



TOWN OF OXFORD  
Council Meeting  
Town Hall – Council Chambers  
Tuesday, 18 June 2017  
6:30 PM

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Minutes of the Previous Meetings
  - 4.1 May 22, 2018
4. New Business
  - 5.1 Fees Policy
  - 5.2 NSCC Funding Request
5. Staff Reports
  - 6.1 Public Works
  - 6.2 Leisure Services
  - 6.3 CED
  - 6.4 Fire Department
6. Councillor/Committee Reports – Motion on all Reports
7. Correspondence/Information Items
  - 8.1 Oxford Pioneer Heritage Club
8. Adjournment

## Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers  
Date: Tuesday, May 22, 2018  
Presiding Officer: Mayor Patricia Stewart  
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Tom Kay, Rick Draper and Wade Adshade  
Councilors absent: Nil

A quorum was present throughout the meeting.

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

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| Agenda item | Discussion and Decisions |
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| 2. Agenda | It was moved and seconded that the agenda of the Oxford Town Council regular Council meeting of April 16, 2018 be approved as amended. |
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6.5 Oxford Arena Report  
8.2 Minister Mark Furey  
8.3 Letters for unsightly premises

**Motion Carried**

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### 3. Presentations

3.1 Cumberland Joint Services Management Authority: Duel Stream Recycling

This will be implemented in two different phases. Phase 1 is the voluntary phase starting June 1, 2018. Phase 2 is the mandatory phase starting December 1, 2018. There is an Information Session organized at the Lions Community Centre for June 20 at 6:30 pm. Additional supervision will be provided for our staff once we start Phase 2.

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| 4. Minutes | It was moved and seconded that the minutes of the April 16, 2018 and May 8, 2018 previous meetings for the Oxford Town Council be approved as amended. |
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May 8, 2018 – change the name from Councilor Wesley Adshade to Wade Adshade.

**Motion Carried**

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### 5. New Business

|                 |  |
|-----------------|--|
| 5.1 Solid Waste | It was moved and seconded to adopt the second reading of the Solid Waste By- |
|-----------------|--|

By-Law 02-02:  
2<sup>nd</sup> reading

Law 02-02. Following the second reading of the Solid Waste By-Law 02-02 the Town of Oxford will advertise for publication and once it is advertised it will be enforced.

**Motion Carried**

5.2 Commercial  
Development District  
Improvement Plan  
By-Law 01-2018:  
2<sup>nd</sup> reading

It was moved and seconded to adopt the second reading of the Commercial Development District Improvement Plan By-Law 02-2018 second reading.

**Motion Carried**

5.3 Deed Transfer  
Tax By-Law 02-2018:  
1<sup>st</sup> reading

It was moved and seconded to give first reading to the Deed Transfer Tax By-Law 02-2018.

**Motion Carried**

5.4 Draft Operating  
Budget 2018/19.

It was moved and seconded to approve the Draft Operating Budget for 2018/19 as adjusted.

The surplus in the draft operating budget of \$7,800.00 will be applied to the street maintenance.

**Motion Carried**

5.5 Draft Capital  
Budget 2018/19

It was moved and seconded to approve the Draft Capital Budget for 2018/19.

**Motion Carried**

5.6 Investment  
Renewal

It was moved and seconded to allow the investment to come due and placed in the Town's general operating bank account for cash flow, as recommended by staff.

**Motion Carried**

5.7 Fees Policy:  
Notice

Rachel Jones gave 7 day notice to Council that she will present a fees policy next month.

5.8 Ball Field

a general discussion regarding the Ball Field.  
Key points discussed were:

- Needs more study as to what lands are available?
- There was development on land in behind the Irving in past years
- Turned away a chance to host provincials this year, due to the facility was not available.
- After a night fall of rain, the back field is still too wet when time to practice
- 42 kids under 11 enrolled this year.
- Baseball starts around the second week of June
- Thanks to Joe Reade for all his volunteer efforts.

5.9 ATV Association  
Dad Fun Run

General Discussion regarding ATV Association Dad Fun Run

Key points discussed were:

- The Association sent in a letter – they are backing away from hosting the event this year in Oxford
  - The Hunting and Fishing Show to coordinate with the ATV Association Dad Fun Run – it would be beneficial to both committees.
  - Mayor Stewart will write a letter to welcome them to host this event next year working alongside with the Hunting and Fishing Show.
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6. Staff Reports and  
Councillor/Committee  
Reports  
(6.1 to 6.5 and 7)

Rachel Jones presented the Staff Reports.

Key points discussed were:

- Drilling under the Little River Update – They expect to be done by the end of next week. This project is going well.
- Patching of existing graveled areas Upper Water, Jackson Street and Pugwash Road Update – Rachel will look into the time frame on this and when it will be scheduled in. She will circulate this through e-mail to the Councillors.
- Steve Nash Basketball is well attended. Another successful season.
- June 20 is the Bike Rodeo – Mayor Stewart will share this in the Mayors Corner as well.
- Garden Kick Off is June 9, 2018 – this is the time the plots are picked and seeds are distributed. It is a first come first serve.
- Wild Blueberry Corner is getting set up.
- CED had a great meeting with the Blue Route. Oxford is a great route to bike.
- The arena is now closed for the season.
- The automation part of the arena will be done this year.

Councilors presented the Councillor's and Committee's Report

Key points discussed were:

**Councillor Colborne**

- Attended the Animal Shelter Meeting
- Attended a VON Meeting – the loonie draw is going really well.

**Councillor Clark**

- The YMCA approved their budget. They are looking for an alternate source of bookkeeping.
- The Arena Committee – the car show is organized. There are about 50 cars registered. Donations and pledges are still coming in.

**Councillor Thompson**

- Our refugee family – AJ has received work in Pugwash and is in need of a drive to Pugwash in the morning between 8 am – 9 am.
- Community Baby Shower – Friday, June 22 for the family. They are having a baby girl.
- Recreation and Events Meeting – Wild Blueberry Harvest Festival Planning

**Mayor Stewart**

- Key Ceremony for the Habitat House, they are now working on their third house. The goal is to have something erected by early September. The selection committee is working on finding a new family.

**Councillor Draper**

- Attended the CED Meeting

• Attended the Tourism Meeting – he has attended two meetings now. They are meeting every two weeks. They have a great cross section of people involved. Councillor Draper will provide reports to the CAO for filing. Stephanie Morrow is the facilitator and she is from Cumberland County.

It was moved and seconded that the Director's, Councilor's and Committee's reports presented be approved.

**Motion Carried**

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**8. Correspondence/  
Information Items**

8.1 – NSFM Board Report – it is there for information. Note that number 2 is regarding Cannabis Legalization and they give an update there.

8.2 – Correspondence from Minister Furey – Mayor Stewart, Mayor Kogon and Warden Gillis came together and wrote a letter to the Minister of Justice trying to seek some direction on the legalization of cannabis, essentially on how it's going to impact our communities financially. They did ask if there will be any Provincial help with this.

8.3 – Unsightly Premises – A letter came in to council regarding an unsightly premises. 103 Handel Street – a letter will be sent to the home owners and then follow up.

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**9. Adjournment**

The Mayor advised Council that the next Regular Council Meeting is scheduled for Monday June 18, 2018 at 6 p.m. in Council Chambers.

It was moved and seconded that the meeting be adjourned.

**Motion Carried**

**The motion was adjourned at 7:20 p.m.**

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**Patricia Stewart, Mayor**

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**Linda Cloney, Minute Taker**



**REQUEST FOR DECISION**  
**Fees Policy**

|                        |  |
|------------------------|--|
| Date: 12 June 2018     | Subject: Fees Policy                                     |
| Proposal Attached: Yes | Submitted by: Rachel Jones, Chief Administrative Officer |

|   |   |
|---|---|
| Proposal:   | That Town Council approve the Fees Policy as presented.   |
| Background:   | Town Council has the authority to set fees as they relate to services and permits that are issued from the Town. Currently, fees are either set by practice, as a one-off occurrence, or through bylaws. It is a preferred practice to set all fees within one policy, which can then be reviewed annually through the budget process or anytime a new fee structure is being considered. |
| Benefits:   | Setting fees through policy is a more flexible process, as any revisions to policies need a seven-day notice, rather than bylaws that require a more lengthy process to enable or amend. Having all the fees in one policy also allows for easier review by Council, and calculation for budgeting purposes.  |
| Disadvantages:  | A review of all other bylaws and policies will be required to amend them to remove fee structures.  |
| Options:  |   |
| Required Resources:   | Staff time to review all current fees and further amendment of documents.   |
| Source of Funding:  | General operating budget (advertising for any bylaw amendments).  |
| Sustainability Implications: (Environmental, Social, Economic and Cultural) | Will provide clarity and consistency for staff and the public as it relates to fees. Anticipated to positively impact the budget process.   |
| Workplan Implications   | Staff time will be required to review current policies and bylaws, to develop a plan to address any required amendments.  |

|                                  |  |
|----------------------------------|--|
| (now/future):                    |  |
| Communication Plan:              | Any new fees adopted should be communicated to the public for their information. |
| Staff Comments/ Recommendations: |  |
| CAO's Review/ Comments:          |  |

CAO Initials: RLJ

Target Decision Date: 18 June 2018

**TOWN OF OXFORD  
GENERAL ADMINISTRATION**

**Subject: Fees**

**Number:**

**Approved by: Council**

**Effective Date:**

**Revision Date:**

***Rationale***

The following policy establishes uniform fees for permits and services provided by the Town of Oxford, to enable some cost recovery for services provided.

***Policy Statement***

**1. Permit and Service Applications**

All permit and service applications shall be accompanied by the necessary fees payable to the Town of Oxford except in the case of requests under the Routine Access Policy or Freedom of Information/Protection of Privacy where the fees will be estimated and communicated to the applicant prior to completion of the service.

**2. Permits and Services**

The following schedule of fees shall be charged for permits and services provided by the Town of Oxford:

| <b>Permit or Service Type</b>  | <b>Fee</b>  |
|--|---|
| Routine Access Policy  | \$22.00/hr. after the first half hour.  |
| Freedom of Information/Protection of Privacy Request   | \$22.00/hr. after the first two hours   |
| Document Reproduction (excluding oversized maps)   | \$0.08/copy   |
| Tax Certificate  | \$50.00 per assessment account number   |
| <b>Fees Relating to Subdivision:</b><br>Processing Fee for Tentative, Final and Repeal of Subdivision Applications             | \$75.00, payable at the time the application is filed – non-refundable          |
| Additional Processing fee where a proposed subdivision includes a new, varied or extended public or private road               | \$200.00, payable at the time the application is filed – non-refundable         |
| Open Space/Recreational Capital Fund Fee, to be used in the manner described in Section 273(5) of the Municipal Government Act | \$100.00 per lot, payable prior to approval – refundable if lot(s) not approved |
| <b>Fees Relating to Land Use Planning &amp; Development:</b><br>Zoning Confirmation letter                                     | \$25.00   |
| Development Permit Processing Fee *  | \$25.00   |
| Variance Application Processing Fee *  | \$25.00   |
| Site Plan Approval Application Processing Fee *  | \$100.00  |
| Development Agreements and Applications to Amend the Municipal Planning Strategy and/or the                                    |   |



|   |  |
|---|--|
| <p>Land Use Bylaw, including rezoning:<br/> Processing Fee *<br/> Plus<br/> Total Cost of Advertising and Notices</p> <p>Copies of the Municipal Planning Strategy and Land Use Bylaw, including letter sized black and white maps<br/> Full size colour copies of existing Municipal Planning Strategy or Land Use Bylaw maps</p> <p>* Processing fees are non-refundable<br/> ** This processing fee will be waived for registered charitable or non-profit organizations if the Agreement or Amendment is for the benefit of the organization<br/> *** When the actual cost of advertising or providing notice is known, the difference between the deposit and the actual cost will be refunded or billed to the Applicant.</p> | <p>\$500.00 **</p> <p>\$500.00 advertising deposit payable at the time application is filed ***</p> <p>\$25.00 per copy</p> <p>\$10.00 per map</p>   |
| <p><b>Fees Relating to Building and Demolition Permits:</b></p> <p>Demolition</p> <p>Residential (Minimum fee: \$10.00)<br/> New Dwelling<br/> New Decks<br/> New Sheds<br/> New Garages<br/> Renovations</p> <p>Commercial (Minimum fee: \$10.00)<br/> New Construction<br/> Renovations</p>   | <p>\$10.000 total fee</p> <p>\$0.06 per square foot<br/> \$0.02 per square foot<br/> \$0.02 per square foot<br/> \$0.02 per square foot<br/> \$1.00 per \$1,000 of Value</p> <p>\$2.00 per \$1,000 of Value (.2% of value)<br/> \$2.00 per \$1,000 of Value (.2% of value)</p> |
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**References**

- All former fees policies of the Town of Oxford are hereby repealed.

***Certification***

**I, Rachel L. Jones, Chief Administrative Officer of the Town of Oxford, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 18<sup>th</sup> day of June, 2018.**

**GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this \_\_\_\_\_ day of \_\_\_\_\_, 2018.**

\_\_\_\_\_  
Rachel L. Jones  
Chief Administrative Officer

## Recreation and Leisure Services Report

June 2018

Steve Nash Youth Basketball and jr NBA programs will have their final night of the program on June 12<sup>th</sup>. They will play against the parents for the night and be given certificates at the end of the night for completion of the program.

I had 5 applicants for our Summer Student positions and Rachel and I completed interviews on Friday June 8<sup>th</sup>, the successful applicants will be notified on Wednesday June 13<sup>th</sup>. They will start (depending on their school and exam schedule) on June 25<sup>th</sup>. They will attend a day long summer staff training on June 28<sup>th</sup> in Truro.

I have sent registration forms for t-ball, soccer, and tennis to all of the children in elementary and registration forms are starting to come in now. All programs will start the first week of July. T-ball will be on Monday and Wednesday mornings, Tennis will be on Monday and Wednesday afternoon, and soccer will be on Tuesday and Thursday evenings. If you know of anyone who may be interested in coaching summer soccer this year, please have them contact me.

We had our Community Garden Opening, on Saturday June 9<sup>th</sup>. As of right now we still have quite a few garden plots available, including all of them at the Lions Park. So if you know someone who may be interested in using some of our community garden space, please have them contact me.

Cumberland County Bike week is June 18<sup>th</sup>-24<sup>th</sup>, to celebrate we will be hosting a bike rodeo with the RCMP on June 20<sup>th</sup> from 3:30-4:30 at the arena.

I have been busy planning Canada Day activities for the day. This year we are planning to have live music as part of this year's celebration. We will have our Canada Day Celebration on July 1<sup>st</sup> from 11:00 am – 1:00 pm and I would like to extend an invitation to all of you to volunteer to help with the celebration. If you would be interested please let me know.

Ball field fencing has been installed and completed. They have done a great job installing the new fence. I have ordered an 18 wheeler load of specific infield mixed dirt for our infield. I am hoping it will be delivered within the week, so we can begin adding it to our infield.

This year's Strawberry Run is on July 7<sup>th</sup> and as of right now there are only 7 participants registered for the event, so if you know of anyone interested in registering, have them contact me and I will get them registered.

This year's Wild Blueberry Harvest Festival events are as followed (some information may be added or changed a bit):

*Wild Blueberry Dessert Café and Quilt Show*  
*August 18, 1-4 p.m.*

*Sponsored by Oxford and Collingwood UCW groups.  
Trinity United Church Vestry,  
4968 Main St., Oxford NS*

*Artisians Blues Festival  
August 18<sup>th</sup>  
10:00 AM – 2:00 PM  
Heritage Square*

*Bake Sale and Children's Games  
August 18<sup>th</sup>  
Fire Hall  
Sponsored by: Oxford Fire Dept. Ladies Auxiliary*

*Wild Blueberry Breakfast (Just in case the confirm)  
August 19<sup>th</sup>  
Oxford Legion*

*Wild Blueberry Movie  
Oxford Capitol Theatre  
2:00  
August 20<sup>th</sup>*

*Come on out and enjoy a Free Movie and enjoy some wild blueberry flavored ice cream!*

*Wild Blueberry Tye-dye  
Heritage Square  
August 21<sup>st</sup>  
2:00*

*Bring anything you want to Tye-dye blue with Wild Blueberries and ready to have Fun!  
Free!!*

*Wild Blueberry Kid's in the Kitchen  
Oxford Lions Club  
August 22<sup>nd</sup>  
2:00*

*Come out and learn how to make some healthy Blueberry snacks and enjoy some yummy food!  
Free!!*

*Wild Blueberry Paint Night  
August 23<sup>rd</sup>  
Oxford Fire Hall  
Put on by Empty Nest Designs*

\$55

*A fundraiser put on by Communities in Bloom*

*Art Gallery Opening  
August 24<sup>th</sup>  
Oxford Riverside Gallery*

*Wild Blueberry Dance  
August 25<sup>th</sup>  
Oxford Legion  
9:00 PM – 1:00 AM  
Fundraiser for Communities in Bloom*

*Cumberland County Exhibition  
August 28<sup>th</sup> September 1<sup>st</sup>*

*Cumberland County Exhibition Parade  
September 1<sup>st</sup>  
Theme "A trip down memory lane"*



## **CEDO Monthly Report:**

**Highlights: May 8-June 5, 2018 (inclusive)**

### **Businesses:**

-Business Directory: added extra contact details to create an office version, which didn't previously exist. My hope is that this will be a useful tool for us all, providing quick access to information and reducing staff time. Emailed to Linda, Corey and Rachel.

-Continue to work on a "Where Can I Get Wild Blueberry Products in Oxford?" list that will help promote some local businesses as well as provide information for businesses and citizens to share when they receive that inquiry. I'm pleasantly surprised at how many businesses are making an effort to carry blueberry related products.

-Laminated, "We Have Wild Blueberry Products" signs are being distributed- applicable businesses are happy to have them.

-The two resources above have provided a great opportunity for me to touch base again with many Oxford businesses. I will complete and have both distributed before I leave.

### **Organizations:**

-Added more organizations to the website list and created an office version (same idea as office version of Business Directory). Emailed to Linda, Corey and Rachel.

-Contact with several organizations regarding plans for WBHF.

-Met with Bob Ward, Coordinator of Boxing Club and did some promotion for the Club.

### **Oxford Frozen Foods' (OFF) 50<sup>th</sup> Anniversary:**

Rick and I continue to hold monthly meetings with Event Coordinator, Joy Shears, and discuss possibilities to partner on initiatives that benefit both our town and OFF.

Details of most have not yet been finalized. The Town will assist OFF to erect a 50<sup>th</sup> Anniversary Banner.

### **Improving the Town's Internet Presence:**

-**Face book:** As previously mentioned, I post on the Official site to promote Oxford, to share Town announcements, etc. Trish donated a Wild Blueberry gift basket as the prize for a Like & Share Contest. Katy Reid was the winner.

Since this was posted, membership has increased greatly and we now have 894 members (June 5).

-**Website:** I'm updating the Community Events Calendar regularly as this is the only way that the public can look ahead, past the current month, at upcoming events. This is useful for Oxford and area residents and tourists.

I also deleted some of the older posts from the main page.

### **Wild Blueberry Corner:**

It's exciting to see the Big Blue Chair and the Face in the Hole Photo Board being enjoyed. A picture was taken with the students who made the basic chair and we have sent a thank you to the teacher and class. (Pictures submitted to media outlets and included in the Community Newsletter.)

Rick made stairs for the Big Blue Chair and we're working on possibilities for improving the look of the surrounding walls. Rachel will see that a garbage can is added. **Let's make every effort to refer to this park as *Wild Blueberry Corner* and encourage residents to take good care of it.**

Rachel and I discussed placement of the bench that was previously in this area (it's now by the Town Hall) as well as the idea of having a picnic table on the Town Hall lawn to encourage people to stay awhile in the shopping area of town.

**Other Publicity/Promotion:**

- June press release and picture/newsletter sent out. Newsletter also at Town Hall and Library, and posted to our website.
- Big Blue Chair picture also sent to 6 Rivers, OREC, and put on face book.
- 6 Rivers live radio interview June 5
- Promotion of Habitat for Humanity key ceremony (and attended the event)
- Promotion of Oxford Riverside Gallery Exhibits (*My Nova Scotia* is currently running and *OREC Summer Art Exhibit* will have it's Opening Night on June 27 (6-8 p.m.) and run until August 22. **Please try to attend!**)
- Promotion of 1<sup>st</sup> Pride Flag raising to be held on June 13, 6 p.m.

**Blue Route Meeting:**

-We hosted nine individuals on May 14: Representatives of the Town, Bicycle NS, Dept. of TIR, Municipality of Cumberland and other interested individuals. This resulted in a good discussion about the best route, regulations, etc. Rachel is looking into a traffic count which is one of the requirements to determine our eligibility. Establishing a Blue Route in NS is a long-term plan and it will take some time to determine if Oxford could be part of it. In the meantime, this meeting reminded us that Oxford can promote local highways and trails for cyclists. Rachel would like to meet with Corey and I in the Fall to follow up on this.

**Other:**

- Continuation/completion of activities reported on last month.
- Organizing to prepare for my lay off.
- CED Committee meeting; minutes of meeting; monthly report
- Staff meeting and an individual meeting with Rachel
- Preliminary work on next year's poetry event
- Gallery donations delivered to OREC for art program
- Signage: reported missing signs to Rachel.

Rachel pointed out that the new **Sandwich Board sign** does not meet by-law requirements so it is not to be used on sidewalks as it was intended for. There are still opportunities to use it and it's a good tool to promote summer events. It can be set up in front of the Town Hall in the flower bed or grass and on the grass in front of the gazebo, etc. Reminder: please use dry erase markers and erase soon after using so they won't stain. It's best not to use blue. Stencils for lettering may be found on the shelving unit in my office.

- Please make use of the wild blueberry table cloth and other decorations that are also on this shelf, as well as the Wild Blueberry placemats located in Tourist information cupboard.
- Updated the "Promoting Your Event" tool, posted it on our website and advertised it on face book.

*To use up overtime, I will be working reduced hours until June 13 which will be my last regular day until I return September 17. \*I will be working WBHF Week.*

Respectfully submitted,  
Ruthie Patriquin  
Community Economic Development Officer



**CED Committee Meeting Report  
June 4, 2018 (6-7:45 p.m.)**

**Present:** Rick (Chair), Wade (until 6:30 pm), Trish, Mary Ellen, Ruthie

1. Call to order at 6:00 pm.

2. **Geo-caching**

Wade and Rick have placed two new geocaches in Oxford and Wade has promoted them on a geocache website. Ruthie promoted them on face book. He has plans to place two "Oxley" geocaches and post them on a site where the public can follow them "around the world".

3. **Town Signage**

Ruthie reported that use of the sandwich board is to be limited to stay in line with Town bylaw. Rick has been cleaning up signs from light poles, etc. Ruthie spoke with Alia about Pizza L'Amore's sign at the TC entrance. Trish will speak with her again and offer space for a larger sign if they want it.

4. **Wild Blueberry Corner**

Decision still up in the air regarding painting the Alfie King building.

Rick built a step for the Big Blue Chair. Ruthie has encouraged a group of youth who frequent the park to help keep it clean – favorable response. She also posted a face book request to the public to help keep our town clean.

**Promotion of Oxford:** Ruthie will deliver Oxford and Wild Blueberry Assoc. brochures to Eric's. They also need to be delivered to the Farm Stand when it opens.

6. **Oxford Frozen Foods 50<sup>th</sup> Ann. (July 28)**

Rick will continue to meet with Joy Shears. Trish will be proclaiming Wild Blueberry Day with John Bragg at the Big Blue Chair and cooking with the Kilted Chef. Bill Casey MP congratulated OFF in parliament.

7. **List of rental properties**

Mary Ellen reported that no one responded to the face book post to list their properties. Calls she made to known rental property owners indicated that properties were already rented. After discussion, the committee decided to put this initiative on hold.



Trish suggested that people post their rental properties on the Canada Post bulletin board and those looking for rental space could do the same.

- 7. Wild Blueberry Harvest Festival & Expectations for Ruthie during WBHF**  
CED contact with community organizations resulted in two stepping forward with new events. Ruthie will be called back to work for 20 hours during the week of August 20 and Trish will contact the CAO after the Events Committee meets to specify what they would like Ruthie to do.
- 8. Roles and responsibilities of CED Committee during Ruthie's lay off:**  
Gallery Opening Nights: Trish will attend the June event; Rick the August one.  
Rick will revisit the need for parking signs by the restaurants on Main St.  
Ruthie drew attention to supplies for Wild Blueberry promotion on the shelf in her office.  
Rick will represent the Town at the upcoming bus tour coming to GJDE.  
Trish will speak with CAO regarding staff covering some of Ruthie's activities.
- 9. Website/Facebook**  
The face book contest increased the number of followers on the official site. Katy Reid was the winner of the basket.  
The Committee would like to see the website Community Events calendar kept up during Ruthie's lay off.
- 10. Action Items Report**  
Mary Ellen reported that the business breakfast she was to attend was cancelled and will be rescheduled.  
All items from last month were accomplished or are moving forward.
- 11. Other (added to the agenda)**  
-The CED budget remains at \$25,000.  
-Mary Ellen has a report on the importance of considering culture in community planning. She will read and report at the next meeting.
- 21. Next meeting is October 1 at 6:00 p.m. in the Art Gallery.**

**Summary of Action Items:**

- Geo-caching: Wade
- Signage – Trish to speak with Alia
- Ruthie will deliver Oxford and Wild Blueberry Assoc. brochures to Eric's. They also need to be delivered to the Farm Stand when it opens (after Ruthie is laid off).
- During Ruthie's layoff: Gallery Opening Nights: Trish will attend the August event; Rick the June one.  
Rick will revisit the need for parking signs by the restaurants on Main St.  
Rick will represent the Town at the upcoming bus tour coming to GJDE.  
Trish will speak with CAO regarding staff covering some of Ruthie's activities.
- Oxford Frozen Foods 50<sup>th</sup> Ann. (July 28)

Rick will continue to meet with Joy Shears. Trish will be proclaiming Wild Blueberry Day with John Bragg at the Big Blue Chair and cooking with the Kilted Chef.

- Mary Ellen will report at "Culture and Community" research document at the next meeting.

Recorded by Ruthie Patriquin



**Recreation, Leisure services and Events Committee Meeting Report  
June 6, 2018**

**Present:** Mayor Trish Stewart, Councillor Dawn Thompson, Corey Skinner

1. The meeting was called to order at 5:30 pm.
2. Minutes from the previous meeting were circulated and approved.
3. **OLD BUSINESS**  
Strawberry Trail Run: looked at assigned tasks and each reported that they would do a follow up.
4. **Blueberry Festival:** information needs to be collected for all events and put into a descriptive ad to reach Devin by next week to make the Blueberry Festival Pamphlet.

**Confirmed events:**

- Aug 17/18 Doug Patriquin in concert at Capital Theatre; Aug 18 Artisan Blues Festival, Heritage Square, 10am-2pm; Aug 18 Oxford Fire Dept Ladies Auxiliary, Fire Hall, children's games and bake table; Aug 18 United Church Ladies Auxiliary, United Church, quilt show and tea; Aug 20 Blueberry Movie, Capital Theatre; Aug 21 Blueberry dyed t-shirts; Aug 22 Cooking with Blueberries, Oxford Lions Centre; Aug 23 Blueberry Paint Nite, Empty Nest Designs, CIB, Oxford Fire Hall; Aug 24 Art Gallery Opening, Oxford Riverside Art Gallery; Aug 25 wild Blueberry Dance, CIB and Oxford Legion, Oxford Legion; Sept 1 Cumberland County Exhibition Parade Entry, Theme "A Trip Down Memory Lane".
  - Awaiting confirmation regarding Blueberry Breakfast, Dawn to check back in with Oxford Lionettes regarding their interest in the event Blueberry Costume to have some repairs; blueberry dresses to have some repairs including 1 apron and 3 bonnets to be made, must be completed no later than July 20.
5. **Canada Day Celebrations:**  
Food: burgers, cake, veggie tray, fruit tray and bottled water.  
Activities: live music, opening remarks, singing of Oh Canada, tattoo and face painting, games, colouring sheets, chalk activities.
  6. **Pride Flag Raising Ceremony:** June 13, 2018, 6pm, Blueberry Wall

7. Summer students: interviews this upcoming Friday, June 8
8. NEW BUSINESS  
Baby Shower for Shinda, Refugee Family Event, June 22
9. Summer Recreation Program  
Corey is working on this.
10. Community Bulletin Board  
CED has offered the use of their sandwich board to display daily events and upcoming events. This will be displayed in front of the Town Hall daily. Corey and the summer students will look after this.
11. Oxford websites  
Corey to keep posts updated over the summer keeping the public informed of all activities and events that will be happening within the town.
12. There was no correspondence to report.
13. Next meeting will be Wednesday, July 4, 2018 at 5:30pm

Minutes taken by Councillor Dawn Thompson

June 8, 2018

Oxford Pioneer Heritage Club  
31 Ellis Street, P.O. Box 156  
Oxford, Nova Scotia, B0M1P0

Mayor Trish Stewart  
Town of Oxford Office  
Oxford, Nova Scotia, B0M1P0

Dear Mayor Stewart

I am writing on behalf of the Oxford Pioneer Heritage Club about the recent refusal of the Town to cover the cost of gravel we had laid in the parking area next to the O.P.H. hall during the winter.

We were surprised at the reason given as lack of prior approval. In the past we had gravel added and the Town covered the cost. The fact is the Town let the area get to the point it was dangerous. The reason we acted quickly was several seniors had near falls due to ice and holes. One of the major programs we provide is helping seniors prevent falls as this is one of the leading causes of seniors entering hospital and resulting deaths.

We thought we were acting in a responsible manner for all concerned.

Our club does its best to provide programs free of charge to the Town's seniors and the handicapped on a very limited budget.

We have always enjoyed a close working relationship with Town employees and Council.

Since the Town has been unable to provide grants in recent years but has helped us in other ways we feel this one time cost should at least be considered.



Robert Hunsley  
Club Secretary

*Linn*

# Gregory I. Mattinson Excavating Limited

PO Box 532  
Oxford, Nova Scotia B0M 1P0  
Canada

# INVOICE

Invoice No.: 1371  
Date: Mar 31, 2018  
Ship Date:  
Page: 1  
Re: Order No.

**Sold to:**  
Hjordis Nielsen  
Birchwood Rd, NS B0M 1P0

**Ship to:**  
Hjordis Nielsen  
Birchwood Rd, NS B0M 1P0

Business No.: 81284 7887

| Item No. | Unit | Quantity | Description                     | Tax | Unit Price | Amount |
|----------|------|----------|---------------------------------|-----|------------|--------|
| 03/06/18 | Ld   | 1.0      | Type 1 Gravel                   | H   | 285.00     | 285.00 |
|          | Hrs  | 1.5      | Backhoe<br>Oxford Heritage Club | H   | 85.00      | 127.50 |
|          |      |          | Subtotal:                       |     |            | 412.50 |
|          |      |          | H - HST 15%                     |     |            | 61.88  |
|          |      |          | HST                             |     |            |        |

|             |                  |                     |        |
|-------------|------------------|---------------------|--------|
| Shipped By: | Tracking Number: | <b>Total Amount</b> | 474.38 |
| Comment:    |                  | <b>Amount Paid</b>  | 0.00   |
| Sold By:    |                  | <b>Amount Owing</b> | 474.38 |