



TOWN OF OXFORD
Town Council Meeting
Town Hall – Council Chambers
Tuesday, 17 September 2019
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Town Council – 17 June 2019
 - 3.2 Special Town Council – 24 June 2019
 - 3.3 Special Town Council – 8 July 2019
 - 3.4 Special Town Council – 30 July 2019
 - 3.5 Special Town Council – 3 September 2019
4. New Business
 - 4.1 RFD 011-2019 Sick Leave Policy
 - 4.2 RFD 012-2019 Cumberland Regional Tourism Strategy
 - 4.3 RFD 013-2019 Council Remuneration Policy
 - 4.4 Financial Report: Year to Date (under separate cover)
 - 4.5 Cliffs of Fundy Aspiring Geopark: Support Letter
 - 4.6 Oxford Warming Station: Discussion
5. Reports
 - 5.1 Economic Development: Not Available
 - 5.2 Recreation and Leisure
 - 5.3 Public Works
 - 5.4 Fire (under separate cover)
 - 5.5 NSFM Board Report
 - 5.6 MAP Minutes and Terms of Reference 6 June 2019
 - 5.7 Cumberland Public Libraries Annual Report
6. Correspondence
 - 6.1 Spookarama Request for Support
7. Adjournment

Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers

Date: Monday, June 17, 2019

Presiding Officer: Mayor Patricia Stewart

Councillors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper, Wendy Sweet-Kontuk and Wade Adshade

Councilors absent: NIL

A quorum was present throughout the meeting

Staff in attendance: Rachel Jones, CAO; and Linda Cloney, Deputy Clerk (recording secretary)

Media in attendance: Bill Martin, Six Rivers News

Call to order: Mayor Stewart called the meeting to order at 6:00 pm

1. Presentation

Lauren and Isabel Shears – presented their business ideas to Town Council

Lauren Shears – was recently awarded \$1000.00 for her Science Fair Project at the Cumberland Youth Challenge. Lauren won Top Retailer, Top for Oxford and Top Oxford Entrepreneur over all. She presented to council her Wild Blueberry T-shirt (The Berry Best T-shirt) business idea. Her goal is to find a solution to maintain the wild blueberry stained shirts their vibrant color after washes.

Isabel Shears – was awarded \$500.00 for her efforts at the Cumberland Youth Challenge. Isabel also presented to council her business idea. She is creating scrunchies. Her ideas are to use many different patterns and custom made for her customers. Also, Isabel and Lauren may partner their ideas and make a wild blueberry t-shirt and matching scrunchie set to sell in the future.

Mayor Stewart congratulated both Lauren and Isabel for their accomplishments and for representing Oxford so well. Lauren and Isabel left the meeting following their presentation.

2. Approval of Agenda

Additions to the agenda

- 5.6 Cumberland Public Libraries Report
- 5.7 Budget Meeting
- Change the date at the top of the agenda package from Tuesday to Monday

It was moved and seconded that the agenda of the Oxford Town Council regular council meeting of June 17, 2019 be approved as amended.

Motion Carried

3. Approval of Previous Minutes

3.1 Town Council – 21 May 2019

It was moved and seconded that the minutes of the May 21, 2019 Oxford Town Council meeting be approved, as circulated.

Motion Carried

4. New Business

4.1 RFD #010-2019 Sick Leave Policy

It was moved and seconded to approve the Sick Leave Policy as presented, and provide notice to employees regarding the policy change, to come into effect within 8 weeks of approval.

Motion Carried

A copy of the RFD #010-2019 Sick Leave Policy is filed with the Council Package.

5. Reports

(5.1 to 5.7) – **CAO Jones presented the Staff Reports.**

Key Point discussed were:

- Council is happy with the signage coming into Oxford and it was made aware that there is more work to be done with the signage.
- The Bike Rodeo had a large attendance this year compared to previous years.
- Canada Day Celebrations in Oxford will be held on July 1 at the Heritage Square.
- Some maintenance has been done on the ballfield.
- The watermain project has been completed under the Black River. We are having a challenge filling the reservoir but it is expected to be back in service by the end of June.
- The crosswalks are being painted.
- There was no fire report presented.
- Arena Committee minutes discussed some budget item upgrades they would like to present at our budget.
- It was discussed to give the Library a no smoking sign to put up at their entrance.
- It was decided to have the Budget Meeting following the Special Meeting on June 24, 2019.
- CAO Jones will ask if Kevin Matheson could be on conference call for the budget meeting.
- CAO Jones will coordinate food at the budget meeting as per request from Council.

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

Motion Carried

A copy of all staff reports are filed with the Council package

6. Correspondence

NIL

7. Adjournment

Mayor Stewart advised Council the next meeting is scheduled for September 16, 2019 at 6:00 pm in the Council Chambers.

It was moved and seconded that the meeting be adjourned.

Motion Carried

The meeting was adjourned at 6:35 pm.

X

Patricia Stewart
Mayor

X

Linda Cloney
Recording Secretary

Minutes of the Special Town Council Meeting

Place: Council Chambers

Date: Monday June 24, 2019

Presiding Officer: Mayor Patricia Stewart

Councillors Present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Wendy Sweet-Kontuk, Wade Adshade and Deputy Mayor Rick Draper

A quorum was present throughout the meeting

Staff in attendance: CAO Rachel Jones and Deputy Clerk Linda Cloney (recording secretary)

Public in attendance: Mark Rushton

Call to Order: Mayor Patricia Stewart call the Special Town Council Meeting to order at 6:00 pm

Item for Discussion: Draft General Operating Budget 19-20 – vs.1

Highlights of the Discussion

- Commercial Tax Assessment is less than previous years.
- The overall assessments values are lower than anticipated.
- Heritage Gas Revenue – Is higher than 18-19
- Interest on Taxes Revenue has decreased
- Tax Certificates – is legally binding, many law offices don't ask for these anymore.
- Sales of Materials – needs to be broken down into more detail
- We were not awarded a Community Gardens Student this year – through public health
- Municipal Election – we are anticipating approximately \$10,000.00 next year.
- Natural Gas costs seem high.
- Bad debts - we may have some to bring forward this year.
- Staff will look interest on the Backhoe Loan – seems high
- Crosswalk Guard positions was discussed.
- Fire Inspection Costs – We currently do not have a cost for this
- Fire Hall Water – staff will need to look into this, there is nothing allocated.
- Animal Control is high due to more calls and more service
- Staff to look at Theatre Property Tax expense
- It was discussed to have an end date for the MFC principals on a quick sheet
- Building Permit process – staff will look into this
- Discussion on Surplus Transfer
- CAO Jones presented to Council the Tax Rate Summary 2019/2020 – *a copy of this is filed in the Council package*
- Council asked CAO Jones to come back to council with different scenarios
- Council discussed increasing taxes by 2% and sewer by 2%
- Council asked CAO Jones to research other towns to compare the tax rates.
- Discussion on the Fire Budget
- Discussion on the Lions Club – credit for 50%
- Discussion on organizations financial requests – Oxford Pioneer Club, VON, PeeWee baseball team

- Collection of Commercial Waste – may be a discussion for a future meeting
- Council directed CAO Jones to apply the changes made to the General Operating Budget and bring back to council at the next scheduled Special Meeting.
- Council directed CAO Jones to look at two different scenarios. First with 50% of our monies going to reserves and second the increase of 2% to taxes and 2% to sewer.

Decisions made

- Change the Deed Transfer Tax to \$12,000.00
- Arena Ice Rentals – change to \$120.00 / hour
- Fish & Game Show – change to \$1500.00
- Medical Centre Rents – CAO Jones will talk to Kevin regarding this
- Medical Centre Rents – change to \$25,000.00
- Increase the Town Hall Maintenance from \$5,000 to \$10,000.
- Valuation Allowance – Taxes – change to \$1,500.00
- School Crosswalk Guard – change to \$8,700.00
- Fire Chief's Convention – change to \$3,000.00
- Communities in Bloom – change to \$7,000.00
- Mural Lights – change to \$500.00
- Change the Recreation – Strawberry Festival to the Berry Bolt
- Add \$5,000.00 to NSCC
- Change the Probation rent to \$26,000.00
- Sales of materials – change to \$3,000.00
- Office Supplies – reduce to \$1,200.00

Item for Discussion: Capital Budget 2019 – 2020

Highlights of the discussion

- Discussion on the Gas Tax
- Discussion on expiring long term debt – there is one expiring next year \$53,800.00
- Discussion on replacing puck boards, rubber matting, stall doors in the washrooms and shot clocks.
- Discussion on signage at the arena for helmets, look for more quotes.
- Discussion on promotion of arena signage
- Discussion on a corporate sponsor for shot clocks
- Discussion on paving – focus on fixing the worse spots, concentrate on sidewalks, storm drains need maintenance.
- Discussion on water utility – these budget items are part of the water rate study.
- Council directed CAO Jones to put together some priorities around some storm drains along with costing.
- An update on the Main Street Renewal was given, it is anticipating to start this project around Labour Day
- The reservoir is complete

Next scheduled Special Town Council Meeting is July 8 at 6:00 pm.

At 9:35 pm, it was moved and seconded to adjourn the Special Town Council Meeting.

Motion Carried

Minutes of the Special Town Council Meeting

Place: Council Chambers

Date: Monday July 8, 2019

Presiding Officer: Mayor Patricia Stewart

Councillors Present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Wendy Sweet-Kontuk, Wade Adshade and Deputy Mayor Rick Draper

A quorum was present throughout the meeting

Staff in attendance: CAO Rachel Jones and Public Works Director Wes Adshade

Public in attendance: Bill Martin, Six Rivers News

1. Call to Order

Mayor Patricia Stewart call the Special Town Council Meeting to order at 6:00 pm

2. Approval of the Agenda

It was moved and seconded to approve the agenda as presented.

Motion Carried

3. Policing Review committee Terms of Reference

After a brief discussion,

It was moved and seconded to amend the Policing Review Committee Terms of Reference by removing the current service provider as part of the review committee.

Motion Carried

4. 2019-20 Draft Operating and Capital Budgets

Based on discussion and direction from Council at the special meeting on June 24, 2019, staff presented two options for the operating budget. The first option utilized half of last year's surplus, in the amount of \$26,690, to offset expenses. This left a deficit of just under \$66,000. The second option utilized the same amount of the surplus plus increasing all tax and sewer rates by 2%. This left a deficit of approximately \$26,500.

Options to balance the budget were discussed around service levels, staffing, programming and tax rate increases. General discussion was held on all matters.

It was moved and seconded that the Council of the Town of Oxford estimates that the sum required for the lawful purposes of the Town for the year 2019/20, after crediting probably revenues from all sources, other than the rates for the year, is the sum of \$2,534,162 and;

Further resolved that the Town Council hereby authorizes the levying and collection of a rate for the current year of \$4.1557 per \$100 on the value of the property assessed in the assessment roll as Commercial property and \$1.6874 per \$100 on the value of the property assessed in the assessment roll as Residential and Resource property, a sewer service charge per the Town's Sewer Charges Bylaw plus 2% increase per connection, these being the rates the Council deems sufficient to raise the sum to defray the expenditures of the Town for the current year and;

Further resolved that the rates and taxes be due and payable September 30, 2019 and;

Further resolved that an interest rate of 1.5% per month, or 18% per annum, compounded, be charged on the 2019/20 final tax bills still outstanding after September 30, 2019, and that interest charges are applied on the first day of each month for outstanding amounts.

Motion Carried

Discussion followed regarding the proposed capital budget. An increase of \$5,000 to paving to accommodate trail work was suggested, specifically more grading on the section from Water Street to the tunnel.

It was moved and seconded that the Council of the Town of Oxford approve the 2019/20 capital budget totalling \$192,450, including capital reserve funding of \$14,000, gas tax reserve funding of \$80,000, long-term debt funding of \$92,000, and other/external grant/contribution funding of \$40,000.

Motion Carried

Further discussion took place regarding the cost of using just road salt versus a salt/sand mixture in the winter, to help alleviate the issues of storm drains being plugged with sand and gravel. The Public Works Director will look at the costs and, whenever possible, implement this approach based on budget availability.

5. Adjournment

It was moved and seconded to adjourn the meeting at 6:40 pm.

Mayor Patricia Stewart

CAO Rachel Jones, Recording Secretary

Minutes of the Special Town Council Meeting

Place: Council Chambers

Date: Monday July 30, 2019

Presiding Officer: Mayor Patricia Stewart

Councillors Present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Wendy Sweet-Kontuk, Wade Adshade and Deputy Mayor Rick Draper

A quorum was present throughout the meeting

Staff in attendance: CAO Rachel Jones

1. Call to Order

Mayor Patricia Stewart call the Special Town Council Meeting to order at 5:55 pm.

It was moved and seconded to go in camera.

Motion Carried

2. In Camera: Contract Negotiation

CAO Jones updated Council on the negotiations held with the CUPE bargaining team earlier that day and reviewed the contents of the proposed collective agreement as they had tentatively been agreed upon between the Town and CUPE.

A rounded discussion took place on the priorities for the Town that were intended to be achieved through this round of bargaining, the larger items being the removal of the sick leave payout and moving to bi-weekly payroll. Both of those items have been achieved with this draft.

Discussion around the wage package continued, giving parameters for the CAO to negotiate with the Union at the follow up meeting the next afternoon. Direction was given to the CAO to present two options, the first being a wage increase of 1, 2, 2, and 2% with a signing bonus of \$500/per full-time employee and \$125/per part-time employee (unionized only) if the Union would move to a four-year term. If only a three-year term was acceptable, the boundaries were 3, 3, and 3% for a three-year term.

It was moved and seconded to move back into regular Council.

Motion Carried

3. Adjournment

It was moved and seconded to adjourn the meeting at 6:40 pm.

Motion Carried

Mayor Patricia Stewart

CAO Rachel Jones, Recording Secretary



REQUEST FOR DECISION
Sick Leave Policy Revision
#011-2019

Date: 28 August 2019	Subject: Sick Leave Policy Revision
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Town Council approve the revisions to the Sick Leave Policy as presented.
Background:	<p>The Town of Oxford recently put in place a policy that provides sick leave to non-unionized employees, in the amount of 14 days per year. This benefit is provided at the beginning of each calendar year. The days that are not used are paid out to each employee at the end of the year, at the employee's current rate of pay. No carry over of the sick leave days is permitted. The purpose is to provide a similar benefit to short-term disability, and to eliminate the payout of sick leave benefits that are unused.</p> <p>With the completion of the Union negotiations for the unionized staff, the sick leave benefits agreed upon within the negotiations was a change from 14 to 18 days per year, with 1.5 days earned per month worked.</p> <p>The proposed revision to the approved Sick Leave Policy would provide equal benefits to both unionized and non-unionized employees.</p>
Benefits:	Most organizations, particularly those with a small staffing level, make every effort to provide equal benefits and treatment of all employees, regardless of their union status. This ensures that all employees feel valued and earn the same benefits for the same work (i.e. full versus part time).
Disadvantages:	None foreseen.
Options:	

Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	
Communication Plan:	Employees have already been given notice of the policy change regarding carry over from year to year. Further communication to non-union staff regarding these changes would be shared immediately for information purposes.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 17 June 2019

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Sick Leave

Number:

Approved by: Council

Effective Date: August 13, 2019

Revision Date: September 2019

Rationale

It is the policy of the Town of Oxford to establish a policy for awarding and use of sick leave benefits.

This policy will not apply to any employee with a current employment contract with the Town or any employee covered under a collective agreement unless the contract or agreement contains a direct reference to this policy.

Policy Statement

1. Any previous policy on this subject matter is hereby fully repealed and replaced.
2. The objectives of this policy are to:
 - a) determine the sick leave benefits of employees
 - b) define how and when sick leave benefits are accumulated and used.
3. Sick leave means the period of time an Employee is absent, with approval, from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician, chiropractor, or dentist, or other licensed health care practitioner, or because of an accident or condition for which compensation is not payable under the Worker's Compensation Act. Sick leave is not available for any absence compensable under Workers Compensation.
4. Employees who are eligible for group insurance benefits shall be entitled to a total benefit of ~~fourteen-eighteen~~ (1418) days paid sick leave per year. This benefit shall be awarded at the beginning of each month at a rate of ~~1.171.5~~ days for every full month an Employee is employed. Employees who work less than the regular seven (7) hours per day due will be granted a prorated portion of ~~1.171.5~~ days sick leave per month based on the percentage of working days and/or hours completed in that month. Employees who do not use the allotted sick leave shall be entitled to carry over remaining sick leave, to a maximum of one hundred twenty (120) days.
5. All eligible permanent seasonal or part time employees will be granted a prorated portion of ~~1.171.5~~ days sick leave per month based on the percentage of working days and/or hours completed in that month.
6. Employees shall not accumulate sick leave while on lay-off. The unused portion of an Employee's sick leave shall accrue for the Employee's future benefits within the maximum as prescribed in section 4.

7. If requested by the Employer, an Employee claiming entitlement to sick leave must produce a medical certificate after three (3) consecutive working days of illness. If such a medical certificate is not produced, the Employee shall have no claim for pay in respect of their absence from work.
8. Employees eligible for sick leave and absent from work for more than fifteen (15) working days shall provide a medical certificate indicating a physician's approval of the return to work and the Employee's ability to carry out their normal employment duties and responsibilities.
9. An Employee with more than one (1) year of continuous service who has exhausted sick leave credits may be allowed an extension of sick leave to a maximum of five (5) working days, with the approval of the CAO. Upon return to duty, the Employee shall repay the extension of sick leave in full at the rate of one day per month.
10. Any Employee who fraudulently applies for and/or obtains sick leave shall be subject to immediate discharge by the Employer.
11. No payment will be made to any employee in settlement of or in payment of any sick leave accumulation or portion thereof.

Certification

I, Rachel L. Jones, Chief Administrative Officer of the Town of Oxford, do hereby certify that the policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 17th day of June, 2019.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this 18th day of June, 2019.

Rachel L. Jones
Chief Administrative Officer



REQUEST FOR DECISION
Cumberland Regional Tourism Strategy
#012-2019

Date: 29 August 2019	Subject: Cumberland Regional Tourism Strategy
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Town Council adopt the Tourism Advisory Committee Terms of Reference, and further that the Cumberland Region Tourism Marketing Committee Memorandum of Understanding be approved as presented.
Background:	<p>The first two priorities in the Cumberland Region Tourism Development Strategy are:</p> <ol style="list-style-type: none"> 1. Collaborative tourism leadership structure 2. Branding and marketing <p>Collaborative Tourism Leadership Structure To achieve this priority, the Cumberland Region Tourism Development Strategy recommends setting up a committee that will oversee the implementation of the Strategy. The primary purpose of this committee will be to provide advice to the Municipality of Cumberland, the Town of Amherst, and the Town of Oxford. To achieve this, we have worked with municipal partners to develop terms of reference for the Tourism Advisory Committee. The proposed Committee will include representatives from all three municipal units, the tourism industry, Tourism Nova Scotia, and other stakeholder groups. Draft terms of reference for the Tourism Advisory Committee is attached that will form the basis of this committee.</p> <p>Branding and Marketing To achieve destination branding and marketing for the Cumberland region, it is recommended the three municipal units form the Cumberland Region Tourism Marketing Committee (CRTM Committee). The primary purpose of this committee will be to develop and undertake a procurement process to hire a branding and marketing agency to achieve the objective of the Committee and act as a steering committee for the project until the objective of the Committee is achieved. The proposed</p>

	<p>Committee will include representatives from all three municipal units, and Tourism Nova Scotia. A draft memorandum of understanding for the Tourism Marketing Committee is attached for your review.</p> <p>The funding allocation shown in the MOU was included in our 2019/20 operating budget, which was approved.</p>
Benefits:	<p>Collaborating with the Town of Amherst and Cumberland County;</p> <p>Regional approach to tourism that promotes the entire region as a destination;</p> <p>Shared costs at a level that is affordable for the Town of Oxford that will realize benefits unachievable as a single initiative.</p>
Disadvantages:	None foreseen.
Options:	
Required Resources:	An appointed member of Council to participate in committee meetings and associated work with that committee; staff resources to assist as required.
Source of Funding:	General Operating Budget within Economic Development.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	Properly branded and marketed, the Cumberland Region has the potential to increase tourism, promote local businesses, and improve the economic growth of various business sectors.
Workplan Implications (now/future):	
Communication Plan:	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: September 2019

MEMORANDUM OF UNDERSTANDING (MOU)

Between

THE MUNICIPALITY OF CUMBERLAND

and

THE TOWN OF AMHERST

and

THE TOWN OF OXFORD

(hereafter collectively referred to as “the municipalities”)

WHEREAS this Memorandum of Understanding (MOU) sets the terms and understanding between the Municipality of Cumberland, the Town of Amherst, and the Town of Oxford regarding collaborating on tourism marketing in the Cumberland region;

WHEREAS the municipalities have enjoyed cooperation in developing a strategy of mutual benefit in relation to regional tourism;

WHEREAS the municipalities agree that continued collaboration will position all parties to fulfill the goal of creating a common tourism brand, marketing strategy, and website for the Cumberland region; and

WHEREAS the municipalities agree as follows:

Background

In May 2018, the municipalities struck a joint committee to develop a strategy that will maximize the value of tourism in the Cumberland region. The Committee generally followed the Guide to Community Tourism Planning in Nova Scotia produced by the Economic Planning Group of Canada in collaboration with the Province of Nova Scotia. The Committee completed the Cumberland Region Tourism Development Strategy in May 2019 with the following vision:

the development To be recognized as a four-season tourism destination through facilitating, enhancement, preservation and collective marketing of our natural, historic and cultural assets, leading to an improved economy and quality of life.

To achieve the vision, the Strategy outlines an overarching goal “...to increase the visitor’s length of stay in the region ... to 8.3 days ... [resulting] in an additional \$27 million in revenues entering the local economy.” The Strategy outlines five objectives to achieve the vision and goal, and it includes a detailed action plan. The first step outlined in the action plan is for the municipalities to jointly develop a tourism brand, marketing plan, and website for the Cumberland region.

Purpose and Methodology

The Purpose of this MOU is to achieve destination branding and marketing for the Cumberland region by developing a common brand for tourism, a tourism marketing strategy, and a tourism website for the Cumberland region. The brand, strategy and website are to be developed by a consultant to be contracted by the Municipality of Cumberland.

The selection process for the consultant will be in the form of a Request for Proposals to be developed by the committee established below. The committee will also guide the work of the consultant. Any decisions that would affect the budget for the project, as set out below, must be referred back to the three municipal Councils for approval before the contract with the consultant is amended. The costs of the project will be shared by the municipalities as set out below.

Cumberland Regional Tourism (CRTM) Committee

To achieve the purpose set out above, the municipalities will jointly form the Cumberland Region Tourism Marketing Committee (CRTM Committee). This committee will consist of:

- Three (3) elected officials representing the Municipality of Cumberland, appointed by the Municipality of Cumberland Council;
- Two (2) elected officials representing the Town of Amherst, appointed by the Town of Amherst Council;
- One (1) elected official representing the Town of Oxford, appointed by the Town of Oxford Council;
- One (1) staff person representing the Municipality of Cumberland, appointed by the Municipality of Cumberland CAO;
- One (1) staff person representing the Town of Amherst, appointed by the Town of Amherst CAO; and
- One representative from Tourism Nova Scotia

The activities of the CRTM Committee will include:

- to identify and secure funding to achieve the objective of the Committee;
- to develop and undertake a Request for Proposals process to hire a branding and marketing agency to achieve the purpose of this MOU; and
- to act as a steering committee for the project until the purpose of the MOU is achieved.

The Municipality of Cumberland will act as the project lead and will be the party that enters into a contract with the branding and marketing agency selected. Primary project management functions (i.e. contact for consultants, processing invoices, confirming deliverables are met, etc.) will be completed by the Municipality of Cumberland's staff appointee.

Reporting

The CRTM committee will report to the Councils of all three of the municipalities.

Communications

All public communications to be issued related to the work of the CRTM Committee must be approved by the CAO of each of the municipalities, or their designate, prior to release.

Funding

Any expenses incurred by the CRTM Committee related to staff time, travel, telephone, meals, etc. shall be paid by the committee member’s respective municipality.

It is estimated that it will cost \$175 000 to achieve the purpose of this MOU. The table below outlines the cost sharing model for the project. The municipalities’ respective shares are based on population numbers (2016 Census numbers).

	Cost Share	Total Project	Year 1 – 75%	Year 2 – 25%
Municipality of Cumberland	34.73%	\$60 783	\$45 587	\$15 196
Town of Amherst	16.85%	\$29 489	\$22 117	\$7 327
Town of Oxford	2.13%	\$3 728	\$2 796	\$932
ACOA	46.29%	\$81,000	\$60 750	\$20 250
Total	100%	\$175, 000	\$131 250	\$43 705

Duration

The initial term of the MOU shall be from [DATE SIGNED] to **March 31, 2021**. Thereafter, the MOU can only be extended by a further written agreement between the municipalities.

**Signed Sealed and Delivered
in the presence of:**

) **Municipality of the County of Cumberland:**
) **Per:**
)
)
)
)
) _____
) Allison Gillis, Warden Date
) Municipality of the County of Cumberland
)
)
)
) _____
) Rennie Bugley, CAO Date
) Municipality of the County of Cumberland
)
)
) **Town of Amherst**
) **Per:**
)
)
)
) _____
) David Kogan, Mayor Date
) Town of Amherst
)
)
) _____
) Greg Herrett, CAO Date
) Town of Amherst
)

Cumberland Region
Tourism Advisory Committee
Terms of Reference

Overview

The Cumberland Region Tourism Advisory Committee's primary purpose and role is to provide advice to the municipalities of Cumberland, Amherst and Oxford regarding the development of the tourism sector in the Cumberland Region.

Term

The Committee's initial mandate is for a three year term. At the end of the three years, the Committee will review the terms of reference and make recommendations to the three municipalities regarding the Committee's continuing role.

Mandate

The Municipal Councils of Cumberland, Amherst and Oxford have each approved the following mandate for the Committee.

- To provide advice and recommendations to the Municipal Councils of Cumberland, Amherst, and Oxford that will advance the regions progress towards its tourism vision and the implementation of the 2019-2022 Cumberland Region Tourism Development Strategy.
- To act as tourism ambassadors and assist staff in educating, reaching out, and informing other tourism partners and visitors;
- To serve as a stakeholder resource for staff to gain insight and advice from a tourism business perspective;

- To help build positive relationships between the regions municipalities and all tourism stakeholders;
- To enhance communication within the tourism sector;
- To assist in the promotion and communication of the Cumberland region tourism brand.
- To address issues related to tourism “weaknesses” as identified in the 2019-2022 Cumberland Region Tourism Development Strategy;
- To identify emerging tourism conditions/trends/niche markets that will assist in implementation of the strategy.

Committee Composition

The membership of the Tourism Advisory Committee will be as follows:

Voting:

- 3 Council members from the Municipality of Cumberland.
- 2 Council members from the Town of Amherst
- 1 Council member from the Town of Oxford
- 1 representative from the Nova Scotia Indigenous Tourism Enterprise Network (NSITEN)
- 1 member representing Federation Acadienne de la Nouvelle Ecosse (FANE)
- 1 member representing African Nova Scotian Cultural Tourism Network
- 1 representative from Communities in Bloom
- 1 member to represent the registered trails organizations active in Cumberland
- 7 tourism industry representatives

Non-Voting:

- 1 staff member from each municipality
- 1 representative from Tourism Nova Scotia (TNS)

The Municipality of Cumberland will provide a recording secretary. Other staff members from each municipal unit may be asked to attend meetings to assist the Committee as required.

Delegated Authority

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

Committee Member Selection Process

Tourism Advisory Committee members will be selected as follows:

- Municipal Councils will each select their own representatives.
- Staff members will be appointed by the CAO of each municipality.
- Applications for industry representatives will be solicited using radio, newspaper, and municipal websites. Interested citizens will be invited to submit a letter of interest and experience. The staff and Council members appointed to the Committee will review the applications and select 7 industry representatives.
- Nova Scotia Indigenous Tourism Enterprise Network, Federation Acadienne de la Nouvelle Ecosse, African Nova Scotian Cultural Tourism Network, and Tourism Nova Scotia will each be asked to appoint a representative.

- The registered trails societies and associations in the region will be requested to jointly nominate one representative.
- The registered Communities in Bloom societies will be requested to jointly nominate one representative.

Functioning of the Committee

The Committee will elect a Chair and Vice Chair from amongst its voting members.

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

Sub-Committees

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

Tourism Development Officer

The Tourism Development Officer for the Municipality of Cumberland will be the primary staff resource for the project and will tend to the following:

- Coordination of meetings and workshops.
- Preparation for meetings which will include; creating agendas, conducting research, and gathering information in order to prepare reports for the Committee and for the Councils.

- Preparation of semi-annual reports to the three Municipal Councils.
- Management of documents.
- Communications.
- Arranging for meeting space and all necessary materials.
- Arranging for special presentations and guest speakers.

Budget and Resources Remuneration

Steering committee members serve as volunteers and shall serve without remuneration.

Location of the Meetings

The Committee meetings will normally be held at the Municipality of Cumberland office in Upper Nappan; however, there may be meetings at other locations.

Frequency of Meetings

It is expected the Committee will schedule regular bi-monthly meetings, or meet at the call of the Chair.

Meetings will normally be held during normal business hours, however special workshops and meetings may be held on weekends or evenings.

Absenteeism

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



**REQUEST FOR DECISION
Council Remuneration Policy
#013-2019**

Date: 13 September 2019	Subject: Council Remuneration Policy
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Town Council approve the Council Remuneration Policy as presented.
Background:	<p>Further to discussion at the September 3, 2019 Committee of the Whole meeting regarding the issue of additional remuneration for the Deputy Mayor position while filling in for the absence of the Mayor, staff have drafted a policy outlining the process for an Acting Mayor's compensation.</p> <p>Many municipal units have different compensation levels identified for Mayor, Deputy Mayor, and Councillor. Reviews are often completed during the year prior to a municipal election so as to implement a compensation policy for the incoming Council.</p>
Benefits:	Provides clarity around compensation prior to any further need to have a Deputy Mayor or designated Councillor act for the Mayor for any length of time. There are more time and responsibility requirements of a Mayor and appropriate compensation is part of the role.
Disadvantages:	Budget amounts may be difficult to anticipate; therefore, a small overage should be included into the Council Remuneration budget line in subsequent fiscal years if the policy is approved.
Options:	<ol style="list-style-type: none"> 1. Approve the increase in the Deputy Mayor's compensation during Acting Mayor time periods; 2. Implement a regular increase in the Deputy Mayor's compensation that would compensate overall the additional duties of a Deputy Mayor. 3. Make changes to Council compensation effective with the new Council following the municipal election in 2020.

Required Resources:	
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	
Communication Plan:	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 17 September 2019

TOWN OF OXFORD
GENERAL ADMINISTRATION

Subject: Council Remuneration Policy

Number:

Approved by: Council

Effective Date: September 17, 2019

Revision Date:

Minutes reference date:

PURPOSE:

In accordance with Section 23(1)(d), (2), and (3) of the Municipal Government Act, being Chapter 18 of the Revised Statutes of Nova Scotia, 1998, the Municipal Council for the Town of Oxford hereby enacts a policy with respect to Council Remuneration. It is also the intent to clearly outline any increases for members of Council in an open and transparent manner through a policy statement, and Expenses as follows:

Formatted: Indent: Left: 0.06 cm

REMUNERATION

1. (a) Commencing on January 1, ~~2010-2019~~ elected officials shall be compensated for their services to the Town at the following annual rates:
Mayor: \$9,000.00
Councillors: \$4,200

(b) Commencing on April 1, ~~2010-2020~~ the compensation for elected municipal officials shall be increased annually by the Consumer Price Index as determined by Human Resources Development Canada with respect to the Canada Pension Plan.

(c) Council may, at its sole discretion, not increase the compensation as provided for in 1(b) above.

2. ~~The Deputy Mayor or Councillor shall be paid at 100% of the Mayor's compensation level when acting as Mayor for any time period exceeding two weeks. For clarity, should a temporary leave extend past the two-week period, the additional compensation shall be for the entire time the Deputy Mayor or Councillor has been in the acting Mayor's position. One third of the annual remuneration shall be considered an allowance for expenses incidental to the discharge of the duties of such persons as elected officers of the Municipality.~~

3. ~~(a) Elected officials missing more than three Council or committee meetings in a year shall be subject to a deduction of \$75.00 for each meeting missed.~~

~~(b)~~ An elected official shall not be considered to be absent from a meeting under any of the following circumstances:

- ~~he/she is~~ attending another Committee/Commission/Board meeting, or conference/seminar which is being held simultaneously;
- ~~illness; and/or~~
- ~~medical appointments,~~ or medical leave of the Councillor;

Formatted: Indent: Left: 0 cm, Hanging: 1.27 cm

Formatted: Indent: Hanging: 1.27 cm

- ~~7. Hotel accommodation expenses for elected officials attending meetings, seminars and conferences held outside of Oxford shall be the responsibility of the Town of Oxford, and whenever possible, billed directly to the Town of Oxford.~~
- ~~8. With the exception of the Mayor, Councilors shall be permitted to attend a maximum of 4 seminars and/or conferences of his/her choice in the Atlantic region during any fiscal year. For the purposes of this policy, the U.N.S.M. Conference shall not apply.~~
- ~~9. The Mayor shall be permitted to use his/her discretion with respect to the number of seminars and/or conferences attended on behalf of the Municipality.~~
- ~~10. (a) Notwithstanding sections 11 or 12 of this policy, requests to attend any conferences and/or seminars outside of the Atlantic region shall be considered on an individual basis by the Finance Committee of Council who shall make recommendations to Council with respect to attendance.

(b) Where an elected official fails to attend a conference &/or seminar for which the Town of Oxford has paid registration fees &/or hotel deposits/guarantees (for reasons other than those listed in section 3(b) of this policy), and penalties are incurred for all or a portion of those costs, the elected official will be financially responsible for those penalties &/or guarantees.~~
- ~~11. Travel expenses shall be reimbursed at the provincial rate per kilometer. Tolls and parking are eligible expenses. Travel expenses outside the region shall be paid at the rate of economy air fare from the nearest airport to the airport nearest the conference location.~~
- ~~12. Notwithstanding the aforementioned sections of this policy, the Mayor and the CAO of the Town shall be permitted to incur those expenses deemed by the Mayor and the CAO to be in the best interest of the Town of Oxford, provided however that said expenses do not exceed the amount prescribed by Council in any given fiscal period for public relations.~~
- ~~13. All former policies heretofore enacted with respect to Council remuneration and expenses are hereby repealed.~~

September 11, 2019

Cliffs of Fundy Geopark Society
c/o Don Fletcher, Chairperson
1338 Route 209
RR # 3
Parrsboro, NS B0M 1S0

Dear Mr. Fletcher:

The Council of the town of _____ is happy to write a letter of support for the Cliffs of Fundy Aspiring Geopark in their efforts to become the first UNESCO Global Geopark in Nova Scotia.

Obtaining this prestigious designation will increase the awareness and visitation of the Cumberland Region.

We wish you all the very best.

Sincerely,

Recreation Department Report

September 2019

It was a very busy summer with different programming happening every day. Throughout the summer we offered Soccer, T-ball, Tennis, and Friday Afternoon Activities;

- Soccer program had three groups between the ages of 3-10 years and had a total of 52 kids registered between all of the groups, soccer was held on Tuesdays and Thursdays from 6:00-8:00 PM. This year we had no volunteer coaches, so coaching duties were split between summer staff and me.
- T-ball program was for kids aged 4-6 years and was held on Mondays and Wednesdays from 10:00-11:30 AM. This year we had 13 kids registered for the program and an average of 8-10 kids each day.
- Tennis program had six participants registered this year, this was the most we have had registered for the past few years. Tennis was held on Tuesdays and Thursdays from 10:00-11:30 AM.
- Each Friday afternoon summer staff planned a different activity for youth to participate in. Activities ranged from Water Day, Sport Day, Arts & Crafts, Movies, Trail Hikes, etc.

Wild Blueberry Harvest Festival was from August 14th-31st and which had different events happening in town during the festival. Events included: Blueberry Lunch, Fashion Show, Jam Tasting, Mural Unveiling, Car Wash + BBQ, Teddy Bear Picnic, Trail Hike, and much more offered to the public. A huge thank you to everyone who helped with all these events.

I have applied for some funding over the summer for various projects. I have applied to the Dept of Communities, Culture & Heritage for funding for rubberized mats for our arena. I have applied to Sport NS for new nets and net pegs at the rink. I have also put an application into Communities, Culture & Heritage for a few different projects, including grading a section of our trail, Walk the Block signs for our downtown area, interpretive signage for our trails, and interpretive signage for the walking track at the school to educate users on distances they have walked.

Our annual Terry Fox Run will be on Sunday September 15th at 2:00 PM at Heritage Square. Participants are more than welcome to walk, run, or wheel the route and no donation is too small. There will be snacks and drinks available to participants.

I have begun to send letters to various business in town and throughout the county inviting them to advertise at the arena. A sponsorship package has been developed to offer a few different ways for businesses to advertise. Approximately 80 letters have been sent with a response already from three who will be purchasing advertising space. I am also looking to have center ice painted this year to advertise The Town of Oxford and the Wild Blueberry Capitol of Canada.

At the end of June, we had a stakeholder consultation at the Fire Hall for our new Recreation and Physical Activity Strategic Plan. This was a very productive day and lots of ideas were brought forward and discussed. From that consultation we began to develop the framework for the strategy.

To celebrate National Coaches week the Recreation Directors within the county including myself have planned a coaching clinic on September 24th at 6:30 in Springhill. This coaching clinic is titled “Anxiety Reduction Techniques” and is free for anyone wishing to attend.

I have been invited to the OREC Open House from 5:00-7:00 on September 25th to set up a table to advertise the Town and the Recreation Department and will have Fun Hockey registrations available at that time.



Public Works Monthly Report June, July & August 2019

June 2019

- Water Breaks
 - ❖ New Hansford Road
 - ❖ 16 Sandy Lane, June 10
 - ❖ 2 @ 6667 Little River Road, June 18
 - ❖ 28 Duke Street, June 26
- Crosswalks complete
- Pugwash Road Reservoir:
 - ❖ June 5 cleaned by Greatario.
 - ❖ June 30 back in service
- Hanging baskets and banners installed

July 2019

- Water Breaks
 - ❖ 70 Waverly Street (Arena): replaced valve for shutting the water of at the rink & repair the leak under the floor
 - ❖ 59 Duke Street, July 10
 - ❖ 135 Foundry Street, July 16
 - ❖ 77 Birchwood Road, July 17
 - ❖ Station Street, July 18
 - ❖ 174 Foundry Street, July 25
 - ❖ 329 Foundry Street, July 26
 - ❖ 78 Duke Street, July 30
- Repaired Water line 49 Ellis Street
- Installed a hydrant & valve at the end of the old reservoir road
- Installed an air conditioner at the Medical Center
- Installed a new switchover valve & rebuilt the Regulator at the Chlorine Building
- Installed a culvert at 587 Sunset Ave

August 2019

- Water Breaks
 - ❖ Arena, August 8
 - ❖ 647 Sunset Ave Aug 9
 - ❖ 48 Duke St August 13
 - ❖ 168 Water St August 13
 - ❖ 6 Sandy Lane August 14
- Asphalt patching
- Put a gravel pad at Well # 2 for a building for the Generator which we will be starting next month
- Installed a culvert at 129 Birchwood Rd
- Clean up around the Arena for Exhibition
- Fixed hole in the floor at the arena due to a water break under the floor

Water Utility Rate Study complete with the NSUARB public hearing completed on August 13th. Waiting for final decision from the NSUARB.

Responded to Auditor's request for information clarification during annual audit.

Main Street Watermain Tender expected to be released first week of September, with work to be completed by mid-October.

Paving tender for capital road work awarded to Costin Paving through a public tender process, per the approved capital budget. Work to be completed by September 30, 2019. Affected streets and approximate measurements are:

- Thompson Road: 400 feet long x 16 feet wide
- Horton Street: 400 feet x 16 feet
- Crescent Drive: 500 feet x 19 feet
- New Hansford Road: 300 feet x 16 feet

Respectfully submitted,

Wes Adshade
Public Works Supervisor

Board Initiatives Report – June 2019

NSFM Vision: Effective local government and strong, sustainable communities

NSFM Mission: To enable effective local government for Nova Scotia's communities by facilitating strategic advocacy, education and collaboration

Initiatives

1. CAP

Since February 2019 NSFM has led a steering committee with AMA and PVSC representation to strategically work towards a solution to the CAP issue. We have met with the Minister of Municipal Affairs and his staff on several occasions and have met with many key stakeholders. We have held meetings with policy staffers at the PC and NDP caucus offices, have given a presentation to the NDP caucus, and are preparing to meet with the Liberal, and PC caucuses. We are feeling positive vibes from the province but also know we are operating under a tight timeline. As meetings are planned for the days leading up to the board meeting, a more thorough update will be provided at the meeting.

2. EPR

At the Provincial/Municipal roundtable meeting on the 30th of October the Province asked NSFM to consult Nova Scotian businesses on the EPR proposal being developed in collaboration with the Solid Waste Chairs. NSFM and municipal solid waste staff throughout Nova Scotia received responses for a month and a half, with the consultation period ending on March 15th, 2019. The results of the consultation were collated and added to the EPR proposal produced by the Solid Waste Management Regional Chairs Committee Priorities Working Group. The Priorities Working Group met several times between March and May to develop drafts of the proposal, with the final EPR proposal being presented to the Regional Chairs on May 16th, 2019, where it was approved for submission to Nova Scotia Environment. After some additional finishing touches, the 88-page proposal was delivered to Minister Wilson on June 5th, 2019. The proposal was also sent to all NSFM members, and a CBC story by Michael Gorman covered the release. A spokesperson for the Minister of Environment has stated that the Minister will hold off on making any statements about the EPR proposal until the long-awaited efficiency study, another project of the Solid Waste Management Regional Chairs Working Group, is complete and submitted. NSFM staff expect this report to be complete and submitted by Regional Chairs in July 2019. Updates will follow as they are made available.

3. Roads

At the November conference it was hoped that a new funding agreement for roads would be in place by June 2019. A committee was struck to address this resolution, and a joint municipal-provincial roads committee is now underway. The committee has now finalized its work plan, and tasks have been assigned to committee members, with some work starting to trickle in. More updates will be provided on this as they become available. and any proposals or ideas regarding agreements will be circulated for comment well in advance of any substantive discussion on the topic.

4. Accessibility

Accessibility is one of the most significant issues facing municipalities. In the 2019 budget the Province allotted \$1M for accessibility related issues, and in our press release that followed, we noted that municipalities are looking for a substantially greater amount of financial assistance to help us become compliant with the Provincial accessibility legislation. Municipalities are being asked to ensure their communities are accessible by 2030.

5. NSFMs' Contract to Support the Administration of the Gas Tax Fund

NSFM recently met with staff at DMA as part of our monthly scheduled meetings to discuss our work to support the administration of the Gas Tax Fund (GTF) in Nova Scotia. DMA staff reported that a signed contract for the work to be delivered in 2019-20 is forthcoming (there is a delay in getting the contract to NSFMs due to the recent cabinet shuffle). For the services NSFMs proposes to provide to support municipalities in meeting the requirements of the GTF, including federal communications and asset management requirements, NSFMs is requesting \$125,000 for the 2019-20 fiscal.

6. Asset Management

NSFM continues to support municipalities with asset management planning, as a requirement of the 2014-24 Gas Tax Fund Agreement. On March 31, NSFMs staff delivered a brief presentation at FCM's Annual Conference in Quebec City on the paper developed for its workshops to integrate climate considerations into asset management planning.

MINUTES

June 6, 2019

Cumberland Municipal Alcohol Project Committee Meeting – ARHS - 11:30-12:30

Present: Dave Clark, Angela Downey, Tom Woods, Colleen Dowe & Sophie Melanson

Absent: Jason Blanch, Don Fletcher, Dr. Ryan Sommers, Michelle Harrison, Bill Schurman, & Janine Black

1) Check-in & Review of the agenda

2) Interesting documents & an offer

a) See e-mail for links to the articles.

b) **Dan Steeves:** has offered that someone from his group would be willing and able to come and present on the article he and others published earlier this month.

3) **Reviewed Terms of Reference:** with more inclusion of determinants of health principles (see attached in the e-mail)

4) **Observations since cannabis legalization:** Tom says that although observation is showing no important increase in use (in public), the amount of illegal activity has significantly increased since legalization.

5) Other

a) **Article referencing MAP (Colleen):** Way to go Colleen! Great article.

b) **Regulatory breathalyzer Stops:** Now approved and implemented, so long as clear directives/protocol is previously written and followed

c) Leaving our committee

i) **Travis Dow:** Travis has decided to step back from the committee due to time limitations, but would like to thank the group for its work and looks forward to seeing future collaborations/work.

ii) **Bill Schurman:** Will soon be retiring, and so will regretfully also leave his position on the committee (conversation: Jason MacDonald or Rebecca Taylor)

ACTION: Sophie follow-up with Bill to ask how to proceed with the Town for a replacement.

iii) **Angela Downey:** Will also be leaving to take a new position in the HRM area. Her new replacement (Sarah) will be on a gradual return to work after being off for a period of time and moving in the area.

ACTION: Angela will follow-up with her department to see if someone would like to participate in her absence and help Sarah step into the roll once she's started.

d) Interest in getting NARCAN training

ACTION: Tom to check with his contacts to see if there'd be anyone to come help with a training time

Next meetings: July 4th, 10-11:30am (We plan on using the Summer meetings to do more planning to be able to begin in September with momentum).

Committee:	Cumberland Municipal Alcohol Project (MAP)
Terms of Reference June, 2019	

Chairs: Sophie Melanson & Janine DeWitt

Membership:

Town of Oxford

Dave Clark, Councilor

Town of Amherst

Jason Blanch, Councilor

Bill Schurman, Recreation Director & Community Health Board Chair

Municipality of Cumberland

Don Fletcher, Councilor

Public Health

Janine Black, Health Promoter

Justice

Michelle Harrison, Police School Resource Liaison Amherst Police

Tom Wood, Police Crime Prevention Amherst Police

Angela Downey, RCMP Community Officer

Nova Scotia Health Authority

Sophie Melanson, Health Promoter Mental Health & Addictions

Colleen Dowe, Community Health Board Coordinator

Other potential stakeholders:

- Allison Lair, Homelessness initiative
- Jennifer Furlong, Cumberland Restorative Justice Society
- Connie Fisher, Nova Scotia Community College

VISION: *A Cumberland County where health prioritizing policies help create an environment where citizens, local services and businesses can thrive.*

Mandate

- 1) Work within the determinants of health frameworks to meaningfully impacts social and economic factors influencing health and wellbeing.
- 2) De-normalize the pervasive culture of alcohol (and other drugs) through working with community partners.
 - + Insure that cannabis does not follow-suit
- 3) Help provide guidance/assistance on advocacy efforts when necessary, to ultimately...
- 4) Lessen the burden of alcohol harms for our families, communities & province
 - + Similarly, better understand the (health, social & economic) impacts of cannabis

MAP Areas of Priorities for Policy/Advocacy (according to the most effective actions to reduce alcohol-related community harms)

- A. Stay attuned to opportunities to **positively affect determinants of health** in the context of policies, advocacy and special projects.
- B. Limit alcohol & cannabis **marketing, advertising and sponsorship** (especially where children are present)
- C. Help create **enjoyable and safe neighborhoods** by:
 - a. Supporting proper **zoning and land use** planning (Municipal Planning Strategy and Land Use By-law)
 - b. Engaging with our **enforcement** agencies to better understand and support their efforts.
 - c. Establishing **meaningful partnerships** with key stakeholders in the community
- D. Provide municipal units with necessary supports to:
 - a. Minimize municipal **risk and liability**
 - b. **Provide assistance as it relates to** healthy municipal policies relating to **municipally owned or managed properties, facilities and special events.**
 - c. **Erect workplace alcohol/substance use policies** for elected officials and staff to promote health.

Our actions/activities are meant to:

- **Improve:** living conditions and the environment in which Cumberland residents live, work and play.
- **Inform:** Communicate pertinent information in a timely fashion (both ways)
- **Build readiness:** Provide contextual papers and opportunity to discuss to help increase awareness and build the confidence of our community champions/Advocates
- **Advocacy:** Encourage others and take action ourselves when appropriate
- **Celebrate:** Help celebrate positive action and harm-reduction efforts in our communities

Frequency of meetings: monthly or as deemed necessary

Communication/Minutes

A member will a) prepare agendas prior to each meeting & Circulate, b) take minutes and c) circulate to members shortly following the meeting whenever possible.

Decision Making

This MAP Working Group will make decisions within its mandate using a consensus-based model of decision making (according to Robert's Rule). Consensus is not understood to mean unanimity but rather that a majority (in our case, 75%) of members are in favor of a particular decision in relation to which other members who may not be in favor nevertheless agree to support the decision/direction in good conscience. However, members are free to decide to retract their signature on any document they do not agree with.

Letter Writing

In committee (or via e-mail when time is of essence), whenever the decision is made to write a letter (by a 75% majority), the following steps will be taken:

- a) The essence of the message will be clarified to the drafter (ex: position statement, structure, key points)
- b) A volunteer (or two) will draft a letter.
- c) The draft will be sent to Dr Sommers for review/changes/signature.
- d) The final copy will be sent back to the drafter by Dr. Sommers for final approval (formality) before being sent off by Dr. Sommers.
- e) The approved copy will be shared with the whole committee & filed with minutes/agendas.

MINUTES

September 5, 2019

Cumberland Municipal Alcohol Project Committee Meeting – 2:30-4pm

Present: Dave Clark, Don Fletcher, Tom Woods, Colleen Dowe, & Sophie Melanson

Regrets: Jason Blanch, Janine Black, Michelle Harrison & Dr. Ryan Sommers,

1) Review of the agenda & Check-in

2) Vacancies in our group & Strategically reaching out to potential partners

a) Someone from the Town of Amherst

ACTION: Sophie & Janine to set a meeting with Mayor Kogon to discuss which staff might be best to invite

b) RCMP Community Outreach Officer

ACTION: Sophie to reach out to Sarah Pennoyer to introduce ourselves and invite her to our next meeting.

c) Liquor Inspector: TBD

ACTION: Tom to let us know as soon as they have someone to replace Ron Downey

3) Updates on potential Municipal Alcohol Symposium

a) **Overarching goals of the event:** 1) Have conversations with community members about alcohol-related harms in communities 2) Brainstorm collectively with citizens, local businesses, community organizations and health and justice agencies, to set goals relating to harm reduction practices (including policy & bylaw options)

b) Agenda/Objectives:

- a) Building the case for further work on alcohol harms (research & data)
- b) Present some examples of what that has and might look like (speakers)
- c) Small group discussions to identify areas of common interest and potential action (café-style)

c) **Potential dates:** Nov 20th or 21st

d) **Potential venue:** The Peg in Masstown but might be too small

ACTION: Sophie to come up with a contingency plan (to allow for more participants)

e) Speakers

- a) Ryan Sommers: Alcohol-related health harms (any local info would be appreciated)
- b) Chief MacNeil: Alcohol-related community harms (any local info would be appreciated)
- c) Panel discussion: Tom Wood (Bar Suspension Program), someone from the Pictou Lobster Carnival, potentially someone from a smaller local, etc.

ACTION: Sophie to look into Colchester to see if any harm reduction initiatives/projects stand out.

- f) **Review invitation list** - Add: Autumn House, Family Resource Centers, Schools, all Chamber of Commerce chapters, etc.

ACTION: Sophie to send out a revised list of invitations, ISBAR, and Save the Date ASAP.

4) Other

- a) Interest in finding out more about how Parrsboro's alcohol-free events fare in harm-type stats. Might be something RCMP Sarah Pennoyer can help us with.

ACTION: Sophie to send Don Fletcher request via e-mail.

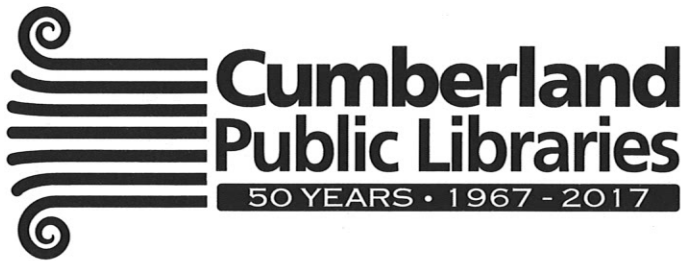
- b) Interest in making online-communication items an ongoing item on our MAP agendas

- c) Sept 12th: CHB Community Health Plan launch (opportunity to develop a 1-pager with some MAP messaging)

ACTION: Sophie to prepare 1-pager and send to Colleen ASAP

- d) Amherst Police Chief Pike is off and has had Tim Hunter step in as acting chief.
- e) Vaping has been in the news a little more lately. So let's keep an eye out for this.

5) Next meeting: October 3rd , 10am



PO Box 220,
21 Acadia St., 2nd Floor
Amherst, Nova Scotia
B4H 3Z2
information@cumberlandpubliclibraries.ca

July 22, 2019

Town of Oxford
P.O. Box 338
Oxford, NS
B0M 1P0

Enclosed is the Cumberland Public Libraries' annual report for the past fiscal year as well as the audited financial statement.

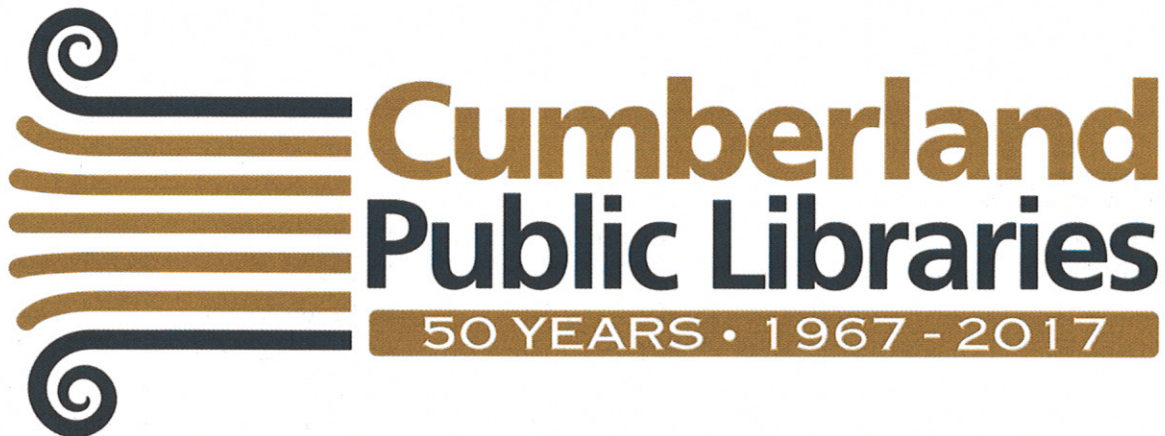
As you will see from the report, it has been a busy year for the library. Some of the highlights include:

- 24% of resident in Cumberland County have an active library card, which is a card that they have used within the last 3 years.
- There were over 109,000 visits to CPL's 7 libraries last year.
- Over 111,000 items were borrowed from our libraries last year, which includes books, magazines, movies, radon meters, sporting equipment, and more.
- Almost 11,000 people attended the library's programs for children and adults.
- The 38 free computers that we offer throughout the county were in use for over 24,000 hours.
- During our Summer Reading Club children and teens read for more than 2,400 hours.

The Library Board and staff have been working diligently to make the library a vital part of the communities we serve. With the help of increased funding from the municipal units the public library can make an even greater impact on the lives in our community.

Sincerely,


Denise Corey
Chief Librarian



Cumberland Public Libraries Annual Report April 2018- March 2019

Cumberland Public Libraries comprises seven libraries, a Borrow by Mail service, and a headquarters office. The seven libraries are located in Advocate Harbour, Amherst, Oxford, Parrsboro, Pugwash, River Hebert, and Springhill.

Cumberland Public Libraries is managed and operated by the Cumberland Regional Library Board, a body corporate pursuant to the Libraries Act of Nova Scotia, and made up of representatives from across Cumberland County and the Province of Nova Scotia.

Letter from the Chair

I'm very excited to continue as the Chair of the Cumberland Regional Library Board. Libraries are an institution that I have always felt an affinity towards, as a place to read, to learn, to meet others, and to find something new.

Nova Scotia's public libraries are in another funding review for which we should know the results by the end of the year. It is my sincere hope that the provincial and municipal governments will come together and fund libraries in a way that will make them sustainable and innovative for years to come.

I would like to thank my fellow board members for their continued passion for and active promotion of the Cumberland Public Libraries. I would like to thank our Chief Librarian, Denise Corey, for being a passionate advocate for libraries and a wonderful person to work with. And on behalf of the entire Cumberland Regional Library Board, I want to extend my heartfelt gratitude to all members of staff for going the extra mile to make a difference in the lives of others.

Finally, we all owe a great deal of thanks to the citizens of Cumberland County. We will continue to work hard for them and for their public library.

**Dale Fawthrop,
Board Chair**

Our Locations

Advocate Library	902-392-2214	93 Mills Road
Four Fathers Library (Amherst)	902-667-2549	21 Acadia Street
Oxford Library	902-447-2440	22 Water Street
Parrsboro Library	902-254-2046	91 Queen Street
Pugwash Library	902-243-3331	10222 Durham Street
River Hebert Library	902-251-2324	2730 Barronsfield Road
Springhill Miners Memorial Library	902-597-2211	85 Main Street

Our Team

Headquarters and Amherst Branch Staff:

Chief Librarian	Denise Corey
Deputy Chief Librarian	Chantelle Taylor
Youth Services Librarian	Fiona Watson
Systems Manager	Steve Weatherbee
Secretary/Bookkeeper	Kristy Brown
Library Assistant	Adam Davies
Library Assistant (contract pos.)	Julie Allison-Savage
Interlibrary Loans Coordinator	Vanessa Sawatzky
Library Clerk	Dianna Lawless
Library Clerk	Lisa Strathearn
Borrow by Mail Clerk	Peggy Sperry
Library Page	Peggy Sperry
Shelver	Dianna Lawless
Branch Delivery Driver	Glen Weatherbee
Casual Substitute	Henri Etta Stevens
Summer Student	Lauren Skabar
Summer Student	Patricia Deane
Summer Student	Emma Brine
Community Technology Intern	Greg Belliveau-Perry

Branch Staff:

Advocate	Terry Gulliver
Oxford	Megan McNutt
	Helen Cole
Parrsboro	Eden Bard
	Amber Allard

Pugwash

River Hebert
Springhill

Cindy Walker
Mary Hartling
Archan Knotz
Rosemary Ulch
Cathy Canning
Allison Watson

Library Board

Mr. Dale Fawthrop, Chair

Councillor Marlon Chase, Vice-Chair

Councillor Wayne MacKenzie, Treasurer

Ms. Joan Beswick

Ms. Edwina Buckland

Councillor Brenton Colbourne

Mr. Sandy Graham

Councillor Daniel Rector

Ms. Jane Wood (until November 2018)

Ms. Amanda-Leigh MacLeod (starting February 2019)

Province of Nova Scotia

Municipality of the County of Cumberland

Town of Amherst

Town of Amherst, citizen representative

Municipality of the County of Cumberland, citizen rep.

Town of Oxford

Municipality of the County of Cumberland, citizen rep.

Municipality of the County of Cumberland

Province of Nova Scotia

Province of Nova Scotia

Our Message

Libraries measure use by how many books are checked out, how many people come through the door, and how many people come to programs, by all these measures the Cumberland Public Libraries are performing well despite the shrinking population in Cumberland County.

A few highlights from the past year include:

April

On April 12th, a public meeting to discuss the future of CPL was held at the Four Fathers Library in Amherst. 37 concerned citizens showed up to give support to the library and express their concerns about library funding in the province.

Thanks to Bill Fairbanks and the Cumberland Barristers' Society, we were once again able to offer a free session on Wills and Estate planning, this time at the Springhill Library.

May

The 2018 Hackmatack Children's Choice Award tour featured Deborah Toogood, author of *Chasing the Phantom Ship*. She visited Amherst, Parrsboro, and Springhill libraries and 232 children in grades 4-6 had the opportunity to hear her talk about her book and answer questions about writing.

Summer students were hired with funding from Student Career Skills Development Program through the Nova Scotia Department of Labour and Advanced Education, Young Canada Works in Heritage Institutions, and @NS.

June

Over the summer, 249 children aged 3-12 signed up for the TD Summer Reading Club. The theme for 2018 was "Feed Your Passions!" Kids read for 1,584 hours. In total, 1,273 children and caregivers attended programs at our 7 branches, which included Unicorns Unite, Spectacular Space, Art Ambush, Really Rad Recycling, and more!

CPL was lucky enough to be selected by 100 Women Who Care Cumberland. This was a wonderful influx of money that went toward purchasing items for our new Families Exploring Literacy program.

July

SuperNOVA, a not-for-profit initiative of Dalhousie University that provides youth in Atlantic Canada with fun, educational, and inspiring experiences in science, engineering, technology and mathematics, visited the Four Fathers Library and the Springhill Library.

We were able to raise \$460.00 on a quilt that June Henwood sewed and donated for us to raffle off.

August

Throughout the summer, the library partnered with Maggie's Place, The Municipality of the County of Cumberland's Recreation Department and local community health boards to take part in "Everything But the Kitchen Sink". This program toured the county and encourage imaginative building play for children of all ages.

September

Due to the changes to the pre-primary program we added Families Exploring Literacy to our programs this year. The goal of the FEL program is to provide pre-literacy skills to children ages 2 to 4 and to give their parents and guardians tools to help them along their path to reading.

October

CPL hosted 4 author readings: Meryl Cook, Lesley Crewe, Kayla Hounsell, and Bruce Graham.

November

Our annual Winter Book Sale raised \$882 for the libraries. It was a lower than usual amount because there was a day long power outage.

December

Our Food for Fines program has been active for over 12 years. While its use has declined over the last several years it still added over 430 food items to food banks around Cumberland County and forgave over \$800 in fines.

January

We welcomed Greg Belliveau-Perry to our team on a grant. Greg toured around the county providing one-on-one technology help.

February

Along with public libraries across the province, CPL celebrated NS Heritage Day honouring Maud Lewis. Holding folk art crafternoons, paint like Maudie evenings, and screenings of the film “Maudie”. This was made possible by a grant from the Department of Communities, Culture and Heritage.

March

We had a 23% increase in attendance our March Break programming this year. 412 kids and guardians attended 21 programs across the county, which included Slime Time, Seuss Day, Iron Chef, LEGO, movie screenings, and more!

Our Community

Members**	2017-18	2018-19
Advocate	304	303
Amherst	3,856	3,798
Oxford	455	495
Parrsboro	608	574
Pugwash	834	856
River Hebert	215	208
Springhill	881	858
Borrow By Mail	66	68
Total	7,219	7,160

**Active, registered users (have used their accounts within the last 3 years).

New Members	2017-18	2018-19
Advocate	52	44
Amherst	406	409
Oxford	64	90
Parrsboro	59	62
Pugwash	110	109
River Hebert	18	25
Springhill	100	97
Borrow By Mail	4	1
Total	815	837

Annual Activity

Library Visits+	2017-18	2018-19
Advocate	1,693+	2,388+
Amherst	57,948	59,259
Oxford	5,429+	7,890
Parrsboro	8,208+	7,935+
Pugwash	12,443	12,382
River Hebert	2,822+	5,514
Springhill	11,882	14,043
Total	100,425	109,411

+ library visits at these locations are estimated – others have door counters.

Items Borrowed	2017-18	2018-19
Advocate	2,441	2,567
Amherst	47,418	43,654
Oxford	6,169	6,039
Parrsboro	6,278	6,755
Pugwash	9,309	8,478
River Hebert	5,276	3,713
Springhill	10,171	8,613
Borrow By Mail	1,787	1,687
Online Renewals & Processing	19,686	18,720
OverDrive (e- & audio books)	10,255	11,156
Total	118,790	111,382

Holds Placed	2017-18	2018-19
Advocate	1,017	1,122
Amherst	12,805	12,744
Oxford	2,444	2,374

Cumberland Public Libraries
Annual Report 2018-2019

Parrsboro	2,091	2,198
Pugwash	2,485	2,056
River Hebert	2,600	1,848
Springhill	4,240	3,380
Borrow By Mail	1,070	1,036
OverDrive (e- & audio books)	2,660	3,306
Total	31,412	30,064

Inter-Library Loans	2017-18	2018-19
<i>Loaned To Other Libraries</i>	3,038	3,916
<i>Borrowed From Other Libraries</i>	3,106	3,299

Reference Questions	2017-18	2018-19
Advocate	454	331
Amherst	2,960	3,359
Oxford	1,089	1,065
Parrsboro	944	1,157
Pugwash	2,134	1,862
River Hebert	490	458
Springhill	1,353	1,370
Borrow By Mail	524	532
Remote (e-mail)	50	64
Total	9,998	10,198

Programming	2017-18	2018-19
Number of Programs Offered	621	640
Total Attendance	12,039	10,962

Children's Summer Reading Program	2017-18	2018-19
Participants	273	249
Hours Read	1,704	1,584

Program attendees	1,991	1,273
-------------------	-------	-------

Teen Summer Reading Program	2017-18	2018-19
Participants	34	39
Hours Read	876	830

Adult Summer Reading Program	2017-18	2018-19
Participants	138	141
Books Read	1,045	1,119

Our Technology

Wireless use hours	2017-18	2018-19*
Advocate	212	2,449
Amherst	16,972	26,846
Oxford	2,547	12,413
Parrsboro	551	8,631
Pugwash	408	5,408
River Hebert	848	4,907
Springhill	741	4,207
Total	22,279	64,861

*Library no longer requires a card to log on to wireless

Public Access Computer use hours	2017-18	2018-19
Advocate	806	1,254
Amherst	10,355	9,224
Oxford	1,367	1,548

Parrsboro	2,867	2,749
Pugwash	335	319
River Hebert	366	5,437
Springhill	4,556	3,840
Total	20,652	24,371

We wish to thank the following businesses, organizations, and individuals who made financial and in-kind contributions to the Library during the past year:

	Kim Ford	Veronica Richards
Marian Alexander	Gateway Development Ltd	Eleanor Ripley
Amherst Lioness Club	Joanne Gibson	Faye Ripley
Amherst Lions Club	Deborah Glenen	Rotary Club of Amherst
Sally Austin	Gracie Goodwin	Martha Saunders
Ralph Belliveau	Lisa Gottschalk	Shirley Saveur
Joan Beswick	Sheila Graham	Kathryn Schlitt
Tammy Bickerton	Shelly Hallman	Delphine Seto & Steve
Marguerite Bishop	Katherine Hatheway	Micklewright
Cara Brown	Morris Haugg	Jean Siddall
Ruth Buckinger	June Henwood	Sharon Simon
C. Ernest Harrison & Sons Limited	Nina Hoffman Wendy and	Elizabeth Smith Krista
CAN-U	Tim Iler Jorgensen & Bickerton Inc.	Smith
Jean Carr	Gwen Kerr	Margaret Smith
Kelli Cheverie	Robin Latta	Tanya Sparling
Clare Christie	Margaret MacDonald	Louise Stillman
David Christie	Ian MacLean	Shirley Symes
Beth Clinton	Megan MacLean	Tantramar IODE
Compass Minerals Canada	Sarah MacMaster	Marguerite Taylor Glen
Irene Coombs	Hazel Mahaney	Weatherbee
Melanie Cove	Kelly Martin	Kathy Wells
Sally Cove	Sandra Mason	Beverly White
Boyd Crawford	Jan Matthews	Mary Williams
Vicki Daley	Sara McCarthy	Susanne Williams
Dale Davis	Susan Mclsaac	Jane Wood
Deanne Fitzpatrick Studio	Minudie Heritage Society	Tonya Wood
Sherrie Elliott	Elizabeth Morrison	--
Donna Farrell	Rubin Millard	
Dale Fawthrop	D'Arcy Murray	
Lacey Fisher	Oxford Frozen Foods	
	Ron and Carlene Patterson	
	Janet Pedersen	
	Marianne Price	
	Marion Richards	

We also wish to thank our partners who help us do so much more in the community:

Maggie's Place Family Resource Centre
Cumberland YMCA
Arthritis Society
Alzheimer Society of NS
Open House Career Centre Coats
for Cumberland
Tantramar Seniors College
Cumberland Adult Network for Upgrading
NS Fibre Arts Festival

Financial Statement 2018-2019*

Revenue

Province of Nova Scotia	\$ 550,000
Municipality of Cumberland	139,240
Town of Amherst	61,820
Town of Oxford	7,680
Board Generated Revenue	<u>159,106</u>
Total	\$ 917,846

Expenditures

Salaries and Benefits	\$ 639,834
Library Materials	90,238
Automation	13,010
Vehicle Operation & Insurance	6,445
Board and Staff Travel and Training	11,042
Office expenses, rent, postage, utilities, etc.	108,984
Professional Fees, Memberships	<u>8,862</u>
Total	\$ 878,415

*For a complete audited financial statement please contact Cumberland Public Libraries Headquarters.

To whom it may concern,

With 'Back to School' upon us and Thanksgiving right around the corner it is time to start thinking about Halloween. When you think Halloween in Oxford you think – Spookarama!

Spookarama is a popular event held in Oxford for high school-aged youth every Halloween. It has resulted in reduced mischief and vandalism in the community on Halloween night.

We are requesting assistance from businesses in our community. We would greatly appreciate any donation that can be contributed to this great cause.

All funds will go towards making this year's Spookarama the best one yet – complete with a DJ, treats, beverages, decorations, prizes and more!

We have partnered with Home and School so all cheques can be made payable to OREC Home and School.

If you have any questions or to arrange donation pick-up, please contact Chrystal McNutt @ 902-694-4032.

Thank you;

On behalf of Team Spookarama 2019