



## Minutes of the Committee of the Whole

Place: Conducted through Zoom, streamed live to Town of Oxford FaceBook, per the authority provided by direction by the Minister of Municipal Affairs while under a State of Emergency on March 22, 2020, under the authority provided in Section 14 of *the Emergency Management Act*.

Date: Monday, May 4, 2020

Presiding Officer: Mayor Patricia Stewart

Councilors Present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper, Wade Adshade and Wendy Sweet-Kontuk (arrived late 7:05 pm)

Regrets: Nil

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

Staff in attendance: CAO - Rachel Jones and Deputy Clerk - Linda Cloney (recording secretary)  
Presenter in attendance: Kathy Cox-Brown, Director of Municipal Finance and Operating Grants, Department of Municipal Affairs  
Guest in attendance: Jason Haughn, Municipal Advisor, Department of Municipal Affairs

### **1. Call to Order**

Mayor Patricia Stewart called the meeting to order at 6:00 pm.

### **2. Approval of Agenda**

It was moved and seconded that the agenda of the Committee of the Whole Meeting for May 4, 2020 be approved.

***Motion Carried***

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

It was moved and seconded that the minutes of the Committee of the Whole Meeting for April 6, 2020 be approved.

***Motion Carried***

### **4. New Business**

#### **4.1 Financial Condition Index Action Plan: Kathy Cox-Brown**

Council had a general discussion regarding the Financial Condition Index Action Plan that was presented and submitted by Kathy Cox-Brown.

- The Financial Condition Indicators provide a snapshot of the Town of Oxford's financial risks and vulnerabilities.
- The purpose of the action plan is to detail the action the Town of Oxford will take to mitigate the financial risks identified.
- CAO Jones had provided information to assist Ms. Cox-Brown with the development of the report submitted.
- The Town of Oxford is required by the Province to create and implement an action plan as the Town has five high-risk indicators.

*Following this presentation Ms. Cox-Brown exited the meeting, 6:40 pm.*

#### **4.2 Foodbank Donation Discussion: Deputy Mayor Draper**

It was moved and seconded that the Town of Oxford will donate \$500.00 to the Oxford and Area Food Bank Association, during this time of COVID-19.

***Motion Carried***

#### **4.3 Fire Department Report & Fleet Repairs**

CAO Jones presented the Fire Department Report and spoke to Council regarding the Fleet Repairs.

CAO Jones authorized Fire Chief Rushton to install a refurbished transmission in Truck 4. The cost for the transmission was \$15,000.00 with a two-year warranty.

Council instructed staff to invest \$8,000.00 – \$10,000.00 into Truck 5 to be safety inspected and repaired as recommended by the Fire Chief.

#### **4.4 Lyme Disease Awareness Month Proclamation**

Lyme Disease Awareness Month  
May 2020

WHEREAS Lyme disease is a serious illness caused by the bite of a black-legged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS black-legged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick borne diseases;

THEREFORE, be it resolved that I, Mayor Patricia Stewart, on behalf of the Town of Oxford, do hereby proclaim May 2020 as "Lyme Disease Awareness Month".

Dated at Oxford, Nova Scotia

This 4<sup>th</sup> day of May, 2020

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Mayor Patricia Stewart

#### **4.5 Notice of Policy and Discussion: COVID-19 Property Tax Financing Plan Policy**

CAO Jones presented to Council the report regarding the proposed COVID-19 Property Tax Financing Plan Policy.

Following Premier Stephen MacNeil's announcement on April 28, 2020 providing up to \$380 million in operating loan programs to municipalities, this policy was developed collaboratively through the Association of Municipal Administrators Nova Scotia and the Nova Scotia Federation of Municipalities.

The Town of Oxford anticipates that the operations cash flow could potentially be impacted by \$600,000.00 - \$700,000.00. This would be due to residents and business owners who are unable to pay taxes in a timely manner as a result of the COVID-19 pandemic.

This policy will put in place criteria that outlines who is eligible, will allow the current year's taxes to be paid over a two-year period, and is meant for those that are most affected by COVID-19.

Staff will present a draft policy to Council at the regular meeting on Tuesday, May 19, 2020 to be considered. The draft policy is intended to be consistent with the Town of Amherst's and the Municipality of Cumberland County's policy.

#### **4.6 RFD #007-2020 Appointment of Solid Waste Bylaw Enforcement**

It was moved and seconded that the Committee of the Whole recommend to Council to appoint CJSMA employees Brenda Lynn Rioux and Michelle Lynn Canfield as Solid Waste Bylaw Enforcement Officers for the Town of Oxford, in conjunction with the Town of Oxford Chapter 52 Solid Waste Bylaw.

***Motion Carried***

#### **5. In Camera – Personnel**

At 7:05 pm, it was moved and seconded to go in-camera to discuss personnel.

**Motion Carried**

Mr. Haughn exited the meeting, 7:05 pm.

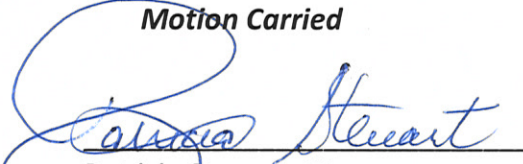
At 7:15 pm, it was moved and seconded to come out of in-camera and resume the Committee of the Whole Meeting.

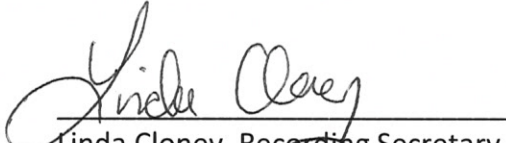
**Motion Carried**

**6. Adjournment**

At 7:16 pm, it was moved and seconded that the meeting be adjourned.

**Motion Carried**

  
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Patricia Stewart, Mayor

  
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Linda Cloney, Recording Secretary