

## Minutes of the Committee of the Whole Meeting

Place: Council Chambers  
Date: Monday, February 4, 2019  
Presiding Officer: Deputy Mayor Rick Draper  
Councilors present: Councilors Brenton Colborne, Dave Clark and Wade Adshade  
Councilors absent: Mayor Patricia Stewart and Councilor Thompson

A quorum was present throughout the meeting.

Staff in attendance: Rachel Jones, CAO  
Linda Cloney, Deputy Clerk (recording secretary)  
Call to order: Deputy Mayor Draper called the meeting to order at 6:00 pm

---

Agenda item	Discussion and Decisions
2. Agenda	<p>It was moved and seconded that the agenda of the Committee of the Whole Meeting of February 4, 2019 be approved as circulated.</p> <p><b>Motion Carried</b></p>
3. Presentations	<p>Six Rivers Radio – Bill Martin</p> <ul style="list-style-type: none"><li>• Six Rivers Radio and Six Rivers News are both not-for-profit organizations</li><li>• There are advertising opportunities available on the Six Rivers website.</li><li>• Six Rivers will be adding a sport and recreation link to their website for Corey Skinner to update directly for Oxford.</li></ul>
4. Approval of Previous Meeting	<p>It was moved and seconded that the minutes of the previous Committee of the Whole Meeting dated January 7, 2019 be approved as circulated.</p> <p><b>Motion Carried</b></p>
5. New Business	<p><b>NSFM: Council Compensation Adjustment</b></p> <p>It was moved and seconded to defer this discussion to the March 4, 2019 Committee of the Whole meeting.</p> <p><b>Motion Carried</b></p>
5.2	<p><b>Off Highway Vehicle Street Access</b></p> <ul style="list-style-type: none"><li>• This would bring some business in the downtown area.</li><li>• It needs to be safe and to benefit the community.</li><li>• There are pilot projects ongoing in other communities across Canada</li><li>• Look at developing the framework for a by-law</li></ul>

---

- 
- Striving to be the first town in Nova Scotia to allow access for off highway vehicles in the downtown area

Process to move this forward may be to introduce it to the Towns Caucus with the intent to move it to the NSFM for a resolution to the Province.

---

5.3 **CJSMA Draft 2019-20 Budget**

It was moved and seconded that Committee of the Whole recommend to Council the approval of the CJSMA Draft 2019-20 Budget.

**Motion Carried**

---

5.4 **RFD #003-2019 Tax & Water Collection Policy**

- The biggest change in the policy is the interim billing.
- A clear communication piece to the public is important.

It was moved and seconded that Committee of the Whole recommend to Council the approval of the Tax & Water Collection Policy as presented.

**Motion Carried**

---

5.5 **RFD #004-2019 Scotia Bank Borrowing Resolutions**

It was moved and seconded that Committee of the Whole recommend to Council the approval of the two Scotia Bank borrowing resolutions, one in the amount of \$20,000 for the purpose of purchasing cards, and one in the amount of \$500,000 for the purpose of renewing the Town's credit line, as presented.

**Motion Carried**

---

5.6 **RFD #005-2019 Hospitality Policy and Travel & Expense Policy**

- Travel Claims will be posted on line with an explanation for expense

It was moved and seconded to defer this discussion to the February 19, 2019 Town of Oxford Council meeting.

**Motion Carried**

---

5.7 **Additional Revenue Streams**

- Additional revenue streams would help with our budget process and cash flow.
- Council will give this some thought and bring this forward to the budget process

---

5.8 **Provincial Library Funding**

- Matching contribution by municipality is required
  - Cumberland is one of the largest increase as a region
-

It was decided to defer this discussion to the March 4, 2019 Committee of the Whole meeting.

---

- 5.9 **Financial Management Capacity**
- Met with a consulting service to consider implementing a longer term financial management plan and to help bring immediate solutions for our year end.
  - Explore options with neighbouring municipalities for assistance.
  - We need someone of a Director of Finance level one or two days a week.
  - CAO will explore all opportunities
  - CAO is meeting with the province to go over the FCI's next week
- 

- 5.10 **Oxford Fire Department – MFR Application (Medical First Responders)**
- The Oxford Volunteer Fire Department would like to make an application to become a medical first responder unit. In order to do so, they need approval from the municipal unit
  - This means they would be first responders to medical situations.
  - Council requested a member of the fire department to attend the next meeting to provide more information.

It was decided to defer this discussion to the March 4, 2019 Committee of the Whole meeting.

---

6. Correspondence **Oxford Mini Girls Basketball Funding Request**

Staff were directed to issue the Oxford Mini Girls Basketball funding request in the amount of \$100.

---

7. In Camera **In Camera – Human Resource issues**

At 7:46 pm, it was moved and seconded to go in-camera to discuss human resource issues

**Motion Carried**

At 8:06 pm, it was moved and seconded to come out of in-camera and resume the regular Council meeting.

**Motion Carried**

---

8. Adjournment Deputy Mayor Draper advised Council the next regular meeting for Oxford Town Council is scheduled for February 19, 2019 and the next Committee of the Whole Meeting is March 4, 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 8:10 p.m.

---



---

Rick Draper, Deputy Mayor

---

Linda Cloney, Recording Secretary