posting of the Repost Levy in TownSuite
 - sample final tax bill sent for approval to Manager of Finance and CAO prior to printing
 - final tax bills **printed September 8, 2026, Due October 13, 2026**
 - mailed and emailed out the final tax bills to banks and residents – sent out by September 11, 2026
- assisted CAO to create a fillable form in Adobe for Timesheets for both PW staff and office staff
- submitted an order for business cards for Paul Macdonald (Bylaw) from Acadian Printing

Communications (social media, website, posted notices, etc.):

- **Proclamations**

- Fetal Alcohol Syndrome Awareness Month
- Welcoming Week (Sept 10-19)
- The Right to Know Week (Sept 22-28)
- National Day for Truth and Reconciliation (Sept 30)

- **Social media (FB, Website, Voyent Alert, YouTube, etc.):**

- Posted and shared all proclamations as above on our Website and Facebook pages.
- Shared all public holiday information on our facebook pages.
- Shared public works related posts for streets, culvert install, ditching, watermain, sewer, and other advisories as directed
- All Saints post for the update to the Palliative Care room
- Shared shred event in Amherst September 2, 2026
- Cumberland County Public Library:
 - Shared post that Oxford Library is open September 2, 2026
 - Annual Report shared
- Northern Region Solid Waste posts:
 - Recycling “What goes where” posts shared
 - Hazardous Waste Event - September 12, 2026
- Cumberland Municipal Alcohol Policy – shared survey and other information
- Nova Scotia Works Job Fair in Amherst Oct 14, 2026
- Survey work message for Design Point across the highway work September 16, 2026
- Alzheimer’s Society NS Caregiver Education Series Wednesday Oct 14 to Nov 18 post on our FB pages
- Senior’s Care Grant Applications Open Post from Tory Rushton’s office
- Overdose First Aid Guide by Marcel Gemme
- HomeShare – Colchester County at Oxford Fire Hall Sept 28, 2026, Info session.

Payroll & HR

- Entry and submission of timesheets from all staff and sent in via spreadsheet to generate payroll paystubs by our payroll provider
- Update the payroll provider for information such as last days of work, adjustments to deductions (health, RPP, additional tax, etc.)
- Check paystubs for correct totals as generated by our payroll provider
- Submit payroll to Scotia Bank
- Track and update spreadsheets and software systems for the health plan, registered retirement plan, public works hours, years of service for all employees, Mid-month reporting, and other payroll-related information as required
- Mid-Month reporting completed for August 2026

Technical Support/IT Tasks:

- Tech support including:
 - Setup of software, apps, devices and other hardware
 - networking including Internet access, email, printing and device setup
 - Troubleshooting software, hardware, networking, email and Internet connectivity, devices, security video systems, and file access
 - Raytech – discussion concerning the upgrade of townhall Internet and networking switches and access points in relation to the SCADA system.
- Researching and pricing of items as needed for software, hardware and devices.

Bylaw Report

I have dealt with several dog complaints the last month from dogs off lead to aggressive dogs some cases we had residents afraid to walk down their street, in most cases we have seen a improvements I have one file that the owner flat out refuses two leash dog in anyway and may require elevated enforcement.

We have received many complaints over young people and their cars since school started ranging from speeding to reckless driving, over the last two weeks I have been visible where they gather and have spoken to all of them about the issues and how it could affect them if fined or pulled over. I had a resident call me to say they have noticed a significant difference in how they are driving around town now. I want to add that every young man and lady I spoke with were very respectful and seemed to listen and understand our concerns.

I have helped with public works when asked and will continue to do so.

I attend the transfer site on the days it is open; we are now on winter hours there .

We had some complaints on meadow lane with private vehicles driving to fast this seems to have subsided we did move the children playing sign to a more visible location.

I did receive a written complaint about atv driving on waverly st late at night this issue has been ongoing.

Respectfully Submitted,

Paul Macdonald

Bylaw Enforcement Officer



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

October 2, 2026

Juanita Spencer
Chief Executive Officer
Nova Scotia Federation of Municipalities
Via Email: jspencer@nsfm.ca

Dear Juanita Spencer:

On September 18, 2026, the *Service Efficiency Act* and the *Public Safety Act* received Royal Assent in the Nova Scotia Legislature. Both Acts include amendments to the *Municipal Government Act*, *Halifax Regional Municipality Charter*, the *Halifax Regional Municipality Charter, Respecting Housing*, and the *Peggy's Cove Commission Act*.

Service Efficiency Act

Clauses 17 and 27-31 of the Act amend the *Halifax Regional Municipality Charter* and the *Municipal Government Act* to remove annual provincial registration for municipal auditors and require municipalities and villages to appoint auditors authorized to practise under the *Chartered Professional Accountants Act*. The changes will take effect at a later date by proclamation.

Clauses 18 and 19 of the Act amend the *Halifax Regional Municipality Charter, Respecting Housing*, to extend the expiry date for the temporary exemptions from referrals of Halifax Regional Municipality (HRM) planning matters to advisory committees and community councils from November 25, 2026, to November 25, 2029.

Schedule B of the Act enacts the *Peggy's Cove Commission Dissolution Act*, which dissolves the *Peggy's Cove Commission Act* and transfers responsibility for the Peggy's Cove Preservation Area to HRM under the *Halifax Regional Municipality Charter*. These changes are intended to modernize governance, integrate land use planning within HRM's professional municipal planning framework, and maintain the protection of Peggy's Cove's unique scenic beauty, character and cultural heritage. These provisions will come into force on a later date by proclamation.

Public Safety Act

Clauses 13 and 25 of the Act amend the *Halifax Regional Municipality Charter* and *Municipal Government Act* to protect emergency helicopter flight paths. These changes aim to protect safe, reliable access to emergency hospital care while providing clarity about future growth for developers. The changes will take effect at a later date by proclamation.

The amendments, as passed, can be found in:

- subsection 46(1) of the *Halifax Regional Municipality Charter*; subsections 42(1), 256(1), 445(1), 445(2), 451(1), and section 457 of the *Municipal Government Act*;
- subsections 13(2) and 14(2) of *An Act to Amend Chapter 39 of the Acts of 2008, the Halifax Regional Municipality Charter, Respecting Housing*;
- the *Peggy's Cove Commission Act*; and
- subsection 229E of the *Halifax Regional Municipality Charter* and subsection 214E of the *Municipal Government Act*.

I want to thank you for your continued support for growth and taking bold steps together to meet the changing needs of municipalities.

If you have any questions about these amendments, please contact Elizabeth Kennedy, Executive Director of Policy, Planning and Sector Relations, at elizabeth.kennedy@novascotia.ca or (902) 225-4707.

Sincerely,

A handwritten signature in cursive script that reads "John A. MacDonald".

Honourable John A. MacDonald
Minister of Municipal Affairs

c: Elizabeth Kennedy, Executive Director of Policy, Planning and Sector Relations, DMA

/kz