



## Minutes of the Regular Town Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Wednesday, March 25, 2026  
Presiding Officer: Mayor Greg Henley  
Councillor Present: Councillors Carla Black, Brenton Colborne, Olivia Canning-Sweet, Paul Jones, and Deputy Mayor Chrystal McNutt.  
Councillors Regrets: Padraic Moore

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

**Staff in attendance:** Linda Cloney – CAO and recording secretary, Ruthann Brookins – Manager of Finance,

**Presenters in attendance:** Nil

**Gallery (media and public) in attendance:** Nil

### 1. Call to Order

Mayor Henley called the meeting to order at 6:08 PM and welcomed all who were in attendance.


### 2. Approval of Agenda

Moved and seconded to approve the agenda of the regular council meeting for Wednesday, March 25, 2026, as presented

**Motion Carried**

3. Approval of Minutes – Regular Council Meeting – February 25, 2026  
Special Council Meeting – March 11, 2026  
*Pages 2 – 7 – January 28, 2026, Minutes*  
*Pages 8 – 10 – February 11, 2026, Minutes*

Approved by

  
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**Mayor Greg Henley**, on March 25, 2026

#### 4. In-Camera

##### 4.1 pursuant to MGA 22 (2) (c)

At 6:10 PM, it was moved and seconded to go into camera

**Motion Carried**

At 6:22 PM, it was moved and seconded to come out of in-camera and resume the regular council meeting.

**Motion Carried**

#### 5. Business

##### 5.1 RFD – External Auditing Services Award

The Town of Oxford has completed a 5-year term with Baker Tilley Nova Scotia for external audit services, and as per the Town of Oxford's Procurement Policy, appendix #2, special services #3, audit services will be required by public tender every 5 years.

An RFP was posted and closed on March 20, 2026. Two tender bids were received and the audit committee reviewed the two bids and recommended to the Council for consideration. Many criteria were evaluated between the two tender bids including price and previous municipal experience.

The audit committee reviewed the evaluation and made the motion to approve to recommend the award of external audit service to Doane Grant Thorton.

Moved by Deputy Mayor McNutt and seconded by Councillor Jones that the Oxford Town Council approve to award Doane Grant Thornton, Halifax, NS the tender (TOO-2026-03) External Auditing Services for the 2025/26

fiscal year, with possible four single year extensions. The prices excluding taxes for 2025/26 listed at \$39,458 plus account services fees.

**Motion Carried**

**5.2 RFD – Appointment of Fire Inspectors**

A letter was received from the Fire Marshal’s office pertaining to the annual update of the fire inspector’s database and are requesting confirmation of current appointments for all the fire inspectors in the municipality.


Moved by Councillor Jones and seconded by Councillor Black that the Council of the Town of Oxford appoint David Buell and Brian Wood, employees of the Municipality of the County of Cumberland, as fire inspectors for the Town of Oxford.

**Motion Carried**

**6. Adjournment**

The meeting adjourned at 6:29 PM

  
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**Mayor Greg Henley**

  
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**Linda Cloney, CAO and Recording Secretary**

  
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**Date Approved**

