



## Minutes of the Regular Council Meeting

Place: Conducted through Zoom Live to Facebook  
Date: Monday, 21 December 2020  
Presiding Officer: Mayor Gregory Henley  
Councilors present: Councilors Wade Adshade, Carla Black, Brenton Colborne, and Paul Jones  
Regrets: Nil

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

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

Public in attendance – Jorgensen and Bickerton - Mark Milner, CPA, CA

### **1. Call to order**

Mayor Henley 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 21, 2020 be approved, as presented.

***Motion Carried***

### **3. Approval of Previous Minutes**

It was moved and seconded that the minutes of the Town Council Meeting for 16 November 2020 be approved, as presented.

***Motion Carried***

It was moved and seconded that the minutes of the Special Town Council Meeting for 14 December 2020 be approved, as presented.

***Motion Carried***

### **4. New Business**

#### **4.1 2019-20 Audited Financial Statements – Jorgensen & Bickerton, Mark Milner**

Below are highlights of the general discussion that followed the presentation of the 2019-20 Audited Financial Statements.

Within the Operating Reserves, funding no longer supports the \$157,900.00 for the School Enhancement and the \$2,000.00 for the MacKleeve Festival.

Cash Flow for the Town of Oxford is an issue for the Town of Oxford. There have been some inconsistencies, not well documented processes, and a turnover in staff.

Jorgensen & Bickerton has made some Year End adjusting entries that will need to be followed up by staff.

The Province requires municipalities to file approved audited financial statements by the end of September. The audit process took longer than anticipated to complete due to unforeseen circumstances as in COVID-19 and more in-depth detail put into the reserves regarding GL postings and transfers.

As soon as the financial statements are filed, the Province will then release the remainder of the Provincial Grant funding and this will assist with the cash flow required for the Town.

It was moved to accept the 2019-20 Audited Financial Statements as presented. Motion not seconded; motion failed.

The 2019/2020 Audited Financial Statements will be presented to the Audit Committee for their review and they will make a recommendation to Council.

The audit committee is designed to act as an interface. They act on behalf of the Municipality to make decisions, review the statements, and then follow up with making a recommendation to Council.

It was moved and seconded that the Audit Committee review the 2019/2020 audited financial statements and make a recommendation to Council in a Special Council Meeting in January 2021.

***Motion Carried***

*At 7:25 pm Mark Milner exited the zoom meeting.*

#### **4.2 Oxford Arena Lease Agreement Draft (distributed separately)**

In 7.1 of the draft Arena Lease Agreement, there was a typing error. The typing error has been corrected and it now reads - if during the term of this lease the building be damaged or destroyed by fire, explosion, earthquake, the elements, or some similar cause or peril, this shall be deemed to be terminated.

The Lions asked the Council to not to include in the lease, as it appears in the draft lease, a prorated portion of the property taxes to be paid by this group.

Council agrees to change the draft lease to not include the prorated portion of the property taxes to be paid by this group.

It was moved and seconded that Town Council approve the Oxford Arena Lease Agreement as amended.

***Motion Carried.***

Staff cautioned council on the impact of the overall insurance without the insurers not reviewing this agreement before it is signed.

Council decided to sign the agreement even if the insurers did not review the agreement yet. This agreement was forwarded to the insurers for their review on Monday, December 21, 2020 with no reply before Council met.

The Town will need to have proof of a certificate of insurance from the operating group before the lease is signed as well to change 9.1 of the lease that reads not less than two million to read not less than five million.

Council made a second amendment to the Oxford Arena Lease Agreement. Council would like 9.1 to read "... the Tenant agrees to obtain and maintain public liability and property damage insurance on the building and land for an amount not less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence..."

It was moved and seconded that Town Council approve the Oxford Arena Lease Agreement as amended.

***Motion Carried***

#### **4.3 January Committee of the Whole Meeting – Proposed Postponement to January 11, 2021**

It was moved and seconded to postpone the January 4, 2021 Committee of the Whole Meeting to January 11, 2021.

***Motion Carried***

## **5. Reports**

### **5.1 CAO/Administration**

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.2 Public Works**

Council had a general discussion regarding snow removal operators.

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.3 Finance: General Operating and Water Utility Budget Variance Reports: 1 April – 14 December 2020**

Council informed staff of an error on the audited consolidated financial statements. There are no expenses to Councilor Wendy Sweet-Kontuk entered. Staff will follow up on this.

Council discussed the amount that was charged for audit fees from Jorgenson & Bickerton.

The Safe Restart money was discussed. Council is interested in purchasing a handheld Electrostatic Sprayer to sanitize Town facilities.

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.4 Fire**

Council had discussion regarding the Fire Agreement with the County of Cumberland.

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.5 Community Economic Development**

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.6 Cumberland Public Libraries Oxford Update**

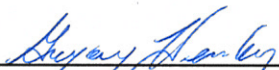
It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **6. Adjournment**

At 8:00 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried***

  
\_\_\_\_\_  
**Gregory Henley, Mayor**

  
\_\_\_\_\_  
**Linda Cloney, Recording Secretary**