



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook.
Wednesday, October 30, 2024
6 pm

AGENDA

1. Call to Order – Welcome
2. Approval of Agenda
pages 1 - 2
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
4. Business
 - 4.1 Council Swearing-In Ceremony
 - 4.1.1 Returning Office Report
 - 4.1.2 Swearing-In and Code of Conduct – Mayor
 - 4.1.3 Swearing-In and Code of Conduct – Council
 - 4.2 Adopt the Model Code of Conduct Regulations
pages 25 - 39
 - 4.3 Selection of Deputy Mayor
pages 40 - 41
 - 4.4 Selection of Boards and Committees
page 42

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

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

5. Correspondence

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

5.2 Email from NSFM
pages 44 - 45

6. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, September 11, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Deputy Mayor Arnold
MacDonald, Brenton Colborne, Chrystal McNutt, and
Olivia Canning-Sweet
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: Nil

Media and Gallery in attendance: Mark Rushton and Gary MacDonald

1. Call to Order – Welcome

At 6:26 PM, Mayor Henley called the meeting to order welcoming all in attendance.

Mayor Henley announced that there would be an amendment to the agenda with the addition under Section 5 – Correspondence of item 5.1 – Message from Benda Robinson to Mayor Henley for Council's consideration.

2. Approval of Agenda, pages 1 – 2

Moved by Councillor Jones and seconded by Councillor McNutt, the agenda of the Regular Council Meeting for September 11, 2024, be approved, as presented.

Motion Carried

3. Approval of Minutes –

June 27, 2024 – Regular Council Meeting – *pages 3 - 15*

July 17, 2024 - Special Council Meeting - *pages 16 – 17*

August 7, 2024 - Special Council Meeting - *Pages 18 – 24*

Approved by _____
Mayor Greg Henley, on September 11, 2024

4. Business

4.1 WaterCAD Study – presentation by Linda Cloney, CAO., *Pages 25 – 65*

Linda Cloney, CAO, reviewed with the Council the WaterCAD Study and what it means for the Town of Oxford. The study provides an up-to-date model of the existing water distribution system, providing information and data on the existing system. It is updated only when new developments are added and used to test scenarios of new development on the model. The objectives of the project are to confirm existing conditions through onsite investigation to create a steady-state WaterCAD model and scenario analysis to identify opportunities for system improvements and optimization. The model was used to identify areas of concern with the existing water distribution system so that recommendations can be made to enhance the system's performance.

The intention of the WaterCAD study model is that it would be used in the future to analyze the impact of future developments on the existing system and to make recommendations on the design characteristics of these developments. The model had been used to determine the impacts of the 9 home build on Horton Street.

Staff will present this new cost to the U.A.R.B (Utility and Review Board). These costs should be reviewed by the UARB to identify who would incur these costs. Most costs are incurred by the consumer when hooking up to the utility. Staff will come back with more information regarding this study.

Councillor Jones questioned the numbers used in the calculation for our largest employer for peak hour demand. Through discussion with Nick Purdy, it was confirmed that 5 years' worth of data including this year's data

was used in the calculation and there was an average taken over the last 5 years. Councillor Jones discussed that it should be investigated to find out how much of a buffer is in place.

Councillor Colborne discussed that our largest consumer is likely going to need to increase production and wondered what impact this would have on our pumping capacity. Linda Cloney discussed that this would need to be investigated further and provide future information.

4.2 Request for Water and Sewer Services – Ann Okwese – update and discussions

Linda Cloney, CAO, reviewed with the Council that this request, which happened earlier, would be looked at once the WaterCAD study was completed. The WaterCAD study did look at this scenario and if water services were hooked in via Pugwash Road, this development could go through. This was confirmed by Nick Purdy, Public Works Supervisor via Zoom. Sewer services would be available as they currently run along their property.

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald to grant Ann Okwese the request to connect to water and sewer services of the Town of Oxford.

Motion Carried

4.3 Request for Water and Sewer Services – Bill O’Neil and Cindy Austin – update and discussions

Linda Cloney, CAO, reviewed with the Council that this request, which happened earlier, involves the property at 55 Thompson Road. This property had been vacant for a long period. It is understood that there was water and sewer at this location. It also was deferred until the WaterCAD study was completed.

Dillon Consulting reviewed this and specified that a hydrant test needs to be completed on the corner of Pleasant St. and Thompson Rd. The sewer,

as reviewed with Nick Purdy, Public Works Supervisor via Zoom is at this location currently and he believed that sewer services should be available.

The issue with water services has to do with pressure and flow. The state of the current lines in that area are believed to be heavily corroded and old.

Further information will be provided in a future meeting.

4.4 Request for Water and Sewer Services – Tim Ellis

Linda Cloney, CAO, reviewed with the Council that this is a new service and there would be a charge based on our WaterCAD study model scenario testing. This development would consist of four (4) duplexes off Main Street. Council direction would be needed to go ahead with this as it would require bringing this to Dillon to run the scenario simulation with the WaterCAD study.

4.5 Request for Water Services – Kate Wood

As in 4.4 above, Linda Cloney, CAO reviewed with the Council that this new service would have to be reviewed with the WaterCAD study and scenario simulations run to determine whether there would be an effect on the Town's existing water distribution system. The cost to do this scenario testing is not included in the current budget. The Manager of Finance, Ruthann Brookins, recommended that these costs should be reviewed with the UARB to determine who should cover the cost of the WaterCAD study.

In regards to 4.4 and 4.5, the wording in the UARB is not clear regarding these new fees and who would be responsible for them. The Council gave direction to staff to contact the UARB and consult with them regarding the WaterCAD charges for running the development scenarios.

4.6 Temporary Borrowing Resolution – Fire Truck (Rescue Pumper and Town Garage)

Linda Cloney, CAO reviewed with the Council that in the current Capital Budget, approved by the Council, is a rescue pumper fire truck required to

replace an aging Oxford Fire Department unit and a Public Works garage currently being built. The Town of Oxford would like to propose taking out a temporary borrowing resolution to borrow money to fund these two items in the Capital Budget.

The temporary borrowing resolution is being considered early due to the timing required to process it and before being able to spend the money, a project needs to be near completion. The Public Works garage is slated to be completed in November 2024.

Ruthann Brookins reviewed with the Council that the temporary borrowing resolution application is applied for through the Municipal Finance Corporation of the Province of Nova Scotia which reviews future capital wants and the financial “house” of the Town of Oxford. Once they provide the stamp of approval to borrow, the Town of Oxford can go to them to borrow the money, or the Town of Oxford can borrow from other banks to borrow the funds. Ruthann further reviewed that our financial house should have us in financially good standing.

Moved by Councillor McNutt and Seconded by Deputy Mayor MacDonald regarding the Capital Projects for Rescue Pumper – Fire Truck and Storage Building, Public Works that;

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Oxford, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Oxford has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Oxford borrow a sum or sums not exceeding One Million Dollars(\$ 1,000,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Oxford to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding One Million Dollars (\$1.000.000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

**MUNICIPAL COUNCIL OF THE
Town of Oxford
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,000,000

Capital Projects: Detailed in Schedule "A"

**SCHEDULE "A"
CAPITAL PROJECTS**

		Estimates \$
Heading / Category: Fire		
Item	Rescue Pumper - Fire Truck	900,000
Item		
Item		
Item		
Heading Sub Total:		900,000
Heading / Category: Public Works		
Item	Storage Building, Public Works	100,000
Item		
Item		
Item		
Heading Sub Total:		100,000
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		1,000,000

Hearing no further discussion, the motion was held to a vote.

Councillor Jones – Yes

Councillor Colborne – Yes

Deputy Mayor MacDonald – Yes

Councillor Canning – Yes

Councillor McNutt – Yes

Councillor Black – Yes

Mayor Henley – Yes

Motion Carried

4.7 Town of Oxford recreation field – parking area – housekeeping item

Oxford Community Centre Committee presented to the Town of Oxford to allow them to create a parking area in an area owned by the town for parking at the fields generally used for recreation and community events. There would be no cost to the town to complete this parking area.

This parking will be created along the right-of-way leaving 10 feet of grass between the fence and the parking area.

Deputy Mayor MacDonald recommended that the Town of Oxford post it as a public parking area.

Moved by Councillor McNutt and seconded by Councillor Jones to permit the Oxford Community Centre Committee to establish a parking area long the right of way as presented.

Motion Carried

5. Correspondence

5.1 Message from Brenda Robinson to Mayor Henley for Council's Consideration.

Linda Cloney, CAO reviewed a message from Brenda Robinson to Mayor Henley for the Council's consideration.

Mayor Henley discussed that since this is the last formal Council meeting until the Municipal Election and new Council, Mayor Henley recommended tabling this item until the next Council meeting.

The Council agreed and gave directions to table this item until the next formal Council Meeting.

6. In-Camera

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

At 7:11 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to go in-camera to discuss the acquisition, sale, lease and security of municipal property.

Motion Carried

At 7:51 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Colborne to come out of in-camera and resume the regular Council meeting.

Motion Carried

7. Adjournment

Before the adjournment of the meeting, Mayor Henley read a letter received from the Oxford Fire Fighters Association, that on September 8, 2024, the members of the Oxford Fire Fighters Association have agreed to commit a one-time financial contribution of \$100,000.00 to the Town of Oxford for the purchase of a maxi-saver 6010 custom chassis fire apparatus.

The Town of Oxford and the Oxford Town Council thanks the Oxford Fire Fighters Association for the gracious donation. The next scheduled Council meeting will be held on October 30, 2024, one week later than normal because of the municipal election. All new Councillors will be sworn in at that time.

Make sure you are on the voters list! The 2024 Municipal Election is on October 19, 2024.

The meeting adjourned at 7:53 PM

Greg Henley, Mayor, Chair

Stan McDougall, Admin Assistant

Date Approved

DRAFT



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Thursday September 19, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Chrystal McNutt, and Deputy Mayor Arnold MacDonald, Brenton Colborne
Regrets: Olivia Canning-Sweet

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

Presenter present: Emma Young – Baker Tilly Nova Scotia Inc (via Zoom).

Gallery present: Mark Rushton (via Zoom).

1. **Call to Order**

At 6:06 PM, Mayor Henley called the meeting to order.

Items #4 and #5 were added to the agenda before the start of the meeting.

2. **Approval of Agenda**

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Special Council Meeting for September 19, 2024, be approved, as presented.

Motion Carried

3. **Draft Financials 2023/2024 – Presented by Baker Tilley Nova Scotia Inc.**

Ruthann Brookins, Manager of Finance of the Town of Oxford, introduced Emma Young, from Baker Tilly Nova Scotia Inc. to the Council who presented the draft financial statements of 2023/2024 to the Council.

Moved by Councillor McNutt, and seconded by Councillor Colborne that the Oxford Town Council approve the 2023-2024 Non-Consolidated Financial Statements, and the Audited Consolidated Financial Statements as presented by Baker Tilly Nova Scotia Inc.

Motion Carried

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald that the Oxford Town Council transfer from the General Operating Fund \$306,276.00 for the year 2023-2024 to the Operating Reserve Fund. This amount includes the budgeted transfer amount of \$100,000.00.

Motion Carried

4. **Appointment of Land Use Development Officer**

Linda Cloney, CAO recommends that Council appoints Torben Laux as a Development Officer for the Town of Oxford. He will be working along side with Andrew Fisher, who is also a Development Officer for the Town of Oxford. Their office is in the Town of Amherst.

Moved by Councillor Jones and seconded by Councillor McNutt, that the Oxford Town Council appoint Torben Laux as a Development Officer for the Town of Oxford.

Motion Carried

5. **Approval of the Minutes from Special Council Meeting on February 6, 2023**

Housekeeping item - Linda Cloney, CAO, discussed with the Council that the minutes of the February 6, 2023, Special Council Meeting were not approved.

Approved by _____
Mayor Greg Henley, on September 20, 2024

6. **Adjournment**

The meeting adjourned at 7:46 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

DRAFT



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Thursday, October 3, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Deputy Mayor Arnold MacDonald, Carla Black, Olivia Canning-Sweet, Brenton Colborne, Paul Jones and Chrystal McNutt.
Councillor Regrets: *Nil*

A quorum was present throughout the meeting.

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

Presenters in attendance: *Nil*

Media In Attendance: Mark Rushton, Hello Oxford – online news.

Gallery in attendance: *Nil*

1. **Call to Order**

At 5:30 PM, Mayor Henley called the meeting to order and welcomed all in attendance at the meeting.

2. **Approval of Agenda**

Moved by Deputy Mayor MacDonald and seconded by Councillor Black that the agenda of the Special Council Meeting for Thursday, October 3, 2024, be approved, as presented.

Motion Carried

3. Public Hearing – Transfer of Municipal Property – 177 Lower Main Street to the Oxford Community Centre Association

Mayor Henley called the Public Hearing in the matter of the transfer of municipal property, located at 177 Lower Main Street, Oxford to the Oxford Community Centre Association to order at 5:30 PM.

Mayor Henley turned the floor over to Linda Cloney, CAO, to present a review of the information leading up to this Public Hearing to all in attendance in person and via Zoom.

Currently, the Oxford Community Centre Association is leasing the land located at 177 Lower Main Street.

The idea of the Community Centre being built there has been part of discussions of the Council as far back as 2022.

The idea probably stemmed from the loss of the Oxford and Area Lions Club facility that hosted many different events for our community due to the formation of the Sinkhole that happened in 2018.

There are many benefits the Oxford Community Centre will bring to the Town. The purpose of the Community Centre is to promote community involvement, not just in relation to the centre's programming, but also by building relationships with and among people in the community. The Centre will foster a sense of belonging, provide educational opportunities, promote health and wellness, offer recreational activities, and support economic development. It will be a place where local people can come together, share resources, and work towards a common goal of building a stronger and more vibrant community. The Centre will be a gathering place where friendships and social networks are built. It will serve as a neutral ground where people of all ages, ethnicities, and socioeconomic statuses can meet, interact, and engage with each other.

The Council gave direction to staff to start the proceedings to sell the municipal property (PID#25500943) to the Oxford Community Centre at a Special Council Meeting held on July 17, 2024.

The first step was to determine whether the fair market value is more than \$10,000, this could be done by an appraiser. In this case, it came back at \$97,500. If more than 10,000 we will need to have a public hearing.

Normally a resolution would need to be passed by a majority, but with this matter, we need a two-thirds majority. To be clear, we would need 5 out of 7 votes.

Mayor Henley announced that there was one submission from an Oxford resident in the form of a letter for the Council's consideration and turned the floor back over to Linda Cloney to review.

Linda reviewed with the Council that a notice of Public Hearing had been sent out on September 16, 2024, on our municipal website and was also posted on social media. Submissions in support or opposition to the proposed transfer of land were requested to be written to the attention of the CAO by email no later than October 1, 2024.

One letter was received via email on September 25, 2024, from resident Brenda Robinson in opposition. The letter was read to the Council.

Mayor Henley inquired if there were any further submissions for the public hearing for the Council's consideration. Linda Cloney confirmed that there were no further submissions and reviewing that there were no members of the public present in the gallery, and there being nothing further, Mayor Henley ended the Public Hearing at 5:36 PM.

Moved by Councillor Canning and seconded by Councillor Black that Oxford Town Council has received a request from the Oxford Community Centre Association for the transfer of municipal property located at 177 Lower Main Street for one dollar;

And that the Oxford Community Centre Association pays for all expenses involved with the transfer of property;

And that Oxford Town Council considers the Oxford Community Centre Association to carry out future activities beneficial to the Town of Oxford when the build of the centre is completed;

And the estimated market value of the property has been appraised at \$97,500.00;

And that a public hearing was duly advertised on September 16, 2024, and held on October 3, 2024, before the passing of the resolution.

Councillor McNutt – Yes
Deputy Mayor MacDonald – Yes
Mayor Henley – Yes
Councillor Black – Yes
Councillor Canning – Yes
Councillor Colborne – Yes
Councillor Jones - Yes

4. **Adjournment**

The meeting adjourned at 5:38 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Wednesday October 9, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Chrystal McNutt, and Deputy Mayor Arnold MacDonald, and Olivia Canning-Sweet
Regrets: Brenton Colborne

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

Presenter present: *Nil*

Gallery present: Mark Rushton, Hello Oxford.

Announcements made prior to the call to order:

Mayor Henley announced that this meeting would be the last meeting of the current Council and thanked all current Councillors for their hard work over the term.

Mayor Henley presented a Certificate of Recognition on behalf of the Nova Scotia Federation of Municipalities to Councillor Paul Jones in recognition of 15 years of dedicated service to the Municipal Government in the Province of Nova Scotia.

1. Call to Order

At 6:31 PM, Mayor Henley called the meeting to order.

2. **Approval of Agenda**

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald, that the agenda of the Special Council Meeting for October 9, 2024, be approved, as presented.

Motion Carried

3. **Business**

3.1 *Pre-Approval of Debenture Issuance (Fire Truck)*

Linda Cloney presented to the Council that the process of the debenture had been a two-step process. On September 11, 2024, at the last Council meeting, a motion was passed to start the process to apply for the debenture to get a loan. Linda Cloney turned the floor over to Ruthann Brookins, Manager of Finance to discuss the second step.

Ruthann Brookins reviewed with the Council that the second step was the final application to MFC for the loan which must be submitted prior to October 30, 2024. The application was reviewed with the Council, reviewing that the stated interest rate of 6.5% would not be exceeded. This did not reflect the interest rate that the loan would be processed under, but rather was a maximum or ceiling with rates indicating potentially around 4.7%. The interest rate, once determined through MFC is locked in for 10 years. Comparatively, the Interest rate from the bank would be locked in for only 5 years.

Typically, municipalities would apply and obtain the loan through MFC rather than through a bank due to MFC being able to offer the lowest interest rates through the many applications from other municipalities.

The debenture being applied for would be for a value of \$900,000 over a 10-year term. The interest rate would not be known until after October 30, 2024, after all municipalities have applied.

Moved by Councillor McNutt, and seconded by Councillor Canning-Sweet that,

WHEREAS clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of the council to borrow for was approved by the municipal council on September 11, 2024.

BE IT THEREFORE RESOLVED THAT under the authority of Section 91 of the *Municipal Government Act*, the Town of Oxford borrow by the issue and sale of debentures a sum or sums not exceeding \$900,000, for a period not to exceed 10 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the Town of Oxford in the amount that the mayor or warden and clerk or

the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.5%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

Councillor Jones – Yes

Councillor Canning-Sweet – Yes

Councillor Black – Yes

Councillor McNutt – Yes

Deputy Mayor MacDonald – Yes

Mayor Henley – Yes

Motion Carried

3.2 Update on WaterCAD process

Linda Cloney provided a brief update to the Council that from the presentation on the WaterCAD study, the cost involved was discussed with both the Nova Scotia Utility Review Board, other municipalities and in the process of discussion it looks like the costs involved are to be absorbed by the developers. The process will now be to decide and formalize the cost distribution and implementation of these costs. The cost will not affect the taxpayers' water rates or municipal taxes.

The plan will be to move ahead as soon as possible. The developers are being worked with currently on these costs and the method of distribution.

4. **In Camera**

4.1 acquisition, sale, lease, and security of municipal property

At 6:40 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 6:53 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to come out of in-camera and resume the Special Council Meeting.

Motion Carried

Prior to the adjournment of the Special Council Meeting Linda Cloney reviewed with the Council the dates and times for the upcoming Municipal Elections

5. **Adjournment**

The meeting adjourned at 6:56 PM

Greg Henley, Mayor, Chair

Stan McDougall, Admin Assistant

Date Approved

N.S. Reg. 219/2024

FILED

Date: October 15, 2024

**Jane Newton
Registrar of Regulations
Province of Nova Scotia**

**In the matter of subsection 520(1) of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

-and-

**In the matter of regulations respecting a code of conduct
for elected officials of municipalities**

Order

I, John Lohr, Minister of Municipal Affairs and Housing for the Province of Nova Scotia, pursuant to subsection 520(1) of Chapter 18 of the Acts of 1998, the *Municipal Government Act*, hereby make regulations respecting a code of conduct for elected officials of municipalities in the form set forth in the attached Schedule "A".

This order is effective on and after October 20, 2024.

Dated and made October 15, 2024, at Halifax Regional Municipality, Province of Nova Scotia.



Honourable John Lohr
Minister of Municipal Affairs and Housing

Schedule “A”

Regulations Respecting a Code of Conduct for Municipal Elected Officials made under Section 520 of Chapter 18 of the Acts of 1998, the *Municipal Government Act*

Interpretation

Citation

- 1** These regulations may be cited as the *Code of Conduct for Municipal Elected Officials Regulations*.

Definitions

- 2** In these regulations,

“Act” means the *Municipal Government Act*;

“complaint” means a complaint regarding an alleged breach of the code of conduct;

“elected official” means council member, mayor or warden;

“investigator” means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

“model code of conduct” means the model code of conduct prescribed in Schedule “A”.

Code of Conduct

Application

- 3** (1) The code of conduct referred to in these regulations is a code of conduct established under Section 23A of the Act.
- (2) The code of conduct applies to elected officials at all times and in all locations.

Adoption of code of conduct and notice to Minister

- 4** (1) A municipality must adopt the model code of conduct on or before December 19,

2024.

- (2) A municipality must report to the Minister and provide a notice confirming adoption of the model code of conduct on or before December 19, 2024.

When code of conduct applies

- 5 (1) The code of conduct applies to each council member from the time that they are declared elected until the earliest of the following:
- (a) the date of their resignation;
 - (b) the date they are disqualified from office;
 - (c) the date their successor is sworn into office, or the date of the meeting at which a successor would have been sworn into office if there is no successor.
- (2) The code of conduct does not apply to action or conduct that occurred before the earlier of the following dates:
- (a) date that the code is adopted by a municipality;
 - (b) December 19, 2024.

Complaint and Investigation Process

Appointment of investigator by municipality

- 6 (1) An investigator must have experience conducting investigations and applying the principles of natural justice and procedural fairness.
- (2) A municipality must include an investigator's contact information on its publicly accessible website.
- (3) A municipality must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint.

Timeline for complaints

- 7 (1) A complaint must be made to an investigator no later than 6 months after the date that the complaint is discovered.
- (2) For the purposes of this Section, a complaint is discovered on the following applicable date:
- (a) the date that the complainant first knew or ought reasonably to have known that the council member's conduct or action was potentially in

- breach of the code of conduct;
- (b) for conduct or an action that is continuous, the date that the council member's action or conduct ceases;
- (c) for conduct or a series of actions that is repeated, the date that the council member's last act or conduct in the series occurs.

Complaints during elections

- 8**
- (1) A complaint brought forward during a municipal election period, from nomination day until ordinary polling day, must not be investigated until the election is concluded.
 - (2) An investigation in progress on an election's nomination day must continue, but may be paused between nomination day and election day.
 - (3) An investigation in progress for a complaint made about the conduct of an elected official will not continue if the official is not re-elected.

Initial complaint process

- 9**
- (1) An investigator must notify the Chief Administrative Officer whenever a complaint is received.
 - (2) An investigator must determine if there is merit to a complaint and then take 1 of the following actions:
 - (a) notify the Chief Administrative Officer that it is dismissed in accordance with subsection 23C(3) of the Act;
 - (b) if the investigator finds that the complaint has merit, the investigator must
 - (ii) notify the council member who is the subject of the complaint that a complaint has been made about them, and that it is proceeding to an investigation, and
 - (iii) begin their investigation and notify council in camera of the fact that a complaint is proceeding to the investigation phase.

Confidentiality

- 10**
- An investigator must protect the confidentiality of all of the following to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness:
- (a) the complainant;

- (b) all persons who are the subject of the complaint;
- (c) all persons involved in the investigation,

Reporting on investigation

- 11** (1) Except as provided in subsection (2), the report on the investigation required by subsection 23C(2) of the Act to be presented to council must be presented no later than 6 months after a complaint is made.
- (2) Council may grant an investigator additional time to present a report in exceptional circumstances, including a delay caused by a municipal election period.
- (3) A council member who is the subject of a complaint must be given an opportunity to review and respond to the information in an investigator's report, and to make submissions to council before the council determines whether there was a breach of the code of conduct.

Investigator report on failing to comply with sanction

- 12** Despite Sections 9, 10 and 11, if a council member fails to comply with a sanction as required by the code of conduct, the investigator is not required to conduct an investigation but must present a report to council with a recommendation on an appropriate sanction.

Determinations

- 13** After receiving the investigator's report and hearing any submissions from any council member who is the subject of the complaint, council must determine if a breach occurred and what appropriate sanctions to impose in accordance with Sections 17 and 18.

Conflict of interest—council member present at meeting

- 14** If a council member who is the subject of a complaint or who has made a complaint under the code of conduct is present at a council meeting at which the complaint is discussed, the council member must
- (a) withdraw from their place as a council member and take 1 of the following applicable actions while the complaint is being considered:
 - (i) for a closed meeting, leave the room where the meeting is held,
 - (ii) for a meeting that is open to the public, either
 - (A) leave the room where the meeting is held, or
 - (B) attend only in part of the room set aside for the general public; and

- (b) not vote on any issue related to the complaint.

Public record

15 After council's determination of a complaint, the council must make a record that is open to the public outlining all of the following:

- (a) the section of the code of conduct under which the complaint was made;
- (b) the investigator's recommendations;
- (c) the council's determination and any sanction imposed

Council determination final

16 A council's determination regarding a complaint is final and binding on all parties.

Sanctions and Sanction Framework

Sanctions framework

17 A council must consider all of the following criteria before imposing a sanction on a council member for a contravention of the code of conduct:

- (a) the nature of the contravention;
- (b) the length or persistence of the contravention;
- (c) whether the council member's contravention was intentional;
- (d) whether the council member has taken any steps to remedy the contravention;
- (e) whether the council member has previously contravened the code of conduct;
- (f) any external factors that are relevant to the council member's contravention, including personal issues and health issues;
- (g) the resources necessary to fulfilling the council member's responsibilities as a council member.

Sanctions for contravention of code of conduct

18 (1) The sanctions to be imposed by Council under Section 23D of the Act may include 1 or more of the following prescribed sanctions:

- (a) a letter of formal reprimand or warning;

- (b) a requirement that the council member provide a letter acknowledging their contravention and an apology no later than 15 days after the date the council imposes the sanction;
 - (c) a requirement that the council member attend training that is appropriate to address the action or conduct that contravened the code of conduct;
 - (d) a public censure;
 - (e) limiting the council member's access to certain local government facilities, equipment or property;
 - (f) suspending or removing the council member as deputy head of council or the chair of any committee;
 - (g) suspending or removing the council member, for a period no longer than 6 months, from some or all municipal committees or boards;
 - (h) limiting the council member's participation on behalf of a municipality;
 - (i) limiting the council member's travel or expense reimbursement on behalf of a municipality;
 - (j) a fine of up to \$1000 per contravention of the code of conduct, that must be paid no later than 6 months after the date that council imposes the sanction;
 - (k) reducing the council member's remuneration, for a period no longer than 6 months;
 - (l) requiring the council member to repay any direct monetary loss realized by a municipality as a result of the council member's contravention, in an amount determined by the investigator;
 - (m) requiring the council member to repay any direct monetary gain they obtained as a result of their contravention, in an amount determined by the investigator.
- (2) A council member who is determined by council to have contravened the code of conduct must complete additional code of conduct training.

**Schedule “A”—Model Code of Conduct for Municipalities
prescribed by the Minister under subsection 520(1) of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

Title

1 The title of this code of conduct is the *Code of Conduct for Elected officials of the [insert name of municipality]*.

Definitions

2 In this Code, the following definitions apply:

“Act” means the *Municipal Government Act*;

“CAO” means chief administrative officer;

“clerk” means the clerk of the municipality;

“closely connected” to a council member, means any of the following:

- (i) a family member of the council member,
- (ii) an agent of the council member,
- (iii) a business partner of the council member,
- (iv) an employer of the council member;

“Code” means the *Code of Conduct for Elected officials of the [insert name of municipality, as in title]*;

“complaint” means a complaint regarding an alleged breach of the Code;

“confidential information” includes any information in the possession of the municipality that the municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the municipality and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the municipality’s property,
- (ii) a proposed or pending acquisition or disposition of land or other property,

- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,
- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (xi) advice that solicitor-client privileged;

“council” means the council of the municipality;

“discrimination” has the same meaning as in the *Human Rights Act*;

“elected official” means any council member, including the mayor or warden;

“family member” means in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,
- (v) sibling of a parent,
- (vi) child of a sibling,
- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,

(xi) spouse of a child;

“harass” has the same meaning as in the *Human Rights Act*;

“investigator” means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

“mayor” means the council member elected at large to be the chair of the council;

“municipality” means the regional municipality, town or county or district municipality, except where the context otherwise requires;

“poisoned environment” means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person’s work environment;

“sexual harassment” has the same meaning as in the *Human Rights Act*;

“warden” means the council member chosen by the council to be the chair of the council.

General purpose

- 3** (1) The purpose of this Code is to set out the expectations for the behaviour of members elected to council in carrying out their functions and making decisions that benefit the constituents in their municipality.
- (2) Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

Interaction with laws and policies

- 4** (1) This Code is intended to operate together with, and as a supplement to, the applicable common law, the *Criminal Code* of Canada, the Act, the *Municipal Conflict of Interest Act* and any other applicable legislation.
- (2) This Code is intended to operate together with, and as a supplement to, the other by-laws and policies of a municipality.
- (3) This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

Guiding principles

- 5** All of the following are the guiding principles for council members’ conduct:

Collegiality: council members must work together to further the best interests of the

municipality in an honest and honourable way.

Respect: council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the municipality or tarnishes the municipality's reputation.

Integrity: council members must act lawfully and adhere to strong ethical principles by prioritizing the municipality's interests over individual interests.

Professionalism: council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in council activities.

Transparency: council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

Responsibility: council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General conduct

- 6 (1) A council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.
- (2) A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during council meetings or other meetings of the municipality.
- (3) A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
- (4) A council member must conduct council business and all duties in an open and transparent manner, other than for those matters that council is authorized by law to carry out in private.
- (5) A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the municipality.
- (6) A council member must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

Confidential information

- 7 (1) A council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the council to do so.
- (2) A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.
- (3) A council member must not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the municipality.
- (4) A council member must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

Gifts and benefits

- 8 (1) A council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:
- (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a suitable memento of a function honouring the council member;
 - (c) sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
 - (d) compensation authorized by the municipality.
- (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a council member, with the council member's knowledge, is deemed to be a gift to the council member.

Use of municipal property, equipment and services

- 9 (1) A council member must not use, or request the use of, any municipal property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
- (a) it is generally available for use by the public and the council member is receiving no special preference in its use;
 - (b) it is made available to the council member in the course of carrying out

council activities and duties, and is used for purposes connected with the discharge of municipal duties.

- (2) A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the municipality.
- (3) A council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- (4) A council member, or a person closely connected to a council member, must not tender on the sale of surplus municipal property, including old or extra equipment.

Building, development, planning, or procurement proposals before council

- 10** A council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before council.

Improper use of influence

- 11** A council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

Business relations

- 12** (1) A council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- (2) A council member must not borrow money from any person who regularly does business with the municipality, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- (3) A council member must not act as an agent of a person or entity before council or a committee of council or any agency, board or committee of the municipality.

Employment of persons closely connected to council members

- 13** (1) A council member must not attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- (2) A council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- 14** (1) A council member must not give special consideration, treatment or advantage to

any individual or entity beyond that which is given to all.

- (2) A council member must not give special consideration, treatment or advantage to an organization or group because the council member, or a person closely connected to the member, is involved with the organization or group.

Adherence to policies, procedures, bylaws and other laws

- 15
- (1) Council members must adhere to all applicable federal and provincial legislation.
 - (2) Council members must adhere to the procedures, resolutions, policies and bylaws of the municipality.
 - (3) Council members must adhere to the expense and hospitality policy of the municipality.

Respect for council as a decision-making body

- 16
- (1) A council member must abide by, and act in accordance with, any decision made by council, whether or not the member voted in favour of the decision.
 - (2) A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

Communicating on behalf of council

- 17
- (1) A council member, other than the mayor or warden, must not claim to speak on behalf of council unless the council member is authorized to do so.
 - (2) The mayor, warden or an individual designated by council may speak on behalf of council and must make every effort to convey the intent of council's decision accurately.

Interactions of council with staff and service providers

- 18
- (1) A council member must respect the role of the CAO as head of the administrative branch of the municipality's government and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
 - (2) A council member must not direct, or attempt to direct, the CAO or clerk other than through a direction provided by the council as a whole.
 - (3) A council member must be respectful of the role of the CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council.
 - (4) A council member must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions, unless

council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless council as a whole has provided direction regarding same.

- (5) If a CAO has been appointed under Section 28 of the Act, a council member must not direct municipal employees except through the CAO.
- (6) Contractors, tenderers, consultants or other service providers to the municipality must not be issued instructions by council members
 - (a) if a CAO has been appointed under Section 28 of the Act; or
 - (b) unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and council as a whole has provided direction regarding same.
- (7) A council member must not require or request that a municipal employee undertake personal chores or tasks for the member that are unrelated to municipal business.
- (8) A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

Respectful interactions

- 19 (1) A council member must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.
- (2) A council member must not sexually harass any person.
- (3) A council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

Reprisals

- 20 A council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code or any person providing relevant information in relation to a matter under this Code.

TOWN OF OXFORD POLICY

Subject: Deputy Mayor

Effective Date: November 16, 2020

Revision Date:

Rationale

The following policy establishes the selection and term of office of the Deputy Mayor.

Policy Statement

1. At its first meeting following an election, Council shall select a Deputy Mayor to hold office from that date to October 31 of the following year.
2. In non-election years, Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1 of that year until October 31 of the following calendar year.
3. Selection of the Deputy Mayor
 - a. The election of the Deputy Mayor shall be placed on the Council agenda.
 - b. When the item comes up on the agenda at the meeting the Mayor shall open the floor to members of Council for nomination.
 - c. If there is only one nominee, the Mayor shall entertain a motion to elect the nominated member as Deputy Mayor.
 - d. If there are multiple nominees, the Mayor shall direct the CAO to prepare ballots for the election reflecting the names of the nominees.
 - e. All members of Council, including those nominated, are eligible to vote.
 - f. Vote shall be by secret ballot.
 - g. Results shall be tabulated by the CAO who shall then communicate the results to the Mayor.
 - h. The Mayor shall declare the candidate with the most votes the Deputy Mayor for the term ending October 31 of the following calendar year.
 - i. Should the Deputy Mayor resign their office or cease to be a Councillor for any reason during their term in office, the above-noted process will be used to select a new Deputy Mayor, but the term of office shall be to complete the term of the Deputy Mayor whose vacancy created the need for a selection.

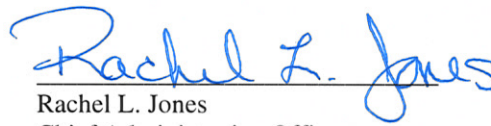
References

Nova Scotia Municipal Government Act, s. 16.

Certification

I, Rachel L. Jones, Chief Administrative Officer of the Town of Oxford, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 16th day of November, 2020.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this 19th day of November, 2020.



Rachel L. Jones
Chief Administrative Officer

2024 / 2025 Boards and Committees

APPROVED - May 8, 2024

Revised: April 24, 2024, May 8, 2024

Boards		Black	Canning	Colborne	Henley	Jones	MacDonald	McNutt
All Saints Community Health Care Foundation	Public Appointee (vacant)							
Cumberland Joint Services Management Authority - (CJSMA)	Mayor Henley				1			
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor Black	1						
Police Advisory Board	Deputy Mayor MacDonald, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1			1	
Police Services Review	Mayor Henley, Councillor Colborne, David Hoffman, Thomas Shears, Carla Black	1		1	1			
Committees - Internal								
Accessibility Committee	Deputy Mayor MacDonald, Councillor Canning, Josephine MacDonald (Vice Chair), Danielle Laurie (Chair), Tracy Briggs, Mandy Blake, Brenda MacDonald, Meagan Marchant, Kiersten Hiltz and Amanda Purdy		1				1	
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Robert Moores (Secretary), Paula Rogers (Treasurer), Russell Thompson, Patrick Rushton, Kristen Thompson, Shannon Hanna, Murray Thompson, Mitchell Hannigan, Timothy Wood, Cole Wood and Councillor Paul Jones.					1		
Audit Committee	Councillor Jones, Deputy Mayor MacDonald, Councillor McNutt, VACANT (public appointee - mandated)					1	1	1
Communities in Bloom Committee	Councillor Black, Ashlyn Brownell, Chelsea Brownell, Amanda Purdy, Maxine Clarke, and Al Clarke	1						
Downtown Revitalization/Beautification Committee	Councillor McNutt, Councillor Black, Councillor Canning	1	1					1
Fire Department Committee	Councillor Colborne, Deputy Mayor MacDonald, Councillor Jones			1			1	
Inclusion, Diversity and Equity Committee	Councillor Canning		1					
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Planning Advisory Committee	Mayor Henley and Deputy Mayor MacDonald				1		1	
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Jimmy Ward (MPAL), Kelsey Clark, Carrigan Guthro, Millisa Ellis, Elaine Mazur, Kristen Thompson, Megan Baker, Connor Patriquin, Sarah Henley, Hayden Clark, and Amanda Purdy		1					1
Road Trails Act Review Committee	Councillor McNutt, Councillor Jones, Councillor Colborne, and Councillor Canning		1	1		1		1
Source Water Protection Advisory Committee	Mayor Henley (Chair), Councillor Colborne			1	1			
Town Buildings Committee	Mayor Henley, Councilor Colborne, Councilor Jones (Chair)			1	1	1		
Welcoming Committee	Deputy Mayor MacDonald, Councillor Black, Helen Reade, Catherine Mundle, Michelle Cann, Sarah Henley, Jodi Getson, and Mariana Nardy	1					1	
Committees - External								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt - Vacant positions for residents / business operators							1
Cumberland Health Stakeholders	Mayor Henley				1			
Northern Region Solid Waste Management Committee	Councillor McNutt							1
Physician Recruitment Committee	Mayor Henley				1			
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne			1				
		8	5	8	8	6	6	6

Message from Brenda Robinson to Mayor Henley for Council's consideration.

September 2024

Greg, I have an idea for the town to develop the property on Water Street. The idea is a row of micro shops on the bottom with tiny apts on the top with balconies that overlook the river. If we don't touch the town lot directly on the corner then we could have ten shops and ten apts. I know we could get some funding to help with the project because we would be adding much needed housing and ten micro shops would be affordable for people to rent. I and would add a lot of value for the town. My idea would be to match the facade with Eric's look across the street. It would be a fantastic addition for the town. I don't have the funds to do this but I certainly could coordinate it. A town project with some funding and support from our bank we could swing it. Can you bring up the idea at council?

From: [NSFM Communications](#)
Subject: Congratulations and Welcome from NSFM!
Date: October 24, 2024 11:28:43 AM
Attachments: [image001.png](#)
Importance: High

Dear newly elected and re-elected municipal officials,

On behalf of the Nova Scotia Federation of Municipalities (NSFM), I would like to extend our warmest congratulations to all newly elected and re-elected municipal officials across Nova Scotia. Your commitment to public service is deeply appreciated, and we look forward to supporting you as you lead and represent your communities.

At NSFM, we are committed to working with you to foster strong, vibrant municipalities that meet the needs of all Nova Scotians. As you embark on this important journey, please know that we are here to offer resources, advocacy, and a collaborative platform to help you succeed in your role.

The Fall and Spring Conferences are excellent opportunities to learn from and engage with your colleagues from around the province. The Fall Conference and Annual General Meeting will take place **November 26-29** in Halifax, and you are encouraged to learn more about this important event. Registration is now open, and the complete conference itinerary can be found on the NSFM website. We would love to see you in attendance and look forward to your contributions as you engage with the organization.

We look forward to the positive impact your leadership will bring to our province.

Best regards,

Carolyn Bolivar-Getson, President

NOVA SCOTIA FEDERATION OF MUNICIPALITIES
t +902.423.8331
info@nsfm.ca

nsfm.ca | [facebook](#) | [twitter](#) | [linkedin](#) | [instagram](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NSFM is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw. We are all Treaty people. We also

acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities who have been here for over 400 years.