



## Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Wednesday, September 17, 2025  
Presiding Officer: Mayor Greg Henley  
Councillor Present: Deputy Mayor Carla Black and Councillors Brenton Colborne, Olivia Canning-Sweet, Padraic Moore, Paul Jones (via Zoom), and Chrystal McNutt.  
Councillors Regrets: Nil

**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).

**Presenters in attendance:** Alida Mitchell – Baker Tilley (via Zoom)

**Gallery (media and public) in attendance:** Mark Rushton - Hello Oxford.

### 1. Call to Order

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

### 2. Approval of Agenda, Page 1

Moved by Councillor McNutt and seconded by Councillor Canning-Sweet to approve the agenda of the Regular Council Meeting for Wednesday September 17, 2025, as presented.

**Motion Carried**

3. Approval of Minutes – Regular Council Meeting – June 25, 2025  
Special Council Meeting – August 6, 2025  
Special Council Meeting – August 27, 2025  
Special Council Meeting – September 10, 2025  
*Pages 2 - 15*

Approved by   
**Mayor Greg Henley**, on September 17, 2025

#### 4. Business

**4.1 Draft Financial Statements** – presentation by Alida Mitchell, Baker Tilly Nova Scotia, *Submitting separately*

Alida Mitchell from Baker Tilly Nova Scotia presented the Audited Consolidated Financial Statements for the Town of Oxford as of March 31, 2025.

A synopsis of the presentation included that the consolidated financial statements are a point in time view of the financials as of March 31, 2025. At that time, it showed that the Town was in a strong cash position. Receivables decreased and long-term debt increased. The town was in position to transfer \$520,386 for the 2024-25 year from General Operating Fund to the Operating Reserve.

Deed Transfer Tax payments were higher due to higher-than-normal house sales and last year there was no Municipal Physical Activity Leader. Overall, there were no significant changes from previous year's audited statements.

Ruthann Brookins, Manager of Finance, reviewed that the transfer to the Operating Reserve does not include funds from water. Water is separate and shows that this year water is in deficit. An application for a rate increase for October 2025 is in process to help reduce this deficit.

Money transferred to Operating Reserve helps to attract more funding for larger capital projects requiring 50 cent dollars (such as the Main Street rehabilitation, Pugwash Road and Pugwash Road Reservoir).

After the presentation concluded, Linda Cloney, CAO, reviewed that the Audit Committee met on Wednesday September 10, 2025, where a motion was moved and seconded to recommend to the Council of the Town of Oxford to accept the Consolidated Financial Statements for 2024-25 with the amendments as presented.

Moved by Councillor McNutt and seconded by Councillor Canning-Sweet that the Oxford Town Council approve the 2024-25 Audited Consolidated Financial Statements as presented by Baker Tilly Nova Scotia.

**Motion Carried**

Moved by Councillor McNutt and seconded by Councillor Canning-Sweet that the Oxford Town Council transfer from the General Operating Fund to the Operating Reserve Fund \$520,386.00 for the year 2024-2025.

**Motion Carried**

#### **4.2 2025 – 2026 Boards and Committees update – Beautification Program**

##### *Page 16*

It was presented that a change of name for the Downtown Revitalization/Beautification Committee to the Oxford Beautification Advisory Committee be considered.

Members for this renamed committee include Councillor Jones, Councillor Canning-Sweet, Jordan Burkhardt and Giancarlo Piccin.

The committee is central to the Façade Improvement Program funded by the River Philip Foundation. The program will be administered by the Town of Oxford and is supported by the River Philip Foundation to improve the commercial streetscape on Main Street and Water Street, zoned under the Town of Oxford Bylaws in the “Downtown Commercial” area. The Façade Improvement Program aims to help improve the overall look and feel of the downtown area.

Businesses who qualify will receive 50% of the cost up to \$50,000. The information booklet has been shared to the Town of Oxford webpage and is part of the Council package and applications have already been received. The first recipient of the program was Pizza L’Amore and owner Diyaa Sallam.

Moved by Councillor Colborne and seconded by Councillor McNutt to approve the amended 2025/26 Boards and Committees as presented.

**Motion Carried**

**4.3 NSFM Bylaw Changes, Verbal presentation**

It was reviewed with Council that NSFM is recommending bylaw changes and there are two motions to remove the right for elected officials to have staff present at AGM and special meetings. Concern was raised by staff and elected officials as it removes staff with information out of the room during AGM and special meetings. The second motion was to amend the composition of the board – AMA advisors – by removal of the one seat for a CAO of a municipality that sits on the NSFM board. Concern was raised that a potential voice is being removed from these meetings.

If councillors attend the AGM, their vote for these motions would be counted. Mayor Henley encouraged all council members to read all the emails from NSFM.

Mayor Henley, through consensus from council members will draft a letter in opposition to these NSFM changes.

**4.4 Meadow Lane – Public Street, Verbal presentation**

Linda reviewed this housekeeping item with the Council. It was revealed through work being done with the town planner that the survey plan of Meadow Lane was not formally adopted as a public street.

Moved by Councillor Canning-Sweet and seconded by Deputy Mayor Black to dedicate Meadow Lane as a public street “as shown on the Plan of Survey prepared by Lyndon Crowe, NSLS, entitled Plan of Subdivision Creating Lot 25-CE (Meadow Lane), Oxford, dated February 7, 2025, and subsequently recorded in the Land Registration Office for the County of Cumberland in Amherst, Nova Scotia on August 22, 2025 as Plan No. 126321976

**Motion Carried**

## **5. Correspondence**

### **5.1 RCMP 2024 Year in Review, Page 17**

The letter from Assistant Commissioner Dennis Daley, Commanding Officer from Nova Scotia RCMP was reviewed with the Council which raised awareness of policing services in Nova Scotia.

### **5.2 OREC Grad Fundraiser Request, Verbal Presentation**

A request came in via email for a fundraiser for the Council to consider for Grads of OREC to raise money for year end. A “cow patty bingo” would be held. Everything would get cleaned up afterward. The Oxford MPAL leader has been consulted and is ok with this being held. Council consensus that all members are ok with this.

### **5.3 Community Member Letter regarding zero tolerance policy for abuse, Verbal Presentation**

Linda reviewed a letter to community members regarding the zero-tolerance policy for any kind of abuse. This letter is a result of incidents of abuse at the Oxford Depot (Transfer Station). This letter has been shared to the Town of Oxford website and social media.

Councillor Moore inquired about who is monitoring the staff at the Oxford Depot (Transfer Station). Linda reviewed that there are two staff members, and the Oxford Bylaw Officer is also frequently there to help monitor all situations. The goal is to keep the Oxford Depot open and be compliant recycling rules.

Linda reviewed that Oxford is the only municipality in Nova Scotia with this kind of depot. All others are recycling through curbside and there is no face-to-face interaction. Only stickers are left if not compliant and residents are left to figure out what was done incorrectly. Town of Oxford staff and the Bylaw Enforcement Officer are there to help.

6. In-Camera

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

At 6:39 PM it was moved by Councillor Colborne and seconded by Councillor McNutt 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 Councillor McNutt and seconded by Deputy Mayor Black to come out of in-camera and resume the Regular Council Meeting.

**Motion Carried.**

7. Adjournment

The meeting adjourned at 7:01 PM

  
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Mayor ~~Greg~~ Henley

  
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Stan McDougall, Admin Assistant

2025-10-22  
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Date Approved