



## Minutes of the Committee of the Whole

Place: Council Chambers

Date: Monday, December 2, 2019

Presiding Officer: Deputy Mayor Rick Draper

Councilors Present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson and Wade Adshade.

Arrived Late (6:38 pm): Councilor Wendy Sweet-Kontuk

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

Regrets: Mayor Patricia Stewart

Staff present: CAO - Rachel Jones and Deputy Clerk - Linda Cloney (recording secretary)

In attendance: Paul Wills – CEO/Treasurer of Nova Scotia Municipal Finance Corporation and Mark Rushton – Reporter for Six Rivers News

### 1. Call to Order

Deputy Mayor Draper called the meeting to order at 6:00 pm.

### 2. Approval of Agenda

It was moved and seconded that the agenda of the Committee of the Whole Meeting for December 2, 2019 be approved as circulated.

***Motion Carried***

### 3. Approval of Previous Minutes

#### 3.1 Committee of the Whole – 4 November 2019

It was moved and seconded that the minutes of the previous Committee of the Whole Meeting dated November 4, 2019 be approved.

***Motion Carried***

### 4. New Business

#### 4.1 MFC Best Practices: Financial Forecasting Policy, Cash Flow Forecasting Policy, Documentation of Accounting Policies and Procedures – presented by Paul Wills

Mr. Wills presented to Council, in detail, the Financial Forecasting Policy, Cash Flow Forecasting Policy and Documentation of Accounting Policies and Procedures.

It was moved and seconded that Committee of the Whole recommends Town Council the Financial Forecasting Policy as presented.

***Motion Carried***

It was moved and seconded that Committee of the Whole recommends Town Council the Cash Flow Forecasting Policy as presented.

***Motion Carried***

It was moved and seconded that Committee of the Whole recommends Town Council the Documentation of Accounting Policies & Procedures Policy as presented.

**Motion Carried**

*A copy of the power point presentation is filed with the Council Package.  
Following this presentation, Mr. Wills exited the meeting.*

**4.2 Public Works Winter Maintenance Costs: Discussion**

CAO Jones presented to Council the costs of sand and salt from 2018/2019 winter season.

Following this discussion, Council directed staff to primarily use salt versus sand whenever possible.

**4.3 Water Utility Extension Request: Discussion**

Regarding an e-mail from Darren Rogers and Shelly Mattinson, there is a request for a water utility extension.

Council directed staff to reply to Mr. Rogers and Ms. Mattinson that any water utility extension will be the full cost of the individual. Also, potentially it could cost more based on disturbing the existing pipe.

**4.4 Library Facility Maintenance: Discussion**

Councilor Adshade brought forward to Council library facility maintenance issues.

Council directed staff to bring forward to the landlord the accessibility and maintenance issues concerning the library.

**5. Correspondence**

**5.1 Town Hall Clock Project Proposal**

Council has approved the request from the Oxford Historical Society to display the town clock that was formerly located on top of the old Post Office.

**6. In-Camera**

At 6:51 pm, it was moved and seconded to go in-camera to discuss public security and contract negotiations.

**Motion Carried**

At 7:03 pm, it was moved and seconded to come out of in-camera and resume the Committee of the Whole Meeting.

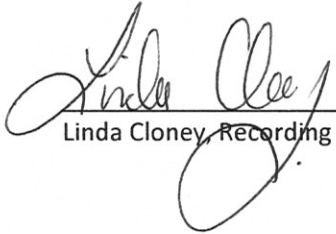
**Motion Carried**

**7. Adjournment**

At 7:03 pm, it was moved and seconded that the meeting be adjourned.

**Motion Carried**

  
Rick Draper, Deputy Mayor

  
Linda Cloney, Recording Secretary