



Town Council Meeting
Council Chambers, *conducted through Zoom and
streamed live to Facebook and uploaded to YouTube*
Wednesday, September 17, 2025
6:00 pm

AGENDA

1. Call to Order

2. Approval of Agenda
Page 1

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

4. Business

4.1 Draft Financial Statements – presentation by Baker Tilly Nova Scotia
Submitting separately

4.2 2025 – 2026 Boards and Committees update – Beautification Program
Page 16

4.3 NSFM Bylaw Changes
Verbal presentation

4.4 Meadow Lane – Public Street
Verbal presentation

5. Correspondence

5.1 RCMP 2024 Year in Review
Page 17

6. In-Camera

7. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, June 25, 2025
Presiding Officer: Mayor Greg Henley
Councillor Present: Deputy Mayor Carla Black and Councillors Brenton Colborne, Olivia Canning-Sweet, Padraic Moore, Paul Jones, 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).

Gallery (media and public) in attendance: Mark Rushton - Hello Oxford/Radio for Hope Centre. Students Emily Mcculloch and Ryker Brown and accompanying parents.

1. Call to Order

Mayor Henley called the meeting to order at 6:00 PM.

2. Presentation

2.1 Presentation of Certificate of Recognition – Emily Mcculloch and Ryker Brown

Mayor Henley recognized both Emily Mcculloch and Ryker Brown, students and residents of the Town of Oxford, for their kindness and great deed in retrieving and returning the Town of Oxford Pride Flag, which had been stolen and thrown in the River. Mayor Henley presented both Emily and Ryker a Certificate of Recognition and a Town of Oxford Pin.

3. **Approval of Agenda, Page 1**

Moved and seconded to approve the agenda of the Regular Council Meeting for Wednesday June 25, 2025, be approved, as presented.

Motion Carried

4. *Approval of Minutes*

Pages 4 - 10 – Regular Council Meeting - May 28, 2025

Pages 11 - 12 – Special Council Meeting - June 11, 2025

Approved by _____
Mayor Greg Henley, on June 25, 2025

5. **Business**

5.1 RFD – **Appointment of Fire Inspectors**

Page 13 – Letter from the Nova Scotia Office of the Fire Marshal

A letter was presented to the Council regarding a call for a current list of appointments for all Fire Inspectors for the Town of Oxford. David Buell confirmed that, also, a list of building inspector appointments could also be verified and approved by council at this regular Council meeting.

Moved by Deputy Mayor Black and seconded by Councillor Jones, that the Council of the Town of Oxford appoint David Buell, Melissa Siddall, and Brian Wood, employees of the Municipality of the County of Cumberland, as Fire Inspectors for the Town of Oxford.

Motion Carried

Moved by Deputy Mayor Black and seconded by Councillor Canning-Sweet, that the Council of the Town of Oxford appoint David Buell, Melissa Siddall, Brian Wood, Corey DeWitt, and Samantha Stewart, employees of the Municipality of the County of Cumberland, as Building Inspectors for the Town of Oxford.

Motion Carried

6. Correspondence

6.1 Help keep kids and youth aware of 'stranger danger' this summer and beyond – Councillor Moore, Pages 14 – 15

Councillor Moore presented the article on 'stranger danger', which was included in the Council Package to present children the message to be:

- aware of their surroundings
- trust instincts and feelings
- be assertive when approached by a stranger
- avoid taking shortcuts when moving about
- walk in pairs or groups
- share plans with parents or caregivers
- communicate changes in plans
- listen to your parents or caregivers – some family members or acquaintances may no longer be trustworthy
- if in danger, yell out no, leave and find a trustworthy adult and call 9-1-1

6.2 Correspondence from the Attorney General and Minister of Justice – Mayor Henley, Pages 16 – 18

Mayor Henley discussed a letter received today from the Attorney General and Minister of Justice regarding policing services in Nova Scotia. Deloitte had been hired to conduct a study titled Shaping the Future: Policing in Nova Scotia.

Foundational changes include:

1. Unified Records Management System
2. Enhanced Policing Resource
3. Layered Policing Model
4. Establishment of Community Safety Boards
5. Provincial Policing Standards
6. A New Billing Framework

The Minister will meet with Mayor Henley and Linda Cloney this summer about this and more will be reported in the fall.

Linda shared that the current framework through which policing is paid for in Nova Scotia requires modernization so all communities can afford to have access to effective policing services.

Prior to adjourning the meeting, Mayor Henley extended congratulations to the graduates of the Oxford Regional Education Centre (OREC) for the year 2025.

Council will be going into summer recess, unless a Special Council Meeting is required. The next scheduled Committee of the Whole (COW) meeting is scheduled for September 10, 2025. The next Council meeting is scheduled for September 24, 2025.

7. Adjournment

The meeting adjourned at 6:15 PM

Greg Henley, Mayor, Chair

Stan McDougall, Admin Assistant

Date Approved



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, August 6, 2025
Presiding Officer: Mayor Greg Henley
Councillor Present: Deputy Mayor Carla Black, Councillors Brenton Colborne, Olivia Canning-Sweet, Paul Jones, Padric Moore and Chrystal McNutt.
Councillors Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney – CAO (secretary), and Ruthann Brookins – Manager of Finance.

Gallery (media and public) in attendance: Nil

1. **Call to Order**

Mayor Henley called the meeting to order at 6:00 PM.

2. **Approval of Agenda**

Moved and seconded to approve the agenda of the Regular Council Meeting for Wednesday August 6, 2025, be approved, as presented.

Motion Carried

3. **In-Camera**

3.1 **acquisition, sale, lease and security of municipal property**

At 6:02 it was moved by Councillor Colborne and seconded by Councillor Canning to go in-camera.

Motion Carried

At 7:21 pm it was moved by Councillor Colborne and seconded by Councillor Canning-Sweet to come out of in-camera and resume the Special Council Meeting

Motion Carried

It was presented to Council that On August 1, 2023, the Nova Scotia Department of Environment and Climate Change approved the Extended Producer Responsibility for Packaging, Paper Products and Packaging-Like Products Regulations. The extended producer responsibility (EPR) program will launch December 1, 2025.

Historically, Nova Scotia's packaging and paper recycling program was operated and funded by municipalities. Now, under the Extended Producer Responsibility for Packaging, Paper Products and Packaging-Like Products Regulations, Nova Scotia is transitioning to a new model where brand owners – the organizations that produce packaging and paper materials – are 100% responsible for operating and funding recycling the province's program. Circular Materials is the organization responsible for ensuring producers meet their regulatory requirements.

Specific details of what this program would look like in the Town of Oxford could not be worked out unless the municipality opts in to an EPR Program. The decision to OPT IN, at this point, was to allow the municipality to have further discussions with industry to work out the details of the program.

Council OPTED IN on October 23, 2023, to learn the details.

Circular Materials have made the following offer:

Oxford would continue to manage and administer their current recycling depot collection, and Circular Materials would pay Oxford \$3.92 per household, per month, with a contract term of December 1, 2025, to March 31, 2028, with two, one-year extensions. Additionally, Oxford would receive a Promotion and Education top up, of \$1.50 per household, per year.

OR

Oxford would OPT OUT and Circular Materials would then manage and administer the recycling collection.

Moved by Councillor Jones and seconded by Councillor McNutt that Town Council OPT IN to Extended Producer Responsibility (EPR). Oxford would continue to manage and administer the current recycling depot collection and Circular Materials would pay Oxford \$3.92 per household, per month, with a contract term of December 1, 2025, to March 31, 2027, with two one-year extensions. Additionally, Oxford would receive a Promotion and Education top up, of \$1.50 per household, per year.

Motion Carried

4. **Adjournment**

The meeting adjourned at 7:26 PM

Greg Henley, Mayor, Chair

Linda Cloney, Chief Administrative Officer

Date Approved

DRAFT



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, August 27, 2025
Presiding Officer: Mayor Greg Henley
Councillor Present: Councillors Brenton Colborne, Olivia Canning-Sweet, Paul Jones, and Chrystal McNutt.
Councillors Regrets: Deputy Mayor Carla Black, and Padraic Moore

A quorum was present throughout the meeting.

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

Gallery (media and public) in attendance: Nil

Prior to call to order, Mayor Henley acknowledged all the hard work by the volunteer firefighters who have been battling wildfires.

1. **Call to Order**

Mayor Henley called the meeting to order at 6:00 PM.

2. **Approval of Agenda**

Moved and seconded to approve the agenda of the Regular Council Meeting for Wednesday August 27, 2025, be approved, as presented.

Motion Carried

3. **RFD – Approval of Revised 2025 / 2026 Boards and Committees**

Revisions to the 2025/2026 Boards and Committees were reviewed with Council.

Moved by Councillor Colborne and seconded by Councillor Canning-Sweet to approve the revisions to the 2025/2026 Boards and Committees as presented.

Motion Carried

4. **RFD 20250827-1 – Amendment to Municipal Planning Strategy and Land Use Bylaw**

RFD 20250827-1 Amendment to Municipal Planning Strategy and Land Use Bylaw was reviewed with Council.

The Planning Committee met on August 13, 2025, and made a motion to recommend to the Council of the town of Oxford to approve the amendment to the Land Use Bylaw to rezone properties with PIDs: 25451550, 25210287, 25210204, 25373044, 25468497, and 25210261 from Rural Development land to Main Street Mixed-Use Zone land as submitted by Torben Laux, Planner and Development Officer.

Proposed rezoning would allow for future development opportunities.

Moved by Councillor McNutt and seconded by Councillor Jones that Council give First Reading of the rezoning of the properties from Rural Development to Main Street Mixed-Use Zone, and schedule a public hearing for Wednesday, September 10th, 2025, at 6:00 PM in Council Chambers.

Motion Carried

Prior to the adjournment of the meeting, Mayor Henley reviewed that the Town of Oxford has hired a Bylaw Enforcement Officer, Paul Macdonald, to assist town staff in enforcement of the bylaws.

Mayor Henley further reviewed that the Town of Oxford is beginning to tighten recycling rules at the Transfer Station as new regulations are forthcoming which dictate that proper recycling and proper sorting must be enforced. A vote by town residents indicated a desire to stay with a Transfer Station instead of going to curb side so therefore proper sorting and recycling must be done to maintain it. Transfer Station cards are required for town residents to be able to use this service.

5. **Adjournment**

The meeting adjourned at 6:08 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: Wednesday, September 10, 2025
Presiding Officer: Mayor Greg Henley
Councillors Present: Brenton Colborne, Chrystal McNutt, Paul Jones, Deputy Mayor Carla Black, and Padraic Moore
Councillor Regrets: Olivia Canning-Sweet

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney (CAO), Stan McDougall (Admin Assistant / Recording Secretary), Ruthann Brookins (Manager of Finance), Marion Abbott (Municipal Activity Leader), Paul Macdonald (Bylaw Enforcement Officer), and Nick Purdy (Public Works Supervisor via Zoom).

Presenters in attendance: Torben Laux (Planning and Development Officer)

Media in attendance: Mark Rushton - HelloOxford

Gallery in attendance: Bruce Rushton (Oxford Fire Chief), Kyle Purdy (Oxford Deputy Fire Chief)

*Torben Laux left the meeting at 6:20 PM

1. Call to Order – Welcome

Mayor Henley called the meeting to order at 6:01 PM and welcomed all in attendance and noted member Olivia Canning-Sweet has sent regrets.

2. Approval of Agenda

Moved by Councillor Jones and seconded by Councillor McNutt to approve the agenda of the Special Council Meeting for Wednesday, September 10, 2025, be approved, as presented.

Motion Carried

3. Business

3.1 *Public Participation Opportunity – Amendment to Municipal Planning Strategy and Land Use Bylaw*

Item 3.1 has been removed from the agenda as this was done on August 13, 2025

3.2 *Public Hearing – Amendment to Municipal Planning Strategy and Land Use Bylaw*

Torben Laux, Planning and Development Officer reviewed the Public Hearing – Development Agreement to Permit the Rezoning of Properties from Rural Development land to Main Street Mixed-Use Zone land.

Mayor Henley closed the public hearing after the presentation at 6:07 PM after the question asked if there were any questions. No questions from the public were presented.

3.3 *Amendment to Municipal Planning Strategy and Land Use Bylaw – second reading*

The owners of PID's: 25451550, 25210287, 25210204, 25373044, 25468497, and 25210261 have applied for an amendment to the zoning map, changing the currently zoned Rural Development Zone properties to a Main Street Mixed-Use Zone. To change the zoning from one use to another, the Municipal Planning Strategy requires an amendment to the Municipal Planning Strategy and Land Use Bylaw.

A public participation opportunity was held August 13th, 2025. No concerns were voiced. On August 13th, 2025, the Planning Advisory

Committee recommended that Council agree to amend the Municipal Planning Strategy and Land Use Bylaw.

On August 27, 2025, Council gave First Reading of the rezoning of the properties from Rural Development to Main Street Mixed-Use Zone and scheduled a public hearing for Wednesday, September 10 at 6 pm.

Moved by Councillor Jones and seconded by Deputy Mayor Black, that Council of the Town of Oxford give Second Reading of the rezoning of the properties from Rural Development to Main Street Mixed-Use Zone and to amend the Municipal Planning Strategy and the Land Use Bylaw to reflect the rezoning as presented.

Motion Carried.

4. In-Camera

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

At 6:10 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 6:18 PM it was moved by Deputy Mayor Black and seconded by Councillor Colborne to come out of in-camera and resume the Special Council Meeting.

Motion Carried.

5. Adjournment

The meeting adjourned at 6:20 PM

Mayor Greg Henley

Stan McDougall, Admin Assistant

Date Approved

DRAFT

2025 / 2026 Boards and Committees

APPROVED - November 27, 2024

Revised: July 18, 2025, August 27, 2025, and September 17

Boards		Black	Canning	Colborne	Henley	Jones	McNutt	Moore
All Saints Community Health Care Foundation	VACANT							
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor Black	1						
Police Advisory Board	Councillor Colborne, Councillor Moore, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1				1
Police Services Review	Councillor Colborne, Mayor Henley, Councillor Jones, Thomas Shears, public appointee (vacant)			1	1	1		
Committees - Internal								
Accessibility Advisory Committee	Councillor Canning (Vice Chair), Councillor Moore, Danielle Laurie (Chair), Tracy Briggs, Mandy Blake, Meagan Marchant, and Amanda Purdy		1					1
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Paula Rogers (Treasurer), Patrick Rushton, Shannon Hanna, Murray Thompson, Mitchell Hannigan, Darlene Ellis, Ty Ingraham, Keith Baker and Councillor Paul Jones.					1		
Asset Management Committee (was formerly Town Buildings Committee)	Mayor Henley, Councilor Colborne, Councilor Jones (Chair)			1	1	1		
Audit Committee	Mayor Henley, Councillor Jones, Councillor McNutt, Milton Wood - Public Appointee				1	1	1	
Communities in Bloom Committee	Councillor Black, Ashlyn Brownell, Chelsea Brownell, Amanda Purdy, Maxine Clarke, and Al Clarke	1						
Oxford Beautification Advisory Committee (was formally known as Downtown Revitalization/Beautification Committee)	Councillor Jones, Councillor Canning, and Jordan Burkhardt		1			1		
Fire Department Committee	Councillor Colborne, Councillor Jones, Arnold MacDonald - public appointee			1		1		
Equity, Diversity & Inclusion Advisory Committee	Councillor Canning, Anas Alawar, Deputy Mayor Black, Councillor Moore, Millisa Ellis, Jagjot Singh, Emma Brown, Crhis King Tower, Virginia King Tower, and Marion Abbott	1	1					1
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Planning Advisory Committee	Councillor Canning, Mayor Henley, Councillor Moore, and Jordan Reid - Public Appointee		1		1			1
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Councillor Moore, MPAL staff member, Kelsey Clark, Millisa Ellis, Elaine Mazur, Kristen Thompson, Sarah Henley, Hayden Clark, Amanda Purdy, Brittany Tomlinson, Becky Weir, Lyndsey Hurley, and Lacey Palmer		1				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	Councillor Colborne, Mayor Henley (Chair), Councillor Moore			1	1			1
Welcoming Committee	Councillor Black, Councillor Moore, Helen Reade, Michelle Cann, Sarah Henley, and Anas Alawar(Y Reach Representative)	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)	Mayor Henley and Councillor Colborne			1	1			
		7	6	8	9	9	5	7



Royal Canadian Mounted Police Gendarmerie royale
du Canada

Commanding Officer Commandant divisionnaire

August 27, 2025

Dear Ms. Cloney:

In 2024, the Nova Scotia RCMP responded to thousands of calls for service and launched hundreds of investigations across the province, laying charges in a wide range of serious crimes committed both within Nova Scotia and beyond its borders.

Many of our investigative efforts focused on gender-based violence, hate crimes, human trafficking, internet child exploitation, and serious and organized crime. Much of what we accomplished was made possible through strong partnerships with other agencies and organizations.

As Nova Scotia's provincial police service, we remain committed to serving and protecting Nova Scotians around the clock, every day of the year.

We recently released *Your Nova Scotia RCMP: 2024* – a web-based annual review that highlights key files, special initiatives, policing data, and our engagement in community events across the province: <https://rcmp.ca/en/nova-scotia/corporate-information/publications-and-manuals/your-nova-scotia-rcmp-2024>

While the report offers just a glimpse into the breadth of our daily policing work, it reflects our employees' unwavering dedication to building a safe Nova Scotia.

I hope you find the 2024 review interesting and informative.

Sincerely,

Assistant Commissioner Dennis Daley
Commanding Officer
Nova Scotia RCMP

Canada