



Town Council Meeting  
Council Chambers, conducted through Zoom and  
streamed live to Facebook.

Tuesday, May 23, 2023  
6 PM

## **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of minutes from the previous meetings
  - 3.1 Town Council Minutes – April 17, 2023  
*Pages 2 – 10*
4. New Business
  - 4.1 Easement for Training Grounds  
*Pages 11 - 13*
  - 4.2 Easement for driveway use at 6841 Little River Road  
*Page 14*
  - 4.3 Water and Sewer Services Request – 6841 Little River Road  
*Page 15*
  - 4.4 PCAP Application – Foundry Street Waterline Replacement Project  
*Page 16 - 20*
  - 4.5 Revise 2022 2023 Boards and Committees  
*Page 21*
5. Correspondence
  - 5.1 RCMP Retroactive Costs – Municipality of Barrington  
Pages 22 - 23
  - 5.2 12-month notice – Municipal Affairs and Housing  
Pages 24 - 28
6. In-Camera
  - 6.1 acquisition, sale, lease, and security of municipal property
7. Adjournment



## Minutes of the Regular Council Meeting

**Place:** Council Chambers and conducted through Zoom and streamed live to Facebook

**Date:** Monday, April 17, 2023.

**Presiding Officer:** Mayor Greg Henley

**Councilors present:** Carla Black, Brenton Colborne, Chrystal McNutt, Oliva Canning, and Deputy Mayor Arnold MacDonald

**Regrets:** Paul Jones

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

**Staff in attendance:** Linda Cloney - CAO, and Stan McDougall – Administrative Assistant (recording secretary).

### **Announcements Prior to Call to Order**

Prior to calling the meeting to order, Mayor Henley made the following announcements:

April 25, 2023, was the 18th annual International Parental Alienation Awareness Day and Bubbles of LOVE Day. This day is celebrated around the globe to spread the simple message that children need to and should be allowed to give and receive the LOVE of both of their parents and extended families.

The Recreation Committee is hosting a meeting Wednesday April 19, 2023, at 6:30 at the Oxford Council Chambers.

The Inter-municipal Poverty Reduction Committee is hosting a meeting Thursday April 20, 2023, at 4:30 PM at the Town of Amherst.

The Welcoming Committee is hosting a meeting on Thursday April 27, 2023, at 7pm in Oxford Council Chambers.

Mayor Henley turned the floor over to Councillor McNutt who announced the following:

The week of April 17 - 21, 2023, is National Volunteer Week and nominations will be accepted with a picture and description of why the nominee is being nominated to [mpal@oxfordns.ca](mailto:mpal@oxfordns.ca). Nominees will be posted on FaceBook.

April 24 – 28, 2023 is Earth Week with Earth Day being April 22, 2023, but the Town of Oxford will celebrate Earth Day all week. A prize pack was donated with contributions from Circle K, GJDE Enterprises, Sunset Thrift Store, Oxford PharmaChoice, Scott's Independent, Lower Main Market, and My Cab. Cleanup was encouraged around property, streets, parks, etc. for the Town of Oxford, send in a picture of the cleanup efforts to [mpal@oxfordns.ca](mailto:mpal@oxfordns.ca).

Mayor Henley added that the next Committee of the Whole meeting will be held Monday May 8, 2023. Moving forward, the Committee of the Whole meetings will be held on the second Monday of each month.

Lastly, it was announced that there was still a vacancy for the All-Saints Community Health Care Foundation.

**1. Call to Order**

At 6:03 PM, Mayor Henley called the meeting to order.

**2. Approval of Agenda**

Moved by Deputy Mayor MacDonald and seconded by Councillor Black that the agenda of the Regular Council Meeting for April 18, 2023, be approved, as presented.

***Motion Carried***

3. **Approval of minutes from the previous meetings**
  - 3.1 **Town Council Minutes – March 20, 2023**
  - 3.2 **Special Council Minutes – March 29, 2023**

*Approved by* \_\_\_\_\_  
**Mayor Greg Henley, on April 18, 2023**

4. **New Business**

- 4.1 **Amend the Procurement Policy re: Appendix 5 – Purchasing Cards–  
*verbal presentation – Linda***

Appendix 5 of the Town of Oxford Procurement Policy involves purchasing credit cards. Linda explained to Council that currently the town visa's are set at a limit of \$3,000 for the Mayor and \$9,000 for the CAO (which represented the "Town Visa" that all departments shared). CAO, Linda Cloney proposed to Council an amendment to Appendix 5 of the Town of Oxford Procurement Policy to issue a Visa to MPAL with a limit of \$2,000, a Public Works Visa with a limit of \$4,000, decrease the limit of the CAO Visa (Town Visa) to \$4,000 and decrease the limit of the Mayor's Visa to \$2,000 leaving the entire limit the same at \$12,000 for all Visa purchasing cards. This change would allow for more accountability, responsibility, easier reconciliation, and convenience.

Moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to amend the Town of Oxford Procurement Policy Appendix 5 for purchasing cards as presented.

***Motion Carried***

- 4.2 **2022 2023 Boards and Committees – changes to Intermunicipal Poverty Reduction Advisory Committee and add a new committee Road Trails Act Review Committee - *Linda***

The Intermunicipal Poverty Reduction Committee, at the last Committee of the Whole, recommended that Carrigan Guthro be brought forward to Council to be approved to be a member of the

Poverty Reduction Advisory Committee. Carrigan has shown interest and it was reviewed by the Poverty Reduction Advisory Committee.

Moved by Councillor McNutt and seconded by Councillor Black to approve Carrigan Guthro as a member of the Intermunicipal Poverty Reduction Committee.

***Motion Carried***

CAO, Linda Cloney proposed to council to make motion to amend the Boards and Committees for 2023-24 to include Carrigan Guthro's name as a member to the Intermunicipal Poverty Reduction Committee and add a new committee, called Roads, Trails Act Review Committee, discussed at the last Committee of the Whole Meeting on April 3, 2023. The councillors expressing interest in the committee included Councillor McNutt, Councillor Jones, and Councillor Canning.

Councillor Colborne volunteered to be on the Roads, Trails Act Review Committee, which was included in the motion to amend the Boards and Committees for 2023-24.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to approve the amendments to the Boards and Committees for 2023-2024.

***Motion Carried***

**4.3 Oxford Trails Association Quote – Request for decision – presented and discussed at COW April 3 – Linda**

CAO, Linda Cloney reviewed with Council the Oxford Trails Association Quote, presented at the last Committee of the Whole, by Jimmy Ward, MPAL. In 2020, a grant was applied for by the Town of Oxford's previous Recreation Director, Corey Skinner, and awarded \$10,000 to go toward the trails. The grant committee came forward to Jimmy Ward recently and inquired if the Town of Oxford still would like this grant money that had not been claimed. Jimmy Ward accepted the grant money to put toward the trails as previously

designated through the previous grant application. A quote has come in for the Oxford Trails Association for work that the \$10,000 would go towards on Water Street at the trail head. Because this is a grant in conjunction with the Town and it is on Town Property, a motion to accept the quote for trail parking and privacy fence by Little River Landscaping, a local business that has applied to do the work for the Oxford Trail Committee would be needed.

Moved by Councillor McNutt and seconded by Councillor Canning to approve the quote by Little River Landscaping for work to be completed at the trail head for the Oxford Trails Association using the \$10,000 grant moneys applied for in 2020.

***Motion Carried***

**4.4 Water and Sewer Services Request – Mervil Rushton (Birchwood Road Property) – Linda**

Moved by Councillor Colborne and seconded by Councillor Black to connect PID 25246810 on Birchwood Road to the Town of Oxford's water utility service.

***Motion Carried***

Moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to connect PID 25246810 on Birchwood Road to the Town of Oxford's sewer service.

***Motion Carried***

**4.5 Amend motion (February 21) regarding adopting Sewer infrastructure and services on Sunset Avenue – Linda**

CAO, Linda Cloney reviewed with Council that on February 21, 2023, there was a motion made regarding adopting sewer infrastructure and services on Sunset Avenue and in that motion a clerical error was made and an amendment would be necessary to revise the PID 25513330 in the motion to PID 25513300.

Moved by Councillor McNutt and seconded by Councillor Black to amend the February 21, 2023, motion to revise PID #25513330 to PID 25513300 to read “That Council adopt the sewer infrastructure and services on Sunset Avenue regarding PID’s 25513284, 25513292 and 25513300”.

***Motion Carried***

**4.6 Oxford Library Rent and contract – notice to Council – *Greg***

Mayor Henley informed Council that an extension of the contract for rent of the library with Paper Weight Fitness was granted to October 2024 with only an adjustment for CPI for the term.

**4.7 Sustainable Services Growth Fund (SSGF) – terms and conditions – *Linda***

CAO, Linda Cloney reviewed with Council that at the last Committee of the Whole meeting on April 4, 2023, it was announced that an approved grant was received for \$275,151 by the Sustainable Services Growth Fund (SSGF) and the Town has until March 31, 2025 to close out a project which could include municipal services regarding renewing, increasing capacity or creating services for housing development, seniors and long-term, accessibility and active transportation. Because this was a contract with the province for the funding, a motion would be required.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to accept the Sustainable Services Growth Fund (SSGF) grant.

***Motion Carried***

**4.8 Oxford Community Identity Signs – installed – *Linda*.**

The new Oxford Community Identity Signs, which is renewed approximately every 30 years are now completed and installed on either side of Oxford. The graphics and models was from the help of volunteers. The project had been budgeted for \$30,000 but had come in under budget at \$24,000. A special thank you was extended

by CAO Linda Cloney and Council to Diana McKay and David Spencer and everyone that was involved in putting this Community Identity Sign together. It was noted that the photo in the sign was taken from the River Philip bridge facing North.

#### **4.9 Dillon Consulting Agreement – re: System Assessment Report – *Linda***

CAO Linda Cloney discussed the System Assessment Report with Council and that this was a necessary budget item and one that has a tight timeline. The Department of the Environment requires the Town to have a System Assessment Report completed by professional engineers or under the supervision of a professional engineer. This report outlines conclusions, recommendations and shall be relied upon by the approval holder of the municipal public drinking water supply and the department. The engineer shall evaluate and inspect the municipal public drinking water supply and shall meet with the approval holder to discuss the system assessment report. Dillon Consulting was approached, a firm that does a lot of the Town of Oxford's consulting. Dillon came back with a proposal totalling \$13,800 for the assessment. The report is to be completed the Spring of 2023. The report is to be completed every 10 years as part of compliance with the Department of the Environment. It's recommended to go with Dillon Consulting because they know the system, have completed all our consulting work in the past and due to the tight deadline for completion it would have taken too long to have other consulting firms research to submit proposals. Dillon Consulting is performing similar proposals for many other municipalities.

Moved by Councillor McNutt and seconded by Councillor Canning to enter into an agreement with Dillon Consulting to generate the System Assessment Report for the Town of Oxford.

***Motion Carried***



## 5. Correspondence

### 5.1 Grad Banners – request from Michael Collicott and Julie Mitchell – *Greg, included in the package.*

Direction from council to allow the flying of Michael Collicott's grad banner flown in Oxford, his hometown, and assist again this year with putting up the OREC grad banners on poles and taking them down again.

Councillor McNutt discussed fund raising help for the banners (approximately \$200 per person). If anyone is interested in helping out, they were directed to get in touch with Julie Mitchell. Councillor McNutt suggested and Council gave direction that the grad banners be flown for the entire summer until fall.

### 5.2 2022-2023 NSCC Student Award Update – email from Michelle Bussey, included in the package – *Linda*

CAO Linda Cloney reviewed with council the Town of Oxford does two bursaries for the Nova Scotia Community College and the two bursaries have been awarded and both were from Oxford this year. Madeline M. and Sue S. and both are studying in the health care field. Congratulations were extended to the two recipients from Oxford Town Council. CAO Linda Cloney thanked Council for extending the bursaries.

## 6. In-Camera

### 6.1 acquisition, sale, lease, and security of municipal property

At 6:30 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

***Motion Carried***

At 7:08 PM it was moved by Councillor Colborne and seconded by Councillor Black to come out of in-camera and resume the Regular Council Meeting.

***Motion Carried***

Moved by Councillor McNutt and seconded by Councillor Black to form a committee to review the Oxford Agricultural Society lease agreement regarding the use of the arena.

***Motion Carried***

## **7. Adjournment**

The meeting adjourned at 7:10 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**



# *OXFORD FIREFIGHTERS ASSOCIATION*

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115 Waverly Street

Oxford, Nova scotia

P.O Box 549

B0M 1P0

Email: oxfordfirefightersassociation@gmail.com

**To:** *Town of Oxford*

**Re:** *Easement for Training Grounds Property*

The Oxford Fire Department *Training Ground Committee* would like to ask for permission to be able to access our training grounds through a new entrance that would be established off the TransCanada Trail. We are asking for the approval to be able to occasionally drive **Fire Apparatus** down Approximately 340 meters of trail (April – November). With the approval of our request, we would like to build a driveway off the Trail to Enter into the training ground. Once the driveway is established, we would then be levelling ground around the infrastructure that is above and below ground.

**Training Ground Background:**

The Oxford Fire Department established a new training ground on town property near the sewer lagoons. The Entrance to the grounds is located near the Lagoon gate. The property has a sandy material to drive on and is very unlevel. There is an underground water tank, concrete burn pad with a charcoal filtration system and a pad to have a burn structure erected on it. Originally there were big plans for a regional training facility for Cumberland County, but those plans had fallen apart years ago.



# ***OXFORD FIREFIGHTERS ASSOCIATION***

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115 Waverly Street  
Oxford, Nova scotia  
P.O Box 549  
B0M 1P0

Email: [oxfordfirefightersassociation@gmail.com](mailto:oxfordfirefightersassociation@gmail.com)

## ***Proposed New Entrance off TransCanada Trail***



***As you can see all the previous completed infrastructure is located closer to the Trail. This is why we would like to be able to gain access from a new entrance and not have to develop and maintain ground that we do not use.***

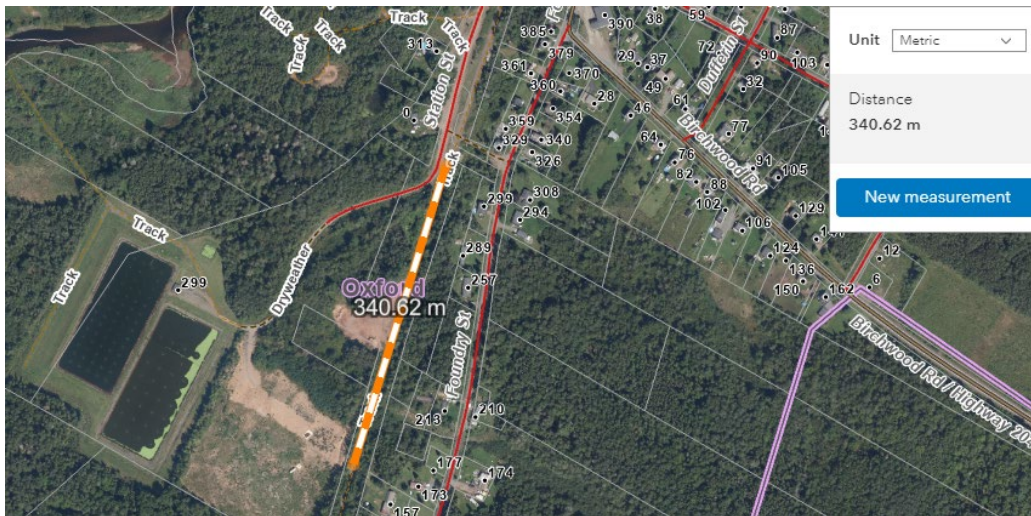


# OXFORD FIREFIGHTERS ASSOCIATION



115 Waverly Street  
Oxford, Nova scotia  
P.O Box 549  
BOM 1P0

Email: oxfordfirefightersassociation@gmail.com



***Approximate distance from Red Gate to new entrance to the Training Ground***

*Note: The Surface of the Entrance will be of the same Aggregate Specifications that are already in place on the Trail Bed.*

Thank You

Darren Rushton  
Oxford Fire Department  
Training Ground Committee

Good afternoon,

My name is Emma Brown, and my family is purchasing the new Habitat for Humanity home on Little River Road...we are very excited to become new residents of Oxford and settle into the community later this year!

We have a question regarding placement of the driveway for our home. We would love to be able to put it off the side of the house, however as I understand it, that is a right of way leading up to the school, rather than an actual road. Our site build manager suggested that we may be able to get permission to put the driveway there, rather than having it come off the main road. Can you tell me who I may have to speak to in order to request permission to do so? Please feel free to call me at (902) 297-4964 or respond to this email.

We are hoping to order the gravel for the driveway by the end of next week, so I am hoping to hear back from someone prior to that.

Thank you in advance for any help you can offer!

Kindly,

*Emma*

Hi Linda

As per our conversation I am making a formal request to have sewer and water services hooked up at 6841 Little River Road Oxford.

Thanks

David Graham  
Construction Supervisor,  
Habitat for Humanity Nova Scotia

# Provincial Capital Assistance Program

## Application Guidelines 2023-24

### Introduction

The Provincial Capital Assistance Program (PCAP) supports investment in high priority municipal infrastructure projects. These guidelines were created to provide an overview of the PCAP and to assist in the completion of applications for funding consideration under the program.

### Funding

PCAP contributes financially toward the cost of high priority municipal infrastructure projects. Typically, the program may fund up to 50% of eligible project costs, subject to program budget availability.

### Eligible Recipients:

This program is available exclusively to Nova Scotia municipalities. The amount of funding available for distribution on an annual basis is limited. Funding priority will be given to projects designed to eliminate serious environmental and health problems (actual and potential) and projects that address critical capacity issues.



The provincial government wishes, where practical, to encourage intermunicipal cooperation. Intermunicipal projects may receive special consideration in the distribution of program funding.

Preference will be given to applicants with no current active projects or outstanding reporting requirements with DMAH (i.e. previous funding claims, project closeout reports, financial statements, financial information, returns, etc.)

### **Eligible Projects:**

- Construction or expansion of facilities for the treatment and disposal of sanitary sewage.
- Construction of sanitary sewage collection systems.
- Construction of storm sewer systems.
- Installation of individual and communal in-ground sewage disposal facilities within a Wastewater Management District.
- Construction of water intake, treatment, pumping and storage facilities.
- Well field exploration and development.
- Installation of water transmission and distribution systems.
- Construction, acquisition, upgrading or expansion of solid waste management facilities and equipment.
- Municipal infrastructure engineering and research studies related to eligible project categories.

### **Eligible Costs**

The following components of an eligible project qualify for cost sharing under PCAP:

- **Engineering**
  - Cost of preliminary engineering studies
  - Cost of preparing design drawings and specifications
  - Cost of construction inspection and administration
- **Construction/Equipment**
  - Cost of construction and equipment acquisition as per plans and specifications

- **Land**
  - Cost of acquiring land and property easements

Interim financing costs are not considered eligible for sharing under this program.

## Application Process

Applications can be downloaded from the program website: <https://beta.novascotia.ca/apply-funding-support-high-priority-municipal-infrastructure-projects-provincial-capital-assistance-program>. You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'PCAP Nova Scotia'.

Once the application is completed, it must be emailed including any attachments to the program email [pcap@novascotia.ca](mailto:pcap@novascotia.ca). Please make sure that you have confirmation from DMAH that your completed application has been received.

The application submission must include:

- **Council Resolution:** a resolution of council supporting the submission of the project for funding consideration under PCAP.
- **Cost Estimate:** A detailed cost estimate for the project.

## Review and Approval Process

Applications submitted to DMAH will be reviewed to ensure requirements outlined in these guidelines have been met. Incomplete applications may result in your project not being reviewed for funding consideration.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program.

If the project is approved, it is possible that the approval will not match the full level of funding requested in the application.

Successful applicants will receive a formal Letter of Offer with Terms and Conditions (Ts&Cs) outlining the requirements relevant to the program.

## Project Amendments

After project approval, if the project scope changes or anticipated completion date extends beyond the project deadline outlined in the Terms and Conditions, an amendment is required. The amendment request should be submitted prior to the project completion date and must be agreed to by DMAH.

## Use of Other Grant Funds

PCAP grants may be used in combination with funds from other grant programs, unless doing so is prohibited by the other program. If a recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. All grants supporting the project must be clearly outlined in the project proposal. If the other grants are obtained post-approval of PCAP funding, the recipient is obligated to inform DMAH.

**Not allowed:** using PCAP grant funds for expenses already funded by other funding programs.

## Payments

Up to 50% of the funding from the province may be provided at project initiation. The remainder of the provincial funding portion will be provided upon provincial approval of the Project Closeout Report, Statement of Expenditures and proof of payment.

## Final Reporting

To receive the final funding portion committed by the Province, grant recipients must submit a Project Closeout Report and Statement of Expenditures to DMAH within 60 days of project end date. DMAH will provide the required reporting templates to successful recipients.

The Statement of Expenditures will consist of a listing of all invoices as well as proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, bank statements or copies of electronic banking statements.

The applicant **MUST** pay the full amount of invoices no later than March 31, 2024 in order for the Province to release the final funding portion committed. Invoices must be dated no later than March 31, 2024.

If feasible, please include a (pre and post completion) digital photo of your completed project with the Project Closeout Report. These photos may be used for media requests, reports, presentations, or communication purposes.

## **Communications**

The Department of Municipal Affairs and Housing's contribution must be recognized in any project promotion or communication.

Successful applicants will receive funding assistance upon receiving ministerial confirmation.

A list of successful project applicants may be made public after the process is completed.

## **For More Information**

### **Provincial Capital Assistance Program**

Department of Municipal Affairs and Housing  
1505 Barrington Street, Floor 8 N  
PO Box 216, Halifax, NS B3J 2M4  
902-424-6642

[pcap@novascotia.ca](mailto:pcap@novascotia.ca)

## 2023 / 2024 Boards and Committees

APPROVED - October 17, 2022

Revised - November 21, 2022, December 20, January 17, 2023, March 20, April 17, May 23

Boards		Black	Canning	Colborne	Henley	Jones	MacDonald	McNutt
All Saints Community Health Care Foundation	Public Appointee (vacant)							
Cumberland Joint Services Management Authority - (CJSMA)	Mayor Henley				1			
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor Black	1						
Police Advisory Board	Deputy Mayor MacDonald, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1			1	
Police Services Review	Mayor Henley, Councillor Colborne, David Hoffman, Thomas Shears, Carla Black	1		1	1			
<b>Committees - Internal</b>								
Accessibility Committee	Councillor MacDonald, Josephine MacDonald (Chair), <a href="#">Danielle Laurie</a> , Tracy Briggs, Mandy Blake (Vice Chair), Brenda MacDonald, Meagan Marchant and Kiersten Hiltz						1	
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Robert Moores (Secretary), Paula Rogers (Treasurer), Russell Thompson, Patrick Rushton, Kristen Thompson, Shannon Hanna, Murray Thompson and Councillor Paul Jones.					1		
Audit Committee	Councillor Jones, Deputy Mayor MacDonald, Councillor McNutt, <b>Josephine MacDonald</b>					1	1	1
<a href="#">Inclusion, Diversity and Equity Committee</a>								
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Jimmy Ward (MPAL), Kelsey Clark, Carrigan Guthro, Millisa Ellis, Elaine Mazur, Kristen Thompson, Megan Baker, Connor Patriquin, and Sarah Henley		1					1
Road Trails Act Review Committee	Councillor McNutt, Councillor Jones, Councillor Colborne, and Councillor Canning		1	1		1		1
<a href="#">Source Water Protection Advisory Committee</a>								
Town Buildings Committee	Mayor Henley, Councilor Colborne, Councilor Jones (Chair)			1	1	1		
Welcoming Committee	Deputy Mayor MacDonald, Councillor Black, Helen Reade, Catherine Mundle, Michelle Cann, Sarah Henley, Ron Furlong, Jodi Getson, Ksenia Sabouloua	1					1	
<b>Committees - External</b>								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt - <a href="#">Vacant positions for residents / business operators</a>							1
Cumberland Health Stakeholders	Mayor Henley				1			
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, Carrigan Guthro (Public Appointee), Helen Reade (Public Appointee)	1						
Northern Region Solid Waste Management Committee	Councillor McNutt							1
Physician Recruitment Committee	Mayor Henley				1			
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne			1				
Victorian Order of Nurses (VON)	Councillor Colborne			1				
		<b>7</b>	<b>2</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>5</b>

May 2, 2023

The Honourable Brad Johns  
Attorney General and Minister of Justice  
Department of Justice  
1690 Hollis Street  
P.O. Box 7  
Halifax, NS  
B3J 2L6

**Re: RCMP Retroactive Costs**

Dear Minister,

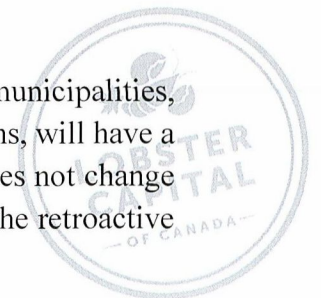
I am writing to you to express our concerns and profound disappointment in the federal government's decision to not absorb retroactive costs associated with the latest RCMP collective bargaining agreement.

Despite months of municipal advocacy led by the Federation of Canadian Municipalities (FCM), provincial-territorial associations and local leaders across Canada, the federal government has indicated in the most recent federal budget that it will not be meeting the request to absorb the retroactive costs associated with the latest RCMP collective bargaining agreement.

This confirms that communities across Canada that are dependent on RCMP services for local policing, such as us and many others in Nova Scotia, will be expected to cover these costs.

We share the Nova Scotia Federation of Municipalities' disappointment that the only relief offered to municipalities is a slightly extended timeline for repayment and are aware that FCM and other municipal associations are set on expressing our disappointment with this decision by issuing a joint statement.

That said, the decision to pass unbudgeted and unaccounted-for RCMP costs on to municipalities, without consulting or engaging local governments in the discussions and negotiations, will have a serious impact on municipal finances. For this reason, if the federal government does not change its decision, we respectfully request that the Province of Nova Scotia fully absorb the retroactive costs.

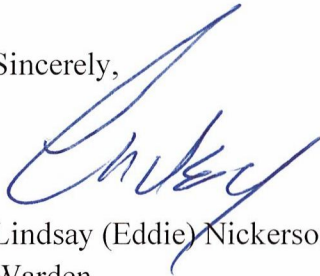


We realize that this request is substantial, but it is not being made lightly. As your colleague the Honourable John Lohr can attest, municipalities and towns are under increasing pressure to provide high-quality services at the lowest possible cost, all while managing the challenges relating to inflation and financial uncertainty. We are paying a growing share of policing costs and we cannot run deficits and have limited revenue tools, thus having a significant impact on our ability to maintain services as they are and adequately invest in our future.

We will continue to draw attention to this challenge, to help ensure municipalities are properly consulted on issues related to community policing and well-being going forward.

I thank you in advance for your serious consideration to this request. Please do not hesitate to contact me directly if you have any questions or would like to discuss this further.

Sincerely,



Lindsay (Eddie) Nickerson  
Warden

cc: The Honourable Tim Houston, Premier of Nova Scotia  
The Honourable John Lohr, Minister of Municipal Affairs and Housing  
Mr. Nolan Young, M.L.A. for Shelburne  
Mayor Chisholm-Beaton, President of the Nova Scotia Federation of Municipalities  
All Nova Scotia Municipalities and Towns





**Municipal Affairs and Housing  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

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May 15, 2023

Mayor Brenda Chisholm-Beaton  
President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, Nova Scotia  
B3J 2K8

Dear President Chisholm-Beaton,

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2024-2025 and beyond.

The Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Additionally, you will find as an appendix to this notice a listing of other related initiatives that departments feel municipalities should be made aware.

**DEPARTMENT OF JUSTICE**

**Biological Casework Analysis Agreement**

The Biological Casework Analysis Agreement provides Nova Scotia's municipalities with DNA analysis arising from criminal investigations. DNA analysis is an important and affordable service that helps solve crimes. The 2023-24 financial cost of this program is expected to be \$845,000 however the proration of the cost to municipalities will be reassessed upon the Department of Municipal Affairs and Housing's release of the "Uniform Assessment" for 2023-24.

If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the corresponding department for clarification.



## **DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE**

### Construction and Demolition Debris Regulation and Guideline Changes

As noted in the letter to the Nova Scotia Federation of Municipalities on January 4, 2023 (which was a supplement to the notice for fiscal year 2023-24), the Province has approved changes to the construction and demolition (C&D) debris management in Nova Scotia.

These new measures are designed to ensure that C&D debris management (including disposal, storage, transfer, and processing) does not cause adverse environmental impacts. ECC completed a review of C&D debris management in response to fires and groundwater impacts that occurred at existing C&D debris disposal facilities, as well as community concerns about facilities that store, transfer, and process these materials. The review included engagement and consultation with municipalities, construction industry stakeholders, environmental groups, waste management stakeholders, and provincial government departments.

Amendments to the Activities Designation Regulations and the Solid Waste Resource Management Regulations mean that, starting on July 5, 2023, chemically treated wood will no longer be accepted for disposal at C&D debris facilities. Instead, these materials can be reused, repurposed, or disposed of in municipal solid waste landfills. Storage, transfer, and processing will continue to be permitted for treated wood.

As well, this fall, ECC engaged stakeholders on proposed amendments to the following guidelines:

- Solid Waste Management Facility Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal;
- Solid Waste Management Facility Guidelines for Municipal Waste Transfer.

The guidelines outline details on siting, design, and operational requirements to prevent environmental impacts. Terms and conditions of approvals will outline further site-specific details, which will be developed case-by-case with the facility's respective ECC regional office.

The proposed amended guidelines include an implementation timeline for the ban on treated wood. The implementation of the ban will be staged by having education compliance during the first year to reduce costs associated with adhering to the ban. Municipalities were engaged on this approach during the fall targeted engagement sessions.

In addition, facilities storing, transferring, or processing C&D debris will now require an operating approval from ECC. Previously, only C&D debris required an operating approval. Amending approvals to include C&D transfer, process and storage will be required by July 5, 2023, but any significant terms and conditions will have staged timelines to allow for one year notice. Please note that any new facilities (brand new sites; not currently operating) and expansions of current disposal sites would be subject to requirements starting July 5, 2023.

## Coastal Protection Act

As indicated in last year's letter, it is possible municipalities will incur incremental costs related to implementation of the *Coastal Protection Act* and *Coastal Protection Regulations* in the coming fiscal year. Nova Scotia Environment and Climate Change (ECC) is providing notice of changes which will be required in building permit approval and compliance processes once the *Coastal Protection Act* is proclaimed. This legislation will provide consistent, province-wide protection for our coast by restricting development and related activity where structures will be at risk from coastal flooding and coastal erosion, or where they will cause unnecessary interference with or damage to coastal ecosystems.

Once proclaimed into law, this legislation would create a Coastal Protection Zone, within which the regulations apply. Municipalities would be allowed to issue a building permit for structures within the Coastal Protection Zone if the proposed location of the construction is above a minimum building elevation specified in the regulations and is situated upland of a site-specific horizontal setback certified by a designated professional. This will require modifications to municipal administrative processes for building permits.

Subject to the final form of the regulations, it is anticipated that the municipality will be expected to determine whether the proposed location of the construction is located within the Coastal Protection Zone and whether the regulations apply to the general type of construction and/or the type of structure to be built or expanded. If the regulations apply, the municipality may be required to determine whether the proposed location is above the minimum building elevation prescribed in the regulations and upland of the horizontal setback certified by the designated professional in a coastal erosion risk factor assessment report accompanying the permit application. They also may be required to ensure the designated professional is a member in good standing of the relevant professional body at the time the report was signed.

It is expected that the responsibility for competent, accurate and objective certification of the horizontal setback will rest with the designated professional, with forms and a standard methodology for determining the setback prescribed by regulation and provided by ECC.

Specifics regarding which professional groups will qualify to provide the certification, standards, forms to be used, and other administrative details will be set out in regulations. ECC expects to support municipal officials with training, support materials and digital mapping resources to help interpret the regulations and where they apply.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Lohr". The signature is fluid and cursive, with the first name "John" being larger and more prominent than the last name "Lohr".

Honourable John Lohr  
Minister of Municipal Affairs and Housing

Appendix A:

## **DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS**

### Procurement

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA), which covers internal trade within Canada. Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

Thresholds were last updated on January 1, 2022, and are as follows:

	<b>CETA Thresholds</b>	<b>TCA</b>	<b>CFTA Thresholds</b>
<b>Goods</b>	\$366,800	\$366,800	\$121,200
<b>Services</b>	\$366,800	\$366,800	\$121,200
<b>Construction</b>	\$9.1M	\$9.1M	\$302,900

The next update will be posted in December 2023 for calendar years 2024 and 2025. These thresholds are calculated based on data that will not be available until the end of next year, so at this time, the scope for municipal involvement is not known. We will advise as soon as we receive updated information.

Municipal officials may contact Intergovernmental Affairs, Trade Policy, with any questions related to municipal procurement obligations under trade agreements.

## **DEPARTMENT OF JUSTICE**

### RCMP Collective Bargaining Agreements

The RCMP National Police Federation's collective bargaining agreement with the federal government will expire on March 31, 2023, and new contract negotiations are expected to begin. In addition, labour contract negotiations are ongoing for RCMP telecom operators and intercept monitoring employees for the period April 1, 2016, to March 31, 2023. The cost implications and its future impacts cannot be determined until these negotiations have settled. We will monitor the situation closely and keep municipalities up to date as the process moves forward.

### The Accessibility Act

Work is underway on the development of the accessibility standard for the built environment. There will be an opportunity for municipalities, villages, and Nova Scotians to provide feedback or input once the standard has been drafted. The goal is to make the regulations effective in 2024. A compliance and enforcement framework has been approved. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change related to obligations under the Accessibility Act and standards that impact revenue or expenditures.

## Amendments to the Part XX of the Municipal Government Act

The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021 directs the Minister to [a]mend the Freedom of Information and Protection of Privacy Act to give order-making ability to the Privacy Commissioner. These amendments, as well as other amendments aimed at modernizing the act are anticipated to be brought forward by government at a future sitting of the House of Assembly. To ensure consistency in access and privacy legislation, Part XX of the Municipal Government Act will be updated at the same time.

## **DEPARTMENT OF ECONOMIC DEVELOPMENT**

### Peggy's Cove Commission Act

A review is seeking to modernize the role and administration of the Peggy's Cove Commission. While it is too early to speculate on the outcomes of the review, given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act, or to the administration of it, could have an impact on the municipality, for example shifting responsibility for planning approvals.

### Community Economic Development

The Department's mandated review of structures and mechanisms to support economic development includes reviewing the current structure and function of the Regional Enterprise Networks (RENs). Over the past several months, the Department has been engaging with the RENs, municipalities, sector and business leaders in communities across Nova Scotia to ensure the best model for community economic development in Nova Scotia. The outcome of this review has the potential to impact the existing REN model, and therefore our municipal funding partners.

## **DEPARTMENT OF NATURAL RESOURCES AND RENEWABLES**

### Feeding Wildlife

The department is currently undertaking consultations on regulations pertaining to the feeding of wildlife, with a goal of introducing regulations in 2023. It is possible there will be impacts on municipalities in relation to green bins and garbage handling, but it is too early to say definitively, and the actions may be limited to supporting NRR's public education efforts. As we complete consultations and move into the regulation writing phase, municipalities will be kept informed.