



Town Council Meeting  
Council Chambers – 105 Lower Main Street  
Wednesday, March 25, 2026  
6:00 pm

## **AGENDA**

1. Call to Order

2. Approval of Agenda

*Page 1*

3. Approval of Minutes – Regular Council Meeting – February 25, 2026

Special Council Meeting – March 11, 2026

*Pages 2 – 7 – January 28, 2026, Minutes*

*Pages 8 – 10 – February 11, 2026, Minutes*

4. In-Camera

4.1 pursuant to MGA 22 (2) (c)

5. Business

5.1 RFD – External Auditing Services Award

*Recommendation from the Audit Committee*

5.2 RFD – Appointment of Fire Inspectors

*Page 11 – Letter from the Nova Scotia Office of the Fire Marshal*

6. Adjournment



## Minutes of the Regular Council Meeting

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

**Presenters in attendance:** Nil

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

**1. Call to Order**

Mayor Henley called the meeting to order at 6:00 PM and welcomed all who were in attendance.

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

Moved by Councillor Jones and seconded by Deputy Mayor McNutt that the agenda of the Regular Council Meeting for Wednesday February 25, 2026, be approved, as presented.

**Motion Carried**

3. Approval of Minutes – Regular Council Meeting – January 28, 2026, pg. 2-4  
Special Council Meeting – February 11, 2026, pg. 5-6

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

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

#### **4. Business**

##### **4.1 Cumberland Public Libraries Request for Additional Board Members**

*Pages 7 – 8*

Linda reviewed that on December 17, 2025, this topic had been discussed at the regular Council meeting and a motion was approved. It was recommended that the original motion be rescinded and a new motion would be more appropriate to line up with the Town of Amherst and the Municipality of the County of Cumberland

**Moved by Councillor Black**

**Seconded by Deputy Mayor McNutt**

That the motion, which was approved at the December 17, 2025 Regular Council meeting, whereby the Council accepted the proposal for additional memberships as presented from the request for additional members to the Cumberland Public Libraries board to add 3 members (2 community representatives selected by the library board and 1 council representative from the County of Cumberland), be rescinded.

**Motion Carried**

**Moved by Councillor Black**

**Seconded by Deputy Mayor McNutt**

That the CAO be directed to inform the Library Director that Council agrees with expanding the composition of the Library Board by three members: one municipal councillor from Cumberland and two members at large. However, Council would like the two additional members at large to be appointed by the municipal councils, the process to be determined.

**Motion Carried**

## 5. Correspondence

### 5.1 Growth and Renewal for Infrastructure Development Program – Award, Pages 9 – 11

The news release from February 20, 2026, was reviewed with the Council.

The Town of Oxford's application to GRID was approved and awarded the amount of \$636,422 towards project design plans for Main Street renewal, across the highway extension of services, Pugwash Road renewal, and the replacement of the Pugwash reservoir.

### 5.2 Cumberland County Exhibition – Sponsorship Package, Pages 12 – 16

Linda recommended to Council that this item be forwarded for budget discussion for 2025-26 but encouraged Council to review the package as included. Last year, Council moved to contribute \$750.00 (silver package) as a sponsorship in the 2024-2025 budget.

## 6. In-Camera

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

At 6:08 PM it was moved by Councillor Jones and seconded by Councillor Black to go in-camera.

**Motion Carried**

At 6:21 PM it was moved by Deputy Mayor McNutt and seconded by Councillor Black to come out of in-camera and resume the Regular Council Meeting.

**Motion Carried**

Linda reviewed that a surplus equipment sale is going to be had for public works. Prior to the posting of the items for sale, there had been expressions from staff for interest in bidding on some of the items. Legal had been consulted regarding any possible conflicts according to the Municipal Government Act (MGA) that may prohibit employees from purchasing items in the sale.

Legal concluded that there are no specific provision in the MGA that prohibits an employee of the Town of Oxford or any other municipality from purchasing surplus property in a sealed-bid sale. If Council wishes to permit employees to bid via a sealed bid on surplus property, there are two scenarios that legal advises Council to prohibit bidding on surplus equipment:

Scenario #1: If an employee had any role whatsoever in declaring or recommending property be declared surplus should be disqualified, even if it is known surplus property and purchasing the property for themselves. This would be bad optics.

Scenario #2: If an employee's position with the Town of Oxford gives the employee any role whatsoever in the bidding process, decision making, or affords any other opportunity which might provide the employee with any information that could give him/her a potential advantage or a reasonably perceived advantage over the public should also be disqualified. As an example, anyone that organizes the bidding process or opens and reviewing the bids, must not be permitted to bid.

**Moved by Deputy Mayor McNutt**

**Seconded by Councillor Canning-Sweet**

That assuming scenario #1 and scenario #2 are cleared, then the Council of the Town of Oxford will allow staff to submit a sealed bid on Town of Oxford property.

Councillor Jones – Yes

Councillor Black – Yes

Deputy Mayor McNutt – Yes

Mayor Henley – Yes

Councillor Colborne – Yes

Councillor Canning-Sweet - Yes

Councillor Moore – No

## 7. Adjournment

The meeting adjourned at 6:11 PM

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**Mayor Greg Henley**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

DRAFT



## Minutes of the Special Council Meeting

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

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

**Staff in attendance:** Linda Cloney (CAO) and Ruthann Brookins (Manager of Finance)

**Staff Regrets:** nil

**Presenters in attendance:** Nil

**Media in attendance:** Mark Rushton, HelloOxford

**Gallery in attendance:** Nil

1. **Call to Order**  
At 6:24 PM, Mayor Henley called the meeting to order and welcomed all in attendance.
2. **Approval of Agenda**  
Moved by Deputy Mayor McNutt and seconded by Councillor Jones that the agenda of the Special Council Meeting for Wednesday, March 11, 2026, be approved, as presented.  
**Motion Carried**

### 3. **Request for Decision (RFD)**

#### 3.1 RFD #001-2026 – Main Street Design

It was reviewed with the Council that a request for decision for Main Street Design is proposed. There are two ways to look at the design for Main Street. One of the design options involved the application for special funding.

The proposal was to permit staff to put forward the design for main street as applied for under the Local Leadership for Climate Adaption (LLC Application).

The plan is to replace watermain on Main Street, deteriorated sections along Pugwash Road, a new reservoir to replace the aging Pugwash Road facility, and to extend water, sewer and storm water services across Highway 104 to open development of proposed new residential lands.

LLCA was recommended to staff to help fund the project. An application has been made for the reconstruction of Main Street from James Street to Hanlon Street. If awarded, it could be up to \$800,000 toward that project.

To qualify, the project required the integration of accessibility and climate adaptation measures consistent with the Nova Scotia Accessibility Act and municipal accessible priorities.

Recently, it had been announced that the Town of Oxford had been awarded the Growth and Renewal for Infrastructure Development Program (GRID).

For staff to proceed, Council would need to choose which design option would be preferred for the Main Street section only.

There are two options for Council to consider:

1. Council recommend staff proceed with a design for Main Street that integrates green infrastructure (permeable pavers in parking areas, rain gardens and increased vegetation), improved drainage and inclusive mobility features (wider sidewalks, improved sidewalk to street transitions, tactical indicators at transitions), acceptable for LLCA funding.
2. Council to recommend making no changes to the design of Main Street.

Moved by Councillor Jones and seconded by Deputy Mayor McNutt to approve option 1 to move forward with funding from the LLCA and GRID funding application.

**Motion Carried**

4. **Adjournment**

The meeting adjourned at 6:37 PM.

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**Mayor Greg Henley**

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**Linda Cloney, CAO**

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**Date Approved**



Nova Scotia Office of the Fire Marshal  
Department of Municipal Affairs & Housing  
250 Baker Dr, Entrance C, Suite 210  
Dartmouth, NS, B2W 6L4  
PO Box 231, Halifax Central  
Halifax, NS, B3J 2M4  
902 - 424 - 5721 | fax: 902 - 424 - 3239

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March 16, 2026

Dear Municipal Officials:

The Office of the Fire Marshal is conducting its annual update of the Fire Inspectors database. We are requesting confirmation of current appointments, as well as any revocations, for all Fire Inspectors within your Municipality.

We need to ensure you are aware of the requirements under Section 14(1) (2) of the *Fire Safety Act* and that you are meeting those requirements:

Please provide a list of all currently appointed fire inspectors working for your municipality to [ofm@novascotia.ca](mailto:ofm@novascotia.ca) Any municipal fire inspector that is not included on your submission will be considered to have had their appointment revoked. Should there be any changes to your list of appointed fire inspectors, it is the responsibility of the Municipality to notify the Office of the Fire Marshal at your earliest opportunity.

When notifying us of any new appointments, please include the supporting background information that shows how their appointment was made, i.e., town council meeting notes, letter by CAO.

If you have any questions regarding the authority, duties, and responsibilities of Municipalities, regarding Fire Inspections, please contact my office at [OFM@novascotia.ca](mailto:OFM@novascotia.ca)

Yours truly,

Doug MacKenzie  
Fire Marshal