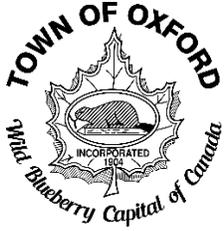


TOWN OF OXFORD
Special Town Council Meeting
Conducted through Zoom Live to FaceBook
Monday, 2 November 2020
6:00 PM

AGENDA

1. Call to Order (Mayor Stewart)
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Town Council Minutes – 19 October 2020
4. Outgoing Council Closing Remarks: Councillor Adshade
5. Council Swearing In Ceremony
 - 5.1 Swearing In and Code of Conduct – Mayor Elect Gregory Henley: Mayor Patricia Stewart
 - 5.2 Swearing In and Code of Conduct – Councillors Elect Wade Adshade, Carla Black, Brenton Colborne, and Paul Jones: Clerk Rachel Jones
6. Adjournment (Mayor Henley)



Minutes of the Regular Council Meeting

Place: Conducted through Zoom Live to Town of Oxford FaceBook Group
Date: Monday, 19 October 2020
Presiding Officer: Mayor Patricia Stewart
Councilors present: Deputy Mayor Rick Draper, Councilors Brenton Colborne, Dave Clark, Dawn Thompson, and Wade Adshade.
Regrets: Councilor Wendy Sweet-Kontuk

A quorum was present throughout the meeting.

Staff in attendance: CAO – Rachel Jones and Deputy Clerk – Linda Cloney (recording secretary)

1. Call to order

Mayor Patricia Stewart called the meeting to order at 6:00 pm. Mayor Stewart sent out congratulations to the new Mayor (elect) Gregory Henley and to the new Council which currently consists of Wade Adshade, Brenton Colborne, Carla Black, and Paul Jones.

There is a swearing in ceremony scheduled for Monday, November 2, 2020 during the Special Council Meeting.

Mayor Stewart also sent out a congratulations to the new Mayor (elect) Murray Scott for the Municipality of the County of Cumberland and to Mayor (re-elect) David Kogon for the Town of Amherst.

Mayor Stewart extended the congratulations out to all the new Council Members that were elected for all of Cumberland County and of Nova Scotia.

2. Approval of Agenda

It was moved and seconded that the agenda of the Regular Town Council Meeting for October 19, 2020 be approved, as presented.

Motion Carried

3. Approval of Previous Minutes

It was moved and seconded that the minutes of the Town Council Meeting for September 21, 2020 be approved, as presented.

Motion Carried

4. New Business

4.1 Council Long Service Awards

In recognition of 16 years of dedicated service to Municipal Government in the Province of Nova Scotia, CAO Jones presented Councilor Wade Adshade, Mayor Patricia Stewart and Councilor Dawn Thompson each an award certificate on behalf of the Nova Scotia Federation of Municipalities.

5. Reports

CAO Jones presented the reports.

Regarding 5.2 Finance – there was general discussion regarding Deed Transfer Tax. The Deed Transfer Tax is a challenging item to budget as the Deed Transfer Tax is relatively new. Over time it will be more apparent to anticipate trends.

Also discussed was Fire Department Liability Insurance. The Fire Department Liability Insurance was budgeted for \$2,500.00 and it is at \$5,767.00. The Fire Department pay additional Liability Insurance to extend to their family members. There will be reimbursement from the Fire Fighters for their portion.

Regarding 5.3 Fire – The Fire Department is looking for an additional dry hydrant to be installed at the Black River Park to replace the one that use to be there. The cost of this, along with the replacement rescue gear, will be discussed during next year's budget deliberations.

It was moved and seconded that Council receive the reports as presented.

Motion Carried

6. Correspondence

6.1 Municipality of Pictou County

Mayor Stewart presented a letter written from the Municipality of Pictou County regarding a request to the Nova Scotia Government for financial aid to assist Community Rinks and their operations that are jeopardized during the 2020-2021 season as a result of the pandemic public health orders.

It was moved and seconded to send correspondence to the Premier supporting the Municipality of Pictou County's position outlining the difficulties in communities from COVID shutdowns of certain facilities.

Motion Carried

6.2 Cumberland Trails Association Response

Cumberland Trails Association responded to the Town of Oxford's Correspondence of October 7, 2020.

Council had a general discussion regarding this letter.

7. Adjournment

Mayor Stewart said a few words of goodbye as Mayor of Oxford.

At 6:32 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary

**Town of Oxford
Council Member's Oath of Office**

I, Gregory Henley, solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Mayor of the Town of Oxford;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Affirmed at the Town of Oxford
in the County of Cumberland,
this 2nd day of November 2020.

Mayor Patricia Stewart

Town of Oxford
Council Member's Oath of Office

I, Wade Adshade, solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Oxford;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Affirmed at the Town of Oxford
in the County of Cumberland,
this 2nd day of November 2020.

Rachel Jones
Clerk, Town of Oxford

**Town of Oxford
Council Member's Oath of Office**

I, Carla Black, solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Oxford;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Affirmed at the Town of Oxford
in the County of Cumberland,
this 2nd day of November 2020.

Rachel Jones
Clerk, Town of Oxford

Town of Oxford
Council Member's Oath of Office

I, Brenton Colborne, solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Oxford;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Affirmed at the Town of Oxford
in the County of Cumberland,
this 2nd day of November 2020.

Rachel Jones
Clerk, Town of Oxford

Town of Oxford
Council Member's Oath of Office

I, Paul Jones, solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Oxford;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Affirmed at the Town of Oxford
in the County of Cumberland,
this 2nd day of November 2020.

Rachel Jones
Clerk, Town of Oxford

DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

Minutes reference date: 20 November 2017

PURPOSE:

The public expects the highest standards of professional conduct from Members elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council ("Members"). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the Town of Amherst.

STANDARDS OF CONDUCT:

Members shall uphold the law and at all times:

- a) Seek to advance the common good of the municipality as a whole while conscientiously representing the communities they serve;
- b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - i. **Integrity** – giving the municipality's interests absolute priority over private individual interests;
 - ii. **Honesty** – being truthful and open;
 - iii. **Objectivity** – making decisions based on a careful and fair analysis of the facts;
 - iv. **Accountability** – being accountable to each other and the public for decisions taken;
 - v. **Leadership** – confronting challenges and providing direction on the issues of the day.
- c) Uphold this Code as a means of promoting the standards of behavior expected of Members and enhancing the credibility and integrity of Council in the broader community.

COUNCIL RESPONSIBILITIES:

The Council (or its designated committee) will:

- a) review the municipality's Code of Conduct as required and make any amendments considered appropriate;
- b) review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

MEMBER RESPONSIBILITIES:

Conduct To Be Observed

Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they're entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable provincial and federal laws. As public servants, Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

Dedicated Service

All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.

Respect For Decision-Making Process

All Members recognize the responsibility of the Mayor to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision-making processes of Council is fostered.

Conduct At Meetings

Members shall respect the chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

Release of Confidential Information Prohibited

No Member shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

Gifts and Benefits

No Member shall show favouritism or bias toward any vendor, contractor or others doing business with the municipality. Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.

DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

Use Of Public Property

No Member shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the municipality is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.

Obligations To Citizens

No member shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

Interpersonal Behaviour

Members shall treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

Community Representation

Members shall observe a high standard of professionalism when representing the municipality and in their dealings with members of the broader community.

GOOD GOVERNANCE

Members accept that effective governance of the municipality is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the municipality to function as a good corporate citizen.

GOVERNMENT RELATIONSHIPS

Members recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond to achieve the goals of the municipality.

CONFLICT OF INTEREST AVOIDANCE

Members are committed to making decisions impartially and in the best interests of the municipality and recognize the importance of fully observing the requirements of the *Municipal Conflict of Interest Act*, R.S.N.S. 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest.

DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

REPORTING BREACHES

Persons who have reasons to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or municipal employee who, acting in good faith, brings forward such information.

Minutes reference date: 26 January 2009

CORRECTIVE ACTION

Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member.

COMPLIANCE WITH CODE

Members acknowledge the importance of the principles contained in this Code which will be selfregulated by Council. Councillors are required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Councillors' oath pursuant to section 147 of the *Municipal Elections Act*, R.S.N.S. 1989, c. 300.

ATTACHMENT A

**TOWN OF OXFORD
STATEMENT OF COMMITMENT TO
COUNCILLORS' CODE OF CONDUCT**

I, Gregory Henley, declare that as the Mayor of
the Town of Oxford, I acknowledge and support the
Councillors' Code of Conduct.

Signed: _____

Declared this 2nd day of November 2020.

Before me:

Rachel L. Jones
Chief Administrative Officer

**TOWN OF OXFORD
STATEMENT OF COMMITMENT TO
COUNCILLORS' CODE OF CONDUCT**

I, Wade Adshade, declare that as a Councillor of
the Town of Oxford, I acknowledge and support the
Councillors' Code of Conduct.

Signed: _____

Declared this 2nd day of November 2020.

Before me:

Rachel L. Jones
Chief Administrative Officer

**TOWN OF OXFORD
STATEMENT OF COMMITMENT TO
COUNCILLORS' CODE OF CONDUCT**

I, Carla Black, declare that as a Councillor of
the Town of Oxford, I acknowledge and support the
Councillors' Code of Conduct.

Signed: _____

Declared this 2nd day of November 2020.

Before me:

Rachel L. Jones
Chief Administrative Officer

**TOWN OF OXFORD
STATEMENT OF COMMITMENT TO
COUNCILLORS' CODE OF CONDUCT**

I, Brenton Colborne, declare that as a Councillor of
the Town of Oxford, I acknowledge and support the
Councillors' Code of Conduct.

Signed: _____

Declared this 2nd day of November 2020.

Before me:

Rachel L. Jones
Chief Administrative Officer

**TOWN OF OXFORD
STATEMENT OF COMMITMENT TO
COUNCILLORS' CODE OF CONDUCT**

I, Paul Jones, declare that as a Councillor of
the Town of Oxford, I acknowledge and support the
Councillors' Code of Conduct.

Signed: _____

Declared this 2nd day of November 2020.

Before me:

Rachel L. Jones
Chief Administrative Officer