



## Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Wednesday, March 27, 2024  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Brenton Colborne, Paul Jones, Deputy Mayor Arnold MacDonald, and Chrystal McNutt  
Councillors Regrets: Olivia Canning

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

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

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

**Gallery in attendance:** Jason Haughn, Municipal Advisor, Department of Municipal Affairs, Province of Nova Scotia.

### **Announcements Made Before Call to Order**

The Oxford Legion plans to host an Easter morning breakfast from 8:00 AM to 12:00 PM on Saturday, March 30, 2024. The price is \$10 for a full plate and \$5.00 for a half plate. Mayor Henley encouraged everyone to take part in this special event.

#### **1. Call to Order – Welcome**

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

**2. Approval of Agenda, pages 1 – 2**

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the agenda of the Regular Council Meeting for March 27, 2024, be approved, as presented.

***Motion Carried***

**3. Approval of Minutes – February 28, 2024 – Regular Council Meeting, pages 3 – 7, and March 13, 2024 – Special Council Meeting, pages 8 – 11**

Approved by  \_\_\_\_\_  
**Mayor Greg Henley, on March 27, 2024**

**4. Business**

**4.1 Alternative Voting Bylaw – first reading, Document to be added to the agenda package.**

Linda Cloney deferring this item until the next Council meeting. New information has come in requiring further review before presenting.

**4.2 Policy for Public Participation and Notification – request for approval pages 12 – 13**

Linda Cloney reviewed with the Council that this policy was presented at the last Committee of the Whole meeting for consideration. The Public Participation and Notification policy is a mandated requirement under Section 204 of the MGA.

The policy includes public participation and cooperation with the adjacent Municipality of the County of Cumberland requiring notification for all proposals within 200 meters of the municipal boundary for any property that is subject to proposed adoption, revision, or amendment of planning documents.

While developing the policy it was noted the Oxford Town Council needed to form a Planning Advisory Committee along with adopting this policy.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne that the Policy for Public Participation and Notification Policy be adopted as presented.

***Motion Carried***

#### **4.3 2023 2024 Boards and Committees – Need Councillors for Communities in Bloom Committee and Planning Advisory Committee. Page 14**

Linda Cloney discussed with the Council the need for committee members, including members from the Council for a newly formed Communities in Bloom committee. This has come about with the award to the Town of Oxford for the position for a Town Horticulturalist. The Horticulturalist will need a committee to work with.

The committee has a few individuals already interested in joining the committee from the public. Various programs including hanging flower baskets, “seedy Saturday’s”, and “Tuesday Transplants” were all discussed for the upcoming committee to work on.

Linda Cloney discussed the Planning Advisory Committee and referenced the policy adopted and the discussion for the Council for the need to create the Planning Advisory Committee.

This committee would be working closely with the Planning Department which was currently contracted out with the Town of Amherst. The committee will work on development items within the town boundaries.

Mayor Greg Henley and Deputy Mayor MacDonald expressed interest in volunteering for the Planning Advisory Committee.

Linda Cloney also reviewed that the newly created Fire Department Committee requires official appointment to the 2022-2023 Boards and Committees as well with members Councillor Colborne and Deputy Mayor MacDonald as members of the Council.

Moved by Councillor Jones and seconded by Councillor McNutt to approve the appointments to the 2022-2023 Boards and Committees as presented.

***Motion Carried***

**4.4 Procurement Policy – Revision Request - Request for an increase in purchasing card limits and adding a visa for the Fire Department. Pages 15 – 41**

Linda Cloney presented a request to the council a recommendation to amend our existing Procurement Policy revising the VISA limits and welcomed Ruthann Brookins, Manager of Finance to present further detail on this to the Council.

Ruthann Brookins reviewed with the Council that currently there is a \$12,000 limit on all Town of Oxford VISAs in total. Currently, there are four VISAs in the group.

The Oxford Fire Department has requested their own Town VISA to help take the strain off using personal VISAs and other Town VISAs to purchase items online or locally. The Administration VISA has also at times come to or near the limit which does take considerable admin time to go in and constantly check limits, apply interim payments, and properly code invoices where additional VISAs have had to be used to complete payment.

VISAs are reconciled monthly and will continue to be as part of the Procurement Policy. All departments follow a set budget. Ruthann advised that Visa Statements often come in quicker than invoices from the companies where the item(s) have been ordered from.

The requested recommendation is to increase the limit to \$20,000 from the current \$12,000 for the group of VISAS. The limits are recommended to be increased as follows:

- Admin VISA limit to \$7000 from its current \$5000
- Mayor's VISA limit stayed at \$1000.
- Public Work's VISA limit to \$6000 from the current \$4000
- Recreation limit to \$3000 from the current \$2000

- Set a \$3000 limit for the new Fire Department VISA

Moved by Councillor McNutt and seconded by Councillor Black to approve the revision to the Procurement Policy to revise the VISA limits and add a VISA for the Oxford Fire Department with limits to be set as presented.

***Motion Carried***

#### **4.5 Video Surveillance Policy – Notice of Intent to Consider. Pages 42 - 43**

Linda Cloney discussed with the Council the draft Video Surveillance Policy to review and consider. The Town of Oxford has installed a video surveillance system. 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.

The policy will be presented for formal adoption at the next Council Meeting.

#### **5. Correspondence**

*nil*

## **6. In-Camera**

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

At 6:17 PM it was moved by Councillor McNutt and seconded by Councillor Jones to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

#### ***Motion Carried***

At 7:09 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***

Linda Cloney reviewed that the Council discussed accounts in collection status and one account to be written-off. Staff is now requesting that the Council, where all efforts have been exhausted to collect money owed on identified accounts, approval to send these accounts into collections and approve the write-off of one account due to a potential clerical error from past administration with an outstanding account balance of \$2200.

Councillor Jones noted that the account to be written off was not for sewer, water, or property taxes.

Moved by Councillor McNutt and seconded by Councillor Black to approve sending the accounts identified to collections and write off the account identified as presented.

#### ***Motion Carried***

Linda Cloney reviewed with the Council that interest on property on Meadow Lane has been received and this property has been deemed to be no longer required for municipal purposes. Staff is looking for the Council for direction to acquire a certified appraisal on the property.

Moved by Councillor Jones and seconded by Councillor McNutt to direct staff to acquire a certified appraisal of the property identified on Meadow Lane that is no longer deemed required for municipal purposes.

#### ***Motion Carried***

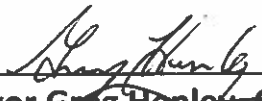
Linda Cloney reviewed with the Council upcoming discussions with Cumberland Libraries and the CAOs of Amherst, The Municipality of the County of Cumberland, and the Town of Oxford for the library's 2024-25 budget year. The CAOs from each municipality seek the Council's approval to proceed in writing a letter requesting financial information for the Cumberland Libraries before they post their 2024-2025 budget year.

Moved by Councillor McNutt and seconded by Councillor Colborne to approve the writing of the letter to request further financial information from the Cumberland County Libraries for the library's upcoming budget discussion.

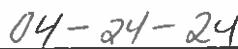
***Motion Carried***

## 7. Adjournment

The meeting adjourned at 7:13 PM

  
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**Mayor Greg Henley, Chair**

  
\_\_\_\_\_  
**Stan McDougall, Admin Assistant**

  
\_\_\_\_\_  
**Date Approved**

