



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, April 24, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Deputy Mayor Arnold
MacDonald, Olivia Canning, and Chrystal McNutt
Councillors Regrets: Brenton Colborne

A quorum was present throughout the meeting.

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

Media in attendance: Mark Rushton, SixRivers News, Radio, and TV.

Gallery in attendance: Members of the Oxford Seniors Club - Mark Rushton, Sharon Rogers, Bob Hunsley, Debby Weagle, Bev Clark, Betty Hunsley, Debbie Dickie, John A. Beaton, and Joy Beaton.

Announcements Made Before Call to Order

Mayor Henley announced that the Regular Council meeting was streamed live on the Town of Oxford Facebook timeline due to the Zoom application not permitting streaming on the Town of Oxford main page.

A benefit dance was scheduled on May 11, 2024, at the Oxford Legion for the Pettigrew family.

Earth Day cleanup for the Town of Oxford continues until Saturday, April 27, 2024. Everyone was encouraged to collect garbage and send pictures to Councillor Chrystal McNutt and those pictures would be posted on Facebook.

1. Call to Order – Welcome

At 6:00 PM, Mayor Henley called the meeting to order and welcomed all in attendance at the meeting from the Oxford Seniors Club and Mark Rushton from SixRivers News, Radio, and TV.

2. Approval of Agenda, page 1

Moved by Councillor Jones and seconded by Councillor Black that the agenda of the Regular Council Meeting for April 24, 2024, be approved, as presented.

Motion Carried

3. Approval of Minutes – March 27, 2024 – Regular Council Meeting, pages 2 - 8

Approved by  _____
Mayor Greg Henley, on April 24, 2024

4. Business

4.1 Video Surveillance Policy – request for approval, Pages 9 – 10

Linda Cloney presented to Council that the draft Video Surveillance Policy was discussed at the last Council Meeting on March 27, 2024. Many municipalities have installed video surveillance systems in their offices for the safety of the staff and property. The purpose of the video surveillance system is to record video only to identify people being served at the counter in the event of a disagreement or an abusive incident and for security reasons after normal business hours. The system may also serve to complement our insurance policy coverage as well.

Moved by Councillor Jones and seconded by Councillor McNutt to adopt the Video Surveillance Policy as presented.

Motion Carried

4.2 2024 2025 Boards and Committees – revisions made, need approval. page 11

Revisions that require approval from Council are:

The Accessibility Committee, Josephine MacDonald is now Vice Chair and Danielle Laurie is now Chair. Amanda Purdy has also joined the Accessibility Committee.

The Communities in Bloom Committee has also now been established. Members consisted of Councillor Black, Ashlyn Brownell, Chelsea Brownell, Amanda Purdy, Maxine Clarke, and Al Clarke.

In Committees – External, the Intermunicipal Poverty Reduction Advisory Committee has disbanded and would be removed from the list of Boards and Committees for 2024-2025.

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald to adopt the changes to the 2024-2025 Boards and Committees as presented.

Motion Carried

4.3 Dangerous and Unsightly Report, Submitted separately.

Linda Cloney reviewed with the Council that Dangerous and Unsightly properties have been an increasingly hot topic. Linda reviewed with the Council the process of Dangerous and Unsightly.

Every property in a municipality shall be maintained so as not to be dangerous and unsightly. The administrator shall at least twice per year, table a public report to the Council, describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued. This reporting has begun.

The first step to report a dangerous and unsightly property is all complaints must come in written format, signed by the reporting party. These reports must come into the office via email, to the secure drop box or in person at the office or by mail. The complaints would then be used to put together a property inspection. Pictures would be taken and assess the situation. Initial notice

would then be sent to the property owners if deemed dangerous or unsightly. The property owners would then have between 15 to 30 days to follow up on the initial letter depending on the severity of the condition.

Determining if cleanup is required, an estimate of the cost of cleanup will be presented as the Council will then need to approve the cleanup order. A notice to the owner of the cleanup will be sent to the owners and then after the cleanup has occurred, an invoice will be sent to the property owners for the cost of the cleanup. Failing to follow through with payment, legal may be involved and a lien may be placed on the property.

Currently, in the Town of Oxford, 8 identified properties are deemed dangerous and unsightly including a property on James Street, Meadow Lane, Elm Street, Duke Street, George Street, Handel Street and two properties on Pugwash Road.

Councillor Jones inquired who the staff person was determining dangerous and unsightly premises. Linda Cloney, CAO, is the deciding staff person. Councillor Jones inquired if all the 8 identified properties were reported in the process above. Linda Cloney discussed that each of the properties was reported by email and or by letters for each property.

The reason for the explanation at the Council Meeting was to identify that the goal of dangerous and unsightly premise identification is being done to treat all property owners in an equal fashion to prevent individual property owners from feeling singled out.

Linda Cloney also discussed that the Town of Oxford has a Building and Grounds Maintenance Bylaw that is available for review on the Town of Oxford's website.

5. Correspondence

nil

6. In-Camera

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

At 6:10 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:00 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

Moved by Councillor McNutt and Seconded by Councillor Jones to rescind the motion that the Town of Oxford Council proceed in the process of organizing a Public Hearing regarding the transferring of properties associated with 31 Ellis Street to the Oxford Pioneer Heritage Club, adopted on January 29, 2024, Town Council Meeting.

Motion Carried

Moved by Deputy Mayor MacDonald and seconded by Councillor Black that the Oxford Town Council proceeds in the process of organizing a Public Hearing regarding the Town of Oxford transferring the properties associated with 31 Ellis Street into the hands of the Oxford Seniors Club with the condition that the Town of Oxford has the first right of refusal to buy the building back at the original purchased price and that the Oxford Seniors Club pays for all expenses involved with this transfer. The reason for this transfer is so the Oxford Seniors Club can continue using this building for their activities and to be able to seek funding to assist in making the necessary repairs and upgrades to meet the needs of their membership and to adhere to health and safety standards.

Motion Carried

Linda Cloney reviewed with the Council that due to a motion that was passed in December of 2023 regarding future development regarding the Water CAD study any new development would be reviewed on a case-by-case basis and every case is different.

A request from the property owners at 41 Pugwash Road came in requesting water and sewer hookup. Water and sewer is already at their property

(currently a vacant lot), so the property owners would simply like to connect back up to it.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to approve the request for connection to water and sewer at 41 Pugwash Road as presented.

Motion Carried

Linda Cloney reviewed with the Council a request for water and sewer at 31 Eureka Street. Water services run right by the property. The development of this property started in September of 2023, before the motion being made regarding new developments and the Water CAD study in December of 2023.

Moved by Councillor Black and seconded by Councillor McNutt to approve the request for connection to water and sewer at 41 Pugwash Road as presented.

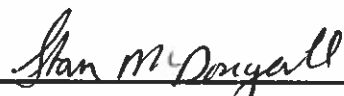
Motion Carried

7. Adjournment

The meeting adjourned at 7:13 PM



Mayor Greg Henley, Chair



Stan McDougall, Admin Assistant

05-22-2024

Date Approved