



Town Council Meeting  
Council Chambers, conducted through Zoom and  
streamed live to Facebook.  
Wednesday, May 22, 2024  
6 PM

## **AGENDA**

1. Call to Order – Welcome
2. Approval of Agenda  
*pages 1 - 2*
3. Approval of Minutes – April 24, 2024 – Regular Council Meeting –  
*pages 3 - 8*  
- May 8, 2024 – Special Council Meeting  
*pages 9 - 13*
4. Business
  - 4.1 Transfer Site Regulations – approval requirements  
*Verbal Report*
  - 4.2 Bylaw #05-2024 - Alternative Voting Bylaw – first reading  
*pages 14 - 21*
  - 4.3 Request for Decision – Municipal Election – Alternative Voting Options and  
Schedule of Fees and Expenses  
*Verbal Report*
  - 4.4 Road Trails Designation Bylaw 02-2024 – first reading  
*Pages 22 - 23*
  - 4.5 Status Update – Public Hearing regarding transferring of properties to  
Oxford Seniors Club  
*Verbal Report*

## 5. Correspondence

5.1 May 3, 2024 – Amanda Purdy, Social Enterprises – Request for Accessible Parking Space.

*page 24*

5.2 May 10, 2024 – Cumberland Chamber of Commerce – idea of hosting an all-candidates meeting prior to the fall's municipal election.

*page 25*

5.3 May 10, 2024 – Honourable John A. Lohr – Minister of Municipal Affairs and Housing – Financial Measures Act received Royal Assent in the Nova Scotia Legislature.

*pages 26 – 31*

5.4 May 16, 2024 – Nicolas A Barr – Director, Governance & Advisory Services from NS Department of Municipal Affairs – Large increase in fine for illegal burning during wildfire season

*Pages 32 - 33*

## 6. In-Camera

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

## 7. Adjournment



## Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Wednesday, April 24, 2024  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Paul Jones, Deputy Mayor Arnold  
MacDonald, Olivia Canning, and Chrystal McNutt  
Councillors Regrets: Brenton Colborne

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

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

**Media in attendance:** Mark Rushton, SixRivers News, Radio, and TV.

**Gallery in attendance:** Members of the Oxford Seniors Club - Mark Rushton, Sharon Rogers, Bob Hunsley, Debby Weagle, Bev Clark, Betty Hunsley, Debbie Dickie, John A. Beaton, and Joy Beaton.

### **Announcements Made Before Call to Order**

Mayor Henley announced that the Regular Council meeting was streamed live on the Town of Oxford Facebook timeline due to the Zoom application not permitting streaming on the Town of Oxford main page.

A benefit dance was scheduled on May 11, 2024, at the Oxford Legion for the Pettigrew family.

Earth Day cleanup for the Town of Oxford continues until Saturday, April 27, 2024. Everyone was encouraged to collect garbage and send pictures to Councillor Chrystal McNutt and those pictures would be posted on Facebook.

**1. Call to Order – Welcome**

At 6:00 PM, Mayor Henley called the meeting to order and welcomed all in attendance at the meeting from the Oxford Seniors Club and Mark Rushton from SixRivers News, Radio, and TV.

**2. Approval of Agenda, page 1**

Moved by Councillor Jones and seconded by Councillor Black that the agenda of the Regular Council Meeting for April 24, 2024, be approved, as presented.

***Motion Carried***

**3. Approval of Minutes – March 27, 2024 – Regular Council Meeting, pages 2 - 8**

***Approved by*** \_\_\_\_\_  
**Mayor Greg Henley, on April 24, 2024**

**4. Business**

**4.1 Video Surveillance Policy – request for approval, Pages 9 – 10**

Linda Cloney presented to Council that the draft Video Surveillance Policy was discussed at the last Council Meeting on March 27, 2024. Many municipalities have installed video surveillance systems in their offices for the safety of the staff and property. The purpose of the video surveillance system is to record video only to identify people being served at the counter in the event of a disagreement or an abusive incident and for security reasons after normal business hours. The system may also serve to complement our insurance policy coverage as well.

Moved by Councillor Jones and seconded by Councillor McNutt to adopt the Video Surveillance Policy as presented.

***Motion Carried***

#### 4.2 2024 2025 Boards and Committees – revisions made, need approval. *page 11*

Revisions that require approval from Council are:

The Accessibility Committee, Josephine MacDonald is now Vice Chair and Danielle Laurie is now Chair. Amanda Purdy has also joined the Accessibility Committee.

The Communities in Bloom Committee has also now been established. Members consisted of Councillor Black, Ashlyn Brownell, Chelsea Brownell, Amanda Purdy, Maxine Clarke, and Al Clarke.

In Committees – External, the Intermunicipal Poverty Reduction Advisory Committee has disbanded and would be removed from the list of Boards and Committees for 2024-2025.

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald to adopt the changes to the 2024-2025 Boards and Committees as presented.

***Motion Carried***

#### 4.3 **Dangerous and Unsightly Report**, *Submitted separately.*

Linda Cloney reviewed with the Council that Dangerous and Unsightly properties have been an increasingly hot topic. Linda reviewed with the Council the process of Dangerous and Unsightly.

Every property in a municipality shall be maintained so as not to be dangerous and unsightly. The administrator shall at least twice per year, table a public report to the Council, describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued. This reporting has begun.

The first step to report a dangerous and unsightly property is all complaints must come in written format, signed by the reporting party. These reports must come into the office via email, to the secure drop box or in person at the office or by mail. The complaints would then be used to put together a property inspection. Pictures would be taken and assess the situation. Initial notice

would then be sent to the property owners if deemed dangerous or unsightly. The property owners would then have between 15 to 30 days to follow up on the initial letter depending on the severity of the condition.

Determining if cleanup is required, an estimate of the cost of cleanup will be presented as the Council will then need to approve the cleanup order. A notice to the owner of the cleanup will be sent to the owners and then after the cleanup has occurred, an invoice will be sent to the property owners for the cost of the cleanup. Failing to follow through with payment, legal may be involved and a lien may be placed on the property.

Currently, in the Town of Oxford, 8 identified properties are deemed dangerous and unsightly including a property on James Street, Meadow Lane, Elm Street, Duke Street, George Street, Handel Street and two properties on Pugwash Road.

Councillor Jones inquired who the staff person was determining dangerous and unsightly premises. Linda Cloney, CAO, is the deciding staff person. Councillor Jones inquired if all the 8 identified properties were reported in the process above. Linda Cloney discussed that each of the properties was reported by email and or by letters for each property.

The reason for the explanation at the Council Meeting was to identify that the goal of dangerous and unsightly premise identification is being done to treat all property owners in an equal fashion to prevent individual property owners from feeling singled out.

Linda Cloney also discussed that the Town of Oxford has a Building and Grounds Maintenance Bylaw that is available for review on the Town of Oxford's website.

## **5. Correspondence**

*nil*

## **6. In-Camera**

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

At 6:10 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

***Motion Carried***

At 7:00 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to come out of in-camera and resume the Regular Council Meeting.

***Motion Carried***

Moved by Councillor McNutt and Seconded by Councillor Jones to rescind the motion that the Town of Oxford Council proceed in the process of organizing a Public Hearing regarding the transferring of properties associated with 31 Ellis Street to the Oxford Pioneer Heritage Club, adopted on January 29, 2024, Town Council Meeting.

***Motion Carried***

Moved by Deputy Mayor MacDonald and seconded by Councillor Black that the Oxford Town Council proceeds in the process of organizing a Public Hearing regarding the Town of Oxford transferring the properties associated with 31 Ellis Street into the hands of the Oxford Seniors Club with the condition that the Town of Oxford has the first right of refusal to buy the building back at the original purchased price and that the Oxford Seniors Club pays for all expenses involved with this transfer. The reason for this transfer is so the Oxford Seniors Club can continue using this building for their activities and to be able to seek funding to assist in making the necessary repairs and upgrades to meet the needs of their membership and to adhere to health and safety standards.

***Motion Carried***

Linda Cloney reviewed with the Council that due to a motion that was passed in December of 2023 regarding future development regarding the Water CAD study any new development would be reviewed on a case-by-case basis and every case is different.

A request from the property owners at 41 Pugwash Road came in requesting water and sewer hookup. Water and sewer is already at their property

(currently a vacant lot), so the property owners would simply like to connect back up to it.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to approve the request for connection to water and sewer at 41 Pugwash Road as presented.

***Motion Carried***

Linda Cloney reviewed with the Council a request for water and sewer at 31 Eureka Street. Water services run right by the property. The development of this property started in September of 2023, before the motion being made regarding new developments and the Water CAD study in December of 2023.

Moved by Councillor Black and seconded by Councillor McNutt to approve the request for connection to water and sewer at 41 Pugwash Road as presented.

***Motion Carried***

## **7. Adjournment**

The meeting adjourned at 7:13 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**



## Minutes of the Special Council Meeting

**Place:** Council Chambers, Zoom, streamed live to Facebook  
**Date:** Wednesday, May 8, 2024  
**Presiding Officer:** Mayor Greg Henley  
**Councillors Present:** Deputy Mayor Arnold MacDonald, Carla Black, Olivia Canning, Brenton Colborne, Chrystal McNutt, and Paul Jones  
**Councillor Regrets:** Nil

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

**Staff in attendance:** Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), Ruthann Brookins - Manager of Finance, Nick Purdy – Public Works Supervisor (via Zoom)

**Presenters in attendance:** Nil

**Media and Gallery in attendance:** Mark Rushton, Six Rivers News, Radio, and TV, and Jason Haughn, Municipal Advisor, Department of Municipal Affairs.

1. **Call to Order**

At 6:27 PM, Mayor Henley called the meeting to order and welcomed all in attendance at the meeting.

2. **Approval of Agenda**

Moved by Councillor Jones and seconded by Councillor Black that the agenda of the Special Council Meeting for Wednesday, May 8, 2024, be approved, as presented.

***Motion Carried***

3. **Draft 2024/2025 Budgets – Ruthann Brookins, Manager of Finance presenting and recommendation from the Audit Committee.**

Ruthann Brookins, Manager of Finance, presented the draft General Operating, Water Operating and Capital Budget for 2024/25. At the last Audit Committee Meeting on May 1, 2024, it was the recommendation by the committee to present the draft 2024/25 budget to the Council for approval as presented.

The 2024/25 budget presented no increase to the residential or commercial tax rates and there was no increase to the sewer rates. There was an increase in the rates for water as directed by the UARB.

Moved by Councillor McNutt and seconded by Councillor Canning that the Council of the Town of Oxford estimates that the sum required for the lawful purposes of the Town of the year 2024/2025, after crediting revenues from all sources, other than the rates for the year, is the sum of **\$3,120,457** and;

Further resolved that the Deed Transfer Tax will remain the same at **1.5%** and;

Further resolved that the Town Council hereby authorizes the levying and collection of a rate for the current year of **\$4.2804** per \$100 on the value of the property assessed in the assessment roll as Commercial property and **\$1.7874** per \$100 on the value of the property assessed in the assessment roll as Residential and Resource property, and **\$0.25** on the value of the property assessed in the assessment roll as Forest Acreage under 50,000 and;

Further resolved that the Sewer rates will remain the same and they are as follows:

SEWR Sewer Flat Rate	\$325.00
SW 2 Sewer Flat Rate Sen #1	\$4,875.00
SW01 Oxford Frozen Foods Rate	\$15,725.00
SW10 Sewer Flat Rate	\$325.00
SW12 Sewer Flat Rate	\$487.00
SW13 Sewer Flat Rate	\$569.00
SW14 Sewer Flat Rate	\$650.00
SW15 Sewer Flat Rate	\$731.00
SW16 Sewer Flat Rate	\$812.00
SW17 Sewer Flat Rate	\$975.00
SW18 Sewer Flat Rate	\$1,381.00
SW19 Sewer Flat Rate	\$1,137.00
SW20 Sewer Flat Rate	\$1,300.00
SW21 Sewer Flat Rate	\$1,462.00
SW22 Sewer Flat Rate Sen #2	\$3,635.00
SW23 Apt Complex OES	\$6,337.00
SW25 OREC Sewer Rate	\$7,812.00
SW28 Oxford Frozen Foods Office Building 05979188	\$974.00

and;

Further resolved that an interest rate of 1.5% per month, or 18% per annum, compounded, be charged on the 2024/2025 tax bills that interest charges are applied on the first day of each month for outstanding amounts.

Councillor McNutt – Yay  
Mayor Henley – Yay  
Councillor Black – Yay  
Councillor Canning – Yay  
Councillor Jones - Yay  
Councillor Colborne – Yay  
Deputy Mayor MacDonald – Yay

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald that the Council of the Town of Oxford approve the 2024/2025 Capital Budget as presented in the amount of **\$3,684,001.00**.

Councillor McNutt – Yay  
Deputy Mayor MacDonald – Yay  
Mayor Henley – Yay  
Councillor Black – Yay  
Councillor Colborne – Yay  
Councillor Canning – Yay  
Councillor Jones – Yay

Moved by Councillor McNutt and seconded by Councillor Black that the Council of the Town of Oxford approve the 2024/2025 Water Operating Budget as presented and that in accordance with the Nova Scotia Utility and Review Board (NSUARB) Order for the 2024/25 fiscal year, the rates are as follows:

Water Base Charges (Quarterly)

Unmetered (based on 15,000 imp. gal. per quarter)                      \$109.55

Size of Meter

5/8"	\$80.30
¾"	\$117.84
1"	\$192.92
1.5"	\$380.61
2"	\$605.85
3"	\$1206.47
4"	\$1882.18
6"	\$3759.14

Consumption Rate (per 1000 Imp. Gallons)

1st Block (0 to 140,000,000 imp gal per year per  
Customer) \$1.95 per 1000 Imp. Gallons

Minimum Bill

The minimum bill shall be the Base Charge.

Councillor McNutt – Yay  
Deputy Mayor MacDonald – Yay  
Mayor Henley – Yay  
Councillor Black – Yay  
Councillor Canning – Yay  
Councillor Colborne – Yay  
Councillor Jones - Yay

4. **Revision of Boards / Committees 2024 – 2024 – appoint Councillor Jones to Fire Department Committee**

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to revise the Boards and Committees 2024-25 to appoint Councillor Jones to the Fire Department Committee.

***Motion Carried***

5. **In Camera**

**5.1 acquisition, sale, lease, and security of municipal property**

At 7:07 PM it was moved by Councillor Colborne and seconded by Councillor Jones to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

***Motion Carried***

At 7:37 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to come out of in-camera and resume the Special Council Meeting.

***Motion Carried***

Moved by Councillor Jones and seconded by Councillor Black that the Town of Oxford grant the Oxford Boxing Club a tax exemption for 2024/25.

***Motion Carried***

6. **Adjournment**

Before the adjournment of the meeting, Mayor Henley reminded the Council and all in attendance that there was a benefit dance for the Pettigrew family at the Oxford Legion on Saturday, May 11, 2024, who experienced a tragic fire. A live band will be in attendance. Doors opened at 8:30 PM. Deputy Mayor MacDonald requested that everyone wear something purple.

The meeting adjourned at 7:36 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

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## Bylaw #05-2024 Alternative Voting Bylaw

**BE IT ENACTED** by the Council of the Town of Oxford, under the authority of Section 146A of the Municipal Elections Act, R.S., c. 300, s.1. as amended, as follows:

### Short Title

- 1) This Bylaw shall be known as Bylaw #05-2024 and may be cited as the “Alternative Voting Bylaw.”

### Interpretation

- 2) In this Bylaw:
  - a) “Act” means the Municipal Elections Act, R.S., c. 300, s.1., as amended;
  - b) “advanced poll” means the Tuesday immediately preceding ordinary polling day, and either:
    - i) one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday, the seventh day before ordinary polling day; or
    - ii) if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
  - c) “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
  - d) “alternative voting” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
  - e) “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put;
  - f) “candidate” means a person who has been nominated as a candidate pursuant to the Act;
  - g) “Council” means the Council of the Town of Oxford;
  - h) “Education Act” means the *Education Act*, 1995-1996 S.N.S..c.1 as amended;
  - i) “election” means an election held pursuant to the *Act*, including a school board election, a special election and a plebiscite;
  - j) “Election Officer” means an election official under the *Act*;

- k) “elector” means a person:
  - i) qualified to vote pursuant to the *Act* and the *Education Act*; and
  - ii) entitled to vote for an election pursuant to section 7 of this Bylaw;
- l) “friend voter” means a friend who votes for an elector pursuant to section 9 of this Bylaw;
- m) “internet ballot” means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- n) “list of electors” means:
  - i) prior to the list of electors being completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the *Act*; or
  - ii) the list of electors that has been completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*;
- o) “Municipality” means the Town of Oxford;
- p) “normal business hours” means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- q) “ordinary polling day” means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- r) “PIN” means the Personal Information Number issued to:
  - i) an elector for alternative voting on alternative polling days; or
  - ii) to a System Elections Officer;
- s) “plebiscite” means a plebiscite directed to be held by the Council pursuant to Section 56 of the *Act*;
- t) “procedures and forms” means the procedure and forms established by the Returning Officer pursuant to subsection 145 (a)(4) of the *Act*;
- u) “proxy voter” means an elector who votes by a proxy pursuant to the *Act*;
- v) “regular election year” means 2024 and every fourth year thereafter;
- w) “rejected ballot” means the refusal by an elector to accept a ballot in a race;
- x) “Returning Officer” means a Returning Officer appointed pursuant to the *Act*;
- y) “seal” means to secure the ballot box and prevent internet and telephone ballots from being cast;

- z) "special election" means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board;
- aa) "spoiled ballot" means an internet ballot or telephone ballot that is accepted by the elector that:
  - i) is not marked for a candidate in a race; or
  - ii) is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- bb) "system" means the technology, including software, that:
  - i) records and counts votes; and
  - ii) processes and stores the results of alternative voting during alternative polling days;
- cc) "Systems Elections Officer" means:
  - i) a person who maintains, monitors, or audits the system; and
  - ii) a person who has access to the system beyond the access necessary to vote by alternative voting;
- dd) "telephone ballot" means:
  - i) an audio set of instructions which describes the voting choices available to an elector; and
  - ii) the marking of a selection by an elector by depressing the number on a touch tone keypad.

### **Alternative Voting Permitted**

- 3)
  - a) Subject to the Bylaw, alternative voting shall be permitted on alternative polling days.
  - b) Council may, by resolution, provide that voting by telephone and by personal computing device shall be the only means of voting for an election.

### **Notification of Electors**

- 4)
  - a) Pursuant to and in accordance with section 50 of the Municipal Elections Act, the Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
  - b) The notice of alternative polling days shall:
    - i) identify the alternative polling days for alternative voting; and
    - ii) inform the elector that telephone voting and internet voting is permitted during alternative polling days.
  - c) The notice may include any other information the Returning Officer deems necessary.

### **Form of Telephone and Internet Ballots**

- 5)
  - a) A telephone and internet ballot shall:

- i) identify by the title “Election for Mayor” or “Election for Council” or “Election for School Board Member” as the case may be;
  - ii) identify the name or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
  - iii) warn the electors to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates” as the case may be.
- b) No title, honour, decoration, or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

### **Oath**

- 6) Any oath that is authorized or required shall be made:
- a) In the form specified by the procedures and forms; or
  - b) If the form is not specified by the procedures and forms, in the form required by the *Act*.

### **Electors**

- 7) No person shall vote by alternative voting unless:
- a) The person’s name appears on the applicable list of electors; or
  - b) The person is added to the applicable list of electors pursuant to section 36 of the *Act*.

### **Proxy Voting**

- 8) A proxy voter shall not vote for an elector by alternative voting.

### **Friend Voting**

- 9)
- a) A friend voter shall only vote for an elector by alternative voting if:
    - i) an elector is unable to vote because:
      - (1) the elector is blind;
      - (2) the elector cannot read; or
      - (3) the elector has a physical disability that prevents him or her from voting by alternative voting.
    - ii) the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
  - b) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
  - c) The elector shall take an oath in the prescribed form set out in the procedures and forms providing that he or she is incapable of voting without assistance.
  - d) The friend of the elector shall take an oath in the prescribed form set out in the procedures and forms that:
    - i) the friend has not previously acted as a friend for any other elector; and
    - ii) the friend will mark the ballot as requested by the elector; and
    - iii) the friend will keep secret the choice of the elector.

- e) The Returning Officer shall enter in the poll book:
  - i) the reason why the elector is unable to vote;
  - ii) the name of the friend; and
  - iii) the fact that the oaths were taken.

### **System Elections Officer**

- 10)
  - a) A System Elections Officer shall have access to the system prior to the commencement of alternative voting during advance polling days to verify the count for each candidate is zero.
  - b) Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the counts for each of the candidates is zero.
  - c) A Systems Elections Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the subsection 146A(4) of the *Act*.

### **Voting**

- 11)
  - a) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
  - b) The system shall put spoiled ballots in the ballot box.

### **Seal**

- 12)
  - a) Where alternative voting closes before the close of polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
  - b) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

### **List of persons who voted**

- 13) Where alternative voting closes before the close of polls on ordinary polling day, the system shall:
  - a) Generate a list of all electors who voted by alternative voting; and
  - b) On the applicable list of electors, cause a line to be drawn through the names of all the electors who voted during alternative polling days.
- 14) A printed and electronic copy of the lists under section 13 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.
- 15) Where alternative voting closes at the close of polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

## **Counting**

16)

- a) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
- b) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots and shall not count rejected ballots.

## **Tallying of Rejected Ballots**

17) At the close of ordinary polling day, the system shall tally the number of rejected ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

## **Recount by system**

18) In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.

19) If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.

20)

- a) If the regenerated count and the initial count do not match, the Returning Officer shall:
  - i) direct one final count be regenerated by the system of the votes cast by alternative voting; and
  - ii) attend while the final count is being regenerated.
- b) The regenerated final count pursuant to subsection (a) shall be the final count of the votes cast by alternative voting.

## **Recount by Court**

21)

- a) For a recount, the judge shall only consider the final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate.
- b) The final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non alternative voting.

## **Secrecy**

22) An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.

23) Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

### **Other Methods of Voting**

24) If voting via the internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.

### **Severability**

25) If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

### **Prohibitions**

26) No person shall:

- a) Use another person's PIN to vote or access the system unless the person is a friend voter;
- b) Take, seize, or deprive an elector of his or her PIN; or
- c) Sell, gift, transfer, assign or purchase a PIN.

27) No person shall:

- a) Interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- b) Interfere or attempt to interfere with alternative voting; or
- c) Attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

28) No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

### **Offences and Penalty**

29)

- a) A person who:
  - i) violates any provision of this Bylaw; or
  - ii) permits anything to be done in violation of any provision of this Bylaw is guilty of an offence.
- b) A person who contravenes subsection a) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000) and in default of payment, to imprisonment for a term of two years less a day, or both.
- c) In determining a penalty under subsection b), a judge shall take into account:
  - i) the number of votes attempted to be interfered with;

- ii) the number of votes interfered with; and
  - iii) any potential interference with the outcome of an election.
- d) Pursuant to section 146A of the *Act*:
- i) the limitation period for the prosecution of an offence under this Bylaw is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
  - ii) the Remission of Penalties Act, 1989, S.N.S. c.397, as amended, does not apply to a pecuniary penalty imposed by this Bylaw.

**Repeal of Former Bylaws**

30) The Alternative Voting Bylaw enacted effective May 22, 2020 is hereby repealed.

<u>Clerk's Annotation for Official Bylaw Book</u>	
Date of First Reading: <u>May 22, 2024</u>	
Date of Notice of Intent to Consider: _____	
Date of Second Reading: _____	
*Date of Advertisement/Notice of Publication* _____	
Date of mailing to Minister a certified copy: _____	
I certify that this <b>Alternative Voting Bylaw</b> was adopted by Council and published as indicated above.	
_____ Linda Cloney, Chief Administrative Officer	_____ Date
*Effective Date of the Bylaw unless otherwise specified in the text of the Bylaw.	



# TOWN OF OXFORD BYLAW

NUMBER: 05-2024

PAGE: 1 of 1

**TITLE: Roads Trails Designation Bylaw 05-2024-2**

**EFFECTIVE DATE:**

WHEREAS the Road Trails Act, SNS 2024, c.4 permits the Town by Bylaw to designate a highway or part of a highway as a road trail.

## 1.0 Short Title

This Bylaw shall be known as Bylaw 05-2024-2 and may be cited as the "Road Trails Designation Bylaw".

## 2.0 Designation

The Town of Oxford hereby designates civic number 4602 to civic number 5228 on Main Street and from civic number 105 to civic number 460 on Lower Main Street and civic number 9 to civic number 237 on Water Street as a Road Trail pursuant to section 5(2) of the Road Trails Act.

CAO's Annotation for Official Bylaw

Date of Adoption: \_\_\_\_\_

I certify that this 'Road Trails Designation Bylaw' was adopted by the Oxford Town Council as indicated above.

\_\_\_\_\_  
Linda Cloney, CAO

\_\_\_\_\_  
Date:

**Adopted**

Date of First Reading: May 22, 2024

Notice of Intent to Consider: \_\_\_\_\_

Date of Second Reading: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

DRAFT

Friday, May 3, 2024

**Request for Accessible Parking Space for Sunset Community Social Enterprise - Oxford**

Dear Town Council,

I am writing on behalf of the Sunset Community Social Enterprise - Oxford, a vibrant hub within our town that fosters social interaction and community engagement. We are reaching out to kindly request the provision of an accessible parking space on the Water Street side of our location.

As you are aware, accessibility is crucial in ensuring equal opportunities for all members of our community to participate in the various activities and services offered by our establishment. By designating an accessible parking space in close proximity to our facility, we aim to enhance the ease of access for individuals with mobility challenges, thereby fostering inclusivity and participation in our programs and events.

Having an accessible parking space on the Water Street side of our location will not only facilitate easier access for individuals with disabilities but also contribute to the overall accessibility of our premises, ensuring that all members of our community can shop and enjoy the social happenings at our establishment without encountering unnecessary barriers.

We believe that this initiative aligns with the town's commitment to promoting inclusivity and accessibility for all its residents. Therefore, we kindly request your support in considering and implementing this proposal.

Thank you for your attention to this matter. We look forward to your positive response and collaboration in making our community a more inclusive and accessible place for all.

Warm regards,

*Amanda Purdy*

Manager – Social Enterprises

The Sunset Community

**From:** [Cumberland Chamber of Commerce](#)  
**To:** [Linda Cloney](#)  
**Subject:** All Candidates Meeting  
**Date:** May 10, 2024 2:15:00 PM

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Hi Linda,

On behalf of our Board of Directors, I wanted to reach out to you about the potential for the Chamber to host an all-candidates meeting for the Town of Oxford prior to this fall's municipal election. Is this something that would be of interest to your municipality, and if so, can you suggest the appropriate time for such an event.? The October election still seems a long ways away, but it will creep up on us before w know it.

Thanks and have a great weekend!

Beth

Beth Peterkin

General Manager

Cumberland Chamber of Commerce

902-667-8186 Office



*Because we are federally incorporated under the Board of Trade Act we will continue to operate as the Amherst & Area Chamber of Commerce, until such time as Industry Canada signs off on our name change. Until then, we will also co-promote ourselves as the Cumberland Chamber of Commerce.*



**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 10, 2024

Dear Mayors and Wardens:

On April 5, 2024, the *Financial Measures Act* received Royal Assent in the Nova Scotia Legislature. The Act includes several amendments to the *Municipal Government Act*, *Halifax Regional Municipality Charter*, and the Housing in the *Halifax Regional Municipality Act*.

These changes aim to support housing development all over the province, update and simplify existing rules, reinforce the Code of Conduct for municipalities, fill a legal gap allowing villages to change names, and make other administrative updates to the laws.

Due to the number of amendments included in the *Financial Measures Act*, I have included a summary document that provides amendment descriptions, amendment clause numbers within the *Financial Measures Act*, and clarification about whether the amendments have been proclaimed or still require regulations.

I want to thank you all for your guidance and feedback throughout the *Municipal Government Act* and *Halifax Regional Municipality Charter* review process.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr  
Minister of Municipal Affairs and Housing

Appendix A: Summary of Amendments to the *Municipal Government Act*, *Halifax Regional Municipality Charter*, & *Housing in the HRM Act* through the *Financial Measures Act*

Appendix A: Summary of Amendments made to *Municipal Government Act, Halifax Regional Municipality Charter, & Housing in the HRM Act* through the *Financial Measures Act*

<b>Amendments related to development approval process and supporting housing development</b>			
<b>Act</b>	<b>Amendment Description</b>	<b>Clause # in FMA</b>	<b>Regulations Required for Proclamation?</b>
MGA	Remove the requirement for certified copies of planning documents to enable electronic submission of planning documents to the provincial Director of Planning and Minister of Municipal Affairs and Housing. Add regulation-making authority for Minister for submission/filing, review, and approval of documents.	86 (1), 86(7), 87(4), 92 (3)	<u>Yes</u>
MGA/HRMC	Require an electronic statement from the Clerk to verify that planning documents/amendment to by-law/development agreement are a true and original copy where no certified copy is required, and remove requirement for the Province to return two copies (written notice as per the Act will be returned).	37-39, 86 (2) - (4), 87 (2), 92 (2)	<u>Yes</u>
MGA	Require that appeals for site plan and variances must A) state grounds for appeal, and B) limit an appeal to substantive matters. This includes regulation-making authority for the Minister to prescribe non-substantive matters to which appeals may not be made.	94	This amendment has received Royal Assent; <u>however</u> , regulation is required to prescribe what is a non-substantive matter.
MGA	Allow non-substantive development agreement amendments to be approved by the Development Officer rather than Council (authority exists for council to define substantive and non-substantive amendments within a development agreement).	92 (1)	This amendment has received Royal Assent.

MGA	Allow the Chief Administrative Officer (CAO) to discharge a completed development agreement in part or in whole rather than Council.	91	This amendment has received Royal Assent.
MGA	Clarify council's role regarding substantive matters and "approval in principle" of a development agreement where the final administrative contractual details will be dealt with by the CAO without triggering a need to return to Council.	92	This amendment has received Royal Assent.
MGA	Enable the requirement of off-site improvements necessary to support the development or the payment of money-in-lieu for the contribution of off-site improvements through a development agreement.	90	This amendment has received Royal Assent.
MGA	<p>Allow councils to provisionally approve a development agreement or an amendment to a development agreement during the same public meeting when the Council passes a:</p> <ul style="list-style-type: none"> <li>• Supporting amendment to the municipal planning strategy;</li> <li>• Supporting amendment to the land-use by-law; and</li> <li>• Supporting amendment to the municipal planning strategy and the supporting amendment to the land-use by-law.</li> </ul> <p>This provisional development agreement or amendment to a development is approved once the supporting amendment to the municipal planning strategy and/or land use by-law takes effect. Appeal period runs from the provisional approval.</p>	89, 97(d)	This amendment has received Royal Assent.

MGA	Authority for Minister of Municipal Affairs and Housing to designate healthcare facilities as a planning area (e.g., long-term care facility) to which municipal development rules related to planning, development, and subdivision do not apply.	88	This amendment has received Royal Assent.
Housing in HRM Act	Extension of the Executive Panel on Housing in the HRM for 2 additional years (until 2026).	54	This amendment has received Royal Assent.
<b><i>Amendments to support modernization and efficiencies</i></b>			
<b><i>Act</i></b>	<b><i>Amendment Description</i></b>	<b><i>Clause # in FMA</i></b>	<b><i>Regulations Required for Proclamation?</i></b>
MGA/HRMC	Require accommodation marketing platforms to collect and remit marketing levy fees to the municipality directly.	28, 76	This amendment has received Royal Assent.
MGA/HRMC	<p>Authorize posting on a municipal website as an alternative method of notice. This applies to the following notices:</p> <ul style="list-style-type: none"> <li>- Public Hearing for Sale or Lease of Municipal Property</li> <li>- Special purpose tax accounts</li> <li>- Sale of Distressed Goods</li> <li>- Tax Sale Advertisement</li> <li>- Adoption of By-laws</li> <li>- Planning documents (MGA only, changes already made to HRMC)</li> <li>- Notice of sale land no longer required for parks, playgrounds, or public purposes</li> <li>- Notice of Public Hearing for Street Closures</li> </ul>	29 (2), 30 (2), 32(2), 33, 34(2) 35, 36, 42, 44, 75(2), 77(2), 79, 80, 82, 83, 84, 85, 86(5), 86 (6) 87(1), 95, 96, 97, 98, 100, 105(2)	This amendment has received Royal Assent.

MGA/HRMC	Allow municipalities to serve property tax bills by electronic means if agreed to by persons in writing. If electronic means is agreed to, preliminary notices of tax sale will also be sent electronically to the person (in addition to mail).	32, 34, 79, 81	This amendment has received Royal Assent.
MGA/HRMC	Allow municipalities and villages to sell and lease property below market value for any purpose which is deemed beneficial to the municipality or village by council or the commission.	29 (1), 75 (1), 105 (1)	This amendment has received Royal Assent.
MGA/HRMC	Allow performance bonding for site plans.	40, 93	This amendment has received Royal Assent.
MGA	Provide village commissions a mechanism to request to change the name of a village as chosen by the village commission. The name change could be granted by Governor-in-Council.	101	This amendment has received Royal Assent.

***Topics to support Code of Conduct***

<b><i>Act</i></b>	<b><i>Amendment Description</i></b>	<b><i>Clause # in FMA</i></b>	<b><i>Regulations Required for Proclamation?</i></b>
MGA/HRMC	Allow councils and commissions to be notified in-camera of a Code of Conduct complaint making it to the investigation stage.	26, 73, 103	<b><u>Yes</u></b>
MGA/HRMC	Require that in addition to the investigator's recommendation, the section under which the Code of Conduct complaint was lodged be made public.	26, 73, 103	<b><u>Yes</u></b>

MGA/HRMC	Allow municipalities and villages to collect Code of Conduct fines in the same manner as taxes, and fines will be considered general revenue.	27, 74, 102	<b>Yes</b>
MGA/HRMC	Mayor, councillors, or commissioners who are absent from three or more consecutive regular meetings as a result of being sanctioned will not lose their seat.	25, 72, 104	<b>Yes</b>
<b>Topics relating to administrative items</b>			
<b>Act</b>	<b>Amendment Description</b>	<b>Clause # in FMA</b>	<b>Regulations Required for Proclamation?</b>
MGA/HRMC	Clarify deemed easement on a plan of subdivision is retroactive to the date of the survey or approval of the plan of subdivision, even if that pre-dates the Act.	43, 99	This amendment has received Royal Assent.
MGA/HRMC	Changes to requirements for capital reserve funds to reflect changes in public sector accounting standards.	31, 78	This amendment has received Royal Assent.
HRMC	Correct the term “setback” in section 250A (1) to “step back”.	41	This amendment has received Royal Assent.

**From:** [AMANS List Serve](#)  
**To:** [AMA Maritime List Serve](#)  
**Cc:** [Juanita Spencer](#); [Matheson, Chrissy L](#)  
**Subject:** Large Increase in Fine for Illegal Burning During Wildfire Season  
**Date:** May 16, 2024 10:21:36 AM  
**Importance:** High

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Hi Everyone!

I want to make you aware of two key changes related to provincial burn restrictions during wildfire season. **Both changes are effective today, May 16.**

From March 15 to October 15, daily burn restrictions are in place to help prevent wildfires. Under these restrictions, burning is not permitted between 8 a.m. and 2 p.m. Each day at 2 p.m., the [BurnSafe map](#) is updated to show the daily restrictions. People can also call 1-855-564-2876 (BURN) for this information.

### **FINE INCREASE**

The Province has just announced that the fine for violating the daily burn restrictions has been increased to \$25,000 for this wildfire season.

The fine amounts are set in the [Summary Offence Ticket Regulations](#). The \$25,000 fine also includes HST and a victim surcharge, bringing the total to \$28,872.50.

Conservation officers, police and other law enforcement officers can issue the fine on the spot in the form of a summary offence ticket.

### **CAMPGROUNDS**

The Province also announced that the daily burn restrictions apply to provincial, municipal and private campgrounds this wildfire season.

That means open fires (like campfires) are not allowed from 8 am to 2 pm and people need to check the [BurnSafe map](#) to see restrictions for the rest of the day.

Devices like gas stoves and charcoal briquette barbeques can be used anytime, following manufacturer's instructions.

National parks are under the jurisdiction of Parks Canada. Questions about any burning in national parks should be directed to Parks Canada.

### **ADDITIONAL RESOURCES**

These changes are in effect via a proclamation under the [Forests Act](#):

[https://novascotia.ca/natr/forestprotection/wildfire/fire-proclamation\\_2024-05-15.pdf](https://novascotia.ca/natr/forestprotection/wildfire/fire-proclamation_2024-05-15.pdf)

You can see the news release here: <https://news.novascotia.ca/en/2024/05/16/large-increase-fine-illegal-burning-during-wildfire-season>

**Please share this information within your networks and through your social media platforms.**

Thanks, folks.

Nick



**Nicolas A. Barr, B.Sc., J.D.**  
**Director, Governance & Advisory Services**

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Maritime Centre, Floor 8 North, 1505 Barrington  
Street  
PO Box 216, Halifax, NS B3J 2M4