

Minutes of the Committee of the Whole Meeting

Place: Council Chambers
Date: Tuesday, March 5, 2019
Presiding Officer: Mayor Patricia Stewart
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper, Wendy Sweet-Kontuk (arrived late) 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 Patricia Stewart called the meeting to order at 6:00 pm

Agenda item	Discussion and Decisions
2. Agenda	Amendment: add 5.11 CJSMA Budget It was moved and seconded that the agenda of the Committee of the Whole Meeting of March 5, 2019 be approved as amended. Motion Carried

3. Presentations

Oxford Fire Department MFR Application – Kenneth Hickman

- Mayor Trish Stewart recognized and congratulated Kenneth Hickman as the Town of Oxford’s Volunteer of the Year.
- Kenneth Hickman presented to Council the Oxford Volunteer Fire Department’s (OVFD) request to apply to be a Medical First Responder (MFR) department
- The OVFD thought they were already registered with Emergency Health Services (EHS) as a MFR responder for time sensitive calls and motor vehicle accidents, but have determined that they are not
- If the OVFD registers as an EHS MFR department they receive initially \$1500.00 from EHS and also another \$150.00 up to \$300.00 per year for training people to MFR standards. The OVFD would also receive medical supplies such as an automated external defibrillator (AED) and other supplies they may need.
- If the OVFD was registered with EHS they would automatically fall under their insurance whenever they respond to a medical call.
- Refresher training will be free for those members that are already trained as an EHS MFR to keep members updated.
- As of March 23, 2019 they will have fourteen members trained as an EHS MFR.
- The OVFD is recommending to become a level 6 – the level 6 means the OVFD will respond when they are called for time critical calls and motor vehicle accidents. The OVFD will not be called for a lift assist.
- Since January 1, 2019 the OVFD had seventeen calls – two calls were fire, five calls were motor vehicle accidents and ten calls were medical.

- The OVFD have twenty-seven full time members and three spares.
- Mayor Stewart commented that we should look at the ambulance service in our area and that every time the fire trucks leave the fire department it costs our residents tax dollars. Also the Municipality of Cumberland County should assist with the cost as there are calls that the OVFD respond to that are within the Cumberland County boundaries.

In response to several questions, Deputy Chief Hickman provided the following information:

- Call rates are expected to go down;
- OVFD would only get called if the ambulance is not available or delayed;
- OVFD would need to take a fire truck to an MFR call as that is what their MFR gear is on;
- some Fire Departments have rescue vehicles and some Fire Departments are the same as the OVFD and use a pumper tanker;
- MFR calls will be within their jurisdiction which is anywhere from in the Town of Oxford to Amherst, Collingwood, Westchester, Pugwash and all the surrounding areas;
- In the case of a fire call while already responding to an MFR call, only one truck would be dispatched for a medical call, two trucks for a motor vehicle accident, and if they are on a call or responding to a call they then rely on mutual aid from other Fire Departments;
- additional costs to the department and Town are not expected.
- The OVFD needs a letter of support from the Town of Oxford as part of the application process.
- Mayor Stewart thanked Mr. Hickman for his time for the presentation and that Council will make a decision and then will let Mr. Hickman know.

Mr. Hickman reported to Council the details on Truck 5.

- Truck 5 is approximately 31 – 32 years old.
- The body on Truck 5 is starting to deteriorate.
- Truck 5 has a pump problem – this is why they took Truck 5 out of service except for shuttling water and also medical calls.
- the inspection is current, the problem is that they cannot use it for firefighting service.
- The last quote the OVFD received several years ago was \$11,000.00 for just the pump.
- One of the problems of the truck is that it has a 850 pump and the National Fire Protection Association (NFPA) standards says it has to be a minimum of a 1050 pump to pump water for an interior attack. If we fixed the current pump it would not be up to standards for an interior attack. To put a new 1050 pump on it they would need to change the transmission on it as well.
- The OVFD recommends to replace Truck 5 with a walk in rescue truck, which would allow the placement of their medical supplies to respond to MFR calls without tying up a truck that has firefighting capacity.
- The OVFD has priced a few of them and they could get a second hand one from other Fire Departments for approximately \$57,000.00.

- the last time they put a truck up for sale and took it to auction they retrieved \$800.00. The OVFD was considering using Truck 5 as a practice truck to teach firefighters how to pump.
- Deputy Mayor Draper commented that we could speak to our MLA about the possibility of seeing if there is any existing funding available to assist us.
- Councillor Thompson asked if Mr. Hickman could cost out leasing costs as well when researching quotes for a rescue truck.

Following this presentation Mr. Hickman left the Council Meeting.

Council had discussion regarding the Oxford Volunteer Fire Department request for a letter of support to register with the Emergency Health Services as a Medical First Responder and staff was directed to write a letter of support.

Council had discussion regarding Truck 5 and a rescue truck, it was decided that this would be part of the budget process.

4. Approval of Previous Amendment: to correct the signature line - Rick Draper as Deputy Mayor Meeting

It was moved and seconded that the minutes of the previous Committee of the Whole Meeting dated February 4, 2019 be approved as amended.

Motion Carried

5. New Business

NSFM: Council Compensation Adjustment

- a copy of the letter from NSFM regarding the follow up to 2018 recommendation on Council Compensation Adjustments is filed with the Committee of the Whole Package.

It was decided to readdress the Council Compensation Adjustment during the last year of Council's term and consider a policy going forward for any compensation changes.

5.2

RFD #006-2019 Inspection Services Appointments

- a copy of the Request for Decision Inspection Services #006-2019 is filed.

It was moved and seconded that Committee of the Whole recommend to Council to appoint the following employees of the Municipality of the County of Cumberland for the following inspection services:

David Buell, Fire/Building Inspector; Monty Maddison, Building Inspector; Thomas Trenholm, Fire/Building Inspector; Melissa Siddall, Fire/Building Inspector and Steve Varner, Building Inspector.

Further, that the Town appoint the following Bylaw Enforcement Officers: Ron Moore, Bylaw Enforcement; Jamie Spicer, Canine Control/Bylaw Enforcement; Terry Hoeg, Bylaw Enforcement.

Motion Carried

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- 5.3 **Financial Management Capacity Workplan Update**
- Currently working on a financial report for council.
 - Rachel Jones, CAO is meeting Shelley Rector, Director of Corporate Services for the Town of Amherst to discuss financial management services.
 - The Town of Amherst is putting together a proposal for the Town of Oxford for these services.
 - Additional modules and migration with TownSuite would cost approximately \$34,000.00. This is a mostly one-time fee except for annual user licenses.
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- 5.4 **REMO 2018/19 Budget Projection and Draft 2019/20 Budget**
- a copy of the REMO 2018/19 budget projection and draft 2019/20 budget is filed.
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- 5.5 **Town-owned Properties: Special Arrangements, Operating Costs – Discussion**
- Councilor Clark asked what special arrangements we have with some of our properties.

CAO Rachel Jones commented that any property that the Town owns, the Town pays the taxes. This includes the Medical Centre, Oxford Pioneer Heritage Club, Theatre, Fire Department and the Arena. We are also responsible for the repairs and maintenance, unless we have worked out a special agreement.
 - Councilor Draper commented that should have an agreement drawn up on each building as in who is responsible for what, and that having an external analysis done for all our facilities to determine needs and capital repairs.
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- 5.6 **CED – Recommendations and Guidelines for Business Entrance Signage**
- a copy of the CED recommendations and guidelines for business entrance signage is filed.
 - Councilor Draper asked if there was an opportunity we could receive a small fee from the businesses for putting their signs up?

Councillor Thompson commented that businesses may not put their signs up if there was a fee and suggested that if a business pays for advertisement at our arena then the Town of Oxford would put their business sign up for free at the entrance sign.
 - Councilor Clark commented that he was concerned about incorporating the Pantone 072 Blue into the corporate signs.

Councillor Thompson suggested to make the background blue and white and then the company logo would be added.
 - Councilor Colborne asked if the signs that are along the highway now do not meet the standard size, they would be removed.

CAO Rachel Jones commented that yes it would need to be removed.
 - Mayor Stewart mentioned that all the service signs would be on a separate sign to keep them all together and within the sign bylaw.

It was moved and seconded that Committee of the Whole recommend that Council accept the recommendations and guidelines for the Business Entrance Signage as presented along, making the background for the signage blue and white with the company logo applied over top.

Motion Carried

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| 5.7 | Budget Planning Process and Timing <ul style="list-style-type: none">• March 25, 2019 at 6:00 pm is scheduled to be the initial draft budget meeting. |
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| 5.8 | Hot Patching <ul style="list-style-type: none">• Discussion on the difference between hot patching and cold patching the pot holes. |
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| 5.9 | Department Heads meet with Committee of the Whole - Discussion <ul style="list-style-type: none">• Committee of the Whole would like to invite the Department Heads to a Committee of the Whole meeting as required to have an update on their department and to share ideas. |
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| 5.10 | Joint Councils Terms of Reference <ul style="list-style-type: none">• A copy of the Joint Councils Terms of Reference is filed |

It was moved and seconded that Committee of the Whole recommend to Council approve the Joint Councils Term of Reference as presented.

Motion Carried

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| 5.11 | Cumberland Joint Services Management Authority Budget <ul style="list-style-type: none">• a copy of the Cumberland Joint Services Management Authority Solid Waste Services Draft 2019/2020 Budget is filed. |
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It was moved and seconded that Committee of the Whole recommend to Council to approve the Cumberland Joint Services Management Authority Solid Waste Services Draft 2019/2020 Budget as amended to Council for final approval.

Motion Carried

6. Reports

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| 6.1 | Arena Committee – Councilor Colborne <ul style="list-style-type: none">• Hunting and Fishing Show is May 25 and May 26, 2019• Terms of Reference are being drawn up for the Oxford Arena Committee• The tape on the ceiling of the arena is coming off – we may need to tender• There will be no antique car show for this year |
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| 6.2 | Tourism a Strategic Planning- Councilor Draper <ul style="list-style-type: none">• working on the strategic plan for the tourism committee |
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| 6.3 | Policing discussions with Amherst – Councilor Draper and CAO Jones <ul style="list-style-type: none">• in discussions with the Town of Amherst regarding policing services. |
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| 6.4 | Oxford Pioneer Heritage Club – updates to building discussion – Councilor Thompson and Councilor Colborne. <ul style="list-style-type: none">• The Oxford Pioneer Heritage Club needs a floor |

• CAO Rachel Jones is meeting with the Oxford Pioneer Heritage Club tomorrow.

6.5 Cumberland Public Library Minutes
• a copy of the minutes is filed

6.6 Cumberland Municipal Alcohol Project Committee Minutes – Councilor Clark
• a copy of the minutes is filed
• vaping is an issue in the schools

7. Correspondence NIL

8. In Camera In Camera – Union Contract

At 8:00 pm, it was moved and seconded to go in-camera to discuss human resource issues

Motion Carried

At 8:18 pm, it was moved and seconded to come out of in-camera and resume the regular Council meeting.

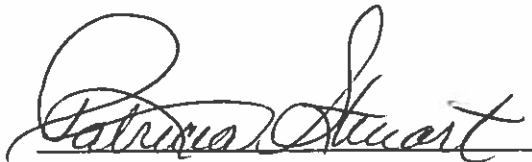
Motion Carried

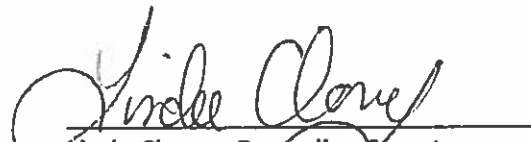
9. Adjournment Deputy Mayor Draper advised Council the next regular meeting for Oxford Town Council is scheduled for March 18, 2019 and the next Committee of the Whole Meeting is April 1, 2019 at 6:00 pm in the Council Chambers.

It was moved and seconded that the meeting be adjourned.

Motion Carried

The meeting was adjourned at 8:20 p.m.


Patricia Stewart, Mayor


Linda Cloney, Recording Secretary