

## Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers  
Date: Monday, December 17, 2018  
Presiding Officer: Mayor Trish Stewart  
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, 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

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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 December 17, 2018 be approved as circulated.</p> <p><b>Motion Carried</b></p>
3. Swearing In Ceremony	<p>Oxford Fire Department Mayor Stewart swore in Trueman Rushton as Fireward, Fire Chief and Kenneth Hickman as Fireward, Deputy Fire Chief on this 17<sup>th</sup> day of December 2018.</p>
4. Minutes	<p>It was moved and seconded that the minutes of the November 19, 2018 Oxford Town Council meeting be approved as circulated.</p> <p><b>Motion Carried</b></p>
5. New Business	<p><b>2018-18 Audited Financial Statements – Kevin Matheson via teleconference</b></p> <ul style="list-style-type: none"><li>• Presented a hard copy presentation – a copy has been filed with Council Package</li></ul> <p>It was moved and seconded to receive the Consolidated Financial Statement and the Non-Consolidated Financial Statement for the Town of Oxford and Oxford Water Utility as presented for the year ended March 31, 2018.</p> <p><b>Motion Carried</b></p>
5.2	<p><b>RFD 009-2018 Procurement Policy</b></p> <p>It was moved and seconded to approve the Procurement Policy as presented.</p>

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**Motion Carried**

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**5.3 Election of Deputy Mayor**

**It was moved and seconded that Rick Draper be appointed as Deputy Mayor up to the December 2019 regular council meeting.**

**Motion Carried**

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**5.4 Committees and Board Representations**

**It was moved and seconded to approve the Boards and Committees appointments for 2018 – 2019 as amended.**

**Boards**

**Cumberland Joint Services Management Authority – (CJSMA)  
Councillor Adshade**

**Regional Emergency Measures Organization – (REMO)  
Councillor Colborne**

**Northern Regional Solid Waste Management Committee  
Councillor \_\_\_\_\_ - deferred to February 2019 regular Council Meeting**

**Health Board  
Eleanor Crowley (has agreed to be our Community Representative)**

**Police Advisory Board  
Councillor Thompson, Councillor Clark, Byron MacDonnell Acting Chair Person,  
Annie Crowe**

**Cumberland Regional Library Board  
Councillor Colborne**

**Municipal Alcohol Program Board (MAP)  
Councillor Clark**

**Committee's**

**Personnel Committee  
Chairperson Councillor Draper, Councillor Colborne and Councillor Thompson**

**Arena Committee  
Chairperson Councillor Colborne, Councillor Clark and Community Members**

**Audit Committee**

Councillor Draper, Councillor Thompson, Councillor Clark and Tracy Black  
(community representative)

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5.5

**RFD 012-2018 Special Election Appointment of Returning Officer**

It was moved and seconded that Town Council appoint Shelley Hoeg as the Returning Officer for the Town of Oxford Special Election, being held February 2, 2019 and provide compensation in the amount of \$1,500; and also approve the Tariff of Fees and Expenses as presented.

**Motion Carried**

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6. Reports  
(6.1 to 6.8)

**Rachel Jones presented the Staff Reports.**

Key points discussed were:

- Rachel gave an update on the Oxford Sinkhole
- Discussion on the tax sale process

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

**Motion Carried**

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7. Correspondence

Received a certificate from the Royal Canadian Legion in appreciation for the support given to the Poppy Campaign.

The Crime Stoppers of Nova Scotia recognized the Town of Oxford for our unwavering support.

Municipal Affairs Office of the Deputy Minister – Kelliann Dean

RE: Council's position on fire service dispatch

Immunize Canada – Laurel O'Connor

RE: National Immunization Poster Contest winner

- Maryn Smith from Oxford, NS won this contest

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8. In Camera

**In Camera – Personnel**

At 7:46 pm, it was moved and seconded to go in-camera to discuss personnel matters.

**Motion Carried**

At 8:02 pm, it was moved and seconded to come out of in camera and resume the regular Council meeting.

**Motion Carried**

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9. Adjournment

Mayor Stewart advised Council the next meeting is scheduled for January 21, 2019 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 8:04 p.m.

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Patricia Stewart, Mayor

  
Linda Cloney, Recording Secretary