



TOWN OF OXFORD
Town Council Meeting
Town Hall – Council Chambers
Tuesday, 19 March 2019
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 February 19, 2019 Regular Council
4. New Business
 - 4.1 RFD #006-2019 Inspection Services Appointments
 - 4.2 CJSMA 2019/20 Draft Budget
 - 4.3 CED Business Entrance Sign Guidelines
 - 4.4 Joint Councils Policy
 - 4.5 Downtown Beautification - Discussion
 - 4.6 Provincial Library Funding - Discussion
5. Reports
 - 5.1 Economic Development
 - 5.2 Recreation and Leisure
 - 5.3 Public Works
 - 5.4 Arena Committee: Minutes and Draft Terms of Reference
 - 5.5 Municipal Alcohol Project (MAP) Minutes
6. Correspondence
 - 6.1 Town of Shelburne: Provincial HST
 - 6.2 Town of Westville: Public Libraries Funding Proposal
 - 6.3 NSFMR Resolution Process Feedback
 - 6.4 Eleanor Mattinson/Linda Forrington: Dangerous & Unightly Premises 63 Elm Street
 - 6.5 Ross McKellar: Dangerous & Unightly Premises 63 Elm Street
 - 6.6 Oxford Pioneer Heritage Club
7. Adjournment

Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers
Date: Tuesday, February 19, 2019
Presiding Officer: Mayor Trish Stewart
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper, Wendy Sweet-Kontuk and Wade Adshade
Councilors absent: Nil

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney, Deputy Clerk (recording secretary)
Call to order: Mayor Stewart called the meeting to order at 6:00 pm and expressed condolences to the family in Halifax that had a tragic loss of seven children due to a terrible house fire.

Agenda item	Discussion and Decisions
2. Swearing In Ceremony	Deputy Clerk, Linda Cloney swore in Wendy Sweet-Kontuk as a Councillor of the Town of Oxford on this 19 th day of February 2019.
3. Approval of Agenda	<p>It was moved and seconded that the agenda of the Oxford Town Council regular council meeting of February 19, 2019 be approved as circulated.</p> <p>Motion Carried</p>
4. Presentations	<p>Recognition of Bravery: Taylor Millet and Jonah MacIntyre</p> <p>Taylor Millet and Jonah MacIntyre were in attendance for the recognition. Mayor Stewart and Council congratulated Taylor Millet and Jonah MacIntyre for assisting a lady in distress along with her dog that had fallen through the ice. Taylor and Jonah acted quickly and selflessly to help this person along with her dog to safety. Oxford Town Council is very proud of Taylor and Jonah. Following the presentation, Taylor Millet and Jonah MacIntyre left the meeting.</p>
5. Approval of Previous Minutes	<p>It was moved and seconded that the minutes of the January 21, 2019 Oxford Town Council meeting be approved as circulated.</p> <p>Motion Carried</p>
6. New Business	<p>RFD #003-2019 Tax & Water Collection</p> <p>It was moved and seconded to approve the Tax & Water Collection Policy as presented.</p> <p>Motion Carried</p>
6.2	RFD #004-2019 Scotia Bank Borrowing Resolutions

It was moved and seconded to approve the two Scotia Bank borrowing resolutions, one in the amount of \$12,000 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 amended.

Motion Carried

6.3 RFD #005-2019 Hospitality Policy and Travel & Expense Policy

Amendment: add "with receipt" on page 5 of 5 along with each allowance.

It was moved and seconded to approve the Hospitality Policy and Travel & Expense Policy as amended, and further that any existing policies around travel and expense be hereby repealed.

Motion Carried

7. Reports
(7.1 to 7.4)

Linda Cloney presented the Staff Reports.

Key points discussed were:

- Council would like to meet with Department Heads every other Committee of the Whole meeting
- Volunteer Banquet – being planned to recognize our volunteers
- Amherst and the County has a hot patching machine – look at the cost of renting one
- It was commented that Council would like our paving budget this year should focus on patching as opposed to streets
- Application for the Oxford Volunteer Fire Department to become a Medical First Responder – a representative from the Fire Department will be in attendance during the March Committee of the Whole meeting to discuss this.
- Truck 5 (transmission issues) – research the cost to replace the transmission and also the cost to replace the truck. Council is asking the Oxford Volunteer Fire Department to give an update on Truck 5 during the Committee of the Whole.

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

Motion Carried

8. Correspondence Coldest Night of the Year Funding Request

It was decided that Councilors would donate personally rather than a donation from the town.

8.2 Route Six Snowmobile Club: Letter of Support Request

Staff is directed to write a letter of support for the Route Six Snowmobile Club as requested.

8.3 Cumberland Exhibition: Letter of Support Request

Staff is directed to write a letter of support for the Cumberland Exhibition as requested.

9. Adjournment Mayor Stewart advised Council the next meeting is scheduled for March 18, 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 7:00 pm.

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary



REQUEST FOR DECISION
Inspection Services
#006-2019

Date: 11 February 2019	Subject: Inspection Services
Proposal Attached: N/A	Submitted by: Rachel Jones, Chief Administrative Officer

<p>Proposal:</p>	<p>That Town Council appoint the following employees of the Municipality of the County of Cumberland for the following inspection services:</p> <table border="1"> <tr> <td>David Buell</td> <td>Fire/Building Inspector</td> </tr> <tr> <td>Monty Maddison</td> <td>Building Inspector</td> </tr> <tr> <td>Thomas Trenholm</td> <td>Fire/Building Inspector</td> </tr> <tr> <td>Melissa Siddall</td> <td>Fire/Building Inspector</td> </tr> <tr> <td>Steve Varner</td> <td>Building Inspector</td> </tr> </table> <p>Further, that the Town appoint the following Bylaw Enforcement Officers:</p> <table border="1"> <tr> <td>Ron Moore</td> <td>Bylaw Enforcement</td> </tr> <tr> <td>Jaime Spicer</td> <td>Canine Control/Bylaw Enforcement</td> </tr> <tr> <td>Terry Hoeg</td> <td>Bylaw Enforcement</td> </tr> </table>	David Buell	Fire/Building Inspector	Monty Maddison	Building Inspector	Thomas Trenholm	Fire/Building Inspector	Melissa Siddall	Fire/Building Inspector	Steve Varner	Building Inspector	Ron Moore	Bylaw Enforcement	Jaime Spicer	Canine Control/Bylaw Enforcement	Terry Hoeg	Bylaw Enforcement
David Buell	Fire/Building Inspector																
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Steve Varner	Building Inspector																
Ron Moore	Bylaw Enforcement																
Jaime Spicer	Canine Control/Bylaw Enforcement																
Terry Hoeg	Bylaw Enforcement																
<p>Background:</p>	<p>For the past two years, the County of Cumberland has been providing building inspection and canine control services on a fee for service basis. This arrangement came into place when the Town of Springhill was incorporated into Cumberland County, as Springhill was previously providing the service to Oxford. The service has been ongoing, however there is no formal agreement in place that sets out fees, level of service, or processes for each of the services around building inspection, fire inspection, canine control, and/or bylaw enforcement.</p> <p>Staff have met to discuss these items and are working on formalizing an arrangement that will ensure continuity of service, clarity of roles, fees for service, and ensure that the service is timely and available for the residents of Oxford. Those details, when available, will be shared with Council. Staff are working towards a fuller fire inspection service. With respect to bylaw and canine enforcement, it is anticipated that an hourly fee</p>																

	<p>based on calls will continue to be the basis for invoicing the Town. As well, we are developing a process so that residents are able to access the inspectors here in Oxford rather than having to go to the County office.</p> <p>Currently, the CAO is the appointed Administrator for Dangerous or Unsightly Premises for the Town. This will continue and only in extreme cases when additional support to deal with particularly difficult properties, would the Dangerous & Unsightly Administrator for Cumberland County assist. The CAO has the authority to appoint additional resources in this situation. These cases can be legally challenged, and having the additional expertise for a fee can substantially reduce the liability and legal costs for the Town</p> <p>In the meantime, although there may have been formal appointments of some staff as officers for the Town of Oxford, in review with the Cumberland County managers, it was felt that a formal resolution with all current staff involved would ensure that the Town has its officers in place, and the appointments would ensure that the officers have the appropriate authority to work on behalf of the Town.</p>
Benefits:	<p>Legally required to appoint these positions to work on behalf of the Town.</p> <p>Encompasses all employees currently qualified within the County of Cumberland staffing complement.</p> <p>Clarity for all staff, Council, and the public on roles.</p>
Disadvantages:	None foreseen
Options:	The Town of Oxford could consider the cost to employ a person within the inspection/bylaw enforcement role in subsequent budget discussions.
Required Resources:	
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	

Workplan Implications (now/future):	Currently no impact, although possibly more walk in traffic for payment of inspection/permit fees.
Communication Plan:	Once approved, the list of names of the appointees will be circulated to staff and available to the public. Once an agreement is in place, notice will be provided to our businesses and residents around how, when, and where to access the services.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: March 18, 2019



Cumberland Joint Services Management Authority
Solid Waste Services

Draft 2019/2020 BUDGET

March 6, 2019

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CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
 2020 Draft Budget
 March 6, 2019

	<u>18/19</u> <u>Projection</u>	<u>18/19</u> <u>Budget</u>	<u>19/20</u> <u>Budget</u>
Capital Funding			
Reserve Transfers			
Cell Development	1,051,261	1,600,000	0
Equipment Reserve	194,058	320,000	
Closure Reserve	48,739	100,000	3,218,446
Operations	0	0	135,300
External Funding			
Municipal Financing	0	0	
Proceeds on Disposal of Capital	35,000	0	0
Total Funding	1,329,058	2,020,000	3,353,746
Capital Expenditures			
Landfill			
Cell Development	1,051,261	1,600,000	0
Cell Closure (Design)	48,739	100,000	3,353,746
Total Landfill Capital	1,100,000	1,700,000	3,353,746
Compost			
Loader	200,254	220,000	0
Total Compost Capital	200,254	220,000	0
Recycling			
Recycling Design	1,200	100,000	0
Building	27,604	0	0
Recycling Transfer Building	0	0	0
Total Recycling Capital	28,804	100,000	0
Total Expenditures	1,329,058	2,020,000	3,353,746
Difference	0	0	0

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
2020 Draft Budget
March 6, 2019

	<u>17/18</u> <u>Actual</u>	<u>18/19</u> <u>Projection</u>	<u>18/19</u> <u>Budget</u>	<u>19/20</u> <u>Budget</u>
Solid Waste Operations				
Revenues	3,826,031	3,183,813	3,886,550	2,188,950
Administrative Expenses	507,144	526,540	538,596	541,901
Operation Expenses	2,882,037	1,964,484	2,566,933	956,722
Surplus (Deficit)	436,850	692,789	781,021	690,327
Compost Operation				
Revenues	350,910	560,016	654,800	400,500
Operation Expenditures	175,704	303,633	389,501	170,839
Surplus (Deficit)	175,206	256,383	265,299	229,661
Recycling Operations				
Revenues	458,174	118,554	134,750	42,000
Operation Expenditures	1,098,959	1,061,616	1,182,819	971,829
Surplus (Deficit)	(640,785)	(943,062)	(1,048,069)	(929,829)
Total Revenues	4,635,115	3,862,383	4,676,100	2,631,450
Total Expenses	4,663,844	3,856,273	4,677,850	2,641,292
Surplus (Deficit)	(28,729)	6,110	(1,750)	(9,842)
Transfer From Surplus		0	1,750	9,842
Total		6,110	0	0

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

2020 Draft Budget

March 6, 2019

	17/18 <u>Actual</u>	18/19 <u>Projection</u>	18/19 <u>Budget</u>	19/20 <u>Budget</u>
REVENUE - LANDFILL OPERATIONS				
Tipping Fees	1,710,806	1,987,063	2,072,750	2,071,000
Other Income	132,472	13,000	32,850	35,950
Funding/Grants	88,463	83,750	80,950	82,000
Reserve Transfer	1,894,290	1,100,000	1,700,000	0
Total Revenue	3,826,031	3,183,813	3,886,550	2,188,950
EXPENSES - ADMINISTRATION				
Bad Debt Allowance	0	0	0	0
Bank Charges	706	500	500	500
Advertising	857	2,500	2,500	2,500
Administration Salaries & Benefits	407,804	410,907	412,496	422,801
Electricity	5,662	6,852	6,400	6,400
Travel & Training	15,151	15,211	22,000	22,000
Payroll Admin	2,641	2,363	2,750	2,750
Total Telephone	11,304	9,801	11,500	10,500
Professional Fees	17,800	29,200	29,000	30,000
Meeting Expense	3,007	1,000	2,000	1,000
Office Expense	16,117	10,706	9,950	10,950
Waste Diversion	26,095	37,500	39,500	32,500
Total Administration Expense	507,144	526,540	538,596	541,901
EXPENSES - LANDFILL OPERATIONS				
Transfer to Equipment Reserve	30,000	30,000	30,000	30,000
Total SW Expenditures	2,882,037	1,964,484	2,566,933	956,722
Total Administrative Expense	507,144	526,540	538,596	541,901
Solid Waste Contribution	436,850	692,789	781,021	690,327
Waste Tonnages				
Residual	7,354	7,475	7,400	7,400
C & D	5,112	4,994	5,150	5,100
Oily Soils	1,167	547	900	900
Recycling Waste	1,395	227	100	800
Total Landfill Tonnage	15,029	13,242	13,550	14,200
Cost/Tonne	65.55	148.35	189.44	67.37
Net Revenue/Tonne	155.28	52.32	57.64	48.61

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

2020 Draft Budget

March 6, 2019

	17/18 <u>Actual</u>	18/19 <u>Projection</u>	18/19 <u>Budget</u>	19/20 <u>Budget</u>
REVENUE - COMPOST FACILITY				
Tipping Fees	319,137	372,253	414,000	382,500
Compost Sales	4,632	3,749	7,000	5,000
Transfer From Reserves (Loader)	0	165,264	220,000	0
Diversion Credits	27,140	18,750	13,800	13,000
Total Revenues	350,910	560,016	654,800	400,500
EXPENSES - COMPOST FACILITY				
Wages & Benefits	48,973	48,800	48,551	49,889
Safety Eqp. & Clothing	656	1,500	1,500	1,500
Equipment Costs	84,756	40,392	63,450	63,450
Compost Building & Site	3,841	5,000	6,000	6,000
Analysis Expense	0	0	6,000	6,000
Capital	0	165,254	220,000	0
Insurance	16,329	16,186	17,500	17,500
Biofilter Mgmt	0	1,000	1,000	1,000
Equipment Reserve	20,000	20,001	20,000	20,000
Leachate Mgmt	1,150	5,500	5,500	5,500
Total Organic Expenses	175,704	303,633	389,501	170,839
Contribution from Compost	175,206	256,383	265,299	229,661
Compostable Materials	4,792.92	5,082	4,600	4,250
Cost/Ton	36.66	59.75	84.67	40.20
Net Revenue/Ton	36.56	50.45	57.67	54.04
REVENUE - RECYCLING OPERATIONS				
Recycling Sales	321,173	44,750	25,000	25,000
Diversion Credits	19,063	13,500	9,750	17,000
Labour Costs Recovered	30,058	31,500		
Reserve Transfer	87,880	28,804	100,000	
Total Recycling Revenue	458,174	118,554	134,750	42,000
RECYCLING EXPENSES				
Total Supplies & Materials	17,159	3,164	1,250	3,000
Total Staff Expense	416,382	266,383	287,829	249,589
Capital (Transfer Station)	212,915	28,900	100,000	0
Insurance	12,352	12,426	10,000	15,000
Clothing Allowance	4,628	2,358	2,500	2,500
Safety Expense	23,483	3,010	5,000	5,000
Plant Costs	98,746	98,197	127,000	82,000
Equipment Costs	52,155	17,178	19,740	19,740
Recycle Transport	99,561	240,000	240,000	240,000
Tipping Fees	141,578	370,000	369,500	335,000
Equip. Reserve	20,000	20,000	20,000	20,000
Total Recycling Expenses	1,098,959	1,061,616	1,182,819	971,829
Recycling Contribution	(640,785)	(943,062)	(1,048,069)	(929,829)
Recyclable Tonnages	3,465	3,145	3,350	3,150
Cost/Ton	317.16	337.57	353.08	308.52
Net Cost/Ton	184.93	299.87	312.86	295.18

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
2020 Draft Budget
March 6, 2019

SCHEDULE 1

Tipfees Estimated Tonnages By Source

	2018 Tonnages	Projected 2019 Tonnages	Budgeted 2020 Tonnages	Tip Fee \$/TON	Budgeted 2019 Revenue
Solid Waste					
Regular Garbage	7,350	7,441	7,400	\$215.00	\$1,591,000
Recycling/Compost Waste	1,376	300	800		
	8,726	7,741	8,200		
Other Materials					
Regular C & D	4,494	4,500	4,500	\$90.00	\$405,000
Sorted C&D	617	350	600	\$35.00	21,000
Oily Soils	1,167	550	900	\$60.00	54,000
					\$2,071,000
					To L/F Revenues
Compost					
Source Separated	4,797	4,540	4,250	\$90.00	\$382,500
					To Compost Revenues
Recycling					
Recyclables:	3,448	3,133	3,150	\$0.00	0
Residual, Organics and Recyclables	15,595	15,114	14,800		
Total Of All	23,249	20,814	21,600		

SCHEDULE 2

Allocation of Diversion Credits

	2018	Projected 2019	Budget 2020	
Facility				
Landfill	\$7,754	\$6,722	\$6,000	16.67%
Compost	\$19,063	13,241	13,000	36.11%
Recycling	\$27,140	17,778	17,000	47.22%
Total	\$53,957	\$37,741	\$36,000	
Materials Diverted				
Landfill	1,884	1,000	1,600	
Compost	4,797	4,540	4,250	
Recycling	2,072	2,833	2,350	
Total	8,753	8,373	8,200	
Diversion Per Ton	6	5	3	

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
 2020 Draft Budget
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**SCHEDULE 3 -
 Change In Reserve Balances**

	Operating Reserve	Equipment Reserve	Cell Development	Closure/ Post-Closure	Total Reserves
Beginning Balances (3/31/18)	219,288	763,242	1,265,819	3,092,195	5,340,544
2019 Projected Transfers From Operations	0	697,139	(1,100,000)	127,156	(275,705)
2020 Transfers From (To) Operations					
Loader		-			-
Recycling Transfer Station		-			-
Closure				(3,353,746)	(3,353,746)
Transfer to Operations	(9,842)				(9,842)
Cell Construction			-		-
Scheduled Allocation and Transfers		70,000	-	135,300	205,300
Net 2020 Budgeted Transfers From Operation	(9,842)	70,000	-	(3,218,446)	(3,158,288)
Ending Balances (03/31/18)	209,446	1,530,381	165,819	905	1,906,551

Revised Recommendations to Council regarding Business Directory Signage at TC Entrance

While the Malagash entrance sign example is a great reference when looking to create uniformity in signage, to support the business community it is important to recognize that some Oxford businesses have established logos which they would expect to use in their signage (examples: Oxford Frozen Foods, Home Hardware).

Expanding on the previous recommendation that “all new Entrance Directory signage be created in approved Town colour”, I am suggesting the following:

- That businesses utilizing the Business Directory be required to prominently incorporate the approved Town colour (Pantone 072 Blue) into the design of their sign (Oxford PharmChoice sign is a good example – see attached picture).

This will create a colour uniformity without overly restricting business advertising.

Draft *Business Directory Signage at the TC Entrance Guidelines* (or Standard Procedures) are suggested on the following page of this document.

THIS HAS NOT YET BY APPROVED BY THE CAO.

DRAFT



Guidelines for Business Signage Board at Entrance to Oxford from TransCanada Highway: Date Approved: _____

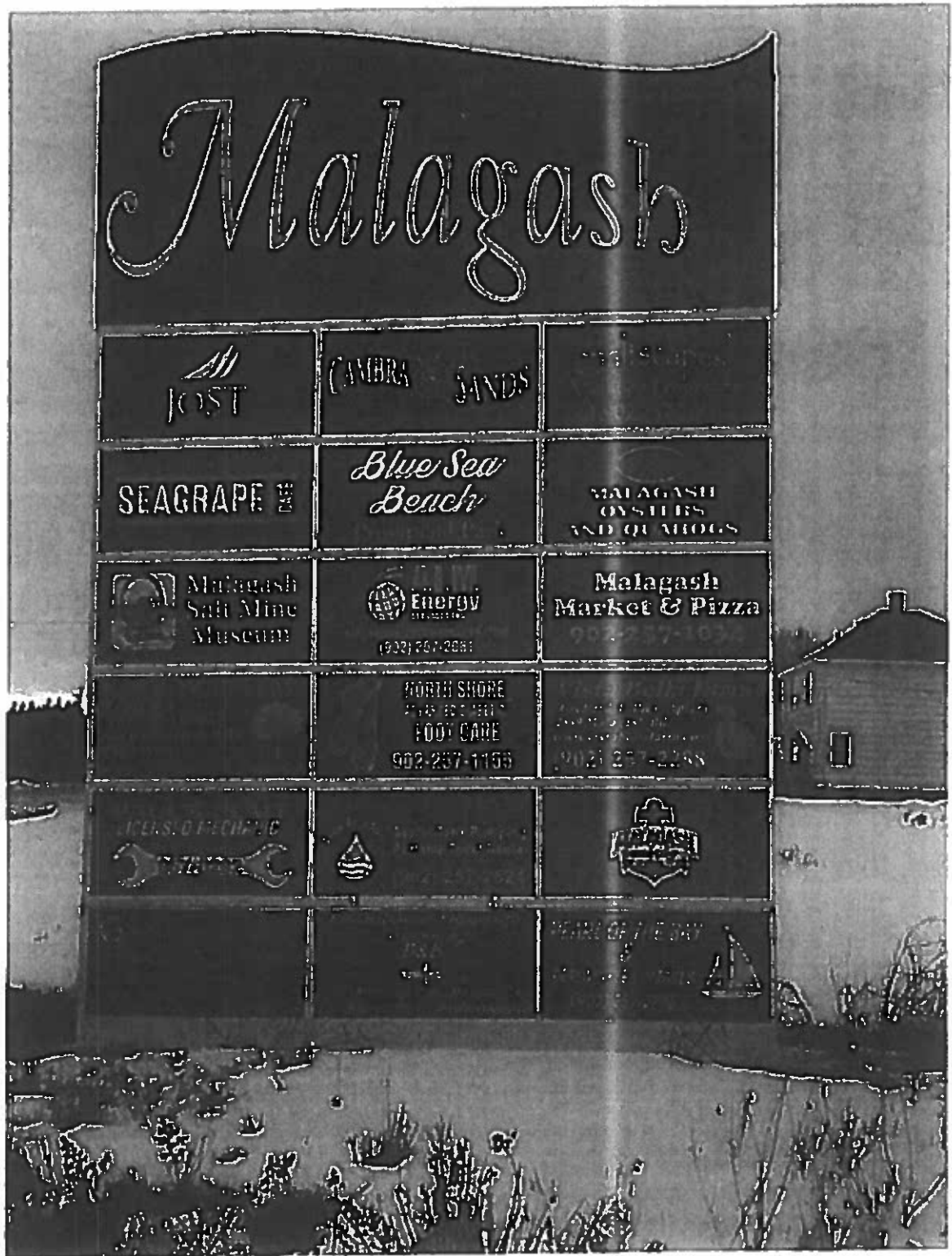
Attractive entrance signage can have a positive economic impact on local businesses and the Town of Oxford, overall. These guidelines are established to ensure an attractive Business Signage Board and to create uniformity in the signage that populates the Board. *

- Businesses located within the Town of Oxford are welcome to utilize this signage board, based on available space**
- Place holder signs will be purchased to populate any spaces not used by businesses
- Effective on date of approval of these guidelines, all new signs are to adhere to these guidelines.
- Businesses are required to purchase their own signage.
- **Approved Size:** Businesses are to provide signage of the following size: 2 feet x 8 feet.
- **Approved Colour:** Businesses are required to prominently incorporate the approved Town of Oxford colour (Pantone 072 Blue) into the design of their signage.
- **Approved material:** Alupanel (minimum 6mm thickness)
- **Signage design** must be approved by the Town in advance.
- Current business signs that do not adhere to the size guidelines will be removed within (*to be determined*) days of the date on the *Request for Sign Removal* notice sent to the business.
- Current business signs that do not adhere to the colour guidelines will have (*to be determined*) days to provide replacement signs before their non-conforming signs are removed.
- It is the responsibility of the business owner to keep their signage in good repair.
- Damaged signs will be removed.
- There is no rental fee for the space (subject to change).
- The Town of Oxford Public Works Dept. is responsible for posting the signs (and removing signs when needed), at no cost to the businesses.
- Businesses requiring further information are to contact the Town Hall at 902 447-2170.

*When reviewing these guidelines, please see Malagash entrance photo (Attachment # 1) which we are using as a reference and the current signage as of February 2019 (Attachment #2).

** There is room for two more signs at the bottom of the main signage structure pictured in Appendix # 2. The extra structure attached on the left-hand side will be removed.

Attachment # 1



Attachment # 2



Community Signage Board for Trans Canada Entrance

Recommendation to Council (February 26, 2019)

Objective: to support local organizations and encourage community pride and economic growth

Given that several community organizations desire to post organizational signs at the Trans Canada entrance to Oxford and there is an expectation of interest from others, I am recommending the following:

- That the Town erect a frame work to host signs provided by local organizations. This frame would be a smaller version of the Business Directory frame work without the header.
- Public Works to be responsible for posting, removing the signs

Examples of organizations which may want to erect signage: Alcoholics Anonymous, Crime Stoppers, Oxford Riverside Gallery, Oxford Area Lions, the Great Trail, Oxford Poetry Festival.

Cost: Limited to framework supplies and staff time.

Ruthie Patriquin,
Community Economic Development Officer
Town of Oxford

TITLE: Joint Councils Terms of Reference

Minutes reference date:

1st Revision date:

Introduction

The Councils of the Municipality of the County of Cumberland ("the County"), the Town of Oxford ("Oxford") and the Town of Amherst ("Amherst") wish to establish a committee through which issues of mutual interest may be discussed at the council level. To this end, the Joint Council Committee has been established as a standing committee of each of the Councils.

1. Goals

To assist the Councils in an effort to:

- Identify opportunities for and encourage coordination, cooperation or sharing of services and/or programs between the municipal units;
- Promote the Cumberland region as a vibrant and healthy community that is a great place to live, work and play.

2. Purpose

The purpose of Committee is to:

- Facilitate communication between and among elected officials and provide a forum for the exchange of information on issues of mutual interest;
- Review studies, plans and proposals related to the approved committee goals and provide comments to staff and recommendations Councils;
- Propose policy changes that would encourage or enable the Committee's approved goals;
- Act as a single forum for presentations or report to all municipalities when appropriate (example – grants to organizations).

3. Membership

- All elected members of the Councils of all three units are voting members of this committee.
- The CAO's are non-voting members of the Committee.
- The Warden and Mayors shall act as the chair on a rotating basis.
- The Municipal Advisor who has been appointed by the Department of Municipal Affairs for the region shall be an ex-officio member.

4. Meetings

- The Committee will meet on the first Tuesday of February, May, September, and December of each year.
- Together, the Warden and Mayors may convene additional meetings as deemed necessary in consultation with the CAO's.

TITLE: Joint Councils Terms of Reference

Minutes reference date:

1st Revision date:

- A quorum will consist of fifteen voting members including at least two voting members of each Council.
- Meeting location and coordination shall rotate among the three municipal units.
- Minutes shall be kept and the municipality coordinating the meeting will provide administrative support.
- Agenda items will be compiled by the hosting Municipal Clerk or CAO. Any agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee on the Friday immediately preceding the scheduled meeting. Agendas and staff reports shall also be posted to the Amherst website prior to the meeting. The County and Oxford shall post a link to the agenda on their respective websites.
- No additions to the agenda will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Staff

Staff representatives from the County, Oxford and Amherst shall provide administrative and research support to the Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports. Staff of each municipal unit will maintain a copy of all official records pertaining to the committee within their organization in accordance with their records management policy.

6. Reporting and Communication

Meetings of the Committee shall take place in accordance with Section 22 of the Municipal Government Act.

A meeting report including the meeting agenda, draft minutes and any forthcoming recommendations shall be presented to all councils at their next regular meeting.

Approved motions of the committee shall constitute recommendations to each of the Councils of the County, Oxford and Amherst.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to each of the participating councils. Any amendments must be approved by all three Councils to be effective.

TITLE: Joint Councils Terms of Reference

Minutes reference date:

1st Revision date:

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 24th day of September, 2018.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this 19th day of March, 2019.

Rachel L. Jones

Chief Administrative Officer



CEDO Monthly Report (based on approved Workplan categories in which activity took place)
Highlights: February 16- March 13, 2019 (inclusive)

Promotion

- *Signage:*
 - Business Directory Signage:* Developed new guidelines and further recommendations and submitted to CAO and Council for approval. In the process, I contacted Andrew Fisher to see if Amherst had existing guidelines for this purpose. They do not.
 - Wayfinding Signage:* Plans were revised after Wes reviewed and made suggestions; RCMP Traffic Authority authorized general plans; when Rachel returned from vacation the revised plans were submitted and further review with her and Wes was conducted; a second quote was received for six signs with Acadian Printing being the best; the order for six signs was emailed to Acadian Printing March 13.
 - Removal of designated signage between Blueberry Capital sign and Business Directory:* Owners of signs were contacted; Wes has been directed to remove signs and store.
 - Community Signage Board:* Recommendations drafted and submitted to CAO and Council for approval.
 - Sandwich Board signage:* I am obtaining quotes for printed signage to fit the sandwich board
- “What’s Happening in Oxford?” news article sent to Amherst News the end of February; posted on our website and promoted on face book.
- April/May newsletter in planning stage; input into March Community Calendar
- Promotion through website (see Website report)
- *Face book:* Promotion of Oxford’s Wild Blueberry theme including continuing to focus on theme champions (ex: PharmaChoice) and promotion of wild blueberry recipes; promotion of upcoming events relevant to Town or community events/information that would be of interest to residents (Foodbank hours and location of donation boxes, Gallery exhibits, OAS and CPP, Filing your tax return, etc.)
- *Other On-line Advertising:* Worked with Acadian Printing to develop a quarter-page ad (attached) which the Town of Amherst will include, at no expense to us, in their new summer on-line magazine. We are having enlarged copies of this ad made to use in our own promotions.
- *Securing title, “Wild Blueberry Capital of Canada” and “Wild Blueberry Capital of the World”:* Did background research, discussed with Rachel, completed a RFD and submitted to the CAO for review, March 13, 2019.
- While searching out information for the above, I found a very positive account of a 2018 visit to Oxford. <https://www.smalltownsoliloquies.com/2018/07/oxford.html>. I posted this on Face book.
- Paula Sanderson of the CBC television show, *Still Standing*, is gathering information to determine if they will include Oxford in the next program series. In addition to contacting me, she has called Rachel, Corey and the Mayor, as well as some businesses owners and individuals.

Website

- *Re-development:* continue to participate in reviewing the revisions and providing input.
- *Other:* Ongoing updates to the Community Events Calendar; news items posted on the main page; minutes, etc.

Support for Businesses and Business Development

- *Small Business Supper Series:* I've assisted in advertising (posters, facebook, community calendar) the fourth session scheduled for March 27 – a panel of representatives from various business services (CBDC, CANSA, CB Connector, etc.) and networking opportunity.
- Ten attended the *Social Media Marketing* session in February. There is interest in a future workshop on the specifics of using Face book.
- I've encouraged pertinent local businesses and the foodbank to advertise on the Eat Local Cumberland website.
- Sent out an email to small businesses promoting: March 27, inclusion in the Cumberland Business Connector database, and the Amherst Farmer's Market (for home businesses).
- Promotion of recruiting events for company that comes to the Town Hall to try to secure workers for Oxford Frozen Foods and other Cumberland County businesses.
- Four Oxford businesses will host the Down Town Poetry event on April 27 and we hope that the entire Poetry Festival will result in a financial spin-off for these and other businesses. The library will also be a host location.
- Promoted an event for those operating or interested in operating a social enterprise. Sunset Thrift Shop, Café & Laundry have since registered to attend.
- Assisted individuals looking for information on local businesses
- Updated Oxford's online Business Directory and posted link on Face book
- Assisted Pine Haven Farm to host a regional farm-related meeting in Oxford by providing space at the Town Hall, March 25.

Liaison with organizations, services groups and school:

- Touched base with new OREC Youth Health Coordinator, Amanda Gogan
- Made contacts with Cumberland Pride regarding Oxford Pride Flag raising 2019
- Sent information on Canada Post grant (relating to children/youth) to OREC Principal and Mathew Aldred. (Also posted on Face book.)
- Some Town Staff assisted in promoting the International Women's Day event by having photos taken while posing with supportive messages.
- Initiated a partnership with Grade 5R teacher, Janelle Rushton, to have students do writings about Oxford and wild blueberries and read them at the Oxford Riverside Gallery on April 24 (10-11:30 a.m.).
- Two Oxford organizations are directly partnering with the Poetry Festival
- Updated *Promoting Your Event* and reposted on website, etc.
- Routinely change items in Town Hall entry to draw attention to wild blueberries.

Annual Poetry Festival (April 27 & 28, 2019)

- The event is now posted on the NS Tourism website site and updated on Fundy Connect.
- Sponsorship from Writer's Federation of Canada/Canada Council for the Arts is confirmed. This covers the cost of one of our featured poets.
- It is encouraging to note that, as word of our event spreads, we are being contacted by poets interested in participating. For example: a former Writers' Federation of New Brunswick and Poet Laureate of Sackville recently contacted us and agreed to read on April 27.
- The poster is complete and ready to distribute early in April. It is already being shared to some degree through emails and is on the festival face book site (Oxford Poetry at Large). Various methods of promoting the event are in progress.

Providing additional opportunities to improve quality of life for residents/support businesses

- “Cookies, Coffee and Craft Corner” event, March 13: this was a great success with eight active participants crafting, socializing, and making new connections with each other and the Town, all the outcomes we had hoped for in the initiative. Volunteer, Laura Smith-Cann, was instrumental in making it happen. Councillor, Rick Draper, as well as Eleanor Crowley also stopped in at the beginning to show support and connect with some of the earlier attendees.

Respectfully submitted,
Ruthie Patriquin,
Community Economic Development Officer



*** Original is not blurry

Recreation and Leisure Services
March 2019

We have had some fairly busy weekends at the arena lately. On February 18th we had a Ringette Tournament booked for the entire day from 8:00 AM – 6:00 PM. On March 2nd we had another very busy day, with booked straight from 10:15 AM – 10:00 PM with a variety of events which included minor hockey games, ringette, and the Firemen's Carnival (which there was a great turnout for), on the weekend of March 8th and 9th it was CCMHA annual Bate and Merrill Tournament, as well as 8 different games of minor hockey scheduled throughout the weekend for that. Coming up we have a few big weekends, this weekend we have 4 different Atom AAA girls games with teams from PEI and Halifax playing against each other, the days of March 22nd and 23rd we will be hosting the Annual Darren "Pugs" Memorial Tournament, and on the weekend of April 6th and 7th we will host the Maritime Championship for ringette for the entire weekend. Our last day open to the public will be the April 7th, and after that Brian and Carson will work to get the ice removed.

March Break is next week from March 18th-22nd, I have planned 2 events each day for kids to take part in over the week. I have attached a schedule of events to my report for your reference.

Fun hockey continues on to be offered on Monday nights, and our last night will be April 1st, which they will have a chance to face their parents. On March 2nd as part of the Firemen's Carnival the Fun Hockey groups got to play against the fire fighters, all of the players who participated were given a medal from the Fire Fighters after the game.

I have begun planning for Jr NBA which will begin on April 9th and happen every Tuesday from 5:45-7:45 until the end of June. There will be 2 separate groups, those being grades Primary-2 and grades 3-5, and registration is \$50. With that, players will receive a jersey, basketball, drawstring bag, poster, and a certificate. If you know of anyone who may have children interested in the program or know of anyone who may be interested in coaching, they can contact me and I will provide them with any information.

I have booked the gym at the school starting April 8th for Adult Basketball. The gym is available from 7:15-8:45 and is available for anyone wishing to drop in and play a game of pick-up basketball.

I have been working with Doug Hart to cost share on some Pickleball Equipment that can be stored at the school. The equipment has been ordered, and I have been in contact with Bob Hunsley from the OPH Club to schedule a Pickleball Night at the school for them. I have booked Wednesday's starting April 10th from 5:45-7:45 pm. My hope is to find someone familiar with Pickleball to be there the first few nights, to give any instruction and ask any questions participants may have. I have also been working on a Funding Application through SportNS to receive some funding for the equipment.

Our Representative Volunteer of the Year this year is Ken Hickman, Ken will travel to Halifax on April 1st to receive his award at the Provincial Volunteer Award Ceremony, huge congratulations goes out to Ken! I have also been working on our own Volunteer Award Ceremony. We have invited all of the volunteer organizations from the Town to attend our ceremony, at the ceremony each organization will be individually recognized along with Ken. The ceremony will be on April 10th at 6:30 at the Fire Dept,

Parkview will cater the event. I have extended an invitation to each one of you, so if you could RSVP to me by April 5th that would be greatly appreciated.

I have been working alongside a few members from Public Health to plan for the upcoming season in regards to Gettin' Healthy Project and our community gardens. We have been successful in receiving funding for another Co-op student, who will help with any Gettin' Healthy working occurring within the county. I have also been successful in receiving a \$1500 grant from Public Health, which will go toward any community garden/Gettin' Healthy programming.

I have been working with my colleagues from the County to produce another series of our Learn 2 Lead sessions. We have decided to plan a workshop each month to make available to the public, and plan a Summer Staff training for all summer staff students within Cumberland County. Our first session is a Lunch and Learn which will be held in Amherst on March 26th, our speaker for the day is Patrick Manifold, who is a former Pro Basketball Player in Europe, and is the author of 4 different books. If you know of anyone who may be interested in this, and looking for more information, please have them contact me.

I have scheduled our annual Easter Egg Hunt for April 20th, this year I will have it at Black River Park. Keep an eye out for more details.

I have applied for funding for Trans Canada Trail Clean up. The Funding was for \$500-\$1000 to go towards clean up of the Trans Canada Trail. If successful my plan is to partner with the Girl Guides to schedule a Trans Canada Trail Clean up, on Earth Day, which is April 22nd. Depending on the amount of funding we receive, my plan is to invite the general public to join as well, and offer food, snacks, and drinks for all of the volunteers taking part.

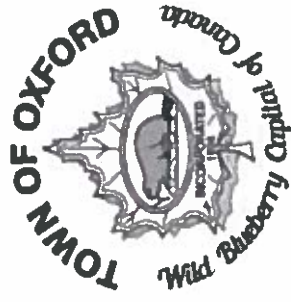
Rachel and I had met with Mike Hudson, he and a few other community volunteers have agreed to take over the Strawberry Run this year. Their plan is rebrand the race and offer something new to the community. The plans is to name the run "The Berry Bolt" and are having a logo made up to incorporate Blueberries, they have tentatively booked May 4th as a date right now. We will start the race this year from the arena, and they will be allowed to utilize the arena for registration, bathrooms, and anything else. Their plan this year is to offer a mile and 5K run, in hopes of having more children and families register. I have agreed to help support the group in anyway necessary moving forward, so stay tuned for more details.

Rachel and I will be meeting with Peter McCracken (Fundy Region Rep- Communities, Culture & Heritage) on March 15th to discuss initial steps on developing a new 5 Year Physical Activity Strategy for the Town. As this process unfolds I will keep everyone updated.

I have helped the Arena Committee draft and send out invitations letters from their upcoming Fish and Game Show, the Fish and Game Show will be held May 25th and 26th at the arena.



March Break 2019



<p>Monday</p> <p>Outdoor Adventure Therapy Nature Scavenger Hunt/Hike + Games For ages 5-10 9:00 AM-12:00 PM Nature Trails behind OREC Only 20 spots available Must pre-register. Can register by emailing Mike Hudson at theadventuretherapyproject@gmail.com</p>	<p>Tuesday</p> <p>Clothing Redesigners 10:00 AM Oxford Fire Dept Do you have any old or unwanted clothing you'd like to jazz up? Bring them along with you as we will have tie-dying, clothing markers, BeDazzlers, etc available to you to redesign any of your clothes!</p>	<p>Wednesday</p> <p>Kid's Fitness Class 11:00 AM Oxford Fire Dept Come out and enjoy a free fitness class designed for kids put on by the Cumberland YMCA.</p>	<p>Thursday</p> <p>Indoor Teddy Bear Picnic 10:00 AM Oxford Fire Dept Bring your teddy bear or stuffed animal and join us for an indoor picnic filled with fun activities!</p>	<p>Friday</p> <p>Movie 10:00 AM Oxford Capitol Theatre</p>
<p>Outdoor Adventure Therapy Nature Walk/Star Gaze and Bonfire For ages 7-15 6:00 PM-8:00PM Nature Trails behind OREC Only 20 spots available Must pre-register. Can register by emailing Mike Hudson at theadventuretherapyproject@gmail.com</p>	<p>Crafts Oxford Library 3:00 PM-4:00 PM</p>	<p>Public Skating 3:00 PM – 4:00 PM Oxford Arena</p>	<p>Slime Time Oxford Library 3:00 PM – 4:00 PM</p>	<p>Movie 2:00 PM – 4:00 PM Oxford Library</p> <p>Public Skating 3:00 PM – 4:00 PM Oxford Arena</p>

All Town of Oxford programs will be FREE of charge. If you have any questions please contact Corey at 902-447-2798 or recreation@town.oxford.ns.ca.



Public Works Monthly Report

February 2019

February seemed to have a little less to report than last month, however the water breaks were significant due to there being on average 4 feet of frost in the ground to break through. Finding the exact location of a break with those conditions complicates the repair. Additional difficulties due to the extreme cold that we have experienced is that the local contractors, who have fill that is typically used to help finish the repairs, have not been able to access the fill due to it being frozen solid.

Water breaks:

- Waverly St by the Funeral home on Feb 8
- 47 Water St on Feb 9

Rodded 2 sewers

Replaced a chlorine injector at the Chlorine Building

Cold Patched some of the street potholes with more to go

Snow removal and clean up

Respectfully submitted,

Wes Adshade
Public Works Supervisor

Minutes of Oxford Arena Committee Wednesday February 12th 2019 6pm

Roll Call: Brenton Colburn, Alfie King, Bev Clark, Corey Skinner, Eleanor Crowley, Tom Reid, Tracy Black & Dave Clark

Regrets: Brian Pike, Elaine Mazur, Matt Wood, Joe Reade, Russel Thomson, & Greg Wood

Welcome New Members: Eleanor Crowley & Tom Reid

Call to Order at 6.05pm by Brenton Colburn Chair

Any New Business: Draft Terms of Reference was presented and discussed. There were a couple of changes suggested that will be revisited at the next meeting.

Treasurers Report: account balance remains the same

Minutes of the Nov 28th meeting: these were reviewed with one error, Brian was down twice in regrets

Old Business arising from the minutes:

Bank of NS-Brenton called out to Johnathan. Johnathan will try to get us \$2000 but can't commit at this point. He committed along with one of his staff to help at our fundraising events.

Brenton to chat with Charles T re donation.

Corey to post notice re additional members and help at events on web site.

Hunting & Fishing Show: Alfie & Brenton to meet with Dana Smith and chose the dates May 24 setup and show May 25,26th 2019. Public admission to be \$5 per adult, \$2 for children ages 5-12 and under 5 years of age is free.

Show Space: \$20 per table and \$10 per table for 5th upwards. Indoor bulk space is 20 cents per square foot up to 1500 sq ft, and 15 cents for over 1500 sq ft. Outdoor space the price is half of indoor space. Curling Rink is for firearms only. Brenton to talk with Amanda re canteen and her donation to our cause (usually \$50). Another food vendor stepped up but felt we should be fair with Amanda and let her look after food.

We had a lengthy discussion about the vendor/association list that Matt had presented, and I'll include the list with assigned people separately. Corey to develop a form letter for this purpose and do a mailing for those we can find addresses for and to include a show flyer in mail. Corey to prepare show poster soon. Alfie to look after firearm vendors and distribution of flyers to same. Brent to locate tables from Leicester, Collingwood Fire Depts, Oxford Legion and OREC.

Advertising suggestions: Lions sign, Monthly Oxford newsletter, Oxford Facebook, Lions TV Bingo, Six Rivers including radio, Tantramar radio, Kijiji, NFA web page, Halifax Herald and Amherst community pages, Eleanor's community column, Shoreline Paper- Bass River, Canadian Access to Firearms and Dana Smith-Truro. Tracy to look at changing date on our show banner.

Minutes of Oxford Arena Committee Wednesday February 27th 2019 6pm

Roll Call: Brenton Colburn, Alfie King, Bev Clark, Corey Skinner, Eleanor Crowley, Tom Reid, Tracy Black & Dave Clark

Regrets: Brian Pike, Elaine Mazur, Matt Wood, Joe Reade, Russel Thomson, & Greg Wood

Call to Order at 6.05pm by Brenton Colburn Chair

Any New Business

Treasurers Report: account balance remains the same

Minutes of the Feb 12th meeting:

Old Business arising from the minutes:

Brenton to chat with Charles T re donation. His issue with donation is not being informed of where the dollars are spent and was never issued a thank you for substantial donations for 5 years.

Corey to post notice re additional members and help at events on web site.

The committee removed Elaine and Russel from the list.

Hunting & Fishing Show:

Brenton reported we could get tables from Collingwood Fire Dept, Leicester Fire Dept, OREC, Oxford Lions, and the Legion.

The date needs to be changed on our show banner. Acadia Print with do so for \$35. Motion moved by Bev seconded by Eleanor, motion carried.

Vendor supplier list was discussed with some progress to date. Moore's, Cobequid Mountain, Lands and Forestry and Deon's Fishery are interested. Deon's would like a head count for previous events in order to participate> Ducks Unlimited sent Eleanor to Bass Pro. Admission will be handled as it is at the Exhibition. We need to close the gates at the lower end. Eleanor suggested additional display to be added for brochures photos etc. on plywood with j trim to hold the items as well as some of Sean Whalen's photos. Art Brown has agreed to participate in the show. Eleanor is trying to get Bob Nelson at Tantramar radio 107.9 to do remote interviews with vendors at setup Friday night as a news report for them on the weekend.

Draft Terms of reference were reviewed and agreed to. They will be forwarded to Council for approval. As a committee it was felt we need the latitude to suggest and ensure spending is done as suggested. We would need monthly line reporting for the committee of the funds raised.

New Business:

Car show- May 11th date was taken by the Fireman's Auction. Dave to see if we can find a suitable alternate date

Ice will be out by the last of April as Oxford Frozen Foods has a date booked for the end of the month.

Tracy brought forward the idea of Horse pulls in April as well as over the summer months. Weekend price is \$500 plus cleanup.

Next Meeting: Wednesday March 27th at 6 pm council chambers.

Meeting adjourned at 7.10

Arena Committee

Draft Terms of Reference

Objective:

The purpose of the Arena Committee is to fundraise on behalf of the arena and recommend specific usage of such raised funds to council.

Composition:

The Committee shall consist of between five and seven members, at least three of whom are town or area residents not elected or employed by the town and 2 councillors. Volunteers can be asked to aid the Committee in their function.

Committee members and volunteers shall have an interest and desire to help maintain programs and the arena itself. It would be useful to have an accountant type individual on the Committee.

The Committee will elect a chairperson.

All Committee members will serve without pay.

Duties & Responsibilities:

The following list represents the duties and responsibilities of the Arena Committee.

Establish specific goals with Council regarding the use of the funds raised annually along with a budget for doing so.

Meet at least six times yearly and more often when required by fundraising projects at hand.

All funds collected to be handed over to the CAO with a detailed expense and income description for the project to be applied to the arena operating funds.

To develop a sponsorship letter that is directed towards specific function or project, as well as a thank you for all donations received.

General:

The Committee sets goals annually to be approved prior to fundraising and report results when completed.

Minutes

February 7, 2019

Cumberland Municipal Alcohol Project Committee Meeting – 10-11:15am

Present: Don Fletcher, Dave Clark, Jason Blanch, Janine Black, Colleen Dowe, Bill Schurman, & Sophie Melanson

Regrets: Michelle Richard, Angela Downey, Michelle Harrison, Tom Woods, Travis Dow & Ryan Sommers

1) Check-in & Review of the agenda

2) In the works:

- a) Response on behalf of the Nova Scotia Health Authority RE: Consultation regarding Canada's approach to flavored alcohol beverages
<https://www.canada.ca/en/health-canada/programs/consultation-flavoured-alcoholic-beverages.html>
- b) Response on behalf of the Nova Scotia Health Authority RE: Proposed regulations for edible cannabis, cannabis extracts, and cannabis topicals.
<https://www.canada.ca/en/health-canada/programs/consultation-strict-regulation-edible-cannabis-extracts-topicals/questions.html>
- c) (Unsure if there is a NSHA group currently working on this) Measures to reduce the impacts of vaping advertising products with youth.
<https://www.canada.ca/en/health-canada/programs/consultation-measures-reduce-impact-vaping-products-advertising-youth-non-users-tobacco-products.html>

ACTION: Sophie & Jean MacQueen (MHA Tobacco Action Group's lead) will provide any useful information she comes across to Colleen and Janine (so they can assist in the CHB's response). She believes Smoke Free Nova Scotia may be preparing a brief to help any group that would like to provide a response.

3) Updates

- a) Town of Amherst RE: Zoning and non-medical cannabis production & sale (going to 3rd reading)

ACTION: A letter to the Town of Amherst for their proactive approach would be warranted once the motion is granted at the 3rd reading.

- b) Town of Amherst RE: Nuisance bylaw – Might be some energy around the downtown core becoming more smoke-free, but might be an opportunity to re-energize the conversation for this to include schools and hospitals.

ACTION: Bill to forward the Amherst Youth Town Council's (AYTC) response to someone from the committee to forward to the whole.

ACTION: Bill to invite the AYTC (Rowan) to our April 4th meeting.

ACTION: Sophie to also invite Acting Chief Pike to that April 4th meeting.

4) Terms of Reference

- a) Importance to not lose focus on Alcohol Harms throughout our work.
- b) Importance to be supportive on positive actions (ex. Proactive with praise of positive actions by individuals, groups, councils, etc.)
- c) Letter writing
 - i) Dr. Ryan Sommers (Medical Officer of Health) will be the only name signed on all letters coming from our MAP committee.
 - ii) "On Behalf of MAP" will be added only when the majority of our committee agrees in principle.
- d) MAP Membership
 - i) Dave Clark will be replacing Brenton Colborne on our committee for the Municipality of Oxford
 - ii) Michelle Richard has kindly provided her regrets for forthcoming meetings, Janine will represent the Public Health perspective

ACTION: Sophie to reflect discussed points in the Terms of Reference where necessary & circulate for approval.

5) Amherst & Fundy Shore Winter Carnivals

- a) Thank you letter to each organizing committee to applaud the multiple family-friendly events

ACTION: Janine & Collen to draft a letter and forward to Dr. Ryan Sommers to sign

ACTION: Sophie to forewarn Ryan that a letter is forthcoming.

- b) Let's do our best to help advertise both events

ACTION: Members have agreed to broadly distribute promotional flyers provided by Colleen Dowe

- c) Interesting idea to either more consistently "brand" family friendly events OR more clearly mark those events that will have alcohol present.

6) Next meetings: April 4th, 10-11:30am



P.O. Box 670
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Shelburne, N.S.
BOT 1W0
Phone: (902) 875-2991
Fax: (902) 875-3932
cao@town.shelburne.ns.ca
www.town.shelburne.ns.ca

February 26th, 2019

Municipal Units of Nova Scotia,

Dear Municipal Units of Nova Scotia,

The Town of Shelburne would like to propose that a portion of the Provincial HST goes back to municipal units who own and are responsible for two thirds of public infrastructure. As we all know, property taxes alone can't keep up with our growing local needs. There is mounting evidence that the main risk to financial viability of our communities is both the cost of infrastructure to provide services and service levels that don't reflect fiscal capacity. Asset Management studies have demonstrated that our infrastructure is in need of maintenance and repairs that already exceed our budgets, let alone expanding infrastructure to help our communities grow. As municipal units, we are often faced with new responsibilities that are forced upon us by the provincial government.

In Shelburne, we have a former federal government wharf that requires major repairs to maintain; we are being told to contribute to doctor retention programs, fund libraries, fund education, pay for policing, and so many more additional expenses that were not part of our responsibility in the past. These new additional costs, ones that we have no choice but to accept, make it even more difficult to plan future projects and stick to our budgets. By distributing a small portion, we are asking for 0.75% of the HST to municipal units, this will result in municipal units receiving a portion of the taxes collected from both tourists and residents who use our infrastructure without having to resort to imposing large increases in property taxes to cover our basic needs.

HST makes up roughly 18% of the total tax revenue. We are asking for 0.75% of that 18%. The Nova Scotia Provincial Government is balancing their budgets while many municipalities are struggling to maintain basic standards. The Town of Shelburne is asking other municipal units to collectively lobby for a small share of this HST and asking you to write to us showing support. This item could then be forwarded to the NSFM.

Please send all letters of support to: clerk@town.shelburne.ns.ca or by mail.

Sincerely,

Karen Mattatall
Mayor, Town of Shelburne

TOWN OF WESTVILLE

TELEPHONE (902) 759-4355
FAX NUMBER (902) 396-3986



2042 QUEEN STREET
P. O. BOX 923
WESTVILLE NS B0K 2A0

OFFICE OF THE MAYOR

February 15, 2019

Tracey Taweel
Deputy Minister
Communities, Culture and Heritage
1741 Brunswick St, 3rd Floor, PO Box 456
Halifax, NS B3J 2R5

RE: New Proposed Funding Model for Nova Scotia Libraries

Dear Ms. Taweel,

This letter is in response to your email to our CAO dated January 31, 2019 concerning the new proposed funding model for Libraries. To begin with, we are very disappointed that the Municipalities were not at the table during these discussions. Besides the annual contributions to the Libraries, we cover significant expenses related to our Library here in Westville. All the repairs, maintenance and most operating costs (heat, cooling, lights, all other electricity requirements, cleaning, rent, insurance, etc.) are the responsibility of Westville taxpayers.

When any of our expenses incur an increase of 22%, it is of concern to us and must be reflected in our budget process. A 22% increase could mean that we would have to reduce the budget for other expenses or even possibly have to increase tax rates to cover the added increase in costs. Neither of these options is favourable. Also, it is not clear by your correspondence just when these increases will take place. Are we to receive the 1 year written notice from the Minister of Municipal Affairs?

We hope that you seriously consider our concerns and should you wish to discuss this issue further, please do not hesitate to contact me.

Yours truly,

Roger MacKay
Mayor

c.c. NSFMM
All NS Municipalities

From: NSFM Info <Info@nsfm.ca>
Sent: February 19, 2019 5:02 PM
To: Tracy Verbeke
Subject: REQUEST FOR FEEDBACK ON RESOLUTION PROCESS--Action Required: Feedback Requested

19 February 2019

TO: Mayors/Wardens, Councillors, All Units
CC: Chief Administrative Officers/Clerk-Treasurers, All Units
FR: Juanita Spencer, Chief Executive Officer
RE: REQUEST FOR FEEDBACK ON RESOLUTION PROCESS

Good afternoon Members,

NSFM is interested in your feedback on the resolution process.

As you will recall, in November 2018, NSFM members voted for resolutions on the CAP, EPR, roads, increased funding for municipalities, and municipal modernization. NSFM is actively working on these top five resolutions throughout the 2019 calendar year. You can see these resolutions online [here](#). We are also monitoring all of the [issues of concern](#) that you identified for potential opportunities for action.

The process of identifying our resolutions takes months of consultation with our members. This year it will begin with five regional meetings in the spring to identify issues. These issues will be researched and developed throughout the summer, with more regional meetings in the fall to refine them before voting at the Fall AGM. To ensure the process is effective and accurately reflects the issues our members are facing, we are asking for your feedback on the process.

Based on your experience from last year, please send your written comments to Will at wbrooke@nsfm.ca. We appreciate and look forward to hearing from you.

--

NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8331

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NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

PLEASE NOTE: If you do not want to receive communications from NSFM, please e-mail Tracy Verbeke at tverbeke@nsfm.ca, and you will be removed from the mailing list.

Council Members:

Feb 28/19

Since the month of Oct 2018 there has been scratching & digging in the walls of my Apt and my sisters Apt, we live on the corner of James & Elm. We have set several traps everywhere which have been provided by the landlord, thinking it was a mouse or squirrel. There has been damage done to personal stuff and food stuffs in my pantry and on cupboards. We believe they are coming from the derelict house on the →

opposite corner which has been empty for several years.

We have personally seen several species coming + going from this house, for example - Raccoons, skunks, squirrels, mice and apparently RATS

As of 2 AM Feb 28th a rat was finally caught, it was a good size young male, and as of Mar 1st there were signs of another one in my pantry. I'm sure there are more! We are asking that something be done about this "ABANDONED" house ASAP as we are tired of having ^{rodents} come across the street, they are very →

unsanitary and carry several
diseases. Something needs to be
done with this property!

Sincerely

Aleanor Mattison

Linda Ferrington

From: Ross McKellar <rossmck@telusplanet.net>
Sent: March 3, 2019 10:32 PM
To: tstewart@town.oxford.ns.ca; cao@town.oxford.ns.ca
Cc: dthompson@town.oxford.ns.ca; dclark@town.oxford.ns.ca;
bcolborne@town.oxford.ns.ca; rdraper@town.oxford.ns.ca;
wadshade@town.oxford.ns.ca; Teresa Simpson
Subject: 63 Elm Street
Attachments: Definition of Dangerous Unsightly.pdf; Rodent problem.pdf

Dear Rachel, Mayor and Councillors

I am writing to you all regarding a growing issue with the property at 63 Elm Street. This property has been uninhabited and neglected for over 20 years now. It is a well-known fact that the place is infested with rats and in the summer racoons and skunks. These rats are now starting to invade our property at 122 James Street. This has been a problem since last October. We are taking steps to mitigate the problem at 122 James Street but until the source of the rat problem is fixed this will be an ongoing issue for us and the people living there. Picture of the issue attached.

The Municipality of County of Cumberland's definition of dangerous and unsightly means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy. The property at 63 Elm Street fits this definition. I have attached a copy of the Municipality's definition.

What steps can the town take to help mitigate the rodent problem at this location? Obviously the owners of the property don't care. What are our options here? Can the house be demolished or the owners forced to clean the property up? The County has torn down numerous building fitting this definition.
<https://www.cumberlandcounty.ns.ca/dangerous-unsightly-premises.html>

Your assistance in this matter would be greatly appreciated. I look forward to hearing from you in the near future.

Thank you,

Ross McKellar
902-447-2905 (H)
780-831-4333 (C)

Oxford Pioneer Heritage Club
31 Ellis Street
P.O. Box 156
Oxford, N.S. B0M1P0

March 7 2019

Oxford Town Council

Dear Council Members

As President of the Oxford Pioneer Heritage Club I have been asked to contact you in relation to several issues with the Town owned building at 31 Ellis Street.

The main roof of the building is leaking in the area outside the upstairs bathroom and water is collecting in the ceiling light there and following the wires down to the switches.

The three fire alarms are not working. We have replaced the batteries but there is no response when tested. Also there is only one fire extinguisher which has not been checked recently. There should be at least one on each level and one especially for the kitchen area.

The floor in the "newer" part of the building is showing many cracks and is of great concern to us. In discussions with one of your councillors we asked Mervil Rushton to check it and give the Town a quote on fixing it. His quote is enclosed here.

We hope to have a quote on getting heat pumps to replace the old oil furnace if this is o.k. with council. We find the cost of heating the building beyond what we can truly afford without the yearly grant from the County of Cumberland. Having heat pumps would give us a more manageable bill each month. If the furnace and oil tank were removed this would give us a large storage room on the ground floor.

We had hoped, in conjunction with the Town , to apply for a Heritage Canada grant to help with repairs to the building but the costs appear beyond what we could hope to acquire and fund raise.

Thank you for your attention in these matters



Bob Hunsley
President, O.P.H. Club