



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, March 13, 2024
Presiding Officer: Deputy Mayor Arnold MacDonald
Councillors Present: Mayor Greg Henley, Carla Black, Olivia Canning, and Brenton Colborne
Councillor Regrets: Chrystal McNutt and Paul Jones

A quorum was present throughout the meeting.

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

Presenters in attendance: Alida Mitchell, Baker Tilly Nova Scotia Inc.

Press in attendance: Nil

1. Call to Order

At 6:20 PM, Mayor Henley called the Special Council Meeting to order and welcomed all in attendance at the meeting including presenter Alida Mitchell from Baker Tilly Nova Scotia in attendance via Zoom.

2. Approval of Agenda

Moved by Mayor Henley and seconded by Councillor Canning that the agenda of the Special Council Meeting for Wednesday, March 13, 2024, be approved, as presented.

Motion Carried

3. Appointment of Returning Officer – Meenakshi

Linda Cloney presented to Council that, as per the Municipal Elections Act, the Council shall appoint a Returning Officer, who may be a municipal clerk, municipal employee, or a person who is not a municipal employee, to conduct all regular and special elections. The Council shall appoint a Returning Officer for a regular election on or before the fifteenth day of March of the regular election year. A candidate has been searched for both internally and externally with recently conducted interviews.

Linda Cloney recommended to the Oxford Town Council to appoint Meenakshi as the Returning Officer for the upcoming 2024 Municipal and School Board Elections. Meenakshi has resided in Oxford for 4 years. Meenakshi currently works in Oxford and is active throughout the community. Meenakshi also has experience working in elections from her previous city. For compensation, Linda recommended to Council to proceed with the recently contracted amount that has been paid in the past elections of \$1500.00 with the stipulation, as historically in Oxford on Nomination Days, no election was needed due to an acclamation, wherein the Council would then pay a percentage of the \$1500 for the amount of time worked considering the amount of work to be done following Nomination Day that would not be necessary.

Moved by Councillor Black and seconded by Councillor MacDonald that the Oxford Town Council appoint Meenakshi as the Returning Officer for the 2024 Town of Oxford Municipal and School Board Election, being held on Saturday, October 19, 2024, and provide compensation of \$1,500 if a full election is required. If there was no need for an election, then the pay would be according to the percentage of time worked.

Motion Carried

4. Draft 2022/2023 Consolidated Financial Statements – Alida Mitchell, Baker Tilly, Nova Scotia Inc., presenting, *Report submitted separately.*

Ruthann Brookins, Manager of Finance reminded the Council that the presentation from Alida Mitchell, Baker Tilly Nova Scotia would be addressing the audited statements from April 1, 2022, until March 31, 2023. Ruthann stated that 2022-2023 was a good year where the funds from the sale of the landfill certainly helped the Town of Oxford's reserves.

Ruthann Brookins then introduced Alida Mitchell from Baker Tilly Nova Scotia Inc., who presented the consolidated Financial Statements to the Council.

When completed, Ruthann Brooks then provided an overview to the Council to detail with examples of what was presented by Alida Mitchell for the 2022-2023 audit year. The Town of Oxford Audit Committee recommended to the Oxford Town Council on their previously held meeting on February 26, 2024, to approve the 2022-2023 non-consolidated financial statements and the audited consolidated financial statements as presented by Baker Tilly Nova Scotia Inc.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne that the Oxford Town Council approve the 2022-2023 non-consolidated financial statements and the audited consolidated financial statements as presented by Baker Tilly Nova Scotia Inc.

Motion Carried

Moved by Deputy Mayor MacDonald and seconded by Councillor Black that the Oxford Town Council transfer from the General Operating Account the surplus for the year 2022 - 2023 of \$218,854 and the budgeted amount of \$40,000 totalling \$258,854.00 to the Operating Reserve Fund.

Motion Carried

5. In Camera

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

At 6:45 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Colborne to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

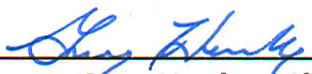
Motion Carried

At 7:20 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to come out of in-camera and resume the Special Council Meeting.


Motion Carried

6. Adjournment


Meeting adjourned at 7:22 PM



Mayor Greg Henley, Chair



Stan McDougall, Admin Assistant



Date Approved