



## Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Wednesday, February 28, 2024  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Olivia Canning, Brenton Colborne, Paul Jones, Deputy Mayor Arnold MacDonald, and Chrystal McNutt  
Councillors Regrets: nil

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

**Staff in attendance:** Linda Cloney – CAO and Stan McDougall - Admin Assistant (recording secretary).

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

### **1. Call to Order – Welcome**

At 6:01 PM, Mayor Henley called the meeting to order and welcomed Mark Rushton, media in attendance from Six Rivers News, Radio, and TV.

Mayor Henley made mention that February 28, 2024, is recognized as Pink Shirt Day. Pink Shirt Day recognizes the importance of unity, inclusivity, and diversity of all people.

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

Moved by Councillor Jones and seconded by Councillor Black that the agenda of the Regular Council Meeting for February 28, 2024, be approved, as presented.

***Motion Carried***

**3. Approval of Minutes – January 29, 2024 – Regular Council Meeting, pages 3 – 9, and February 14, 2024 – Special Council Meeting, pages 10 – 11**

Approved by \_\_\_\_\_

  
Mayor Greg Henley, on February 28, 2024

**4. Business**

**4.1 Draft Audited Financials 2022/2023 – Baker Tilley Nova Scotia Inc. – Presenter Alida Mitchell, Partner, Audit and Assurance, Report to submit separately.**

Council deferred all financial matters to a future Council meeting due to the Manager of Finance needing to send her regrets.

**4.2 Asset Management Policy – Request to adopt. pages 12 – 13**

Linda Cloney presented to Council the Asset Management Policy has been reviewed as part of a review process and has been approved for renewal by the Manager of Finance. The only change to the policy was the date of renewal to be December 31, 2026.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne to approve the revised Asset Management Policy, as presented.

***Motion Carried***

**4.3 2023 2024 Boards and Committees – Request for a Fire Department Committee, page 14**

Linda Cloney presented to Council a request for the reinstatement of a Fire Department Committee to be added to the 2023 – 2024 Boards and Committees by a couple of councillors.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne to add the Fire Department Committee to the 2023 – 2024 Boards and Committees for the Town of Oxford.

***Motion Carried***

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

Council deferred all financial matters to a future Council meeting due to the Manager of Finance needing to send her regrets.

**4.5 Information Sharing Agreement with Elections Nova Scotia – Request to enter agreement. *page 42***

Linda Cloney presented to Council that a municipal election requires a preliminary list of electors and there are a few ways to acquire this. One way is to enter into an agreement with the Information Sharing Agreement with the Chief Electoral Officer of the Province of Nova Scotia for the use of the provincial list of electors from Elections Nova Scotia for the general and/or special municipal election. In the past, the Town of Oxford has used this agreement to prepare a preliminary list of electors and is familiar with the standards and procedures to utilize the information from Elections Nova Scotia. It is less costly and labour-intensive than introducing a new process. The disadvantage to it is accuracy, which is always an issue with the electors list. Enumeration is the most accurate but labour-intensive and more costly. Therefore, the options available to the Town of Oxford are to use the Provincial or federal list of electors from a recent election or a registry of a list of electors maintained by the province or by Elections Canada, enumeration of the electors or a list of electors from a recent municipal election.

Staff would recommend the option to enter into agreement with the Information Sharing Agreement through the Chief Electoral Officer for the Province of Nova Scotia for the use of the provincial list of electors from Elections Nova Scotia.

Moved by Councillor Canning and seconded by Councillor McNutt to enter the Information Sharing Agreement with the Chief Electoral Officer of the Province of Nova Scotia for the use of the provincial list of electors from Elections Nova Scotia for upcoming general or special elections.

***Motion Carried***

**4.6 Alternative Voting Bylaw – first reading, *pages 43 – 50***

Council is deferring this item to a future Council meeting pending on further research by staff to the next Council Meeting.

## **5. Correspondence**

### **5.1 Email from Danny Graham – Chief Engagement Officer, Engage Nova Scotia *pages 51 – 52***

Linda Cloney presented an information email that went out to all the Council members in December 2023 from Engage Nova Scotia regarding the Quality-of-Life program and associated survey. There is a need for collaboration with municipalities to promote resident awareness when the survey is in the field. The survey will provide information on community vitality, healthy population, living standards, environment, demographic engagement, leisure, and culture, etc. The purpose of the survey and information is to help municipalities with future strategic planning.

A non-mandatory budget item for future Council consideration is a contribution of 50 cents a resident toward the cost of administering the survey in 2024/25. Participation in the survey is not contingent on the financial contribution.

Upcoming posts on our website and Facebook pages will be released in the future about the Quality-of-Life initiative and the upcoming survey and encourage all residents to complete the survey. The survey is being initiated from Cape Breton, which is currently using the survey tool and data in its planning.

## **6. In-Camera**

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

At 6:14 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***

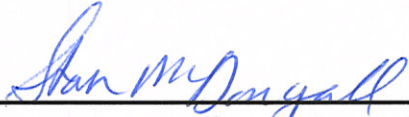
At 6:51 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to come out of in-camera and resume the Regular Council Meeting.

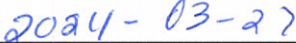
***Motion Carried***

## 7. Adjournment

Meeting adjourned at 6:53 PM

  
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**Mayor Greg Henley, Chair**

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

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

