



## Minutes of the Committee of the Whole Meeting

**Place:** Council Chambers, Zoom, streamed live to Facebook  
**Date:** Wednesday, November 12, 2025  
**Presiding Officer:** Deputy Mayor Chrystal McNutt  
**Councillors Present:** Brenton Colborne, Chrystal McNutt, Padraic Moore, Olivia Canning-Sweet, and Paul Jones  
**Councillor Regrets:** Mayor Greg Henley

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

**Staff in attendance:** Linda Cloney (CAO), Stan McDougall (Admin Assistant / Recording Secretary), Ruthann Brookins (Manager of Finance), Paul Macdonald (Bylaw Enforcement Officer), and Nick Purdy (Public Works Supervisor *via Zoom*).

**Staff Regrets:** Paul Macdonald (Bylaw Enforcement Officer), and Nick Purdy (Public Works Supervisor), Bruce Rushton (Fire Chief), Kyle Purdy (Deputy Fire Chief), and Marion Abbott (Municipal Physical Activity Leader)

**Presenters in attendance:** Nil

**Media in attendance:** Mark Rushton, HelloOxford

**Gallery in attendance:** Nil

### 1. Call to Order

At 6:00 PM, Deputy Mayor McNutt called the meeting to order and welcomed all in attendance.

## **2. Approval of Agenda**

Moved by Councillor Black and seconded by Councillor Canning-Sweet, that the agenda of the Committee of the Whole Meeting for Wednesday, November 12, 2025, be approved, as presented.

**Motion Carried**

## **3. Approval of the Minutes – October 8, 2025**



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Deputy Mayor McNutt, Chair, on November 12, 2025

## **4. Town Departments Reports**

**4.1 Public Works Department** – presented by Councillor Jones on behalf of Nick Purdy, Public Works Supervisor

**4.2 Fire Department** – presented by Councillor Jones on behalf of Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief

**4.3 Municipal Physical Activity Leader (MPAL)** – presented by Councillor Canning-Sweet on behalf of Marion Abbott, MPAL

**4.4 Bylaw Enforcement Officer** – presented by Councillor Black on behalf of Paul Macdonald, Bylaw Enforcement Officer

**4.5 Administration Reports** – presented by Linda Cloney

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

## **5. Council Committees and Boards Reports – Linda Cloney presenting**

**5.1 Police Advisory Board Meeting – October 7, 2025**

**5.1.1 Approved Minutes April 8, 2025**

**5.1.2 RCMP Report April 1 – June 30, 2025**

### **5.1.3 RCMP Report July 1 – September 30, 2025**

## **5.2 Planning Advisory Committee Meeting – October 21, 2025**

### **5.2.1 Approved August 13, 2025, minutes**

## **5.3 Asset Management Committee Meeting – October 21, 2025, *Verbal presentation***

It was reviewed that the committee had met on October 21, 2025, and discussion centred on securing the contributions for the GRID application. This application is on-going.

## **5.4 Road Trails Act Committee – October 22, 2025, *Verbal presentation***

It was reviewed that the committee had met on October 22, 2025, and discussion included possibility of including all the streets and roads within the Town of Oxford for ATV access to become a fully ATV friendly community. Also discussed were the required changes necessary to the current ATV bylaw. Once determined, this will be presented to the Council for their consideration.

## **5.5 Public Works Committee Meeting – October 29, 2025, *Verbal presentation***

It was reviewed that the committee had met on October 29, 2025, and discussion included reported damage to a property on Thompson Road, and more discussion is required. Also, at the Oxford Depot, there is a staff building there that is in poor condition.

## **5.6 All Saints Community Health Care Foundation – November 4, 2025**

### **5.6.1 Approved September 9, 2025, minutes**

It was reviewed that at the most recent meeting, a \$2000 donation from the board was awarded to an internal food pantry for patients undergoing dialysis treatment who struggle financially due to being on dialysis and unable to work full-time. The pantry is being run by staff at the hospital.

## **6. Items of discussion and correspondence**

### **6.1 Regional Emergency Measures Organization (REMO), Verbal presentation**

Linda reviewed with the Committee of the whole that there is an intermunicipal emergency services agreement with the Town of Amherst, Town of Oxford and the Municipality of the County of Cumberland. A Regional Emergency Advisory Committee exists, and Mayor Henley and Councillor Colborne sit in on this committee.

The Regional Emergency Advisory Committee have not met for quite some time. The position of Regional Emergency Management Coordinator has become vacant recently. The responsibility to fill this role rests with the CAO of the Municipality of the County of Cumberland in accordance with the hiring policies of the Municipality of the County of Cumberland which includes the CAO's of the Town of Oxford and Town of Amherst as part of the selection committee.

A revitalization of the EMO is sought when filling this vacancy along with the reactivation of the Regional Emergency Advisory Committee. In doing so, this will allow more service to the municipalities as well as develop a plan and provide outreach.

This position is a 12-month contract. A candidate is currently being considered that has solid experience, a fully qualified trainer, and uniquely qualified. A coordinator position will also be considered with a 12-month contract including mentorship in the future.

The services expected will be to:

- have an updated all hazards plan by January of 2026
- mentor outreach coordinator
- all training for staff and council for emergency management measures
- exercises and stand-by readiness

This will have minimal budget impact, if any.

**7. Adjournment**

The meeting adjourned at 6:30 PM.



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**Deputy Mayor McNutt**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

