



Minutes of the Regular Council Meeting

Place: Council Chambers

Date: Monday, October 21, 2019

Presiding Officer: Deputy Mayor Rick Draper

Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Wendy Sweet-Kontuk and Wade Adshade

A quorum was present throughout the meeting.

Regrets: Mayor Patricia Stewart

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

Media Present: Mark Rushton and Bill Martin – Six Rivers News, Radio, & TV

Presenter: Mark Milner, CPA, CA – Jorgenson & Bickerton Ltd.

1. Call to order

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

2. Approval of Agenda

- Add 4.9 Unsightly Premises

It was moved and seconded that the agenda of the Regular Town Council Meeting for October 21, 2019 be approved as amended.

Motion Carried

3. Approval of Previous Minutes

It was moved and seconded that the minutes of the Regular Town Council September 17, 2019 and the Special Town Council Meeting September 3, 2019 be approved as circulated.

Motion Carried

4. New Business

4.1 2018-19 Audited Financial Statements – presented by Mark Milner, CPA, CA with Jorgenson & Bickerton Ltd.

- The Oxford Water Utility are included with the Consolidated Financial Statements rather than two separate sets of statements.
- Mr. Milner presented to Council and CAO Jones a management letter and the audit findings letter.
- It was mentioned that the audit committee reviewed the financial statements in detail and are agreeable with the results of the audit.

It was moved and seconded that Town Council accept the 2018/2019 Consolidated Financial Statements as presented.

Motion Carried

A copy of the March 31, 2019 Consolidated Financial Statements for the Town of Oxford has been filed with the Council Package.

Following this presentation, Mark Milner exited the Council meeting.

4.2 RFD 013-2019 Ice Allocation Policy

- Includes the two changes to the Ice Allocation Policy were made as a result from the Committee of the Whole Meeting on October 7, 2019.
- First change was in the purpose, the word optional to the work optimal.
- Second change was that the Arena "may" be closed for regular operations on the holidays stated.

It was moved and seconded that Town Council approve the Ice Rental Policy as presented.

Motion Carried

4.3 RFD 015-2019 Fees Policy

It was moved and seconded that Town Council amend the Fees Policy to include ice rental fees, as presented.

Motion Carried

4.4 RFD 016-2019 Surplus Land Sale

It was moved and seconded that Town Council approve the sale of surplus land, located on Dufferin Street, identified on the Property Online map by PID #25246570, zoned residential, with the approximate area of 29,500 square feet, for the submitted purchase price of \$5,175.00.

Motion Carried

4.5 Cumberland Business Connector – Mid-Term Review

- The Cumberland Business Connector are looking for feedback from each of the units.
- The results from this exercise may assist council, at a policy level, help to mitigate some of those challenges and make Oxford more business ready.
- Staff would like to draft a letter for Council to reply to the Cumberland Business Connector by the end of October.
- Council will provide their input to CAO Jones by Sunday, October 27, 2019.

4.6 Strategic Priorities Report

- The one page Strategic Priorities Chart that was presented to Council is the business plan that guides both staff and Council on the agreed upon priorities and what staff utilize as a tool to develop workplans.

- Council priorities for now are: 3-year Capital Plan, Organizational Structure Review, Police Services Review, Recreation Master Plan and Emergency Centre.
- The Strategic Priorities Chart will be on the last page of every Council agenda to maintain visibility and will be an agenda item once a quarter to provide updates and allow discussion on moving other items forward as priorities.

It was moved and seconded that Town Council accepts the Strategic Priorities Report as presented.

Motion Carried

4.7 Oxford Pioneer Hall – Building Repairs

- Robert Hunsley contact Deputy Mayor Draper regarding the roof leaking at the Oxford Pioneer Heritage Hall on Ellis Street.
- The cost to patch the roof is estimated between 2 - \$3000.00 to get through the winter months.
- The cost can be funded from the Gas Tax Funds or the capital reserve fund.
- The Oxford Pioneer Heritage Hall will be reviewed during the Capital Planning in the New Year.
- CAO Jones will contact Mr. Hunsley with decision.

It was moved and seconded that the repairs to the Oxford Pioneer Heritage Hall roof and ceiling will be funded from the Town's capital reserve fund up to \$5,000.

Motion Carried

4.8 Temporary Borrowing Resolution: Capital Projects

It was moved and seconded that

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Oxford, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS the Town of Oxford has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding Thirty Thousand Dollars (\$30,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding Thirty Thousand Dollars (\$30,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Motion Carried

It was moved and seconded that

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Oxford, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS the Town of Oxford has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding Two Hundred Ninety Thousand Dollars (\$290,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding Two Hundred Ninety Thousand Dollars (\$290,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Motion Carried

4.9 – Unsightly Premises

- A general discussion on the status of the unsightly premises.
- Unsightly premises was discussed at the strategic priorities session and will require agreement within Council to change it's position on the strategic priorities chart.

5. Reports

CAO Jones presented the reports

- Ruthie Patriquin has returned in the Community Economic Development office.
- Hats off to the Corey Skinner, Recreation Department, for putting "Wild Blueberry Capital of Canada" on the ice.
- NSCC is a sponsor and will be painted on the ice.
- The ice is not in yet – hoping to be in by this weekend.
- General discussion on the issue with the tape on the roof, it will have to be next Spring before we can address this issue.

- Shot clocks are being addressed
- Corey Skinner has the information out regarding the parade and has ask for assistance from Council members on the night of the Christmas Parade.
- Catch basins and sidewalks – work is being done on these issues
- Building being finished for the generator within the next couple of weeks.
- It is estimated to be about \$35,000.00 for a new generator.
- Staff are working on a backup plan regarding the operation of the chlorine system during power outages.
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- No updates on the fire truck was reported in the Fire Report.
- There is no NSFM report this month
- A potential Municipal Alcohol Symposium is being coordinated (expected date: November 20)
- Wendy Sweet-Kontuk and Tracy Sweet are new members on the Arena Committee.

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

Motion Carried

6. Correspondence

6.1 Adventure Therapy Project – Support Request

- Staff was directed to donate the rental fee of the Theatre to the Adventure Therapy Project.

7. IN CAMERA – Personnel

At 7:11 pm, it was moved and seconded to go in-camera to discuss personnel matters.

Motion Carried

At 7:28 pm, it was moved and seconded to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

It was moved and seconded to approve the addition of a senior accounting position to the Town's organizational chart.

Motion Carried

8. Adjournment

Deputy Mayor Draper advised Council that the next meeting is scheduled for Monday, November 18, 2019 at 6:00 pm in the Council Chambers.

At 7:33 pm, it was moved and seconded that the meeting be adjourned

Motion Carried


 Rick Draper, Deputy Mayor


 Linda Cloney, Recording Secretary