

Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers
Date: Monday, October 15, 2018
Presiding Officer: Mayor Patricia Stewart
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Tom Kay, Rick Draper and Wade Adshade
Councilors absent: Nil

A quorum was present throughout the meeting.

Staff in attendance: Rachel Jones, CAO
Linda Cloney, Deputy Clerk (recording secretary)
Call to order: Mayor Stewart called the meeting to order at 6:00 pm

Agenda item	Discussion and Decisions
2. Agenda	<p>It was moved and seconded that the agenda of the Oxford Town Council regular Council meeting of October 15, 2018 be approved as amended.</p> <ul style="list-style-type: none">• 5.6 – Deputy Mayor, Tom Kay• 5.7 – Lions Park• 5.8 – Arena• 5.9 – One Hour Parking Signs• 5.10 - Library <p>Motion Carried</p>
3. Presentations	<p>Municipal Finance Corporation: Paul Wills Highlights from presentation on Procurement Policy</p> <ul style="list-style-type: none">• Procurement is one of the core best practices• General Requirements – Under \$1,000.00 quotes are not required; Low value purchase – obtain at least three quotes; high value purchase – publicly tender.• Criteria – best value for the government, it's not only about the cost.• Under notable exemptions there are alternative procurement practices, in the event of an emergency or a specialized need.• If we approve this policy we need to ensure that Oxford's obligations are met under the Procurement Act
4. Minutes	<p>It was moved and seconded that the minutes of the September 25, 2018 and October 3, 2018 Oxford Town Council meetings be approved.</p> <p>Motion Carried</p>
5. New Business	<p>RFD 009-2018 Procurement Policy The drafted policy was discussed.</p>

To be reviewed at the November's Regular Council Meeting for approval.

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- 5.2 **RFD 0010-2018 Council Meetings and Proceedings Policy**
The drafted policy was discussed.
To be reviewed at the November's Regular Council Meeting for approval.
- Council will review what boards that are really important to our operations.
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- 5.3 **Derelict and Unsightly Commercial Building Bylaw**
- We can, as a Town, require people to bring things to code and to have tidy properties.
- Anyone can bring in a signed, written complaint. We maintain their privacy (confidentiality) and do not release that information unless in the case of FOI POP.
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- 5.4 **Organizational Accounting Resources**
- We have started the mentoring process through the Municipal Finance Corporation
- We are finishing our year end and will be having an audit committee meeting in two weeks.
- Looking at the procurement policy – there is a need for segregation of duties.
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- 5.5 **Village of Pugwash Correspondence**
- a copy of the letter is attached with the Council Package.
- The letter asks the Town of Oxford to cover 50% of the costs for the crossing guards that were put in place in Pugwash.
- It was decided to respond back to the Village of Pugwash to send this request to the Department of Education.
- The Town of Oxford is very appreciative to the Village of Pugwash and for all that they have done for Oxford.
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- 5.6 **Deputy Mayor, Tom Kay**
- Tom Kay gave his resignation as a Councilor as he is moving.
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- 5.7 **Lions Centre**
- Is the Town turning on the water to the Lion's Centre?
- Currently we are not turning on the water, because we don't know what is under the road as of now. We have advised the Lion's Club to put in space heaters to keep things from freezing.
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- 5.8 **Arena**
- The tape at the arena that is coming off the roof, can we just take that off this year.
- The quote we got back to take the tape off is \$30,000.00. Rachel has reached out across the province to find different firms to find other quotes. Right now we are doing a visual inspection every day; we are taking down anything that is hanging down to ensure safety.

Second question – will one staff member be able to run the arena during a tournament?

The direction that was given was to try it with one staff member.

5.9

One Hour Parking Signs

It was commented by a business owner that people come into her shop for more than one hour at a time.

- Put up the additional one hour parking signs and send a letter out to businesses regarding the parking for patrons in the downtown core.

5.10

Library

There is a leak at the library.

- Correspondence will be sent to the property owner to have this problem fixed.

6. Reports
(6.1 to 6.6)

The CAO presented the Staff Reports.

Key points discussed were:

- The newsletter was well received; there are plans to do a newsletter every two months.
- There is a lot going on with the Seniors Group – they had a paint night, ukulele lessons, and starting up a pickle ball group.
- is the patching on Foundry Street finished – staff will check with Public Works
- Regarding the Fire Report we had 49 calls, only 8 are within Oxford.
- Thank you to the Fire Department for hosting a dance for the elementary kids.
- Chairman Rod MacDonald has stepped down from the Police Advisory Board as chair; he has been with this board as Chair for 11 years. Mayor Stewart gave him a personal phone call to thank him for his service.
- There will be an intersection data collection done, by the Police Advisory Board, as soon as the students are back in the OREC.

It was moved and seconded that the reports presented be approved.

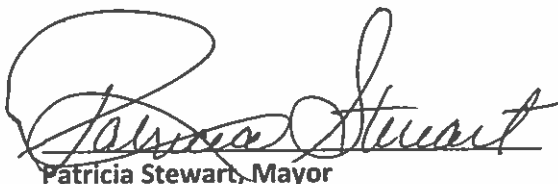
7. Adjournment

The Mayor advised Council the next meeting is scheduled for November 19, 2018 at 6:00 pm in the Council Chambers.

It was moved and seconded that the meeting be adjourned.

Motion Carried

The meeting was adjourned at 8:10 p.m.



Patricia Stewart, Mayor



Linda Cloney, Recording Secretary