

Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers
Date: Monday, November 19, 2018
Presiding Officer: Councilor Dawn Thompson
Councilors present: Councilors Brenton Colborne, Dave Clark, Rick Draper and Wade Adshade
Councilors absent: Mayor Trish Stewart

A quorum was present throughout the meeting.

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

| Agenda item | Discussion and Decisions |
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| 2. Agenda | <p>It was moved and seconded that the agenda of the Oxford Town Council regular council meeting of November 19, 2018 be approved as amended.</p> <ul style="list-style-type: none">• 4.7 – Police Advisory Board Data Collection• 4.8 – Special Election• 4.9 – Dave Clark• 4.10 – Flag Pole at the cenotaph• 5.3 – Public Works – Brenton re: Water Break |
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Motion Carried

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| 3. Minutes | <p>It was moved and seconded that the minutes of the October 15, 2018 Oxford Town Council meeting be approved.</p> |
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Motion Carried

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| 4. New Business | <p>Municipal Finance Corporation Best Practices: Audit Committee Terms of Reference – presented by Paul Wills, Municipal Finance Corporation</p> <ul style="list-style-type: none">• Presented a hard copy presentation – a copy has been filed with Council Package• The Committee is made up of part Council and at least one person from the public – that excludes any one person that is related to a council member or an employee. Ideally someone from our town, but can branch out to other areas.• The Committee is to meet at least twice a year• Alleged wrong doings - one of the new sections that was added to FRAM• A risk assessment should be done at least every three years• The proposed terms of reference is included in the package |
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It was moved and seconded to adopt the terms of reference as presented in the council package.

Motion Carried

- 4.2 **RFD 009-2018 Procurement Policy**
- the thresholds are a benchmark of what Council is comfortable with.
 - the procurement policy has some purchasing methods in it around tendering, going to quotes... etc. Purchasing cards can be a challenge and there is risk involved and for clarity, for transparency, and to ensure that the right checks and balances and processes are in place and that all of council sees it, understands it, and it's there for the public as a document. It's the best practice based on GFOA.
 - it was suggested that the purchasing cards be appendix to the policy as opposed to written right in the policy
 - On appendix 5 under cardholder agreement – change the wording from the township to the town.

It was decided by council to table the RFD 009-2018 Procurement Policy to the December council meeting.

4.3 **RFD 010-2018 Council Meetings and Proceedings Policy**

- Table to next meeting the broader list of Committee's

It was moved and seconded to approve the Council Meetings and Proceedings Policy as amended.

- Amendment: page one of 11; 3 A - it should say July and August.

Motion Carried

4.4 **2017-18 Audited Financial Statements**

- We did have an audit committee meeting that reviewed the statements.
- Kevin Matheson plans to attend the December council meeting.

It was decided by council to table the 2017-18 Audited Financial Statements to the December council meeting.

4.5 **RFD 011-2018 Conveyance of Property: Crescent Drive**

- the deed is being registered

It was moved and seconded that Town Council accept a conveyance of property from the Bragg Lumber Company, Document No. 112721791 recorded on June 8, 2018 in the Land Registration Office for Cumberland County, for the purpose of a road extension and that the property is now part of Crescent Drive.

Motion Carried

4.6 **Oxford Sinkhole Geophysical Testing Proposal**

- Rachel gave an update on the Oxford Sinkhole
- They will be able to reach the depth that we are looking for through a variety of means. 30 – 40 feet at least.

It was moved and seconded to approve the Oxford Sinkhole Geophysical Testing Proposal as amended.

Amendment: contingent on funding from the Province

Motion Carried

4.7 **Police Advisory Board Data Collection**
 • Intersection Study being done by the volunteers from the Police Advisory Board.

4.8 **Special Election**

It was moved and seconded to assign February 2, 2019 as the Election Day for the upcoming special election.

Motion Carried

4.9 **Dave Clark**

Will be away for three weeks in January 2019.

Council excused Councilor Dave Clark for his upcoming absence.

4.10 **Flag Pole at the cenotaph**
 • The Legion had some problems with the Flag Pole during the Remembrance Day Service.

It was moved and seconded to allow the Legion to cut down a tree, peel and varnish or shellac it to replace the metal Flag Pole we have in place now for the 2019 Remembrance Day Service.

Motion Carried

5. Reports
(5.1 to 5.4)

Rachel Jones presented the Staff Reports.

Key points discussed were:

- Council commended Ruthie for all her hard work
- Council will get back to Corey regarding volunteering for the Christmas Parade
- Council requested we do an inventory of all the Recreation and Leisure items we have.
- It was discussed to reach out to the public more to help out with the Christmas Parade.
- The Spookarama was a huge success this year.
- The Boston Christmas Tree Event was a huge success as well.

- A discussion in detail regarding the power outage that affected our chlorinator. There is a meeting next week with the NS Power Company and Oxford Frozen Foods. We may need to purchase another large generator.
- Council complimented the Public Works crew for their initiative to setting up park benches all around the cenotaph and also the great clean up job for the Remembrance Day service.

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

Motion Carried

6. Adjournment Councilor Dawn Thompson advised Council the next meeting is scheduled for December 17, 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 7:15 p.m.


Dawn Thompson, Councilor


Linda Cloney, Recording Secretary