



## Minutes of the Regular Council Meeting

Place: Council Chambers  
Date: Monday, December 16, 2019  
Presiding Officer: Mayor Patricia Stewart  
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper and Wade Adshade  
Regrets: Wendy Sweet-Kontuk  
***A quorum was present throughout the meeting.***

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

Media Present: Mark Rushton – Six Rivers News, Radio, & TV and Darrell Cole – Cumberland News Now

### 1. Call to order

Mayor Patricia Stewart called the meeting to order at 6:00 pm

### 2. Approval of Agenda

It was moved and seconded that the agenda of the Regular Town Council Meeting for December 16, 2019 be approved as circulated.

***Motion Carried***

### 3. Approval of Previous Minutes

In the previous minutes, an error was noted in 8. Adjournment. It should read Mayor Patricia Stewart advised Council that the next meeting is scheduled for Monday, December 16, 2019 at 6:00 pm in the Council Chambers.

It was moved and seconded that the minutes of the Regular Town Council November 18, 2019 be approved as amended.

***Motion Carried***

### 4. New Business

#### 4.1 Strategic Priorities Chart: Discussion and Update

Council had a general discussion on prioritizing the Strategic Priorities Chart. Staff will revise the Strategic Priorities Chart and present to Council at the January 2020 Committee of the Whole meeting.

#### **4.2 MFC Best Practices: Financial Forecasting Policy, Cash Flow Forecasting Policy, Documentation of Accounting Policies and Procedures – Presentation from Paul Wills at the last Committee of the Whole**

It was moved and seconded that Town Council approve the Financial Forecasting Policy as presented.

***Motion Carried***

It was moved and seconded that Town Council approve the Cash Flow Forecasting Policy as presented.

***Motion Carried***

It was moved and seconded that Town Council approve the Documentation of Accounting Policies and Procedures Policy as presented.

***Motion Carried***

#### **4.3 Committee List Appointments: Cobequid Housing Authority**

The Town of Oxford has a vacant position on the Board of the Cobequid Housing Authority that should be filled with a volunteer from Oxford. Staff was directed by Council to post an ad in the paper and on social media regarding this opportunity.

#### **4.4 Strategic Priority: Capital Asset Inventory Future Planning**

Council had a general discussion on the Capital Asset Inventory Future Planning. Below are the highlights of the conversation.

- The Capital Theatre and the Medical Center are to be added to the report under the buildings heading.
- Reported under the heading "Equipment", there is a van that will need to be replaced in 2 – 3 years.
- Staff anticipates the largest capital asset expense for next fiscal year is the center pins on the loader, estimated to be \$25,000.00.
- The Fire Department is compiling their list of assets; it is not included in this report.
- The Oxford Pioneer Heritage Hall building was discussed. Council would like to receive a cost analysis on the Oxford Pioneer Heritage Hall.
- Council will need an accessibility committee formed by April 2020.
- The handicap bathroom stall in the arena was discussed.
- Council mentioned they would like to see a heat pump installed at Dr. Rondeau's office space.

#### **4.5 Lions Club Community Centre Feasibility: Discussion**

Council had a general discussion regarding the letter from the Lion's Club.

*A copy of this letter has been filed.*

#### **4.6 Financial Variance Report: 1 April – 30 November 2019**

Council asked staff to investigate the Health Plan and Small Tools financial numbers as they are over budgeted.

### **5. Reports**

CAO Jones presented the reports

There was a general discussion on the success of the Oxford Bargain Bonanza Day.

Council asked staff to give an update on the arena signage at the next meeting.

Council raised a concern regarding the number of hours Minor Hockey gives Oxford in comparison to Springhill and Amherst. Staff will contact Minor Hockey to set up a meeting to discuss this issue.

Council directed staff to include the cost to operate the arena to the next set of property tax bills for the community's awareness.

Council mentioned that Stanfield's may be a location to explore as an alternate comfort center. CAO Jones will get into contact with Mike Johnson regarding this matter.

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

***Motion Carried***

### **6. Correspondence**

Mayor Stewart brought to Council's attention that the Town of Oxford had received several Christmas cards and that they are on display at the front office.

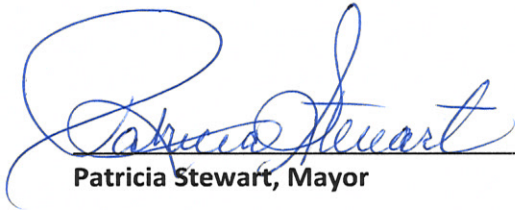
### **7. IN CAMERA – Nil**

### **8. Adjournment**

Mayor Patricia Stewart advised Council that the next meeting is scheduled for Monday, January 20, 2020 at 6:00 pm in the Council Chambers.

At 6:50 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried***

  
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**Patricia Stewart, Mayor**

  
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**Linda Cloney, Recording Secretary**