



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, October 30, 2024
Presiding Officer/Mayor-Elect: Greg Henley
Current Councillor Members Elect Present: Carla Black, Paul Jones, Brenton Colborne, Chrystal McNutt, and Olivia Canning-Sweet
Councillors Regrets: Deputy Mayor Arnold MacDonald

A quorum was present throughout the meeting.

Council Member Newly Elected Present: Padraic Moore

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

Presenters in attendance: *Nil*

Media and Gallery in attendance: Mark Rushton – Hello Oxford/Radio from Hope Centre.

Announcements before the call to order:

Before the call to order Mayor-Elect Greg Henley announced that on October 31, 2024, the Sunset Communities Social Club would be canvassing door to door for non-perishable food items between 10:00 AM and 12:00 Noon. Perishable items could also be dropped off at the Sunset Community Centre.

1. Call to Order – Welcome

Mayor-Elect Greg Henley called the meeting to order at 6:00 PM and extended a warm welcome to the Council Members Elect and thanked

Deputy Mayor Arnold MacDonald for his service on Oxford Town Council as Councillor and as Deputy Mayor which takes great time and commitment, and his efforts were greatly appreciated.

Mayor-Elect Greg Henley announced that there would be an amendment to the agenda with the addition of item 4.6. Request for Decision – Asset Management Plan Update

2. Approval of Agenda, pages 1 – 2

Moved by Councillor-Elect Colborne and seconded by Councillor-Elect Jones, the agenda of the Regular Council Meeting for October 30, 2024, be approved, as presented.

Motion Carried

**3. Approval of Minutes – September 11, 2024 – Regular Council Meeting –
pages 3 - 12**

- September 19, 2024 - Special Council Meeting

pages 13 - 15

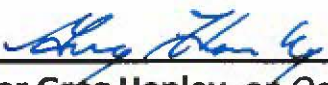
- October 3, 2024 - Special Council Meeting

pages 16 - 19

- October 9, 2024 – Special Council Meeting

pages 20-24

Approved by



Mayor Greg Henley, on October 30, 2024

4. Business

4.1 Council Swearing-In Ceremony

4.1.1 Returning Office Report, included in the package

Linda Cloney reviewed with the Council-Elect the Returning Officer Report, which was included in the Council Package.

Linda Cloney addressed the Council-Elect that where a poll was held, it is the CAO's role at the first regular or special meetings of the Oxford Town Council after the time of applying a recount has expired, which expired at

the end of the day on October 29, 2024, declare elected the candidates having the largest number of votes with the term of office of each candidate. Therefore, with the support of the Returning Officer Report, Linda Cloney declared Greg Henley as Mayor for the Town of Oxford and declared the following candidates as Councillor for the Town of Oxford: Carla Black, Brenton Colborne, Chrystal McNutt, Paul Jones, Padraic Moore, and Olivia Canning-Sweet.

4.1.2 Swearing-In and Code of Conduct – Mayor

Linda Cloney witnessed the Oath of Office and Council Code of Conduct Declaration for Mayor-Elect Greg Henley.

4.1.3 Swearing-In and Code of Conduct – Council

Mayor Greg Henley witnessed the Oath of Office and Council Code of Conduct Declaration for Councillors Elect Canning, Black, Moore, Colborne, McNutt, and Jones.

All members were congratulated on taking their oaths and becoming the new Oxford Town Council. Mayor Henley then resumed the Chair's position as Mayor of the Town of Oxford.

4.2 Adopt the Model Code of Conduct Regulations, pages 25 - 39

Linda Cloney discussed the published Provincial Code of Conduct and Regulations which all municipalities in Nova Scotia were required to adopt by December 19, 2024. A copy of the Code of Conduct Regulations has been included in the Council Package for the Council's review prior to this meeting which included the Code of Conduct regulations and the Code of Conduct for Elected Officials of the Town of Oxford. The Council will be required to secure, appoint, and have on retainer, an investigator. This could be decided at our next Council meeting. This person would need to be a lawyer, law enforcement, or a regulator. Staff can research this and bring this back to the Council.

Moved by Councillor McNutt and seconded by Councillor Jones that;

Whereas the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 (“the Regulations”); and,

Whereas municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23A of the Municipal Government Act;

Therefore, be it resolved that the Council of the Town of Oxford hereby repeal and replace the Town of Oxford Policy Number 2017-20 titled: Code of Conduct for Elected Municipal Officials/CAO and adopt the model code of conduct as set forth in Schedule “A” to the Regulations, which shall be titled the “Code of Conduct for Elected Officials of the Town of Oxford”.

Motion Carried

4.3 Selection of Deputy Mayor, pages 40 – 41

Linda Cloney presented Council the Town of Oxford’s Deputy Mayor Policy, the first meeting following a municipal election, Council shall elect a Deputy Mayor to hold the office until October 31 of the following year.

Mayor Henley opened the floor for nominations for Deputy Mayor.

Councillor Jones nominated Councillor Carla Black as Deputy Mayor for the Town of Oxford with the term ending October 31, 2025.

After three consecutive calls for nominations and hearing no further nominations, Mayor Henley declared Carla Black as the new Deputy Mayor for the Town of Oxford for the term ending October 31, 2025.

4.4 Selection of Boards and Committees, page 42

Mayor Henley discussed that any Councillors interested in any of the Boards and Committees to bring their expressions of interest forward prior to the next Council Meeting on November 27, 2024. Until then, this item was deferred.

4.5 Amend Motion made on September 19 – regarding the transfer from General Operating to Operating Reserve, Verbal presentation

Linda Cloney discussed with the Council that on September 29, 2024, a special Council was held, and a motion was made regarding the transfer from the General Operating fund of \$306,276.00 for the year 2023-2024 to the Operating Reserve Fund. Since that time, the Auditors had to make some adjusting entries, and this affected the total amount of \$306,276.00 reducing it to \$296,885.00.

Linda turned the floor over to Ruthann Brookins, Manager of Finance to discuss further with the Council.

Ruthann Brookins discussed with the Council that the auditing entries were noticed after the motion was held by auditors Baker Tilley Nova Scotia reducing the amount to be transferred from the General Operating Fund to the Operating Reserve Fund by the sum \$9,391.00, which was included and noted in the financials.

Moved by Councillor Jones and seconded by Deputy Mayor Black to amend the previously approved motion on September 19, 2024, of the transfer from the General Operating Fund of \$306,276.00 for the year 2023-2024 to the Operating Reserve Fund to the amount of \$296,885.00

Motion Carried

4.6 Request for Decision – Asset Management Plan Update, unbudgeted item

Ruthann Brookins, Manager of Finance, requested the Council to consider adding two more items not previously budgeted to the Capital Budget for 2024-25.

Ruthann reviewed that due to analysis of the Capital Budget for 2024-25 the Town of Oxford would be under budget by approximately \$230,000. These two additional items to be considered could be comfortably spent within this year's capital budget.

The first item was valued at approximately \$12,000 to have the AIMs (Atlantic Infrastructure Management) network update the Town of Oxford's Asset Management Plan and Program.

The second item was valued at approximately \$70,000 to draw up initial plans to replace the water main, stormwater system, and pavement on Main Street.

The first and second items are considered related to one another. It was reviewed that in 2020-2021, the CAO, Public Works Supervisor, and Ruthann Brookins participated in a cohort group with other municipalities to develop an Asset Management Program for municipalities. With the assistance of Matt Delorme at AIM, a program was developed to provide an Asset Management Program and Plan for the municipalities including the Town of Oxford. This plan has been developed using funding assistance from the Federation of Canadian Municipalities.

Maps from Dillon Consulting, updates from the Public Works Supervisor, and financial information from the Town of Oxford's statements were used to develop a 5-year plan. The Asset Management Plans creation involved making detailed inventories of all the infrastructure of the Town of Oxford including water, sewer, stormwater, pavement, and building infrastructures. The detail is all-inclusive including size of pipe, age, and materials. The program consists of a large and comprehensive spreadsheet with multiple tabs and complex formulas. Levels of service expectations were also identified in the Asset Management Plan including the risk and consequences of failure throughout the town.

Budget constraints and reserve levels were also considered and used to develop the current 5-year plan. The Asset Management Plan and program continue to be used to prioritize future projects.

The projects prioritized were followed with the understanding that some had to be put forward ahead of others due to failure rates and breaks in the infrastructure. An example of this was the Foundry Street project which is to be completed this year.

Costs have increased significantly by approximately 3-4 times that of 2020 costs. Due to the age of the infrastructure under Main Street, simply redoing the pavement on Main Street would not be possible and therefore a comprehensive plan needs to be drawn up to detail its reconstruction.

The updating of Asset Management Plan and the program by AIMS will assist with further project planning, provide accurate numbers to bring forward to the UARB for rate determination, and assist in future funding opportunities including grant applications. The updates would include inventories, update to the database, levels of service and failure probabilities and consequences. It would also include the completion of a new 5-year plan. Funding opportunities would be identified for each proposed project and determine the demands on the reserve and identify any debt that would be needed to be taken on. AIMS would also assist in leveraging capital funding through the Federation of Canadian Municipalities and funding opportunities that consider a climate lens.

Moved by Councillor McNutt and seconded by Councillor Moore to add the approximately \$12,000 Capital Budget item for 2024-25 to upgrade the AIMS Asset Management Plan.

Motion Carried

Moved by Councillor McNutt and seconded by Deputy Mayor Black to add the approximately \$70,000 Capital Budget Item for 2024-25 to begin the study to draw up plans for a future Main Street infrastructure upgrade for water, sewer, stormwater and pavement from James St. to Hanlon Street.

Motion Carried

5. Correspondence

5.1 Email from Brenda Robinson – develop Water Street idea – deferred from September 11, 2024, page 43

Linda Cloney reviewed with the Council an email brought to the Council prior to the Municipal Election and at that time it was decided to defer the item and bring it forward to the newly elected Council. The email to the Council from September 11, 2024, was read to the Council.

Council agrees through consensus that it is a private enterprise project and the Town of Oxford should not be involved in either the coordination of the plan or carrying out the development of the property. It would have to be a private development. The Town of Oxford would assist a private developer if brought forward to the Council where possible.

5.2 Email from NSFM, pages 44 – 45

Linda Cloney read an email received by the Town of Oxford to all newly elected municipal officials by NSFM that extended their warmest congratulations in to all the newly elected and re-elected municipal officials across Nova Scotia.

6. Adjournment

The meeting adjourned at 7:09 PM



Greg Henley, Mayor, Chair



Stan McDougall, Admin Assistant

2024-11-27

Date Approved



Gallery Sign-in Sheet

Date: 2024-11-27

Meeting Name: Council Meeting

Print Name	Signature
Marion Abbott	<i>Mar Abbott</i>
GIANCARLO PICCINI	<i>G Piccini</i>