



Town of Oxford
Committee of the Whole
Council Chambers and Zoom
Wednesday, March 11, 2026
6 pm

AGENDA

1. Call to Order

2. Approval of Agenda
Pages 1 - 2

3. Approval of the Minutes – February 11, 2026
Pages 3 - 5

4. Town Departments Reports
 - 4.1 Municipal Physical Activity Leader (MPAL) Report
Pages 6 - 7

 - 4.2 Fire Department
Pages 17 - 18

 - 4.3 Bylaw Enforcement
Verbal Presentation

 - 4.4 Public Works Report
Pages 19 - 20

 - 4.5 Administration Reports
Pages 8 - 10 – Administrative Assistant Report

5. Council Committees and Boards Reports
 - 5.1 Cumberland Municipal Alcohol Project – February 10
Pages 11 - 12 - Minutes

5.2 Regional Emergency Management Advisory Committee

Verbal presentation

5.3 Source Water Protection Committee – update

Verbal presentation

5.4 Oxford Beautification Advisory Committee – Award Announcement

Verbal presentation

5.5 Cumberland Regional Library Board

Pages 13 - 15 – November 18, 2025, approved minutes

Page 16 – Library Brief Report

6. Items of discussion and correspondence

6.1 Nil

7. Adjournment



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, February 11, 2026
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Olivia Canning-Sweet, Brenton Colborne, Padraic Moore, and Paul Jones
Councillor Regrets: Deputy Mayor Chrystal McNutt

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney (CAO), Ruthann Brookins (Manager of Finance), Bruce Rushton (Fire Chief), Kyle Purdy (Deputy Fire Chief), Larry Reicker (Public Works Supervisor), Marion Abbott (Municipal Physical Activity Leader), and Stan McDougall (Admin Assistant / Recording Secretary)

Staff Regrets: Paul Macdonald (Bylaw Enforcement Officer)

Presenters in attendance: Nil

Media in attendance: Mark Rushton, HelloOxford

Gallery in attendance: Nil

1. Call to Order

At 6:00 PM, Mayor Henley called the meeting to order and welcomed all in attendance and announced that Monday, February 16, 2026, was Heritage Day and that most public offices including the town hall and public works would be closed.

2. **Approval of Agenda**

Moved by Councillor Jones and seconded by Councillor Canning-Sweet, that the agenda of the Committee of the Whole Meeting for Wednesday, February 11, 2026, be approved, as presented.

Motion Carried

3. **Approval of the Minutes – January 14, 2026**

Mayor Henley, Chair, on February 11, 2026

4. **Town Departments Reports**

4.1 **Municipal Physical Activity Leader (MPAL) Report** – presented by Marion Abbott, MPAL

Marion left the meeting at 6:06 PM

4.2 **Fire Department** – presented by Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief

4.3 **Public Works Report** – presented by Larry Reicker, Public Works Supervisor,

4.4 **Administration Reports** – presented by Linda Cloney, CAO - Administrative Assistant Report

Mayor Henley thanked all town departments for their respective reports.

Bruce Rushton and Kyle Purdy exited the meeting

5. **Council Committees and Boards Reports – CAO presenting**

5.1 **All Saints Community Health Care Foundation** – January 13th

5.2 **Police Advisory Board Meeting** – January 20

5.3 **Source Water Protection Committee** – January 21

5.4 Audit Committee Meeting – January 28

6. Items of discussion and correspondence

6.1 Letter Regarding Nova Scotia Power Rate Application for 20262027 –
Municipality of the County of Antigonish

Mayor Henley thanked all Council Committees and Boards for their respective reports.

7. Adjournment

The meeting adjourned at 6:17 PM.

Mayor Greg Henley

Stan McDougall, Admin Assistant

Date Approved

Capitol Theatre

Bye Bye Birdie had a solid turnout, in spite of Valentine's Day landing on the same weekend and the performances were excellent. It was a joy to welcome the students of OREC to watch performances of Bye Bye Birdie. Everything went smoothly and both the staff and students enjoyed the show.

Our **Taylor Swift Tribute Concert** happened this past weekend and saw big audience numbers. It was heartening to see a completely different demographic attend these performances. We received lots of comments about being excited to see our next production. The Capitol is slowly and steadily building a core audience, which is really exciting.

We had a **fire alarm inspection** which was both good and bad. Good because all smoke detectors and emergency lights are working. Bad because it was left undone for too long and there are little fixes and upgrades that are required.

We purchased four handheld mics and mic stands for the theatre and all worked perfectly. We're excited to be building an easy to use tech system for both sound and lighting. Huge thanks to Scott Nowak for his advice and leadership in this area.

Our **Oxford Art Class Art Show**, held at the theatre, was wonderful! We saw a big turnout who enjoyed fromage and the artwork. Big thanks to Giancarlo Piccin for teaching the class and guiding the show.

This Friday we're showing **Speed**, starring Keanu Reeves and Sandra Bullock. Then on Monday, **Scooby Doo** for kids. With a special price of \$2 for both admission AND popcorn. Tuesday we'll have our **Tiny St Paddy's Day Party** at the theatre and then next Friday, March 27th, our monthly **Community Karaoke**. Last month's was awesome! And we're loving the diversity of ages that are showing up to sing! Keep a close eye on both the Rec and Theatre Facebook pages for details and more announcements.

Other Programming

The **Magical Shamrock Hunt** is returning! It's running from Monday to Friday of the March Break. Watch Facebook for the sheets to download and details. (You'll also be able to pick up a sheet at the town hall starting on that Monday.) Nova Scotia Health is hosting a **Vision Board** event on Wednesday of the March Break at the theatre for teens. We're thrilled to partner with their organization. We are still accepting vendor registrations for our **Summer Market**. **Summer Programming** details will be announced at the end of this month - stay tuned!

I recently met with Ruthann Brookins to discuss how the Rec department did financially this past fiscal year, as well as other areas like the theatre and parks. It was a positive

and inspiring chat and I'm so grateful for her support and teaching as I continue to navigate this position.

Since my last report, I celebrated my one-year anniversary as Oxford's MPAL. I couldn't be happier doing this important work and serving the fabulous people of Oxford. Although I think I accomplished a lot in my first year, I can honestly say, I'm just getting started. So hold onto your hats!

Marion Abbott
MPAL - Recreation Director



February 2026 – Admin Assistant Report

Communications (social media, website, posted notices, etc.):

- **Proclamations:**
 - Feb 2026 – African Heritage Month
- **Public works:**
 - alerts posted via Voyent Alert, FB pages and websites when required for watermain and other related posts
 - Shared Tender posting for public works for pavement patching
- **Cumberland Region Solid Waste** posts to our FB pages (what's new, new sorting guide, dual-stream recycling, recycling right matters, what goes where – paper bags)
- **Volunteer advertisement** for Police Advisory Board and Comfort Centre hosts shared via Voyent, FB and website
- **Cumberland County** – shared Municipal Planning Strategy
- **Cumberland County Libraries** –
 - shared hour change and closure notifications
 - shared job posting for branch library clerk
- **Oxford Arena** Schedule shared
- **Oxford Recreation (MPAL)** February calendar shared
- **YourHealthNS** post for public mobile health unit clinic on Feb 8, 2026, on Voyent, website, and FB pages
- **Q3 water bill** and notes shared via Voyent, website, and FB pages
- **Nova Scotia Power:**
 - Shared hydro service outage post on Voyent for planned power outage Feb 8, 2026
- **Nova Scotia Health** – Shared webinar for high school students and parents Feb 12, 2026

- **Heritage Day 2026** – scheduled a post via Voyent, website, FB for office closure and for Heritage Day Honouree Hon. Joseph Willie Comeau
- **Oxford Historical Society** - AGM Feb 23, 2026, post shared
- **Updated Town of Oxford 211 information online**
- **Updated committee, boards and council meetings scheduled for March and April 2026.**
- **Snow and snow clearing Feb 23-24 and parking and snow clearing bylaw information** – posted to Voyent, website and FB.
- Shared post for Casual Operator/Labourer vacancy for public works.
- Shared post for staff Emergency Management training Feb 26, 2026.

Administration and Payroll Tasks:

- Interest for December 2025 posted
- Deposits posted in Sage50
- Invoicing/Accounts Payable: bill postings, filing, analysis, coding, and paying online of bills to be paid online
- Updated OFF water reads for January as emailed to public works into a tracking spreadsheet
- Assisted public works supervisor for creating a draft daily activity report form that the guys could use in lieu of a timesheet
- Updated and submitted Form3 to reflect changes in the submission to the RPP for payroll in the last few months
- **Cross Connection Control Communications:**
 - putting together a draft community communication brochure to send out to the public
 - put together a cross-connection reference sheet and draft survey
- **Surplus Equipment Sales** - Assist CAO in researching the MGA regarding surplus equipment
- **Q3 Water bills**
 - Received all re-reads Feb 3, 2025.

- Completed analysis and printed the Q3 Consumption report. Notes for water bills sent to CAO and public works supervisor for review.
- Q3 water bills printed on February 4, 2026, due March 6, 2026.
- Stats surrounding the water consumption to LC, LR, and RB for Q3 including the usage of 90% of our water consumption by Oxford Frozen Foods Ltd.
- Assisted the clerk to process water bills to be mailed out on Feb 6, 2026.
- Licensing for dump truck to assist public works completed
- Assisted clerk with preparation for a tax certificate
- Assisted Manager of Finance and CAO with exploration/calls to firms for municipal audit services inquires and wording for the RFP for municipal audit services.
- Review with Manager of Finance the 2025 T4s.

Technical Support/IT Tasks:

- Tech support assistance for staff for hardware, software, printing, network and file access including installation, updates, configuration and troubleshooting.
- Zoom meeting video and audio setup and operation for various meetings
- Daily server backup monitoring and backup drive swap out
- Setup of new desk and move server out to the new desk completing setup of the front office/reception area.

Cumberland MAP meeting

February 10, 2026

Attendance: Mallory Klooster, Zack Knol, Colleen Dowe, Courtnay Kingsbury, Carrie Lee, Linda Cloney, Madison Bennett, Sophie Melanson

Absent: Kim McMillan, Chloe Curtis, Aiden Kivisto, Melanie Siddall,

Agenda item	Notes	Lead	ACTIONS
Welcome & Introductions	Welcome Courtnay doing a lot of the Community Policing work Sarah Pennoyer was involved with.	Madison	We have extended the invitation to Chloe Curtis to participate in future meetings, which she plans on doing.
Questions & Catch-up	<p>Community Nice to Knows</p> <ul style="list-style-type: none"> - Youth temporary shelter will be going ahead in the old NSLC building. (Colleen) - At a recent town hall, Q&A doctoral student to the premier: “why can’t we change the smoking rate to 21 years of age?”. Within his answer, the premier alluded to “many things being able to change legal age for... cannabis, alcohol, etc.?” (Colleen)... could this be an advocacy opening for Alcohol? - Human trafficking talk in Pugwash at the high School Feb 10, 6pm. (Courtnay). Attempting to offer other topics (including consent) and to younger age groups. - Anchor would also have interest in getting a presentation on Human Trafficking (might be covered through high school offerings) - Carrie has followed up with her council as to how to bring items/issues forward to them. A letter is mentioned as the appropriate way to do so. 	Madison	
Standing Item – Expanding Alcohol Sales	Nothing new to share		
3rd reading of S-202 (Feb 4) & webinar for Bill S-234 (Feb 11)	<p>Bill S-202: An Act to amend the Food and Drugs Act (warning label on alcoholic beverages)</p> <p>Bill S-234: CAPE & CanFASD: A National FASD framework webinar (Feb 11, 2pm)</p>	Sophie	Sophie to forward the webinar invitation to MAP group
New supporting Doc (NSAP)	Draft Form of a MAP info guide 3-pager (Interest in reviewing and providing feedback before March 1)	Sophie	Sophie will send a doodlepoll to: Madison, Zack, Carrie & Colleen (week of the 23 rd)
Group Discussion – Community Readiness	CAPE 3.0 Webinars	Sophie	Sophie will continue to update group & the date is set for March 12, 1:30pm

	<p>NS (March)</p> <ul style="list-style-type: none"> - Key topic: Building community readiness --- grass roots municipal alcohol policy - Examples of how we have, and continue to work on this (Tik Tok, Letter writing, harm reduction champion, community engagement, etc.) - Use Scenario to introduce the questions - Interactive & interesting questions for small groups. - Meeting set with Kara Thompson for tomorrow - Others partner groups: NSAP, IFNS, <p>Two other webinars before:</p> <ul style="list-style-type: none"> - February 26 - Municipal Alcohol Policies & Beyond: examples and experiences in BC - March 5 – Municipal Alcohol Policy: Bridging Theory, Practice and Community Impact – A Saskatchewan Example 		
Wrap-up	<p>Next Meetings: March 3rd at 1:30pm</p> <p>Reminder: Please send MAP meeting minutes to CAOs</p>	Madison	

Cumberland Regional Library Board
Minutes – November 18, 2025

“Cumberland Public Libraries”, managed and operated by the Cumberland Regional Library Board, a body corporate pursuant to the Libraries Act of Nova Scotia.

The November 18, 2025 meeting of the Cumberland Regional Library Board was held at the Four Fathers Memorial Library.

Present: Councillor Carla Black (Treasurer), Kim Ford (Chair), Councillor Angel McCormick, Councillor Terry McManaman, Denise Corey (Library Director, Secretary), Chantelle Taylor (Deputy Librarian, Recording Secretary)

Guests: Isabelle Ettinger, Frank Gallant and Craig Kennedy(via Zoom)

1. Call to Order

The meeting was called to order at 4:35 pm.

2. Approval of the Agenda

Councillor McManaman moved that that the agenda be approved as amended. Seconded by Councillor Black. Motion carried.

3. Approval of Minutes of September 4, 2025 and September 25, 2025 meeting

Councillor Black moved that the minutes of September 4, 2025 and September 25, 2025 meetings be approved as presented. Seconded by Councillor McCormick. Motion carried.

4. Old Business

A. Library funding update

Ms. Corey informed the Board that the Deputy Minister of Community, Culture, Tourism, and Heritage re-convened the Library Funding Review Committee in October. Ms. Corey mentioned the CBC article from November 14, 2025 which talked about Finance Minister John Lohr has asked provincial government officials to look at the potential impacts of a 10 per cent cut to discretionary spending and program grants. Discussion ensued.

B. Strategic Plan

Mr. Gallant and Mr. Kennedy presented the updated Strategic Plan to the Board.

Councillor McManaman moved that that the Strategic Plan be approved in principle with a few corrections to be made based on recommendations. Seconded by Councillor McCormick. Motion carried.

C. Hours Changes

Discussion ensued. The Board has tabled this discussion until February.

5. Actions arising from the minutes

A. Moving in-camera procedures

Ms. Corey presented the Board with guidelines for going in-camera during meetings.

Councillor Black moved that the in-camera guidelines be made policy. Seconded by Councillor McManaman. Motion carried.

B. Additional Board members

Ms. Corey presented the Board with options to increase the size of the Cumberland Public Library Board. Both Municipal and Provincial approval is need to change the Board. Discussion ensued.

Proposed change:

Municipality of Cumberland – 1 member/ 1 new member

Town of Amherst- 1 member

Town of Oxford- 1 member

Provincial Appointees- 2 members (currently vacant)

EDIA community member- 1 member

Community Members – 2 new members (selected by the Board)

Councillor McCormick motioned to change Board to 9 members, addition of 1 Councillor from Cumberland and 2 Community members to be selected by the Board. Seconded by Councillor McManaman. Objection from Councillor Black. Motion carried.

6. New Business

A. New policies- Financial Administration, Preventing Workplace Harassment

Ms. Corey presented the Board with the new Preventing Workplace Harassment policy, required by the Provincial government.

Councillor McManaman motioned to accept Preventing Workplace Harassment policy as presented. Seconded by Councillor Black. Motion carried.

8. Reports

A. Financial Report

Ms. Corey provided Board members with copies of the Revenues and Expenditures for the Library and provided highlights. Discussion ensued.

Councillor Black moved that the financial report be adopted. Seconded by Councillor McCormick. Motion carried.

9. Other

*Councillor Black motioned to go in camera. Seconded by Councillor McManaman.
Motion carried.*

In Camera 6:35pm

*Councillor Black motioned to go out of camera. Seconded by Councillor McManaman.
Motion carried.*

Out of Camera 6:39pm

Next meeting: February 5, 2026 4:30pm

There being no further business Ms. Ford adjourned the meeting

Submitted by:

Denise Corey, Library Director/Board Secretary

External Committee Report

Cumberland Public Libraries

February 2026

Budget Deficit

Ms. Corey presented the Board with a preliminary draft budget to discuss how to deal with \$173,000 deficit in the 2026/27 fiscal year. Ms. Corey presented the Board with various cost cutting measures. Hoopla, which costs the library approximately \$35,000 a year, will be cut as of February 28, 2026. As of April 13, 2026 full-time Headquarters staff will have their hours decreased by 10% resulting in approximately \$52,000 savings. The cut will affect services for all of Cumberland County. More cuts will be coming after the release of the Provincial budget.

Board Minutes

Approved Board minutes are now available on the Library's website www.cumberlandpubliclibraries.ca.

Statistics

In the month of December, Cumberland Public Libraries signed out 10,993 items, 418 items in the Oxford library alone. This includes books, movies, TV shows, magazines, ebooks and more.

Also, in December, Oxford held 2 in-person programs with 15 people in attendance. The Oxford library had 196 in-person visits.

Next Board meeting: April 2, 2026.

Firefighters responded to 8 calls in February. 63 % of these calls were on highway 104.

- 4 Motor Vehicle Collisions
 - 1 Commercial Fire Alarm
 - 2 snowmobile fires
 - 1 possible Structure Fire
-
- 2 Call in Town
 - 2 Calls in our coverage area
 - 4 call assisting other departments (mutual aid)

We had a great Awards Banquet on Feb. 28th where we celebrated some achievements, had a great meal and spent time socializing with our members, partners, honorary members and guests.

Awards:

- 5 years - Leonard Allen
- 20 years – Dave Weagle
- 30 years - Trueman Rushton
- Driver of the Year – Dave Ellis
- Officer of the Year – Darren Rushton Jr.
- Dean Emmerson Award – Dave Ellis
- Firefighter of the Year – Mark Dobson

Feb. 02 we held our monthly Officers meeting where we discuss potential equipment needs, training events, Fire Modernization and plan our monthly training. Approximately 10 members attend.

Feb. 03 – building committee meeting held – planning for any maintenance required, planned painting of the main hall area.

Feb. 5 – monthly work night – started wall repairs and painting of main hall area, and working on plumbing repairs. 14 members present

Feb. 8, 15, 19 & 22 – members continued with painting at the fire hall, plumbing repairs and installing doors on the kitchen passthrough.

Feb. 12 – Monthly training night held with 21 members participating. Pumper training, SCBA, tested the new dry hydrant on Black River.

Feb 26 – monthly meeting

Various committee meetings were held.

Monthly equipment checks were done. This includes SCBA (usually 3 members for no less than 6 hours), portable equipment, hoses, nozzles and ladders, gas monitors, and so on.

We have welcomed another new member to the department. This puts our membership at 28.

March 12 – holding our monthly training session.

March 21 & 22 and April 18 & 19 – we are hosting members from throughout the county for a Pump operations Course. This in-depth course runs from 8 AM to 5 Pm each day. This includes classroom time, hands on training along with setting up portable tanks, pumpers and tanker shuttle. In April there will be several fire trucks moving through town for this course.

We have been invited back to the annual Progressive Agriculture Safety Day in April that is put on by Oxford Frozen Foods.

Respectfully submitted,

Fire Chief, Bruce Rushton

Deputy Chief, Kyle Purdy

Public Works

February 2026 COW Meeting

February 2026 was a busy month, leaving Public Works crews & resources stretched, especially while at the same time dealing with short staff crews & staff turnovers, higher than normal equipment breakdowns and failures, colder than normal temperatures along with multiple ice & snow events, and multiple town utility issues. We also experienced an unexpected supply issue with outfitting our current salt truck with a new plow. Even with all the persevering obstacles we still successfully complete the month thanks to our dedicated staff and sub-contractors. Some of the highlights for the month are:

- 1) Above average salt usage to keep streets & roads clear during multiply, higher than average events in lower-than-average temperatures.
- 2) Heavy snowfall event towards the end of the month that saw crews working around the clock to clear and clean up town streets, walkways, & parking lots.
- 3) Water breaks on Rideau & Waverly streets, causing water disruptions in various areas of town.
- 4) Trenching, Confined Space, Trackless MT, & EMO training for staff.
- 5) Average Garbage Load at the Transfer Site.
- 6) Various Building Maintenance issues at Town Buildings.
- 7) Weekly water quality checks and lagoon sampling.
- 8) Planned power interruption at well site, required our emergency generator to be put into action.
- 9) Ongoing filling of potholes and gravel road repairs
- 10) Repairs to wooden sidewalks on bridges

