



TOWN OF OXFORD

**Committee of the Whole Meeting**

Conducted through Zoom, streamed live to Facebook

Monday, November 1, 2021

6 pm

AGENDA

1. Call to Order
  
2. Approval of Agenda
  
3. Approval of Previous Minutes
  - 3.1 Committee of the Whole Minutes – October 4, 2021
  
4. Business
  - 4.1 Intermunicipal Poverty Reduction Advisory Committee
  - 4.2 Town of Oxford Vaccination Policy
  
5. Correspondence
  - 5.1 Honourable John A. Lohr – Minister of Municipal Affairs and Housing
  
6. Adjournment



## Minutes of the Committee of the Whole Meeting

Place: Zoom, was not able to stream live the meeting, as FaceBook was down.  
Date: Monday, October 4, 2021  
Presiding Officer: Mayor Gregory Henley  
Councillors present: Deputy Mayor Wade Adshade, Councillor Carla Black, Councillor Brenton Colborne, Councillor Arnold MacDonald and Councillor Chrystal McNutt  
Regrets: Councillor Paul Jones

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

Staff in attendance: Town Clerk – Linda Cloney (recording secretary)

Media in attendance: Six Rivers News – Mark Rushton and The Cumberland Wire/Saltwire Network – Darrell Cole

### **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 Committee of the Whole Meeting for October 4, 2021, be approved, as presented.

***Motion Carried***

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

It was moved and seconded that the minutes of the Committee of the Whole Meeting for September 7, 2021, be approved, as presented.

***Motion Carried***

### **4. Reports**

#### **4.1 RCMP Report**

A copy of the RCMP report is in the Council Package. There was discussion regarding a municipal issue brought forward about the RCMP needing to be more visible in the community. It was noted in the RCMP report that the RCMP have staff concerns due to the number of staff that are out on sick leave or gradually returning to work. The RCMP will be making more of an effort to be more visible in Oxford.

#### **4.2 Black River Update**

Recently, the Black River had a foul smell and discoloration in the river that caused concern to the residents of Oxford.

The Department of Environment staff reached out to the Town today to report that tests taken at Black River are still under investigation. The Department of Environment will update the Town once they get the results.

It was determined that whatever was in the Black River was not hazardous or toxic.

It was moved and seconded that Town Council accepts the reports as presented.

***Motion Carried***

#### **5. Correspondence**

The Mayors of the County of Cumberland and the Town of Amherst wrote a letter to the Minister of Health and Wellness addressing the issue of six nurses moving from the Springhill ER to Amherst ER. The concern is that many Cumberland residents rely on the Springhill ER for medical services. Due to this reduction of nurses in Springhill, they will be reducing the hours at the Springhill ER. It was noted that the staff in Amherst ER is greatly overworked.

People rely on ER for medical treatment. It is felt by all three mayors of the county that this is not going to be a good benefit for anybody that is concerned. This is going to create an even bigger backlog in Springhill and a large vacancy in Health Services for the rest of the county.

Currently there is a meeting in session discussing this issue and hopefully we can come to some sort of resolution.

#### **6. Adjournment**

At 6:08 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried***

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**Gregory Henley, Mayor**

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**Linda Cloney, Recording Secretary**



October 26, 2021

Linda Cloney  
Municipal Clerk  
Town of Oxford

**Re: Intermunicipal Poverty Reduction Advisory Committee**

Dear Linda:

At the October 25, 2021 meeting of Amherst Town Council, the following motion was passed;

***That Council accept the Terms of Reference for the Intermunicipal Poverty Reduction Advisory Committee***

I have also attached the draft terms of reference. We understand that the councils of Cumberland and Oxford will be considering the TOR and we look forward to your decision.

Yours truly,

Kim Jones  
Director of Communications &  
Community Well Being



# ***Inter-Municipal Poverty Reduction Advisory Committee (PRAC)***

## **DRAFT Terms of Reference**

### Purpose

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***The purpose of the PRAC is to advise all municipalities of Cumberland County on matters regarding poverty reduction through the application of social equity lenses within rural communities. The primary goals of the PRAC are:***

- 1. to increase wellness and quality of life for all constituents living in Cumberland County focusing on what is needed to prevent people from experiencing poverty.***
- 2. To support those who are financially marginalized by focusing on inclusion, empowerment, capacity building, and cross-sectoral collaboration.***

### Mandate

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The mandate of the PRAC is to:

- Develop a Strategic Plan (this is the initial mandate and should be presented to the Municipal Councils within 9 months of the Committee start-up) to be reviewed annually, and approved by the Municipal Councils.
- Provide advice and recommendations to Municipal Councils as determined by the Strategic Plan, or as directly requested by Municipal Councils;
- Create awareness and education around poverty and its impact on social wellness;
- Function as a hub of community-based poverty reduction assets;
- Consider and integrate the advice and activities of other council committees with mandates aligned with poverty reduction;
- Align with strategic priorities of councils that are matters related to the committee's purpose;
- Review these Terms of Reference every three years.

### Strategic Plan

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The components of the Strategic Plan may contain the following:

- Ongoing asset mapping and statistical analysis of relevant evidence and data sets including, but not limited to, local housing market, Canadian census, employment, health and wellness, etc.
- Outline causes of poverty and identify those that are most likely to experience it.
- Identification of most vulnerable demographics and related service gaps.
- Establish priorities based on the Social Determinants of Health model as they relate to poverty and develop corresponding action plans.

- Messaging and communications needs to actively engage our local community which will be delivered and managed through the Municipal Units communication processes.
- A five-year outlook with actionable goals outlined for years one and two.
- Develop tools to measure the success of the strategic plan and a reporting strategy to communicate results to municipal councils and the public.

## Committee Composition and Term

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The committee will endeavor to maintain a diverse and inclusive membership and represent all demographics and cultural groups within Cumberland County.

The membership of the **PRAC** will be as follows:

- Three Councillors as voting members - One Councillor from each Municipality (Amherst, Oxford and the County).
- Up to six members of the public as voting members, with at least one representative from each municipal unit. Representation from the following sectors preferred when possible:
  - Business
  - Non-Profit
  - Education
  - Medical
  - Social Supports
  - Justice
  - Lived Experience with poverty
- Each Municipality will appoint one staff person as their lead for the committee. Staff are not voting members.
- Other staff members from each municipal unit may be asked to attend meetings to assist the Committee as required.
- Members will be appointed by their respective Municipal Councils.
- Applications for community representatives will be solicited using radio, newspaper, social media and municipal websites. Interested citizens and organizations will be invited to submit a letter of interest and experience. The staff and Council members appointed to the Committee will review the applications and recommend the community representatives to the respective Municipal Council for approval.

## Delegated Authority

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The PRAC is established as an advisory committee to the three Municipal Councils and does not have any delegated authority. The Committee has no authority to direct staff. Any advice requiring implementation, reports or staff actions must first be considered by each of the municipal Councils.

## Functioning of the Committee

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The Clerks Office of each municipal unit will manage the scheduling and running of Committee meetings. This role will be shared amongst the municipal units on an annual rotating basis.

The Chairperson role shall be shared amongst, and meetings co-chaired by, the elected officials.

A quorum consists of a majority of the members of the Committee. Decisions of the Committee will be made by consensus. For the purposes of this Committee, consensus means general agreement, or a decision that all members of the Committee can live with, even if it is not every member's preferred way forward. If a minority of the Committee strongly objects to a decision, reasonable efforts will be made to find an accommodation. If those efforts fail, the dissenting opinions will be briefly noted in the Committee's recommendations.

## Sub-Committees

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The PRAC may convene sub-committees with the purpose of implementing specific action items within defined time frames.

## Budget and Resources Remuneration

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PRAC Committee members serve as volunteers and shall serve without remuneration.

## Reimbursement of Expenses

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Committee member expense reimbursement will be as per each municipal unit's policy.

## Location of the Meetings

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The Committee meetings will rotate annually between the three Municipal units with the option to be held virtually.

## Frequency of Meetings

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It is expected the PRAC will meet monthly or as determined by the Committee. Meetings will normally be held during normal business hours, however special workshops and meetings may be held on weekends or evenings.

## Absenteeism

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If a Committee member misses three consecutive meetings without the consent of the Committee, the Committee will advise the person or body responsible for the appointment or nomination of the member, and request that they recommend either the continued representation by that member, or the replacement of the member with another person to be named.

DRAFT

<b>Town of Oxford General Administration</b>	
<b>Subject:</b> <b>COVID-19 Vaccination Policy</b>	<b>Effective Date:</b> <b>November 15, 2021</b>

**1. APPLICATION**

**1.1** This policy governs the COVID-19 proof of vaccination procedure for all employees of the Town of Oxford.

**2. AUTHORITY**

**2.1** *Municipal Government Act*, as it is amended.

**3. DEFINITIONS**

**3.1** **COVID-19** refers to the outbreak of the novel coronavirus known as COVID-19.

**4. PURPOSE**

**4.1** The Town of Oxford is committed to providing a work environment that keeps our employees and the community safe. This commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical therefore that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.

**4.2** The purpose of this Policy is to set out the standards that employees must meet in the workplace so that each employee can do their part to keep each other and the public safe.

**5. PROCESS**

*Mandatory Vaccination*

**5.1** The Town of Oxford requires all employees to be fully vaccinated (have both injections of one of the recognized vaccines) against COVID-19.

**5.2** Employees must provide confirmation of their vaccination status by providing an acceptable copy of the Nova Scotia COVID-19 Vaccination Record or other acceptable record if the employee was vaccinated outside of Nova Scotia.

**5.3** If an employee is not vaccinated, the employee must disclose in writing to the Employer the reason for not being vaccinated. The Employer recognizes that it has a duty to accommodate employees who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion. The Employer will review the information and, after consultation with the employee, take alternative actions such as requiring that the employee undergo testing at a regular interval to be determined by the Employer, restricting access to the workplace, placing the employee on an unpaid leave of absence, and / or taking some other step so that the employee does not pose a hazard to other employees or anyone else with whom they would have contact through their work.

**5.4** The Employer will provide employees with self-administered rapid test kits. Any employee who tests positive on a rapid test will be required to provide confirmation of a negative PCR test before being allowed to be in the workplace.

**5.5** Vaccinations will be only one part of the Employer's steps to maintain a safe workplace. The Town of Oxford may continue to implement other measures, such

as wearing a mask and physical distancing even if the Province discontinues those steps.

5.6 The Town of Oxford may, at its discretion, apply this Policy to contractors who are working on Town-owned premises.

**6 COMPLIANCE**

6.1 Regardless of their vaccination status, employees are required to follow all COVID-19 protocols that the Town of Oxford has in place.

6.2 If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Town of Oxford can require that the employee follow alternative measures such as weekly testing or, where there is no other option that the Town of Oxford considers reasonable, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, this pandemic ends or the Town of Oxford ends the leave.

**7 CONFIDENTIALITY**

7.1 Information relating to an employee’s proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will be kept confidential by the Town of Oxford. All medical information and vaccination records will be stored separately from employees’ personnel files, kept secure at all times and destroyed when no longer needed.

**8 REVIEW OF POLICY**

8.1 The impact of the COVID-19 pandemic will undoubtedly continue to change. The Town of Oxford will, therefore, review this Policy on an ongoing basis, adjusting it if necessary and revoking it if warranted.

Town Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Oxford Town Council as indicated below:	
<i>Seven (7) Day Notice</i> .....	<b><u>PENDING November 1, 2021</u></b>
<i>Council Approval</i> .....	<b><u>PENDING November 15, 2021</u></b>
----- Town Clerk	<b><u>PENDING November 15, 2021</u></b> Date
<i>At Oxford, Nova Scotia</i>	

**From:** [Jennings, Jacinda E](mailto:Jennings.Jacinda.E)  
**To:** [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)  
**Subject:** CORRESPONDENCE FROM MINISTER JOHN A. LOHR  
**Date:** October 29, 2021 3:45:49 PM

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*SENDING ON BEHALF OF HONOURABLE MINISTER JOHN A. LOHR*

October 29, 2021

Linda Cloney  
A/Town Clerk  
Town of Oxford  
VIA E-MAIL: [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)

Dear Linda Cloney:

The Department of Municipal Affairs and Housing (DMAH) is pleased to advise that the Town of Oxford will be receiving a one-time contribution of \$178,171, representing the doubling of the Municipal Financial Capacity Grant and the Town Foundation Grant.

Municipal services are among the most important in the day-to-day lives of all Nova Scotians, and the Department recognizes the costs to provide these services has become more expensive over the years.

DMAH will be working towards negotiating a new Provincial-Municipal Memorandum of Understanding. While we negotiate a Memorandum of Understanding, for the first year, the Province has committed to doubling the Municipal Financial Capacity Grant and the Town Foundation Grant.

The Department believes that your collective efforts are essential if we are to successfully implement many of the objectives of the Department's mandate. I would like to take this opportunity to acknowledge your important work and the significant contribution you make to the lives of Nova Scotians. Thank you for all you do to foster the growth and development of Nova Scotia's communities.

Should you have any questions regarding this funding, please contact Bongsun Cho-MacDonald, Manager of Municipal Finance, at (902) 424-6292.

Sincerely,



Honourable John A. Lohr  
Minister of Municipal Affairs and Housing

c: A/Town Clerk Gregory Henley and Council, Town of Oxford, [ghenley@oxfordns.ca](mailto:ghenley@oxfordns.ca)  
Bongsun Cho-MacDonald, Manager of Municipal Finance, DMAH