



TOWN OF OXFORD  
Town Council Meeting  
Town Hall – Council Chambers  
Monday, 16 March 2020  
6:00 PM

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
  - 3.1 Town Council Minutes – 18 February 2020
4. New Business
  - 4.1 Debt Affordability Model – Paul Wills, Municipal finance Corporation
  - 4.2 Draft 2020/21 Capital Budget
  - 4.3 RFD #005-2020: Preliminary Elector's List
  - 4.4 Occupational Health and Safety Policy: Annual Review
  - 4.5 Financial Variance Report: 1 April 2019 – 29 February 2020
  - 4.5 Route 6 Snowmobile Club: Letter of Support Request
5. Reports
  - 5.1 Economic Development
  - 5.2 Recreation and Leisure
  - 5.3 Public Works
  - 5.4 Fire
  - 5.5 Arena Fundraising Committee Minutes: 29 January 2020
  - 5.6 Oxford Library Brief
  - 5.7 Northern Region Waste- Resource Committee Minutes
6. Correspondence
7. Adjournment



## Minutes of the Regular Council Meeting

Place: Council Chambers  
Date: Tuesday, February 18, 2020  
Presiding Officer: Mayor Patricia Stewart  
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Wendy Sweet-Kontuk and Wade Adshade  
Regrets: Deputy Mayor Rick Draper

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

Staff in attendance: CAO – Rachel Jones and Deputy Clerk – Linda Cloney (recording secretary)  
Media Present: Mark Rushton and Bill Martin – Six Rivers News, Radio, & TV

### **1. Call to order**

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

### **2. Approval of Agenda**

It was moved and seconded that the agenda of the Regular Town Council Meeting for February 18, 2020 be approved as circulated.

***Motion Carried***

### **3. Approval of Previous Minutes**

It was moved and seconded that the minutes of the Regular Town Council for January 20, 2020 be approved as circulated.

***Motion Carried***

### **4. New Business**

#### **4.1 RFD #002-2020: Police Services Review Committee Report**

It was moved and seconded to accept the proposal as presented to Oxford and Cumberland County on March 18, 2019 with the reduction of 3 members overall in the district with the cost savings for Oxford to be clarified by Department of Justice.

***Motion Carried***

#### **4.2 RFD#003-2020: Travel and Expense Policy Amendment**

It was moved and seconded to approve the Travel and Expense Policy as amended.

***Motion Carried***

#### **4.3 RFD#004-2020: Returning Officer Appointment**

It was moved and seconded to appoint Deputy Clerk Linda Cloney as the Returning Officer for the Town of Oxford.

***Motion Carried***

#### **4.4 Financial Variance Report: April 2, 2019 – January 31, 2020**

Council discussed reviewing the Animal By-Law regarding dog tags. Staff will report back to council, at the Committee of the Whole Meeting, regarding the questions that were raised during the Financial Variance Report discussion. Items discussed were Dog Tags, Office Supplies and Advertising, Backhoe interest, Public Fire Protection Charge, and Salary Allocation.

### **5. Reports**

CAO Jones presented the reports.

Economic Development – In preparation of the operating budget, staff is looking into the costs for an information kiosk in conjunction with the Downtown Beautification Grant. Another item that may be brought forward is the potential for a locked bulletin board outside of the Council Door.

The Information line has now been activated at the Town Hall. Staff will start promoting this feature. The phone number for the information line is 902-447-3129.

Recreation and Leisure Services – Council would like to thank all the businesses and organizations that advertise in our arena and to those that donated to the public skates. The Community Space Directory, that was presented in this report, presents the community spaces we have available in Oxford and provides a starting point in discussions around the need for a potential community centre.

Public Works – is working closely with the Department of Environment as they require the Town of Oxford to update the standard operating procedures, contingencies plans, and more documentation for both the water utility and the sewage treatment plant.

Fire Report – The Oxford Volunteer Fire Department are nearing the end of their payment agreement. They currently owe \$15,000.00 on the fire hall. It is anticipated that this will be fulfilled by the end of the 2020/21 fiscal year. The fire truck is paid in full.

RCMP Quarterly Report – Council raised questions on the numbers that were reported in the RCMP report. It was commented that those numbers may not be correct and the PAB has requested clarification by the RCMP.

Cumberland County Forestry Committee – As a member of the committee, Councilor Adshade verbally presented to Council. This committee is currently accessing the short-term goals. Short term goals that were identified were employment for the people currently working in forestry, and how to keep forestry progressing in Cumberland County. Other committees have been organized to assess the long-term goals. These were identified as developing new markets in Cumberland County for lower and higher end wood supplies. The largest goal is keeping the landowners engaged.

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

***Motion Carried***

## **6. In Camera – Contract Negotiations**

At 6:34pm, it was moved and seconded to go in-camera to discuss contract negotiations

***Motion Carried***

Bill Martin and Mark Rushton exited the meeting.

At 6:49, it was moved and seconded to come out of in-camera and resume the Regular Council Meeting.

***Motion Carried***

## **8. Adjournment**

Mayor Patricia Stewart advised Council that the next meeting is scheduled for Monday, March 16, 2020 at 6:00 pm in the Council Chambers.

At 6:50 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried***

---

**Patricia Stewart, Mayor**

---

**Linda Cloney, Recording Secretary**

# Town of Oxford

## Capital Budget 2020-21

Draft February 2020

	<u>Cost</u>	<u>Operations</u>	<u>Cap Res</u>	<u>Gas Tax</u>	<u>Prov Grants</u>	<u>County Grant</u>	<u>Debt</u>	<u>Depreciation</u>
<b><u>General</u></b>								
Town Suite Software	40,000	-	14,000	-	26,000	-	-	-
Carry over								
Town Hall Upgrades	65,000	-	-	-	-	-	65,000	-
roof, HVAC, paint								
<b>Arena Energy Projects</b>	<b>62,000</b>	-	-	-	-	-	<b>62,000</b>	-
Paving	80,000	-	-	80,000	-	-	-	-
culverts at Horton/New Hansford Road, pave Horton Street (400 ft), Thompson Road (finish from last year @600 ft)								
Recreation Small Projects	-	-	-	-	-	20,000	-	-
Trails	10,000			10,000				
(see attached options)								
Fire Truck Replacement		-	-	-	-	-	60,000	-
Information Kiosks	12,600	12,600	-	-	-	-	-	-
	<u>269,600</u>	<u>12,600</u>	<u>14,000</u>	<u>90,000</u>	<u>26,000</u>	<u>20,000</u>	<u>187,000</u>	<u>-</u>
<b><u>Water Utility</u></b>								
Main Street (James - Duke)	232,000	-	-	-	116,000	-	36,000	80,000
Analyzers		-	-	-	-	-	-	6,200
Duke/Waverly	857,500	-	-	192,500	292,742	-	-	372,258
Gas tax not eligible if we receive CWWF funding								
	<u><b>1,089,500</b></u>	<u>-</u>	<u>-</u>	<u><b>192,500</b></u>	<u><b>408,742</b></u>	<u>-</u>	<u><b>36,000</b></u>	<u><b>458,458</b></u>



**REQUEST FOR DECISION**  
**Preliminary List of Electors**  
**#005-2020**

Date: 2 March 2020	Subject: Preparation of the Preliminary List of Electors
Proposal Attached:	Submitted by: Linda Cloney, Deputy Clerk, Returning Officer

Proposal:	That Council approve entering into the Information Sharing Agreement with the Chief Electoral Officer of the Province of Nova Scotia for the use of the provincial list of electors from Elections Nova Scotia for the purpose of upcoming general or special municipal elections.
Background:	A duty of the Returning Officer for the Town of Oxford is to make a recommendation to Council about the method best suited to the Town to produce a preliminary list of electors.  There are several options outlined below.
Benefits:	<ul style="list-style-type: none"> <li>• In past elections the Town has used this agreement to prepare the preliminary list of electors.</li> <li>• We are familiar with the standards and procedures to utilize the information from Election Nova Scotia.</li> <li>• It is less costly and labour intensive than introducing a new process.</li> </ul>
Disadvantages:	Accuracy is always an issue with elector lists. Enumeration is usually most accurate but labour intensive and more costly.
Options:	<ol style="list-style-type: none"> <li>1. Use Provincial or Federal list of electors, from a recent election or from a register of electors maintained by the Province or by Elections Canada</li> <li>2. Enumeration of the electors.</li> <li>3. List of electors from a recent municipal election.</li> </ol>
Required Resources:	
Source of Funding:	General Operating (for enumeration)

Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	
Communication Plan:	
Staff Comments/ Recommendations:	Reviewing the three options I recommend that Council approve entering an Information Sharing Agreement in accordance with the Nova Scotia Elections Act and the Municipal Elections Act to assist with the preparation of the preliminary list of electors.
CAO's Review/ Comments:	I support the recommendation of the Returning Officer.

CAO Initials: RLJ

Target Decision Date: 2 March 2020

Street Address 202 Brownlow Avenue | Suite 505 |  
Dartmouth | NS | B3B 1T5  
Mailing Address PO Box 2246 | Halifax | NS | B3J 3C8

Phone 902-424-8584 | Toll free in NS 1-800-565-1504  
TTY for the hearing impaired 902-424-7475  
Fax 902-424-6622  
Email [elections@novascotia.ca](mailto:elections@novascotia.ca)

■ [www.electionsnovascotia.ca](http://www.electionsnovascotia.ca)

February 24, 2020

To: Nova Scotia Municipal Chief Administrative Officers

**Re: Information Sharing Agreement with Elections Nova Scotia**

Dear Sir/Madam:

Please find for your review the attached Information Sharing Agreement in accordance with the Nova Scotia Elections Act and the Municipal Elections Act. This replaces the previously signed data sharing agreement, due to expire on April 1<sup>st</sup>, 2020.

Each municipality choosing to use the provincial List of Electors for their municipal preliminary list of electors in any of the upcoming general or special municipal elections, must first enter into an agreement with the Chief Electoral Officer that sets out the conditions for sharing information and data with the municipality, maintaining the security and privacy of personal information contained therein, and the methodology and timing for providing back to Elections Nova Scotia (ENS) all changes and additions to the municipal final list of electors.

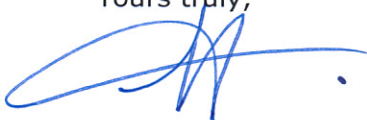
**The agreement must be executed before ENS can respond to any request for the List of Electors after April 1, 2020.**

Please print and sign the attached agreement and send a scanned copy via email to [Kristina.Moore@novascotia.ca](mailto:Kristina.Moore@novascotia.ca) at Elections Nova Scotia. We will return the same, signed by the Chief Electoral Officer, to the email we have on file for your municipality.

As per this agreement, whenever the municipality requires an extract of the provincial List of Electors for its election event, a written and signed request for the List of Electors must be submitted to the Director of Information Systems and Technology at Elections Nova Scotia, via email ([Linda.Fares@novascotia.ca](mailto:Linda.Fares@novascotia.ca)) or mail.

We look forward to working with you soon.

Yours truly,



Linda Fares  
Director, Information Systems and Technology  
Elections Nova Scotia  
(902) 424-0848  
[Linda.Fares@novascotia.ca](mailto:Linda.Fares@novascotia.ca)

## INFORMATION SHARING AGREEMENT

### BETWEEN:

**HER MAJESTY THE QUEEN in right of the PROVINCE OF NOVA SCOTIA,**  
as represented by the Chief Electoral Officer of Nova Scotia

(hereinafter referred to as “ENS”)

OF THE FIRST PART

-and-

**TOWN OF OXFORD,** a body corporate, as represented by the  
Chief Administrative Officer

(hereinafter referred to as the “Municipality”)

OF THE SECOND PART

(each a “Party” and collectively, the “Parties”)

**WHEREAS** clause 5(c) of the *Elections Act* allows the Chief Electoral Officer of Nova Scotia to enter into agreements with municipalities providing for the sharing of lists of electors for electoral purposes;

**AND WHEREAS** the Town of Oxford is a body corporate and the Chief Administrative Officer is authorized to enter into agreements on behalf of the Municipality under section 31 of the *Municipal Government Act*, S.N.S., 1998, c.18;

**AND WHEREAS** subsection 30B(4) of the *Municipal Elections Act* prohibits the Chief Electoral Officer of Nova Scotia from providing a list of electors prepared from the Nova Scotia register of electors to a returning officer until the council of the municipality has entered into an agreement with the Chief Electoral Officer of Nova Scotia that protects the privacy and security of the information supplied and section 30 authorizes the returning officer to use that information to create a municipal list of electors;

**AND WHEREAS** section 115A of the *Municipal Elections Act* requires that a list of electors be used for election purposes only and for no other purpose;

**AND WHEREAS** section 333 of the *Elections Act* prohibits the use of information contained in a list of electors for any purpose other than an electoral purpose;

**AND WHEREAS** clause 62(3)(a) of the *Elections Act* permits the Chief Electoral Officer to disclose to municipalities, for electoral purposes, an elector’s residential address, mailing address, legal name, sex, contact information, day, month and year of birth, and a unique identification number assigned by the Chief Electoral Officer, notwithstanding the *Freedom of Information and Protection of Privacy Act*;

**AND WHEREAS** the Parties agree that mutual sharing of data by each Party, for electoral purposes only, in accordance with their respective governing legislation, and in keeping with the relevant privacy and personal information legislation, is in the best interests of Nova Scotia electors;

**NOW THEREFORE** in consideration of the promises and mutual undertakings, covenants and agreements hereinafter contained and subject to the terms and conditions hereof, the Parties agree as follows:

## **1.0 PREAMBLE**

The preamble to this Agreement is deemed to be an integral part of this Agreement.

## **2.0 INTERPRETATION**

In this Information Sharing Agreement, the following terms have the following meanings:

“Agreement” means this Information Sharing Agreement;

“destroy” means to shred all hard copies and to purge all accessible data files;

“candidate” means a candidate officially nominated in an election for the Municipality under the *Municipal Elections Act*;

“*Elections Act*” refers to the *Nova Scotia Elections Act*, R.S.N.S., 1989, c 5, as amended;

“electoral purpose(s)” means those purposes directly related to an election under the *Elections Act*, and including purposes directly related to the administration of an election under the *Municipal Elections Act*;

“ENS Information” means all information provided to the Municipality by ENS pursuant to this Agreement including, but not limited to, the following:

- (i) a list of electors; and
- (ii) all individual data components contained in a list of electors that pertain to the electors and their residential and mailing addresses;

“Final List of Electors” means the list of electors prepared by the Municipality and made up of the Preliminary List of Electors in addition to all revisions made to the electors’ information prior to an election as described in section 115 of the *Municipal Elections Act*;

“Geographical Information” means all information exchanged between the Parties pursuant to this Agreement including, but not limited to, relevant civic address information contained in the Nova Scotia Register of Electors;

“Information” means the ENS Information and the Municipality Information;

“*Municipal Elections Act*” refers to the *Municipal Elections Act*, R.S.N.S., 1989 c 300, as amended;

“Municipality Information” means all information provided to ENS by the Municipality pursuant to this Agreement including, but not limited to, the following:

- (i) a list of electors; and
- (ii) all individual data components contained in a list of electors that pertain to the electors and their residential and mailing addresses;

“Preliminary List of Electors” means a list of electors prepared in accordance with section 21 of the *Municipal Elections Act*;

“Returning Officer” means a returning officer as appointed by municipality council under the *Municipal Elections Act*; and

“Revised List of Electors” means the list of electors completed and certified pursuant to section 50A of the *Municipal Elections Act*.

### **3.0 PURPOSE**

3.1 The purpose of this Agreement is:

- (i) to provide a secure, efficient, and predictable method for the transfer of the Information between the Parties;
- (ii) to ensure that the Information exchanged between the Parties is only used for electoral purposes; and
- (iii) to ensure continuous synchronization and update of Geographical Information and the individual components of data within the Information that may be exchanged between the Parties.

### **4.0 SHARING OF INFORMATION**

4.1 The ENS Information shall include that of all active electors whose residence is identified as being within the boundaries of the Municipality or within the boundaries of any portion of the Municipality.

4.2 The ENS Information is prepared on the basis of geographic boundaries of municipal polling districts and/or civic address information, as specified by the Municipality.

4.3 The Information shall be exchanged in accordance with Schedules “A” of this Agreement.

4.4 To ensure that the Information remains current, the Municipality agrees to provide to ENS, any and all revisions/changes and additions made to the ENS provided list of electors and addresses as well as the particulars of electors who were added to the Municipal Final List of Electors on ordinary polling day and on advance polling days, pursuant to sections 98 and 123 of the *Municipal Elections Act*, in digital format, within 45 days following any municipal election, in accordance with subsection 30B(5) of the *Municipal Elections Act*.

4.5 The revisions/changes and additions to the ENS provided information and Final List of Electors, referred to in subsection 4.4 herein, shall also include all revisions/changes and additions made by any

third party who is directly involved in the provision of services related to the administration of the election on behalf of the Municipality.

- 4.6 ENS agrees that the ENS Information it provides to the Municipality shall be provided to a Returning Officer.

## **5.0 USE OF INFORMATION**

- 5.1 The ENS Information transmitted to the Municipality by ENS shall be used for electoral purposes only.

- 5.2 Unless the election is contested, the Municipality must certify that any ENS Information that the Municipality has received during this Agreement has been destroyed by the Municipality within ten (10) days of the close of polls on election day, by completing the “Attestation of Destruction”, attached hereto as Schedule “B”.

- 5.3 If the election is contested, the Municipality must certify that any ENS Information that the Municipality has received during this Agreement has been destroyed within ten (10) days from the issuance of a final decision issued in accordance with the *Controverted Elections Act*, R.S.N.S. 1989, c. 96, as amended.

- 5.4 The Municipality must also certify in writing, in accordance with subsection 62(5) of the *Elections Act* that the ENS Information received during an election and any copies of the ENS Information provided to candidates and others by or on behalf of a candidate:

- (a) will only be used for electoral purposes,
- (b) where the information is provided in electronic form, it shall be distributed in encrypted form with the password to the encryption provided separately, and
- (c) all candidates and others who received the ENS Information on behalf of a candidate must also certify that this information has been destroyed within ten (10) days of the close of the polls on election day by completing the “Attestation of Destruction” attached hereto as Schedule “C”;

- 5.5 The Municipality must maintain copies of the Attestation of Destruction forms cited in subsections 5.2 and 5.4 herein for a period of one (1) year from the date of the election.

- 5.6 The Municipality may, in accordance with the *Municipal Elections Act*:

- (a) proceed with the revision of the Preliminary List of Electors as based on the information provided by ENS;
- (b) distribute to the candidates the List of Electors; and
- (c) fulfill any other requirements prescribed by ENS and applicable legislation.

## **6.0 DISCLOSURE OF INFORMATION**

- 6.1 Except where authorized by this Agreement or by-law, the Municipality may not disclose information which is otherwise only available from ENS, to any third party.

6.2 The Municipality may disclose the ENS Information to candidates in a municipal election pursuant to section 62(4) of the *Elections Act*. For clarity, the Municipality is only authorized to disclose an elector’s residential address, mailing address and legal name to a village or candidate.

6.3 Where the Municipality is legally obliged to disclose to a third party personal information obtained from ENS which is otherwise only available from ENS, other than for an electoral purpose, whether pursuant to a statute or a court order, and the Municipality intends to comply with that obligation, the Municipality shall notify ENS at the earliest opportunity prior to taking any action to comply with the request.

**7.0 TRANSMISSION OF INFORMATION TO THIRD PARTY SERVICE PROVIDERS AND THEIR SUBCONTRACTORS (“Third Party”)**

7.1 The transmission by the Municipality of the ENS Information to a third party who is directly involved in the provision of services related to the administration of the election on behalf of the Municipality is permitted, including a third party for the provision of voting by mail, electronically or by another voting method in accordance with section 146A of the *Municipal Elections Act*, subject to the conditions of this Agreement.

7.2 The Municipality must give fifteen (15) days written notice to ENS before the ENS Information is shared with a third party on behalf of the Municipality.

7.3 The Municipality must certify in writing that the third party is contractually obligated to:

- (a) maintain the confidentiality of the ENS Information throughout the course of the third party’s work on behalf of the Municipality;
- (b) acknowledge ENS’ ownership of the ENS Information;
- (c) use the ENS Information received for electoral purposes only;
- (d) destroy all copies, digital and hardcopy of ENS Information by each third party completing and returning the Attestation of Destruction, attached hereto as Schedule “C”;
- (e) certify, in writing, as required by the *Personal Information International Disclosure Protection Act*, S.N.S., 2006, c.3, that all copies of the data are stored in Canada and are not stored outside of Canada at any time during or after the Term of this Agreement; and
- (f) keep, in digital format, all changes/revisions made to the Preliminary List of Electors as based on ENS provided information indicating type of applied change, as well as information of all added electors to the Final List of Electors, as specified within Schedules “A” of this Agreement.

7.4 The Municipality must maintain copies of the Attestation of Destruction forms cited in clause 7.3(d) for a period of one (1) year from the date of the election.

7.5 The Municipality must provide ENS with a copy of the certification and of the Attestation of Destruction forms completed by the third party pursuant to clauses 7.3(d) and 7.3(e).

## **8.0 MUNICIPALITY RESPONSIBILITIES**

- 8.1 The Municipality agrees that the Municipality Information it provides to ENS shall be provided to the ENS Assistant Chief Electoral Officer at the address provided under section 16.0 of this Agreement.
- 8.2 The Municipality shall certify in writing to ENS that:
- (a) the Municipality has received certificates of destruction regarding ENS Information provided to candidates, and others as described in section 5.3; and
  - (b) all of the terms of Section 7.0 regarding provision of information to third parties have been met.
- 8.3 The Municipality agrees that ENS retains the right to conduct audits to ensure that the Municipality has fulfilled its obligations set forth in Sections 5.0 and 7.0 and, during such an audit the Municipality shall provide any requested documentation to ENS, including, but not limited to:
- (a) contracts between the Municipality and third parties;
  - (b) maintained copies of the Attestation of Destruction; and
  - (c) evidence that the Municipality has destroyed all copies of the ENS Information provided to the Municipality under the terms of this Agreement.
- 8.4 The Municipality shall report any privacy breach of ENS Information to ENS within 24 hours and the Municipality shall take appropriate action to mitigate any privacy breach of ENS Information in accordance with Schedule “D” attached hereto.

## **9.0 COSTS**

- 9.1 The Parties agree that should either of them require any Information from the other Party in excess of that contemplated by this Agreement, the requesting party shall pay the other Party a cost recovery charge for the preparation of that additional information.
- 9.2 ENS agrees to provide the ENS Information to the Municipality, in accordance with section 4.0 herein, and the Municipality shall pay ENS a cost recovery charge for the preparation of the ENS Information.

## **10.0 SECURITY**

- 10.1 The Parties recognize the confidential character of the Information.
- 10.2 The Parties shall make best efforts to ensure that the Information received from the other Party is held in strict confidence and shall treat the Information received with at least the same degree of care that the recipient, acting reasonably, should exercise with regard to its own highly confidential or proprietary personal information.
- 10.3 The Parties warrant that they have sufficient procedures and protections in place and shall continue to keep such procedures and protections in place, in order to enforce and maintain the confidentiality and to prevent unauthorized use or unauthorized disclosure of the Information.

## **11.0 TERM OF AGREEMENT AND RENEWAL**

11.1 This Agreement shall come into effect on **April 1, 2020** (the “Commencement Date”) and shall continue until **April 1, 2024** (the “Term”).

## **12.0 MISCELLANEOUS PROVISIONS**

12.1 The Municipality acknowledges that ENS makes no warranty, express or implied, with respect to the accuracy or completeness of the ENS Information it transmits under the terms of, or in the application of, this Agreement.

12.2 The Municipality agrees that ENS cannot, under any circumstances, under this Agreement, be held responsible for any damage resulting from the transmission or use of incomplete or inaccurate information or for any unauthorized disclosure of the ENS Information by the Municipality.

12.3 The Parties mutually agree to exchange, without delay, any information relating to any situation, real or apprehended, likely to affect the application of this Agreement in any way.

## **13.0 INDEMNITY**

13.1 The Municipality shall indemnify and hold ENS harmless from and against any and all claims, demands, suits and causes of action (“Claim(s)”) made or brought against ENS at any time hereafter, and all damages, losses, expenses, legal fees (on a solicitor and client basis), costs and liabilities suffered or incurred by ENS, its servants, agents or employees, or any third party in respect of such Claim, as a result of or arising out of the Municipality’s negligence or wilful misconduct in its use of the ENS Information provided to the Municipality hereunder, except to the extent that such Claim is attributable to ENS’s negligence, wilful misconduct or failure to undertake its obligations under this Agreement. A Claim includes, without limitation, any claim or cause of action resulting or arising, directly or indirectly, from:

- (a) a material breach or material non-performance by the Municipality, or by any of its servants, agents or employees, of any covenant or obligation of the Municipality contained herein;
- (b) any modifications or enhancements made to the ENS Information by the Municipality not in compliance with this Agreement; and
- (c) the use of the ENS Information by or on behalf of the Municipality not in compliance with this Agreement, where such use results in a claim of infringement of any copyright, trade secret or other intellectual property right of a third party that could have been avoided by the Municipality.

13.2 The obligations set out in section 13.1 shall survive the termination of this Agreement.

## **14.0 CONSEQUENCES OF NON-COMPLIANCE**

14.1 If any obligations set out in this Agreement have not been met, ENS may initiate the following consequences:

- (a) the candidate, village, third party, or Municipality will be named on the ENS website identifying the non-compliance; and
- (b) the candidate, village, third party, or Municipality will provide ENS with a mutually agreeable mitigation plan to the non-compliance before ENS may provide further information to the Municipality.

**15.0 ENTIRE AGREEMENT**

- 15.1 This Agreement and Schedules “A”, “B”, “C” and “D”, attached to this Agreement, set forth the entire agreement and understanding between the Parties as to the subject matter hereof and merges and supersedes all prior discussions, agreements and understandings of any kind and every nature between them as to that subject matter.

**16.0 NOTICE**

- 16.1 Any notice herein required or permitted to be given by either Party to the other shall be sufficiently given if delivered personally or sent by mail, postage prepaid, to the Parties, as follows:

For ENS:

The Assistant Chief Electoral Officer  
PO Box 2246  
Halifax, Nova Scotia B3J 3C8

For the Municipality:

Chief Administrative Officer  
Town of Oxford  
PO Box 338  
Oxford, NS B0M 1P0

**17.0 AMENDMENTS**

- 17.1 No amendment may be made to this Agreement without the written consent of both Parties.

**18.0 APPLICABLE LAWS**

- 18.1 This Agreement shall be governed by and construed in accordance with the applicable laws of the Province of Nova Scotia.

**19.0 SCHEDULES**

- 19.1 Schedules “A”, “B”, “C” and “D” attached to this Agreement form an integral part of this Agreement.



## SCHEDULE “A”

### EXCHANGED INFORMATION

#### 1. Information Exchange

- 1.1 The Municipality shall provide ENS with the most current digital spatial boundary for the municipality or part of it, the municipal electoral districts or the list of the communities within the municipality. This boundary may then be used to generate an accurate list of electors involved in the municipal election event .
- 1.2 The Municipality shall have access to ENS’ tabular civic address information identified as being within the boundaries of the Municipality or within the boundaries of any portion of the Municipality.
- 1.3 The Municipality shall have access to the information of all active electors listed in the Register of Electors whose residence is identified as being within the boundaries of the Municipality or within the boundaries of any portion of the Municipality.
- 1.4 ENS shall compile the list of active electors based on the geographic municipal boundaries provided by the Municipality.
- 1.5 ENS shall have access to the Final List of Electors, including any revisions and additions to the electors’ information on the municipal Preliminary List of Electors and the Final List of Electors, to analyze and update the Nova Scotia Register of Electors, where required.
- 1.6 The ENS Information shall be in a digital format and shall include the following information:
  - Full Name (*last name, first name, middle name*)
  - Date of Birth (*YYYY/MM/DD*)
  - Sex (*M or F or U-unknown*)
  - Full Civic Address (*unit/apartment, street number, building suffix, street name, street type, street direction, community/town, postal code*)
  - County
  - Mailing Address
  - ENS Civic Address ID
  - ENS Elector ID
  - Status of the elector:
    - ENS provides the Municipality with all records of active electors only. This field will have a value of “A” which corresponds to “Active Elector” status.

- ENS will provide spatial information as follows:
  - o The unique civic address identifier specified by Nova Scotia Civic Address (NSCAF)
  - o The Easting and Northing values for the civic address point
  - o Geographic Point ID of the civic address

1.7 The Municipality shall return the updated and added information of the electors on its Final List of Electors, including those of electors added on election day, in a digital format and shall include the following information, updated where needed, as mentioned below:

- Full Name (*last name, first name, middle name*)
  - o No initials should be used whenever possible.
- Date of Birth (*YYYY/MM/DD*)
  - o Date should keep its format of *YYYY/MM/DD*.
  - o Correct date of birth should be provided for all added electors.
- Sex (*M or F or U-unknown*)
- ENS Civic Address ID
  - o Should not be changed by the Municipality even when electors change their residence address
  - o If an address is added (new) by the Municipality, then this field should contain a zero value
- Full Civic Address information where the Elector is currently residing
  - o If the elector changed his/her residential address (including change of unit/apartments) or has been added to the list of electors, then those address fields should reflect the residential civic address information that the elector has been moved to or has been registered at.
  - o Complete address information should be recorded including (*unit/apartment, street number, building suffix, street name, street type, street direction, community/town, postal code*).
  - o If the elector did not change his/her residential address then the address information should remain the same as originally provided.
- County
  - o Should reflect the county of the elector's current address
- Mailing Address
  - o The Municipality is responsible for maintaining the mailing address of the elector once that elector changes his/her residential civic address or has provided a new mailing address. Both residential and mailing addresses should be maintained at the same time, whenever needed.

- Mailing address should always have a community/town and Postal Code specified.
  - ENS Elector ID
    - The Municipality should not change this information for all elector records provided by ENS.
    - If an elector is added to the List of Electors by the Municipality, then this field should contain a zero or blank value
  - Status of the elector:
    - The Municipality is responsible for keeping this field updated upon revising the elector's status with the following values:
      - *A* =Active elector
      - *D* =Deceased
      - *M* =Moved to an unknown address
      - *P* =Moved out of province (no longer a resident of Nova Scotia)
      - *Q* = not qualified as an elector (i.e not a Canadian citizen or 18+ years old)
      - *T* =Duplicate elector record
- 1.8 None of the provided electors' records should be deleted (purged/dropped). All records of electors that should not be on the Municipal List of Electors, for whatever reason, should have their status changed as mentioned above.
- 1.9 None of the provided elector and address information fields should be dropped or deleted. Municipality should update their values when required.
- 1.10 The Municipality shall update the Final List of Electors with all revisions and additions to the electors' information, as mentioned above, whether performed by the Municipality or by any other third party contracted by the Municipality.
- 1.11 Added electors should have complete information, correctly recorded, in all data fields; especially those of name, date of birth and residential civic address.
- 1.12 The revised list provided to ENS shall include the information of:
- all revisions made to the electors during the revision period, and
  - all additions (certificates to vote) and corrections uplifted from poll books on advance voting days and on ordinary polling day.
- 1.13 To preserve the timeliness and currency of the List of Electors' information, the Municipality shall provide the revised Final List of Electors to ENS, including all the additions and revisions done on the electors' information throughout the election event, and on ordinary polling day in digital format, within one month following any election or election related activity. **A paper copy List of Elector's are not acceptable and will be considered as a breach of this agreement if not provided digitally.**

**2. Frequency/Period**

- 2.1 ENS shall transmit the compiled Nova Scotia list of electors digital data set, with prior approval of the Chief Electoral Officer, to the Municipality, once requested in writing.
- 2.2 The Municipality shall deliver the digital data set of the revised list of electors, one month post-election, at the most.

**SCHEDULE “B”**

**ATTESTATION OF DESTRUCTION OF DATA BY THE MUNICIPALITY**

**WHEREAS** Elections Nova Scotia has provided the List of Electors extracted from the NS Register of Electors to [Name of the Municipality] \_\_\_\_\_ for electoral purposes;

**AND WHEREAS**, the terms of use of the ENS Information, the disclosure and the transmission of the ENS Information to third parties, and the municipal responsibilities have been agreed to by the Municipality;

**NOW THEREFORE**, on behalf of the Municipality, I, \_\_\_\_\_, certify that:

- (a) the List of Electors has only been used for electoral purposes;
- (b) all copies of the List of Electors provided to third party suppliers have been certified as destroyed by each third party service provider and their subcontractors and that the Municipality has received a Attestation of Destruction from each; and
- (c) all copies of the List of Electors provided to candidates have been certified as destroyed by each candidate and that the Municipality has received a Attestation of Destruction from each.

\_\_\_\_\_  
(Chief Administrative Officer Signature)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Name of Chief Administrative Officer)

\_\_\_\_\_  
(Name of Witness Signatory)

\_\_\_\_\_  
Date (year – month – day)

\_\_\_\_\_  
Date (year – month – day)

**SCHEDULE "C"**

**ATTESTATION OF DESTRUCTION OF DATA BY THE CANDIDATE OR THIRD PARTY  
SERVICE PROVIDER OR SUBCONTRACTOR**

**WHEREAS** [Name of the Municipality] \_\_\_\_\_ provided a copy of the List of Electors to [Name of the Candidate/ Third Party Service Provider/Subcontractor/Other] \_\_\_\_\_ for electoral purposes

**NOW THEREFORE I,** \_\_\_\_\_, certify that:

- (a) the List of Electors provided was only used for electoral purposes;
- (b) all copies of the List of Electors provided have been destroyed;
- (c) all copies of the List of Electors and any back-up copy have been removed from all computers; and
- (d) all copies of the List of Electors that have been provided to any and all third party service providers, their subcontractors or other persons have been destroyed.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Name of Authorized Signatory)

\_\_\_\_\_  
(Name of Witness Signatory)

\_\_\_\_\_  
(Title of Authorized Signatory)

\_\_\_\_\_  
Date (year – month – day)

**SCHEDULE “D”**  
**Privacy Breach Protocol**

**Part 1 - Privacy Breach Protocol**

- 1. Identify the privacy breach**
- 2. Immediate remedial action**
- 3. Internal notification**
- 4. Investigation and documentation**
- 5. External notification**

When personal privacy is breached, it is necessary to determine what stakeholders (e.g. public bodies or municipalities, general public, individuals etc.) should be notified, under what circumstances, and when. Outline external notification requirements. For consideration:

After reporting the privacy breach to Elections Nova Scotia, the Municipality must consider whether one or more of the following need to be notified:

Individual(s) whose privacy has been breached;  
Department of Municipal Affairs;  
and/or  
Other individuals who may have been affected by the breach.

- 6. Follow-up and long term remedial action**

## **PART 2 - Privacy Complaint Procedure**

### **1. Receive and Document the Complaint**

When a complaint is received, it is critical that the municipality discuss the details of the alleged breach and document what the complainant believes has happened. This should be completed in writing so that it can form part of the record of the Municipality's response to the complaint. It is recommended that a consistent format be used for this purpose within the Municipality.

### **2. Follow Steps 2 through 6 of the Privacy Breach Protocol**

At this point, all of the steps required for a self-identified or suspected privacy breach are the same as described in the previous template. Containment, internal and external notifications, full investigation and follow-up are all required.

### **3. Complainant Communication**

A complaint obviously differs from an internal discovery in the fact that there is an external complainant. Communication throughout the process and at the end of the process with this individual (or individuals) is a unique requirement in this regard.

Governed, of course, by the complexity of the breach scenario and the length of time the investigation ensues, the following steps should be incorporated into the Municipality's complaint procedure:

- 3.1 Send written acknowledgement to the complainant, restating the details presented by the complainant to the municipality, an indication of who is internally accountable for the investigation (first formal correspondence).
- 3.2 Send written update of progress of the investigation (stage of investigation, follow-up activities, expected or updated time frames, etc.). This step should be triggered by time elapsed since initial acknowledgement of the complaint. It is suggested that a written update be required at a point no more than two months (preferably less) from the acknowledgement. The updates would continue on the schedule set out in Municipality's procedure.
- 3.3 Generate report of the results of the investigation, to include as a minimum: verification of the breach, mitigating/follow-up activities taken, and so on.
- 3.4 Consider sharing the de-identified details of the breach investigation with the Chief Information Access and Privacy Officer for incorporation into training and communication.

**TOWN OF OXFORD  
GENERAL ADMINISTRATION**

**Subject: Occupational Health & Safety**

**Number:**

**Approved by: Council**

**Effective Date:** January 22, 2019

**Revision Date:** Required Annually

***Rationale***

The following policy establishes the Town of Oxford's commitment to providing a safe and healthy work environment at all municipal work sites.

***Policy Statement***

1. The Town of Oxford, its employees, Council members, and contractors will comply with this policy and Nova Scotia's Occupational Health and Safety Act and Regulations.
2. The health and safety of the workplace is everyone's responsibility. The Town of Oxford, where possible, will minimize hazards in the workplace and ensure that employees are adequately equipped, trained, and supervised. The Town is dedicated to the objective of minimizing the possibility of injury and illness.
3. Personal protective equipment and control devices will be provided in relation to the job and task at hand to achieve as safe a work environment as possible, if the elimination of hazards is not reasonably practicable. The Town will train employees and supervisors on safe work procedures and practices, hazard identification, safe use of equipment, personal protective equipment (PPE), and other personal safety devices, and ensure that the facilities and equipment are safe.
4. Employees at every level are responsible and accountable for their own safety and the safety of others, including the public, when present at Town facilities and work sites. This includes following the policies and taking responsibility for their individual role in safety, as well as participating in safety initiatives and training opportunities as established in the Town's safety program. Managers and supervisors will be trained and are responsible for ensuring that employees follow this policy.
5. The Town recognizes and supports the employees' right and responsibility to work safely; refuse unsafe work; participate in hazard identification; report any hazardous condition, near-miss, injury, accident, or illness related to the workplace; and, encourage their participation in improving the health and safety of the workplace.
6. The Town of Oxford acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. The Town views any acts of violence or threats of violence in the workplace as unacceptable.
7. In a recognized effort of consultation and cooperation between management, employees, supervisors and any OHS Committee that may be in operation, the Town commits to making health and safety part of our daily practice.

8. This Policy repeals and replaces all Occupational Health and Safety Policies previously approved by Town Council.

*\*The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees should be familiar with the Occupational Health and Safety Act.*

### **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 21st day of January, 2019.

**GIVEN** under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/13/2020	Variance Actual to Budget (%)
<b>REVENUE</b>			
<b>Tax Revenue</b>			
Residential Tax	778,151	775,493.74	99.66
Commercial Tax	1,021,039	1,019,825.39	99.88
Agreement O.F.F.	0.00	0.00	
Resource Tax	10,712	10,711.59	100.00
Forest (Under 50,000 Acres)	182	182.25	100.14
Business Occupancy Tax	0.00	0.00	
Based on Revenue - Aliant	3,700	0.00	0.00
Sewer Rates	179,676	181,889.20	101.23
Area Rate New Fire Hall	0.00	0.00	
Deed Transfer Tax	12,000	17,391.75	144.93
<b>Total Taxes</b>	<b>2,005,460</b>	<b>2,005,493.92</b>	<b>100.00</b>
<b>Grants in Lieu</b>			
Federal Government - Canada Post	2,390	0.00	0.00
Federal Government - RCMP	21,377	0.00	0.00
Provincial Government - DNR	15,492	0.00	0.00
Provincial Government - Liquor Comm	9,197	5,533.53	60.17
<b>Total Grants in Lieu</b>	<b>48,456</b>	<b>5,533.53</b>	<b>11.42</b>
<b>Services to Other Governments</b>			
Cumberland County - Fire Protection	57,658	57,451.53	99.64
<b>Total Services to Other Governments</b>	<b>57,658</b>	<b>57,451.53</b>	<b>99.64</b>
<b>Own Source Revenue</b>			
Arena - Ice Rentals	48,000	22,290.43	46.44
Arena - Fish and Game Show Revenue	2,000	4,700.00	235.00
Arena - Sign Rentals	2,000	3,450.00	172.50
Arena - Fun Hockey Registrations	1,500	1,770.00	118.00
Soccer Program Registrations	1,500	1,580.00	105.33
Steve Nash Basketball Registrations	0	0.00	
Free Skate Program	2,500	0.00	0.00
Special Program Registrations	500	460.00	92.00
Community Garden - Grant Funding	1,500	0.00	0.00
Berry Bolt	4,500	734.16	16.31
Junior NBA	3,000	2,020.00	67.33
Tennis	0	60.00	
Heritage Gas Revenue	16,500	16,477.99	99.87
Theatre Revenue	2,300	2,423.92	105.39
Dog Licences	100	65.00	65.00
Building Permits	500	20.00	4.00
Sub Division Plans	0	0.00	

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/13/2020	Variance Actual to Budget (%)
<b>Fine Revenue</b>	500	1,611.45	322.29
Office Rent Water	5,500	0.00	0.00
Medical Centre Rents	25,000	16,434.82	65.74
Probation Office Rent	2,600	3,000.00	115.38
Interest on Investments	2,500	0.00	0.00
Interest on Taxes	20,000	30,734.16	153.67
A/R adjustments	0	0.00	
Tax Certificates	100	800.00	800.00
Communities in Bloom Revenue	0	0.00	
Sales of materials	3,000	5,937.23	197.91
<b>Total Own Source Revenue</b>	<b>145,600</b>	<b>114,569.16</b>	<b>78.69</b>
<b>Unconditional Transfers</b>			
Equalization Grant	178,171	44,543.00	25.00
Farm Acreage Grant	2,657	2,657.00	100.00
HST Offset Payment	10,000	3,288.00	32.88
<b>Total Unconditional Transfers</b>	<b>190,828</b>	<b>50,488.00</b>	<b>26.46</b>
<b>Conditional Transfers</b>			
EMO Grant Civic #	1,000	0.00	0.00
CNTA Grant - VIC	0	0.00	
Fed Gov Funding - Summer Students	3,470	3,468.00	99.94
Comm Enhancement Grant Funding	0	0.00	
<b>Total Conditional Transfers</b>	<b>4,470</b>	<b>3,468.00</b>	<b>77.58</b>
<b>Other Transfers</b>			
Gas Tax Revenue	0	94,807.00	
County Funding - Arena	20,000	20,000.00	100.00
MPAL Funding Province	15,000	15,000.00	100.00
Grants from Prov- Sinkhole Study	0	68,500.00	
Grants from Other Organizations	10,000	10,601.60	106.02
Transfer from Surplus	26,690	0.00	0.00
TRANSFER FROM OPERATING RESERVE	0	0.00	
Transfer From Local Fire Assoc	10,000	5,000.00	50.00
Interest on CRA refunds	0	9.59	
Land Sales	0	5,175.00	
<b>Total Other Transfers</b>	<b>81,690</b>	<b>219,093.19</b>	<b>268.20</b>
<b>TOTAL REVENUE</b>	<b>2,534,162</b>	<b>2,456,097.33</b>	<b>96.92</b>
<b>EXPENSE</b>			
<b>General Government</b>			
Mayor Honorarium	9,011	8,259.79	91.66

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/13/2020	Variance Actual to Budget (%)
Mayor Expenses	2,500	1,046.51	41.86
Council Honorariums	25,231	24,330.39	96.43
Council Expenses	12,000	5,005.80	41.72
Salary - CAO	85,000	60,798.57	71.53
Salary - Accountant	0	5,209.65	
Salary - Deputy Clerk	41,100	28,881.54	70.27
Salary - Office Staff	40,000	33,917.92	84.79
Admin Salaries paid by Water	-	52,267	(105.62)
Legal Fees	5,000	3,150.38	63.01
CAO Contracted Services	0	11,370.72	
Accounting Contracted Services	35,000	1,492.36	4.26
Canada Pension Plan	17,500	24,533.47	140.19
Employment Insurance	8,500	12,162.44	143.09
Health Plan (Blue Cross)	3,000	5,178.53	172.62
Pension - CAO	0	0.00	
Pension - Employees	18,103	23,374.32	129.12
Xmas Bonuses	675	775.00	114.81
Professional Development	0	1,476.73	
CAO Seminars & Travel	3,000	2,872.15	95.74
Audit Fee	15,000	26,905.95	179.37
Town Hall Insurance	1,750	1,478.70	84.50
Office Postage	3,900	3,884.11	99.59
Office Supplies & Advertsing	10,000	13,928.93	139.29
I T Expenses	6,000	7,557.91	125.97
Office Programmer	0	28,122.03	
Town Hall Janitor & Supplies	4,000	5,362.47	134.06
Town Hall Telephones	7,242	7,984.88	110.26
Town Hall Electricity	4,210	4,012.44	95.31
Town Hall Natural Gas	8,764	6,400.82	73.04
Town Hall Water	300	255.09	85.03
Town Hall Sewer	300	306.00	102.00
Workplace Wellness	0	174.78	
Town Hall Maintenance	10,000	16,382.58	163.83
Municipal Election	0	0.00	
Bond Insurance	0	0.00	
Losses on Appeals/Habitat Subdiv	0	0.00	
OPH Grant	0	0.00	
Lion's Club Rental	0	0.00	
Conferences and Workshops	8,000	10,372.96	129.66
Public Official Liability Ins	3,000	2,250.00	75.00
Dues - UNSM/FCM/CNTA/POL BD	3,300	5,432.62	164.62
Exhibition/Transport Society Grants	1,500	1,500.00	100.00
YMCA Grant	0	0.00	
ORHS Bursary	500	500.00	100.00
NSCC Foundation	5,000	5,000.00	100.00
Oxford Sinkhole		101,550.57	

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/13/2020	Variance Actual to Budget (%)
PVSC - Assessment Costs	19,043	14,281.89	75.00
Valuation Allowance - Taxes	- 1,500	0.00	0.00
Bad debts other	0	0.00	
Interest Town Hall 2013 MFC	1,045	1,141.90	109.27
Interest on Backhoe Loan	7,800	5,599.52	71.79
Interest Short Term Borrowings	0	0.00	
Bank Service Charges	6,000	8,461.56	141.03
Deficit of Prior Years	0	0.00	
MFC Int - School Enhancement	1,022	1,021.50	99.95
Cash Over/Short	0	(5.79)	
Credit Card Fees & Interest	0	525.00	
<b>Total General Government</b>	<b>379,529</b>	<b>589,427.98</b>	<b>155.31</b>
<b>Protective Services - Police</b>			
Admin - Salary	0	0.00	
Admin - Audit	0	0.00	
RCMP Contract	508,608	461,448.00	90.73
School Crosswalk Guard	8,700	6,588.45	75.73
Prosecuting Attorney Fee	0	187.50	
Corrections	14,966	11,223.00	74.99
<b>Total Police</b>	<b>532,274</b>	<b>479,446.95</b>	<b>90.08</b>
<b>Fire</b>			
Admin - Salary	0	0.00	
Admin - Audit	0	0.00	
Fire Inspection Cost	0	0.00	
Firefighters Honorariums/Incentives	14,495	16,030.00	110.59
Fire Phones	2,500	2,217.01	88.68
Fire Communication System	12,000	7,732.24	64.44
Public Fire Protection Charge	115,407	0.00	0.00
Fire Chief's Convention	3,000	4,475.97	149.20
Fire Training	7,500	4,765.97	63.55
Fire Hall Lights & Power	4,162	3,171.67	76.21
Fire Hall Natural Gas	8,538	6,442.00	75.45
Fire Hall Insurance	3,807	3,731.70	98.02
Fire Hall Maintenance	5,000	3,684.39	73.69
Firefighters Liability Insurance	2,500	2,500.00	100.00
Fire Hall Water	110	0.00	0.00
Fire Hall Sewer	300	306.00	102.00
Fire Trucks Insurance	3,520	3,687.00	104.74
Fire Trucks Fuel	2,600	1,915.34	73.67
Fire Trucks Repairs & Maintenance	15,000	13,745.32	91.64
Fire Equipment & Supplies	10,000	15,363.47	153.63
Fire Equipment Repairs & Maint	2,000	4,360.16	218.01
Fire Training Ground Project	0	0.00	

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/13/2020	Variance Actual to Budget (%)
<b>Fire Truck Pumper/ Tanker</b>	0	0.00	
<b>Fire B.A. - MFC Interest</b>	418	495.26	118.48
<b>Fire Truck 2005 MFC Interest</b>	0	0.00	
<b>Fire Truck 2005 MFC Principal</b>	0	0.00	
<b>Fire New Hall - MFC Interest</b>	9,971	11,627.40	116.61
<b>Interest MFC 2018 B.A.</b>	1,037	0.00	0.00
<b>Fire Breath App MFC Nov 2018 Int</b>		1,036.60	
<b>Total Fire</b>	<b>223,865</b>	<b>107,287.50</b>	<b>47.93</b>
<b>Emergency Management</b>			
<b>REMO</b>	5,476	4,823.96	88.09
<b>EMO Expenses</b>	500	42.72	8.54
<b>EMO SHRU Funding</b>	619	618.80	99.97
<b>Total Emergency Management</b>	<b>6,595</b>	<b>5,485.48</b>	<b>83.18</b>
<b>Other Protective Services</b>			
<b>Building Inspection</b>	7,000	7,000.00	100.00
<b>Animal Control</b>	1,000	0.00	0.00
<b>Other Protective Services</b>	0	0.00	
<b>Total Other Protective Services</b>	<b>8,000</b>	<b>7,000.00</b>	<b>87.50</b>
<b>Transportation Services</b>			
<b>Salary - PW Supervisor</b>	30,000	28,868.42	96.23
<b>Labour - PW</b>	120,000	84,253.25	70.21
<b>Summer Students</b>	0	0.00	
<b>Supervisor Phone</b>	1,638	1,538.01	93.90
<b>Town Truck</b>	9,000	6,435.23	71.50
<b>Supervisor Truck Allow</b>	0	0.00	
<b>Loader and Plow</b>	2,000	3,915.01	195.75
<b>Generator</b>	60	880.91	1,468.18
<b>Tractor</b>	7,000	11,133.72	159.05
<b>Backhoe Lease Etc</b>	8,299	1,419.73	17.11
<b>Roller</b>	0	0.00	
<b>Air Compressor</b>	0	0.00	
<b>Salt Truck</b>	5,000	5,314.10	106.28
<b>Small Tools &amp; Equipment</b>	5,000	7,554.85	151.10
<b>OPH Insurance</b>	161	179.00	111.18
<b>OPH Expenses</b>	270	0.00	0.00
<b>OPH Taxes</b>	2,277	2,342.29	102.87
<b>Town Garage Insurance</b>	396	2,531.00	639.14
<b>Town Garage Fuel (Wood)</b>	1,500	350.00	23.33
<b>Town Garage Maintenance</b>	1,500	1,619.35	107.96
<b>Town Garage Phone</b>	258	184.90	71.67
<b>Town Garage Water</b>	0	0.00	
<b>Town Garage Electricity</b>	4,000	3,356.84	83.92

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/13/2020	Variance Actual to Budget (%)
Workers Compensation	10,000	16,083.46	160.83
Liability Insurance	12,800	15,324.00	119.72
Diesel	13,000	12,136.62	93.36
Oil		956.50	
Gasoline	9,000	7,850.91	87.23
Oxygen	0	0.00	
Sundry	1,100	529.22	48.11
Clothing	1,200	2,636.51	219.71
Health and Safety	5,000	2,354.07	47.08
Salt	15,000	32,450.92	216.34
Road Repairs	0	0.00	
Street Maintenance	25,000	31,285.28	125.14
Street Lighting	6,500	6,170.90	94.94
Street Lights Reim back to Cap Res	0	0.00	
Main Street Phase 2 - MFC Int	4,392	4,392.45	100.01
Main Street 2008 MFC Interest	0	0.00	
Main Street 2008 MFC Principal	0	0.00	
Capital from Revenue Salt Shed	0	0.00	
Loader 2013	671	670.74	99.96
Paving 2017	0	0.00	
Paving/Sidewalks 2016-MFC Interest	6,191	6,190.78	100.00
Sidewalks - 2014	0	0.00	
Salt Truck 2016 - MFC Interest	1,161	1,160.82	99.98
Honda Snowblower	0	0.00	
<b>Total Transportation</b>	<b>309,374</b>	<b>302,069.79</b>	<b>97.64</b>
<b>Environmental Health Services</b>			
Sewer Admin Supervisor	18,000	0.00	0.00
Sewer Other Labour	24,000	45,248.69	188.54
Sewer Safety Equipment	2,000	0.00	0.00
Sewer Maintenance	6,000	6,241.08	104.02
Sewer Power	30,000	28,894.07	96.31
Sewer Lagoon MFC Interest	643	0.00	0.00
Sewer Lagoon MFC Principal	0	0.00	
Transfer Station Contract (FERO)	95,000	78,852.14	83.00
Tip Fees	20,000	37,433.65	187.17
<b>Total Environmental Health</b>	<b>195,643</b>	<b>196,669.63</b>	<b>100.52</b>
<b>Public Health &amp; Environmental Devel</b>			
Medical Centre	30,300	26,882.44	88.72
Deficit Regional Housing Authority	19,100	19,092.00	99.96
Planning - Town of Amherst	16,000	15,643.00	97.77
Interest Medical Centre 2013 MFC	1,608	804.16	50.01
Lease Natural Gas Boiler Med Cent	3,750	3,411.21	90.97
Tree Expense/Trail Reserve	5,000	5,131.76	102.64

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/13/2020	Variance Actual to Budget (%)
Community Eco Dev/Tourism	27,800	25,148.47	90.46
Cumberland Business Connector	8,100	10,000.00	123.46
Communities in Bloom	5,800	6,437.03	110.98
<b>Total Public Health and Envir Dev</b>	<b>117,458</b>	<b>112,550.07</b>	<b>95.82</b>
<b>Recreation and Cultural - Arena</b>			
Arena Labour	58,700	63,949.68	108.94
Arena Telephone	616	445.07	72.25
Arena Electricity	45,192	35,705.91	79.01
Arena Maintenance	35,000	58,042.11	165.83
Lease Natural Gas Boiler Arena	7,580	3,168.40	41.80
Arena Natural Gas	7,009	1,278.56	18.24
Arena Water	2,242	1,674.52	74.69
Arena Sewer	300	306.00	102.00
Arena Insurance	1,598	1,806.00	113.02
Arena Maintenance - Energy Upgrades	0	0.00	
Arena MFC Interest 2018	0	0.00	
Arena Dressng Room 2013 MFC Int.	107	106.60	99.63
Arena 2013 MFC Interest	1,528	1,640.44	107.36
Arena Automation MFC Nov 18 Int	1,883	1,882.96	
Arena Chiller - MFC Int	562	561.82	99.97
<b>Total Arena</b>	<b>162,317</b>	<b>170,568.07</b>	<b>105.08</b>
<b>Fields and Library</b>			
Xmas Lights	1,500	980.18	65.35
Tennis Courts	0	0.00	
Trails		912.51	
Tennis Courts	0	0.00	
Ballfield	3,000	1,444.04	48.13
Skateboard Park	0	0.00	
Mural Lights	500	215.78	43.16
Library Expense	10,500	10,770.13	102.57
Regional Library Board Transfer	7,680	7,680.00	100.00
<b>Total Fields and Library</b>	<b>23,180</b>	<b>22,002.64</b>	<b>94.92</b>
<b>Theatre</b>			
Theatre Movies	0	0.00	
Theatre Telephone	0	0.00	
Theatre Electricity	2,811	3,287.56	116.95
Theatre Expense	200	119.70	59.85
Theatre Maintenance	1,500	1,756.67	117.11
Theatre Natural Gas	4,500	1,709.48	37.99
Theatre Water	300	225.04	75.01
Theatre Sewer	300	306.00	102.00
Theatre Property Tax	1,966	1,965.65	99.98

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/13/2020	Variance Actual to Budget (%)
Theatre Insurance	400	150.00	37.50
<b>Total Theatre</b>	<b>11,977</b>	<b>9,520.10</b>	<b>79.49</b>
<b>Recreation</b>			
Recreation Community Garden Project	1,000	171.44	17.14
Recreation Co-ord Salary	33,000	35,306.61	106.99
Recreation Co-ord Travel	1,200	1,178.71	98.23
Recreation Summer Students	8,500	9,897.89	116.45
Recreation Office Supplies	0	0.00	
Recreation Postage	1,800	1,790.24	99.46
Recreation Advertising	0	83.93	
Recreation Telephone	491	478.60	97.47
Recreation - Strawberry Festival	2,500	593.17	23.73
Recreation - Summer Soccer Program	1,000	814.89	81.49
Recreation - Tennis Program	100	0.00	0.00
Recreation - General Programs	12,000	16,894.97	140.79
<b>Total Recreation</b>	<b>61,591</b>	<b>67,210.45</b>	<b>109.12</b>
<b>Fiscal Services</b>			
MFC Principal - 2011 School Enhan	10,000	10,000.00	100.00
MFC Principal - 2016 Breathing App	3,200	3,200.00	100.00
MFC Principal - 2018 Breathing App	7,400	7,400.00	100.00
MFC Principal - 2013 Fire Hall	69,700	69,700.00	100.00
MFC Principal - 2013 Med Cent	5,000	5,000.00	100.00
MFC Principal - 2011 Main Phase 2	43,000	43,000.00	100.00
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500.00	100.00
MFC Principal - 2013 Town Hall	7,100	7,100.00	100.00
MFC Principal - 2013 Arena	10,200	10,200.00	100.00
MFC Principal - 2018 Arena Auto	6,200	6,200.00	100.00
MFC Principal - 2011 Arena Chiller	5,500	5,500.00	100.00
MFC Principal - 2014 Loader	30,200	30,200.00	100.00
MFC Principal - 2014 Fire Hall #2	18,800	18,800.00	100.00
MFC Principal - 2014 Arena	4,800	4,800.00	100.00
Backhoe lease principal	9,979	9,136.08	91.55
Interest ST Borrowings	0	0.00	
Bank Service Charges	0	0.00	
Non Ded Penalties and Interest	0	24.97	
Debenture Discount	0	0.00	
Assessment Costs	0	0.00	
Capital expenditures from revenue	0	0.00	
Transfer to Reserves	0	0.00	
Deficit of Prior Years	0	0.00	
Valuation Allowance	0	0.00	
District School Board	223,782	205,139.00	91.67
<b>Total Fiscal Services</b>	<b>502,361</b>	<b>482,900.05</b>	<b>96.13</b>

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/13/2020	Variance Actual to Budget (%)
<b>TOTAL EXPENSE</b>	<u>2,534,164</u>	2,552,138.71	100.71
<b>NET INCOME</b>	- 2	<u>(96,041.38)</u>	<u>4,802,069.00</u>



## **CEDO Report**

**Highlights: February 17 – March 11, 2020 (inclusive)**

### **Promotion**

- *Business Directory Signage:* Scott's Your Independent Grocer sign has been added.
- Other signage initiatives include obtaining quotes for revisions to Town Hall sign, obtaining quotes for replacement of damaged Welcome signs at secondary town entrances and an additional sign at the Birchwood entrance, planning for and ordering sign to add the word "Wild" to the main entrance Welcome sign, ordering Powell St. signs for Public Works.
- *Town of Oxford Official Face book group:* In addition to regular postings promoting our businesses, organizations and the community in general, I've posted another welcome to newcomers, the link to the NS Public Health site for information on coronavirus, Cumberland Business Connector's March Break Entrepreneurship Camp for students grade 5-7, Pink Shirt Day, fundraiser for the Physician Recruitment Campaign, human interest stories regarding Oxford citizens/students and more. Membership for this site continues to increase with 1399 current followers, up 22 from the last report. Since we have allowed "commenting" again, we have had more engagement and visibility.
- *Newsletter/Calendar:* Assisted Corey with the March Newsletter/Calendar.
- I kept the online *Community Events Calendar* updated and continue to assist in posting news (main page), Council and Committee minutes, etc.
- I attended a Promotion & Poster-Making workshop.
- My monthly "What's Happening in Oxford?" news article was sent out to all local print/on-line news media and some or all of the information noted has received good coverage. The news article is also available on our website and face book, in print at the Town Hall, and was posted at the library until it closed.

### **Support for Businesses and Business Development**

- Businesses have been contacted to encourage attendance at the April 8 Wild Blueberry Harvest Festival (WBHF) 2020 community engagement event that Corey and I will facilitate.
- Shared upcoming opportunities and information of interest.
- Promotion of local businesses through face book.
- Forwarded the March calendar to OFF for newcomers.

### **Liaison with organizations, service groups and school**

- Individual groups assisted per requests
- Local organizations contacted regarding the WBHF April 8 event and Earth Day initiatives.
- Corey and I met with a representative of *Chantiers jeunese* regarding potential opportunities for Oxford through this federally-funded youth program that provides volunteer opportunities to assist communities.
- Promoted local organizations through face book and community calendars.
- Updated contact information.

## ***Poetry At Large Poetry Festival, April 25, 26 2020***

Committee work is ongoing. We are already getting some excellent media coverage. Again this year, the Festival will offer four unique events on April 25 and 26. As a pre-festival offering, Janelle Rushton's Grade 5 class will be creating poetry again this year, as will a grade 4/5 class, and we have invited them to share their work at the Gallery (April 22 and 23, 10:45-11:45 am). All events are open to the public. For details, the festival's face book link is <https://www.facebook.com/PoetryAtLargeOxford/> Posters are going up soon (see attached) and festival programs will be developed.

### **Other**

- Progress report relating to CED 2017 Community Engagement Initiative has been completed.
- Corey and I have started initial planning and contacts for the Wild Blueberry Harvest Festival.
- Continued to work on 2020-21 budget planning.
- Purchased supplies.
- Assisted in location search for alternate library space.
- Assisted individuals with a variety of requests.
- Met with Oxford resident, Alan Walter, regarding promotion and branding. Alan has had experience as a senior vice-president-marketing.
- Sent information to one of the regional tourist guides for NS in hopes that they will include information about Oxford this year.

Respectfully submitted,  
Ruthie Patriquin,  
Community Economic Development Officer

***Be Part of What Happens in Oxford!***  
***Report on a Community Engagement Initiative***

Ruthie Patriquin,  
Community Economic Development Officer (CEDO), Town of Oxford

On behalf of the

Town of Oxford Community Economic Development Committee

November 21, 2017

Follow Up Notes in RED and highlighted\* - February 2020

\*Please don't confuse these with the RED comments in the original document which still but are not highlighted.



**This initiative was undertaken to identify opportunities for Oxford and area residents, community organizations, local businesses, and the Town of Oxford to work together to enhance our economy and provide activities and events that improve our quality of life.**

From mid-September until November 20, 2017, Oxford individuals (Town of Oxford and catchment area), businesses, and organizations were encouraged to participate in a community engagement initiative.

Surveys were distributed online and in print format. The print surveys were distributed in the October 2017 water bills and through a bulk mailing to households on the Oxford rural routes. They were available for pick up at the Town Hall and Oxford's Public Library. Other aspects of the initiative were: three coffee-drop-ins, discussions at meetings of three community organizations attended by the CEDO and individual conversations with citizens. *Synopsis of Community Survey Results* reports on information gathered by these methods. *Please Note:* Business and Organizational survey responses were not included due to insufficient response.

The **Town of Oxford** also held a *Community Gathering* (November 14, 2017). *Ideas brainstormed at the Community Gathering* reports on the results of the evening's small group work when participants shared thoughts on six ideas suggested by survey respondents.

I have also added additional ideas (not recorded elsewhere in this document) that I've taken from my own research or noted from community discussions. These are referred to as *Notes/Ideas from Community Economic Development Officer*.

## **Contents:**

*Synopsis of Community Survey Results, **Page 3***

*Ideas brainstormed at the Community Gathering (Six categories), **Page 6***

*Notes/Ideas from Community Economic Development Officer (Related to each of the six categories)*

*Detailed Report: Be Part of What Happens in Oxford! Survey of Individuals living in Oxford  
& Surrounding Area, **Page 14***

# Synopsis of Community Survey Results:

## *Be Part of What Happens in Oxford!*

### Survey for Individuals Living in Oxford & Surrounding Area

---

#### Number of People Engaged:

-Seventy-two individuals submitted answers to the “*Be Part of What Happens in Oxford! Survey for Individuals living in Oxford and Surround Area*”. Most (about 75%) were submitted online using Survey Monkey. The remaining surveys were handwritten and returned to the Town Office.

-13 people attended coffee drop-ins

-20-25 people attended the Town of Oxford Community Gathering

-Approximately 32 people were present at three meetings of community organizations where input was received (the actual number of people providing input was not recorded).

-Approximately five-ten informal conversations with individuals provided input that related to the survey.

-Twelve individuals completed the “How Do You Find Out What’s Happening in Oxford” survey distributed at the OREC Open House and through the Town Office.

#### Responses:

#### *Do you have ideas for new programs, services, activities or events you would like to see in Oxford?*

A wide variety of suggestions were received and are recorded in attached appendices:

Highlights appear below.

**-More Promotion of Oxford as the Wild Blueberry Capital of Canada:** Respondents would like to see more and ongoing efforts to promote Oxford’s “claim to fame”: signage/promotion, more blueberry products on restaurant menus, and more Blueberry Harvest activities in Oxford.

Term, Wild Blueberry Capital of Canada (WBCC), was trademarked, added to staff/Council signature lines, added to Community Calendar and website, used routinely in promotion. Wild Blueberries and our WBCC designation are promoted throughout the year (fb, etc.). Wild Blueberries included in the new mural, on the Big Blue Chair. More activities were added to the Wild Blueberry Harvest Festival by getting community organizations involved/more advertising

of it. Sandwich Board sign for WBCC. More businesses offering BB products (PharmaChoice, Thrift Store, etc.). Big Blue Chair and Head in the Hole feature wild blueberries. All businesses, organizations and residents have been encouraged to include WBCC in their promotions, offer wild bb foods with their refreshments, etc. Some have (examples: Funtones Fashion Show decorated with blueberries, served desserts; Lionettes include BB desserts at the Christmas in the Park; OPH held Wild Blueberry Luncheon 2019; Legion held Blueberry Pancake Breakfast 2018; Poetry festival uses blueberries in their poster/program design. More effort has been made to designate the park at the corner of Water and Main, "Wild Blueberry Corner" and the mural that was installed by Cumberland Performing Arts in August 2019 denotes the wild blueberry theme by including Oxley's in the painting, as well as our musical heritage.

Placeholder signage in reference to wild blueberries. Wild blueberries featured on Welcome to our Community Sign; Canada Post created wild blueberry cancellation stamp 2019. Posters created (featuring Big Blue Chair) and used in advertising in town, at border, etc. Chalk drawings of blueberries on sidewalks (summer students 2019). New Oxley (Irving). Library's stuffed Oxley displayed in window. Town Hall has increased display of wild blueberry items.

**-Physical activities:** dance classes (Ruth Collins looking into possibility of performing arts/dance class in the summer of 2020), chair exercise classes, more opportunities for skating (increased free skating opportunities, sticks and pucks free skate has been added), an indoor walking track, men's walking group, a gym (Two new businesses: Paper Weight Fitness, Fit and Frugal Dietitian)

**-Outdoor activities:** 4-wheeler rally using the Trans Canada Trail, a way to allow 4-wheelers downtown to benefit stores/restaurants, promotion and use of all trails, signage and trail maps (Further development of the Great Trail; Bunny Trail added; more signage; Adventure Therapy Group) March Break outdoor activities, Winter Walk Days, Community Cleanup on Earth Day

**- New and/or unique events:** Hunting & Fishing show, Classic Car Shows (Wild Blueberry Show & Shine), Horse Shows (aside from the Exhibition), Pub Nights, Poetry Festival (Festival began in 2018, in 2019 added a Folk Music event; 2020 adding a Youth Open Mic), Music Festival, Hallowe'en Festival, Film Festival, Fishing Derby, small venue acoustic music events. Haunted Legion, revamped Spookarama.

**- Courses and classes:** Wide range of suggestions ranging from art nights and classes to Tantramar Seniors College courses to cooking/nutrition, food safety and more. Craft afternoon; OPH offering more programs (ukulele club), Book Club started at Library. Learn 2 Lead Series has brought different volunteer workshops to Town.

**- Programs for Children/Youth/Families:** more opportunities in all these areas including programs specifically for boys. Adventure Therapy Program, Boxing Club, YMCA Youth of the Move, Library Events, March Break Activities, Town Sport Programs ( Hockey, Basketball, Ball Hockey, T-Ball, Tennis, and Soccer) Other Activities such as Friday Activities, Free Skates,

Canada Day Events, Winter Walk Day and other activities on the Trail, Easter Egg Hunt, Wild Blueberry Harvest Festival, etc.

- **Community Awareness Initiatives:** citizens want methods to learn more about community organizations and opportunities to get involved/volunteer; events to bring community together

Newsletters, newspaper articles (6 Rivers, Shoreline, Amherst News), bulletin board at library; volunteer opportunities – CED, Craft afternoon, Poetry festival, community encouraged to volunteer to organize Wild Blueberry Festival events; Sunset hosted fundraising/business awareness tables at Bargain Bonanza. OPH Club making use of Face Book.

-**Improving Communication: Town:** improvements in the format and delivery (coverage area and timeliness) of the Town's monthly community calendar, consistency between online and paper community calendars, a Town newsletter, better promotion of Town's website. **General:** better sharing of Face book information, advance advertising of events on a well-maintained community calendar so that there are not multiple activities scheduled for the same dates.

Effort made to get calendar out earlier; more events posted on website calendar; progress on new website, sandwich board, better use of face book/more followers, advertising of various means of accessing information

-**Suggestions specifically for Businesses:** more open hours, more blueberry products available year-round, a café and bakery downtown, need for more traffic downtown, a second-hand store, a laundromat/dry cleaning depot (dry cleaning identified at PharmaChoice and advertised by face book and in business directory, pub, distribution centre. Businesses offered improved advertising opportunity through the entrance signage, increased entries in Business Directory online. Directional signage. Bargain Bonanza to boost business. Businesses informed about opportunities to boost foot traffic to their stores.

-**Other Suggestions:** Here you will find ideas that would require extensive budgets and long-term planning with government partners (walk-in clinic, nursing home, dementia centre, etc.) to practical ideas about increasing use of the arena to improving truck access to the businesses on Upper Main Street, and thoughts on attracting tourists. School-related comments are also contained here. Some individuals also took the opportunity to comment on services provided by the Town of Oxford.

### **How do you usually find out about Oxford events?**

Most people use either **Face book** or the **Town's Community Calendar** to find out about Oxford events. Close behind were *Word of Mouth* and *Posters*, in that order. Very few answered *Town's website, newspaper, online/Internet, radio, school.*

**Promoting your event** tool created, promoted to organizations, featured on website, and routinely advertised.

**Do you have ideas about how groups and organizations can better promote their activities?**

Not surprisingly, the two most popular ways of finding out about events (above) were often mentioned in the responses to this question. Other suggestions included: an electronic sign, community newsletter, a reminder not to assume that everyone is on Face book, advance advertising, better promotion of what groups do and how to join, more posters, better use of Town website, advertising at community meetings, offering prizes.

Clearly, groups and organizations will need to use all means available to them to reach as many people as possible. (Also see *Improving Communication* above.)

**What is the best thing about living in Oxford and area?**

Responses consistently emphasised that people like living in a centrally located, small, safe, clean, affordable community with good school and businesses, beautiful scenery, relaxed lifestyle, and all the basic amenities “within arm’s reach”. “Great place to raise kids” and “Friendly people” were comments stated again and again. Also mentioned were the arena, Lions park/lake, close proximity to beaches and ski slopes, good roads, good snowplowing, a major employer, the trails, library, and promotion of local talent (art and music).

**Are you interested in working with others on any of the above ideas?**

41% of the 72 individuals who filled in the online and print survey answered YES and gave their name and contact information. Some specified limitations.

# Ideas brainstormed at the Community Gathering

During small group work, participants were asked to share thoughts on offering the following six activities suggested by respondents of the survey. *Notes/Ideas from Community Economic Development Officer* also are attached in some of these six sections.

\*\*\* Please note that more ideas on these topics are contained in the [Detailed Report on Responses](#)

**Building on our Strengths: Promoting Oxford as the Wild Blueberry Capital of Canada**

**Building on our Strengths – Trails**

**Building on our Strengths- Annual Community Yard Sale in May**

**Being Unique in our region and/or New Initiatives for Oxford –Fishing Derby/River Days**

**Being Unique in our region and/or New Initiatives for Oxford –Poetry Festival (April is Poetry Month)**

**Being Unique in our region and/or New Initiatives for Oxford – Geo-caching**

## **Building on our Strengths: Promoting Oxford as the Wild Blueberry Capital of Canada**

### **Notes from November 14, 2017 Community Gathering**

-Blue grass festival

-Blues festival

-National Blueberry Day: Special 1-day event (first class events) – **This was investigated – there is already a National Blueberry Day in the US – celebrated in July. Councillor, Rick Draper, spoke to the MP, Bill Casey, about declaring a NBD but nothing came of it.**

-Festival event ideas: BB tea (**OPH Club hosted a Wild Blueberry Luncheon in 2019**), BB Stomp (crushing BBs), **staining t-shirts with BB juice- business started by Oxford youth** (activity) – could also sell the t-shirts, world's biggest BB pie, Blues Music,

-More business and community involvement in BB festival – food related (**PharmaChoice, Parkview, Sunset, etc.**)

-TOP CHEFS: must come to Oxford to cook with blueberries (from NS, PEI, NB or the world (**Alain Bosse 2018 at OFF 50<sup>th</sup> anniversary celebration**))

-BB wine making

-Where's Oxley (game or scavenger around finding little Oxleys) – Oxley is the name of the giant BB at Irving. (Think: *Where's Waldo*)

-Geo-caching: Where's Oxley (**WBB-related geocaches placed**)

-Signage in Town and on trails; electronic sign. **Have added signs along trails and currently having more made up, along with Trail Maps**

Signage created with Big Blue Chair and focusing on WBBC; Pamphlet “Where Can I get Wild Blueberries and Blueberry Products” created by CEDO and distributed to businesses, etc.; CEDO made and offered businesses who sold products signs for window designating they sell WBB products – only one businesses continues to use it; At Trans-Canada entrance, business board place-save signs and community “Welcome” sign picture wild blueberries

-Map of town: trails, historical information- Mapping and brochure development outlining trails is almost complete, including trail signage.

-Tourist banner

-Historical walks

-Event featuring blueberry-related stories, memories- Fashion Show 2019 WBBHF (Community initiative)

-Circle K had Oxley repaired and refreshed

#### Notes/Ideas from Community Economic Development Officer

-The whole community gets involved in **Branding things “Blue” or “Wild Blueberry Capital” all year long.** (Ex: *Wild Blueberry Capital Music Jam; Wild Blueberry Capital Community Yardsale; Wild Blueberry Capital Celebrates July 1<sup>st</sup>; Wild Blueberry Capital Joint Church Service*)- **Some progress has been made.**

**Poetry Festival features WBBC in advertising; Grade 5 poetry focused on wild blueberries**

-Organizations take every opportunity to use blueberries and promote our claim to fame. Ex: Church Mouse Players plays; Lionettes Christmas in the Park– BB desserts (**have been included**); Hold a Frenchy’s “Blue” fashion show (clothes for the whole family); **Funtones held a fashion show with a Wild Blueberry theme (2018)**

-Promote WBB Capital on Trans Canada Trail. **Town’s Logo is on new trail signage.**

-Blueberry coloring book (children involved in creating the drawings – could also have safety rules, health rules (Oxley’s bullying prevention book- possible Community Health Board grant???)

-Exhibition: Serve Blueberry Buckle at dining room (fits with belt buckles worn during horse showing etc.)- **Exhibition serves BB desserts**

-Paint night – featuring blue shades of blue. **OPH Club has held multiple Paint Nights**

-Experience packages: Example: Jam-making, Blueberry pie making. While the pies are baking discuss benefits of blueberries, other recipes; then eat the pie!!

-Link Town Parade Themes to BB **- 2018 Christmas Parade- “Blue Christmas”**

**Also Refer to the Detailed Report on Responses**

## **Building on our Strengths – Trails**

**Notes from November 14, 2017 Community Gathering**

- Trails are everywhere which is unique to our Town
  - Snowmobile/ATV rallies
  - Trail maps – need these available at Town Hall, on Town website, etc.; also put them on the trails (they are being made)
  
  - Strawberry Run; Changed theme and time frame and renamed Berry Bolt
  - Tree therapy walk (promote trails for emotional well-being) Adventure Therapy doing outdoor activities
  - Scavenger hunts (this could include hunting for certain plants and trees on the trails)
  - Signage on trails to include tree and plant identification
  - Trail Bicycling (Blue Route Association)- Met with this group – Oxford main streets not well suited
  - Short Line Promotion (Pictou to Oxford)- Historical Trail --Destination Trail
  - Support to Trails Association – how do they get volunteers
  - Videos of trails for promotion; marketing to other trail associations and tourists- forward movement
  - Pave walking portion of trail that goes around Town
  - Promote/provide opportunities for people to stop while travelling (Great) trail- easier to access Circle K and surrounding businesses from Great Trail
  - Maintenance of trails updates especially within town limits
- \*\*\*Note that some of these ideas would refer to the Great Trail (Trans Canada Trail) and some would include all Town trails

**Community volunteers have contributed to the development and promotion of the Bunny Trail.**

## **Building on our Strengths- Annual Community Yard Sale in May**

### **Notes from November 14, 2017 Community Gathering**

- This is good for everyone
- It would work because people shop on a budget
- Would provide businesses opportunity to sell off over stock
- An indoor yard sale would be beneficial because weather wouldn't be a factor (arena); rented tables
- Farmer's Market in arena
- Could advertise as *largest indoor yard sale; so much more than a yard sale; new items as well*
- Timing is critical (Pay days/pensions)- May? June? Is May too damp?
- Mary Jane yard sale

### **Things that could be held at same time...**

- Trail walks
- Brunches
- Family Activities
- Car Show
- Dance
- Movie at the theatre
- ATV Show
- Antique Road Show
- Scarecrow contest (in the Fall)

### **Notes/Ideas from Community Economic Development Officer**

- This could be combined with a Community Awareness Event- another indoor location – rent tables to businesses; provide free to community organizations; include Town display
- Advertising outside the community is crucial
- Great time for businesses to offer specials and/or promote items that people don't expect to find there. (Scott's....frozen blueberries)
- Brand "Blueberry Capitol Yardsale" and have blueberry-related products for sale
- Staff or Volunteer to have the Oxford Riverside Gallery and Tourist Bureau open
- Theatre open for tours

## Being Unique in our region and/or New Initiatives for Oxford –

### Fishing Derby/River Days

#### Notes from November 14, 2017 Community Gathering

- 3 Rivers and 1 Lake + Big Lake, Victory Lake
- Children's Fishing Derby
- Race with several themes with time being the decider
- Bathtub race;
- Ice boat race in winter (soap box with skate blades)
- Paper boat race (as in pool sticks)
- Canoe Race/Poker Run
- Canoe Rally (no race- just a fun time – bbq after at canoe dock (ballfield?); coordinate with Duck Race
- Parties on the way
- Dieter Warwick's fly fishing class – open up for all ages
- Striped bass, Atlantic salmon, small mouth bass, trout
- River Days: doesn't have to be on the water but close by; Trails
- Tubing on the river
- This would really help promote our rivers
- The Fire Dept and the Lions Club could use this as a fundraiser
- Pond Hockey with no skates; bonfire and marshmallows
- Skate-less hockey game
- Coasting party

## Being Unique in our region and/or New Initiatives for Oxford –

### Poetry Festival (April is Poetry Month)

#### Notes from November 14, 2017 Community Gathering

- Poetry and Prose
- Blueberry Music Jam and Poetry Slam
- Feature a well-known poet
- Local authors and book signings
- Poems in the Park (weather could be an issue in April)
- Pocket Poems (engaging children and youth – school event)
- Poets at the Art Gallery
- Engage with Library
- Coffee shop setting and music (Lions Centre?)
- Mary Jane coffee
- (Include) Writings of local authors who have passed
- Children involved (blueberries, strawberries, promoting Oxford) stories and poems
- “Blues”/ Jazz festival music jam
- “Blue” grass festival
- Can we dye the grass blue?
- It could put us on the map in the poetry world
- Our proximity to the TC means we have a great location
- Could start small and grow
- Unique
- Covers/includes all ages
- We have a lot of poets
- Need to have clear intent
- Contest; prizes?
- Groups that this might be a good fit for: school, seniors, businesses, gallery, library, Town of Oxford

### Notes/Ideas from Community Economic Development Officer

- Not currently done in Cumb. Co.
- Amateurs, published poets
- Sidewalk chalk poems
- Poetry festivals held all over the world – some have catchy names like “Verve” – why not “BLUE”? (1<sup>st</sup> annual). Often they have various events happening at the same time: music, film, dance, etc.
- Sponsors
- Contests could be sponsored – different age groups, blueberry categories.
- There could be a different theme each year
- Lots of format possibilities: Readings at already established community groups as well as at the library, theatre, in the park, in restaurants, etc.
- Poems could be framed and posted in public places; sometimes people write poems and leave them in public places
- Blink events: 30 second poems
- Publisher tables, bookstore exhibits
- Writer’s organizations
- poetry-writing workshops
- Could research possible event funding

**Being Unique in our region and/or**  
**New Initiatives for Oxford – Geo-caching**

**Notes from November 14, 2017 Community Gathering**

- Would bring people to the community; downtown
- Would familiarize people with the community
- We are close to the Trans Canada
- Lots of unique locations (rivers, trails, lakes)
- We have food and accommodations
- (Make it) Blueberry focused
- (Celebrate) Geo-caching Days
- Use Oxley figurines to promote the Town through geo-caching
- Groups: Youth Groups, school, orienteering groups
- Family activity

**Notes/Ideas from Community Economic Development Officer**

- Family oriented
- Health benefits of exercise and being outside
- Advertise through Tourism, on FB, website, geo caching sites if available
- Could work with Trail promotion

# **DETAILED REPORT**

***Be Part of What Happens in Oxford!***

***Survey of Individuals living in Oxford & Surrounding Area***

**Detailed Report on Responses from the online and print surveys, coffee drop-ins, discussions at three meetings of community organization and individual conversations with citizens.**

**November 21, 2017**

Notes in Red are the comments of the Community Economic Development Officer

## ***1. Do you live in Oxford or Surrounding area?***

Of the 72 individuals who completed the online and print surveys, 100 % of respondents answered this question. 27 said Oxford; 20 said Surrounding Area; 25 said Yes

## ***2. Do you have ideas for new programs, services, activities or events you would like to see in Oxford?***

Note: Although the responses below are provided under specific headings, many suggestions fall into more than one category and the reader is encouraged to review all sections. 72% of online and print survey respondents answered this question.

### **Events/Activities/Local Group Involvement**

- year-long/long term dance classes like one put on by Y
- more recreation programs, especially for seniors,
- evening skating for Seniors very much enjoyed in the past. People are travelling outside of Oxford to enjoy this activity now.
- parent/tot skating and evening adult skating
- skating for adults only,
- skating for adults; bars to keep adults up – scared of falling- skating aids
- chair yoga
- more activities for kids 12 years,

- more for teenage kids to keep them from getting into trouble
- like to see shuffleboard promoted and supported – great game for teens through the elderly
- annual 4-wheeler rally (Trans Canada Trail)
- celebration of poetry, get together where people can meet each other, an indoor walking track, movies at the theatre,
- pub with events, dances, demolition derby with annual fair, other tourist events with more current appeal;
- musical get together for acoustic instruments – informal
- book club
- art nights or short painting classes (4-6 sessions)
- cooking for one or 2 with recipes and nutrition information,
- educational opportunities such as learning to play bridge, garden, cook, photography,
- things for families with small children, daycare, teen centre, monthly programs for kids,
- YMCA and some dances,
- bring back Canoe Race
- Blueberry Run
- card Parties
- put on program to teach lonely men and women not to fall for scams
- let's get more of the community involved in more activities such as the walking clubs, using our amazing trails, and using our arena more
- would love to hear Christmas music played from Dec. – New Years. Orland Thompson used to play it and it was wonderful.
- junior book club
- Oxford Film Festival
- beer gardens, pub nights
- Hallowe'en Festival (parade, Scary Walk, dance, dinners, etc.)
- Meals on Wheels
- bring in a dietitian

- Oxford Baking Show: ask Power Co. or another to donate something for a winner – Give tickets out at door.
- classic car show, blueberry and music festivals,
- more multicultural, exercise and healthy eating programs or services, cooking/craft/diy classes,
- need a walking track (inside); Men’s Walking Group
- indoor walking track for winter months – advertise this so public is aware
- suggested areas for indoor winter walking: school, exhibition buildings, curling rink, churches, Legion, Lions Club
- more activities for men; boys
- need to bring 4-wheelers down town
- more signage for trails
- trails map – featuring all Oxford trails
- Eleanor Crowley has a group who will help decorate parade floats
- plan seasonal “hook in” – four a year!
- Community Groups: suggestion to do more partnering on fundraisers etc. to reduce cost and make more impact
- better promotion of Swimming Lessons
- maybe the same set up for the Strawberry fest to be set up around exhibition week,
- there are several opportunities for “girls only” programming (i.e. careers, sexual health). What about boys?
- Town needs to fund some events and partner to avoid turning events into a flea market. Blueberry fest kids zone with a dance and BBQs could be built on with other fun activities. What does the main street sale add to the blueberry fest? (Note: this may be referring to the Strawberry Fest as we don’t have a Main St. sale during BB festival. No name given so I couldn’t confirm.)
- Strawberry Festival: Add new activities, can’t have the same thing every year- ideas: strawberry scavenger hunt, strawberry road race, strawberry breakfast, strawberry flea market
- plan activities and events ahead and advertise well in advance (2 months if possible); more advertising; keep price low

-Community Awareness Event -so people could find out what organizations do and possibly get involved. (Note: I heard again and again that unless they were involved, many people didn't know about all the opportunities there were in Oxford (Shuffleboard, how to join groups, that groups were looking for new members, what Seniors group does, etc.)

-interest in a Food Safety Course

-antique car show – would have to be planned a year in advance; could have a dance same night; blueberry pancake brunch, etc.

-bring in a bigger variety in music

-community dinners or events to bring people together

-events to make newcomers welcome; encouraging them to stay in our community

-poetry festival, author readings,

-do unique things to attract people in the surrounding area

-maybe more for seniors

-groups are mainly for school students, would like to see more events for older people

-bingo at a hall at night

-Art Gallery: would like to see weekend or night hours for working people. Opportunity for a volunteer from school or community

-Art Gallery: Good venue for small music event, perhaps with wine and cheese; could be combined with poetry reading

-Tantramar Seniors' College Programs

-Fishing Derby

-Geo-caching

-“How about a once a month activity where different groups are brought in so people can try a different activity with no commitment or cost. Maybe ax throwing (for all ages), quilting for all ages, target practice with paint ball guns, rock climbing – if there is such a thing as a mobile rock wall. Have a skateboard competition. Have an ATV or bicycle agility course at the rink. Have a obstacle course, mud/summer, ice/winter. Horseback riding lessons. To make sure if it works invite groups and people to make up teams if it is appropriate. Activities that give some people experiences that they may have wanted to try. I'm getting excited!”

-an attendee at the Coffee Drop-in expressed an interest in starting an acoustic instrument jam session for individuals' personal enjoyment – perhaps using a small venue like the Lions Centre where the public could drop in and watch if they wanted and the Lions could sell refreshments, etc. (separate from the Theatre's Music Jam)

## Wild Blueberry Capital of Canada/Wild Blueberry Harvest Festival:

**Town** doesn't promote that we're the Wild Blueberry Capital of Canada enough- better signage, more Wild Blueberry Harvest Festival events here in Oxford; organizations and businesses need to get more involved in promoting both.

Celebrate "Wild Blueberry Capital of Canada" (our claim to fame) more. Don't try to spread ourselves thin by celebrating too many other seasons or themes.

**Organizations** have blueberry breakfast/suppers/other events; Blueberry Festival Paint Night with BB dessert.

**Theatre:** have more events during WBBH Festival, Quilt Show;

Related **Historical Society** event,

"Blue" art show at **Gallery**, etc.

The children's activities at the Lake don't seem to be well attended. Try something new.

Get advertising in the glossy Festival flyer.

**Businesses:** try to have some type of blueberry or blueberry-related product for sale during the Festival

## Communication

-small paper to go around letting everyone know about yard sales etc.; some sort of weekly news items; 2 sheets instead of one for the monthly calendar

-the area needs a weekly spreadsheet put out (2 pages printed both sides, or 4 if needed), to inform people of upcoming events, etc. Subscriptions at a reasonable price.

-a newsletter, in addition to the monthly calendar: distribute and post a link on the website – perhaps there's a volunteer who would work on it.

-a weekly list of activities going on and a designated location for pick-up in Oxford (for people who don't have a computer and don't get email)

-an electronic sign board to let citizens know about happenings,

-signage: need digital sign or at very least one like Lions have; sandwich board at Town Hall.

-a community board or sign on Main St. posting upcoming community events – updated weekly or bi-weekly.

-the Town of Oxford monthly calendar is fantastic- only get it in my area when children started school (River Philip)

-could we have the community calendar in the Collingwood area? 6 or more people made this comment

-improvements to the Town website; make better use of it and Face book (fb); put links to real estate sites on Town website; use Calendar to tell residents how to find the fb site.

-improve the (paper) "Town of Oxford Community Calendar". Ex: Use newsletter format and arrange in columns such as a newspaper.

-Town calendar needs to be received by the end of the month – it's often late. The layout of the calendar needs improvement so more can be included. A Town newsletter might be helpful. (Note: I heard again and again that people want to get the Calendar earlier.)

-the (paper) community calendar is different than the Calendar of Events on the Town website.

-Suggestion: mention the Town's website in the Calendar to help drive people to the website for information and to raise awareness it exists.

-promote the "Town of Oxford" website as a source for information. I noticed the Upcoming Events Calendar at the Town of Oxford (web)site is not the same as the Oxford Community Calendar website. (Note: the latter is a site done by a private citizen.)

-Better sharing of face book page info. and info. on what should be posted where

-Better communication from the town through Face book, Twitter or Email

## **Businesses**

-second-hand children's clothing store (clothes, toys, books, etc.)- or a large sale of such items where sellers rent tables and a portion of \$ go to a charity,

-a thrift shop

-affordable second-hand clothing shop;

-laundromat/drycleaners,

-I am looking to start my own business with a portable rock wall and some industrial bounce equipment like a house and slide to start with. Great equipment to promote active living and a great addition to any event you may have.

-local inclusive farmers market

-a tour bus that would come in and visit the churches-we have beautiful stain windows at the United and the churches have great histories,

- small fabric and essentials to do with sewing store
- a gym/fitness centre
- longer hours at the drug store,
- Businesses – do better advertising of unique products
- stay open until 5 on Saturdays
- more evening hours
- Parkview: stay open later Friday/Saturday evenings
- some would like to see a Pub in Town (it was suggested that Organizations may want to try the occasional Pub night.
- some would like to see an up-scale restaurant for evening dining
- café and bakery downtown needed
- good location for a distribution company as Oxford is central

### **Un-categorized Suggestions**

- A dog park,
- Splash park
- Walk in health clinic,
- Campground and day picnic area for tourist events,
- More services in town: enlarged library services (see Pugwash's).

If we hope to attract more people to move to our community, we need to provide/encourage more new business and be active in this endeavor which in turn creates more tax base. We have a nice base of small businesses, but certainly the town has so much potential. We have a beautiful river going through our Town which could be more utilized with extended walking trails. Much praise for the new trails that already have been established. Great work here. This we need more of!!! People like recreation/activities when they move to a Town.

- Offer the arena for more activities in the off-season such as horse shows, vendor displays, or indoor farmers markets or yard sales
- Promote and use rink more (give incentives and make schedules for hockey, skating and senior skating more accessible and advertised so people know times.)

- Oxford is the Wild Blueberry Capital of Canada – bring back Blueberry Interpretive Center – tourists come to town expecting to see and learn.
- Would like to see much-needed nursing home in Oxford, to keep our seniors home and close to family;
- Nursing home facility
- Services: Better lighting on Pugwash Rd and snow plowing beyond the Thompson corner. If homes beyond that turn are considered town they should have similar services or be part of the county. Over the past several years, I have waited for the road to be plowed and followed one trail through by the county plow, only to get up to that turn and find both sides of the road plowed, salted and cleared.
- More bicycle friendly with bicycle lanes
- Free Wi Fi downtown
- Free use outdoor exercise equipment (like the Rotary Park in Amherst)
- Promote the Oxford Riverside Gallery
- Help support Oxford Exhibition
- Generally, do more to bring people to town and to the *downtown*
- Encourage people to move to Oxford: promote the school, energetic & cheerful people, provide more housing for low-income folks
- A review of whether Oxford should be a part of the county when it's in a good financial position (is there more benefits?) – weighing the pros and cons
- Wish we had more (businesses)
- (recognize) Oxford's Worst Driver
- Need a Community Centre; Health Centre; Dementia Centre; Indoor Pool/Rec Centre
- Need utility building at the ballpark for electricity
- Need an in-town public transit system – that works like the train does in Tatamagouche –for seniors, tourists, etc. -to facilitate ease of movement
- Need a Dementia Complex
- Horse shows at the arena: American Quarter Horse Association may be interested if invited- book now for next year - \$1000s in spin off.
- Other concerns about accessing arena rentals through Exhibition

-Christmas Parade: Citizen would like to see more prize (ribbon) categories (ex: Walking floats, horses, other animals). Important to recognize participation. Would like to see community organizations promote themselves by participating in the parades – missed opportunity if they don't.

-More activities down town

-The roads in and out of Oxford are excellent for bicycles. There is less vehicle traffic than other areas of NS. I think it would be a great destination for cyclists

-I like the town. I think it is well managed. I just don't think the town spends any tax dollars on building traditions and events. Sometimes you have to believe enough in an idea to fund it until it is self sustaining. The Exhibition and arena are excellent examples of many years of neglect/lack of new ideas and now having a difficult time making them relevant.

-Council, I feel is doing a good job with the options available to them.

-Oxford is doing a great job.

-So nice to have been asked to participate in this survey even though we are not Oxford residents.

-I would just like to add that when sitting in the park and enjoying a cup of coffee, it doesn't take long to see the amount of traffic that travels through Town. How nice it would be to take advantage of this traffic and get people to stop and shop, take time to see how great our community is. Somehow....filling in the space between the current RCMP building and the Parkview as a "space" for a new business. I realize this would entail some work, perhaps even some environment inquiries, but if it were already filled in, perhaps it would encourage larger, business to invest here. In other words, make it easier! Lots of tractor trailers coming into Town....they have no where to park to get a coffee. Have seen them give up and move on....as well as in the summer months, travel trailers with no space to even get fuel as they have no place to turn any big rigs around. Maybe the Town would consider placing a traffic counter so that you could get a sense of the amount of traffic coming and going.... We have so much to be thankful for in our Town and lots of expertise to tap into. So many things that could be done and of course money is at the core of all projects to promote. Keep up the good work replacing sidewalks and making them safer (help avoid getting sued!!) Pick great projects to enhance the Town. I'm sure this survey will help bring some great ideas to fruition!

-Let's get more of the community involved in more activities such as the walking clubs, using our amazing trails, and using our arena more

-Looking forward to information collection on groups in town

-Looking forward to getting to know and work with my new community. Thank you for the online survey

-Work with and improve available resources already in place.

The Town Staff, as a whole, is doing a wonderful job with the running of the Town. Keep up the excellent work everyone.

- I have noticed an increase in different programs being offered. The use of the arena with skates, hockey, the hunting and fishing expo. Keep up the good work!
- Would like to see something of a newspaper out in the country, so we would know what is going on. (Leicester resident)
- Cut the # of councillors and save some money
- I wish I had grown up in Oxford. It must be wonderful to feel you belong here.
- Would like to see the student scores in the schools improved,
- After-school tutorials
- Volunteerism: encourage youth to volunteer by working with Guidance Dept.
- We get no information on what is going on at the school
- No reading water meters, all residents be billed equally. This would lower town costs and allow more man hours for other activities.
- Reminder on water bills regarding water conservation and its importance
- Curb side garbage
- Nursing Home, Veterinary surgeon, a Therapist
- List of names with telephone #'s and qualifications of people you can call to have odd jobs done or help of any kind around the home and property.
- Need more signs and awareness of Tourist Bureau in Town Hall
- Need a way for people who are new to the community to find out what's going on, ways to get involved, how to get services, etc. Need Welcome Wagon.
- Would the new gym offer special rates for Seniors?

### *3. How do you usually find out about Oxford events?*

100 % of online and print survey respondents answered this question and 12 people responded to a separate survey called "How do you find out what's happening in Oxford?" for a total of 84 respondents. Some offered more than one answer.

43 said Face book but most didn't specify which site

42 said Town's Monthly Calendar (people refer to this in various ways- newsletter, flyer in the mail, etc. - but I concluded they meant this)

23 said Word of Mouth (some added "after the fact")

18 said Posters or Signs (one specifically mentioned the Lions Park sign; 6 mentioned the Canada Post bulletin board)

5 said Town's website

3 said "online" or "internet"

4 said Newspaper

3 said Radio

1 said school

4. *Do you have ideas about how groups and organizations can better promote their activities? If YES, please list below.*

Approximately 70% of respondents answered this question.

- More posters at local stores (3), ads around town
- Facebook, fb, fb, fb
- Email weekly listing of activities, publish a newsletter with calendar
- Public community board
- Social media and prizes, s media
- Use Community events page on fb.
- Calendar online similar to Springhill rec. dept.
- Online calendar, which needs to be kept current and active.
- Town newsletter and website
- Relationships are very important (to marketing)
- Weekly newsletter; weekly flyer (the monthly flyer is too congested)
- Posting on poles
- Lions TV Bingo (2)
- Community newsletter/newspaper (2)

- “Do not assume that everyone is on face book”
- Don't rely on fb – some people don't use it.
- Electronic sign in front of the Lions hall or high school
- Community Board or sign and better structure to face book page
- Community sign, an upgrade of the one at the Lion's Park
- Secure community Notice Board located in the gazebo
- Better use of town website and a central information board somewhere on main st.
- Put them on the website; more use of websites
- Consolidated town website
- Mail out flyers as a lot of elderly residents do not have access to the internet
- Community calendar – keep it up!
- The Community flyer
- Flyers
- Paper calendar
- Advertise that new members are welcome and how to join.
- Use the town calendar to promote and promote well in advance.
- Try to communicate their dates and activities well in advance so they won't all be on the same date.
- We need an electronic sign;
- An electronic bulletin bd. in central place on Main St. to advertise upcoming events.
- More advertising – not everyone has access to social media – posters, signs in main places, more signage
- A fb page they could use
- “Everything is done already to promote each activity
- Banners like the one outside Sackville, signs on the side of road like you see at Lions centre
- Radio, advertise more, put in monthly mailout
- Advertise at community meetings and events (Church meetings, TOPS, Card parties)

-Have one main list with Oxford and Surrounding areas. A monthly calendar posted to Facebook so people know what is happening and when.

-Use the community newsletter, radio and newspaper or have it posted at the town hall so if people want to know what is available and a contact so they have a “one source” place

**Note: Also see related comments in # 2**

### *5. What is the best thing about living in Oxford and area?*

91% of respondents answered this question.

-side walks to walk on and the Lions Park

-it's an awesome community and simply beautiful as you drive through. The trees are starting to drape over the roads before Dutch hit them. It's almost like a canopy.

-the convenience store and gas station opened 24 hours, The Irving gas station

-unique shopping experiences

-the Nazarene church along with the many activities they plan for our youth. I am proud to call Oxford home because of the friendly people who, in my experience, are very welcoming!

-small friendly community

-the community

-the people, same, same

-low taxes, safe community

-safe place to live, friendly people and good school

-Oxford has everything I want without having to look further (x 2)

-everything you need is within arm's length

-beautiful, peaceful, great place to raise a family, safe, affordable, friendly

-friendly people, always willing to give a helping hand, Quiet, Knowing your neighbor

-it's a small town and everyone knows everyone and are very friendly

-small quiet community

-small community

-the small town feel. I enjoy living in the country but there is still a sense of community with Oxford residents

-Oxford is a nice clean place to live. The people are friendly

Everyone knows and looks out for each other

- access to the highway. The rink for skating/hockey/recreation. The rink is a big draw when people are deciding whether to live in Oxford or another community. The new school is also a tremendous asset to attract young and growing families. The fact that we have a major employer is also paramount in attracting working aged people

-low cost of living, town is quiet, and the air is clean

-as a long-time resident, I found it a safe place to raise my children and loved the convenience of being close to everything

-quiet, friendly, trails, lake, safe

-the proximity to beaches, highway, and benefits of good roads, schools, and businesses

- access to three provinces and three major cities within less than 2 hours. Close proximity to the ocean and ski slopes, friendly and safe community, and talented, hard working folks!!
- nice quiet, honest, hard working people who care about the Town and its future
- there is a fair amount to do in town; everyone knows everyone; it's a great place for families with children
- basic needs (bank, store, gas) easily accessible.
- flat for walking; walking trails
- the new walking trail (Trans Canada Trail) South Oxford
- central – easy to get to Trans Canada highway.
- not too far to Halifax or Moncton and stops in between
- we are back home, friendly and lots of family around
- good snowplowing
- its' people
- small intimate community
- small town closeness, quiet, great school
- beautiful small town
- I love living in a rural community. I have 2 small children and having events in Oxford is a great way to get the kids involved.
- price of real estate, availability of basic needs incl. doctor, dentist..., new council making a difference, Trail
- it's a beautiful, friendly and quiet Town
- quiet and friendly
- small town, relaxed atmosphere, lots of energy and things to do, open-mindedness, welcoming reception to newcomers (CFAs)
- friendliness of residents
- good neighbors, nice and quiet, appreciate senior programs
- close to drugstore and my doctor
- the scenery
- small size, can walk anywhere
- the people and all the basic stores. How many pizzas can a town eat? Post office, bank, Tim's, small grocery, hardware, library, gas station, and other services for car trouble
- small town; small enough; people are friendly and helpful
- supportive community
- quiet town and surrounding community. Oxford is a small town but is well kept and always looking to promote local talent to showcase art, music and activities for young and seniors.
- family & friends, beautiful county
- never sitting in traffic, cost of housing, relaxed lifestyle
- great Christmas Parade
- seems to always be something going on: Jams, plays, the chance to give your opinion
- best of rural living with services (water/sewer)
- compliments to Ruth Collins for her plays. Awesome

*6. Are you interested in working with others on any of the above ideas?*

41% said YES, some with limitations. The Town will use this list to help develop a Volunteer Database.

*7. We welcome additional comments:*

Additional comments were included in the appropriate sections above.



## **Town of Oxford Recreation Department Report**

**March 2020**

March Break activities will begin on March 16<sup>th</sup>, there will be at least one activity each day. I have attached all the information regarding March Break activities.

Al & Maxine Clarke are this years Representative Volunteer of the Year. They have been chosen because of their dedication and hard work to the Bunny Trail. They will both travel down to Halifax on April 27<sup>th</sup> to be recognized at the annual Provincial Volunteer Awards and Luncheon. April 19<sup>th</sup>- 25<sup>th</sup> is National Volunteer week and our annual volunteer awards will be held during this week.

On Thursday March 5<sup>th</sup> we had a volunteer workshop called “Show me the Money” which was put on by Chutzpah Consulting. This workshop will look at how volunteers and community organizations can make the most of the resources they already have, and how they can find new financial resources to help them accomplish their goals. This was part of our Learn 2 Lead workshop series. We had 18 participants attend the workshop at the Legion. As part of this series I also have a Home Alone course for grades 4-6 planned on March 19<sup>th</sup>, during March Break and is \$15 to attend.

I have received “Walk the Block” signs and signage for the nature trails and walking track at the school. I also had Acadia Printing print 500 trail maps that are now available for the public. I have made these maps available at Parkview, Tim Hortons, Irving, and the Library. This is a completed operational task through the Strategic Priorities Chart.

I have begun planning with the school to schedule and organize evenings for JR NBA, Pickleball, Adult Basketball and possibly a Spring Basketball League. It looks like these programs will start the second week in April, just waiting to confirm the schedule with OREC.

Ruthie and I have begun planning for the Wild Blueberry Harvest Festival. We have promoted a community engagement for April 3<sup>rd</sup> from 6:00-7:30. This engagement will be to gather ideas from members of the community to see what they would like to see as part of this festival, in hopes that we will get more community engagement for events this year.

I will be meeting with Greg Nix sometime within the next few weeks to look discuss potential projects for the upcoming year for the trails. We will look at what funding might be available, and other financial resources.

I will be meeting with the Berry Bolt Committee on March 11<sup>th</sup> to discuss plans for this year’s race. The race is scheduled for May 2<sup>nd</sup> this year and will be a 1K & 5K race that will start from the rink.

Ruthie and I have been planning for an Earth Day Clean up on April 22<sup>nd</sup>. We have received promotional materials from Glad that we plan on using. We plan to have one clean-up during the day at OREC and one in the evening on the Great Trail, I have applied for funding through the Great Trail for funding for this event.

April 11<sup>th</sup> will be our annual Easter Egg Hunt; this year's plan is to have it on the Bunny Trail. I have been in contact with Greg Nix, Al & Maxine Clarke, and The Outdoor Adventure Therapy Project to partner for this event.

**Arena Report:**

Our last day with ice will be March 30<sup>th</sup>. After that Brian and Carson will work to get the rink ready for summer for 2 weeks and finish work around April 10<sup>th</sup>.

February has been our busiest month so far to date. We have seen a significant increase in usages from minor hockey. This month we received 39 hours of bookings from minor hockey, as compared to 17 in December.

March 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> will be CCMHA Bates & Merrill Friendship Tournament. We have 19 games booked for this weekend.

March 20<sup>th</sup> and 21<sup>st</sup> will be the Annual Darren "Pugs" Memorial Tournament.

March 28<sup>th</sup> and 29<sup>th</sup> there will be a Ringette Jamboree.

I have been in contact with the contractor to tape the roof. We have agreed that with tournaments on the next three weekends, that it would be best for him to wait until we take our ice out to tape the ceiling.

OREC Learn 2 Skate continues each Wednesday morning.

Oxford Frozen Foods Health & Safety Show is booked for April 24<sup>th</sup>.

Berry Bolt is Booked for May 2<sup>nd</sup>.

Attached to my report are documents outlining, Ice Rentals, Signage Rental Revenue, Free Skate donations, trail maps, and March Break Activities.

Respectfully Submitted,  
Corey Skinner  
Recreation and Physical Activity Coordinator

<b>October Ice Rentals:</b>	<b>Hours:</b>
Minor Hockey:	4
Skating Club:	
Fun Hockey:	2
Public Skating:	1
Ringette:	
Pick-up:	2
Other:	
<b>Total:</b>	<b>9</b>

<b>November Ice Rentals:</b>	<b>Hours:</b>
Minor Hockey	28.5
Skating Club	10
Fun Hockey	6
Public Skating	16.5
Ringette	11
Pick-up	15
Other	2.25
<b>Total:</b>	<b>89.25</b>

<b>December Ice Rentals:</b>	<b>Hours:</b>
Minor Hockey	17.75
Skating Club	7.25
Fun Hockey	8
Ringette	22
Pick-up	16.5
Other	5.25
Public Skating	16
<b>Total:</b>	<b>92.75</b>

<b>January Ice Rentals</b>	<b>Hours</b>
Minor Hockey	29.25
Skating Club	10
Fun Hockey	6
Ringette	2.5
Pick-up	14.25
Other	3
Public Skating	14.5
<b>Total:</b>	<b>79.5</b>

<b>February Ice Rentals</b>	<b>Hours</b>
Minor Hockey	39.75
Skating Club	4
Ringette	9

Fun Hockey	4
Pick-up	15
Other	9
Public Skating	13.5
<b>Total:</b>	<b>94.25</b>

<b>March Ice Rentals</b>	<b>Hours:</b>
Minor Hockey	9.5
Skating Club	1.75
Ringette	
Fun Hockey	4
Pick-up	4.25
Other	6
Public Skating	5
<b>Total:</b>	<b>30.5</b>

**Total Hours:** 395.25

## Arena Signage Rentals 2019-2020

<b>Business or Organization</b>	<b>Price</b>
Cansa	\$300
Pat Rushton - RAMS	\$300
Royal Lepage- Peter Swan	\$300
Al Nahrgang	\$300
Scotiabank	\$300
Oxford Frozen Foods	\$300
Windsor K & L Salt	\$300
Oxford Pharmachoice	\$300
Home Hardware	\$300
Nustadia Recreation	\$50
Tory Rushton MLA	\$300
Parkview Resturant	\$300
Cumberland Paving	\$300
NSCC	\$200
Total Revenue:	\$3,850



**Public Skating Donations 2019-20**

Oxford Frozen Foods	\$100
Scotiabank	\$100
National Trailer Sales	\$100
Home Hardware	\$800
OREC Home & School	\$100
Oxford Pharmacy	\$100
Blake's Electric	\$100
Certified Sales & Marketing LTD	\$100
Parker Overhead Doors	\$100
R W O'Brien Pharmacy	\$200
Jorgensen & Bickerton	\$100
<b>Total</b>	<b>\$1,900</b>



# March Break Activities 2020

## Monday March 16<sup>th</sup> :

### **Rays Reptiles Show**

3:00

Oxford Capitol Theatre

Free

### **Sticks & Pucks Free Skate**

4:00-5:00

Oxford Arena

Free

## Tuesday March 17<sup>th</sup>:

### **Movie**

2:00

Oxford Capitol Theatre

Free

Check out our facebook page to see what movie will be playing! Water and popcorn available

## Wednesday March 18<sup>th</sup>:

### **Winter Fun Day**

2:00- 5:00

Big Lake Camp

Come join us for a day of Sledding, Snow Painting, Pond Hockey, skating etc.. A day packed full of winter fun! We will also have activities available indoors for anyone wishing to warm up.

Following activities Church of the Nazarene will have a supper for all participants, followed by a bonfire and fireworks at dark! Evening Activities start at 5:30. Please call Corey at 902-447-2798 to register by March 13<sup>th</sup> so we know how many participants to expect. Snow date- March 21<sup>st</sup>

### **Sticks & Pucks Free Skate**

4:00-5:00

Oxford Arena

Free

## Thursday March 19<sup>th</sup>:

### **Home Alone Course**

**9:00 – 11:30 AM**

Community Room in Oxford Arena

This class is geared towards children between the ages of 9-11 yrs. It is meant for kids that are just starting to stay home by themselves for a short amount of time.

**Fitness For Kids: Pound Class**

Taught by Cumberland YMCA

A Fun workout for kids incorporating movement and drum sticks into this fitness class

10:00 AM. Community Room in Oxford Arena. Free

**Friday March 20<sup>th</sup> :**

**Geocaching Mystery Hunt**

11:00-AM 1:00 PM

Ages 8-12, Lunch provided (Bring water). \$12/youth. Meet at front of OREC School, we will be using trail system. Bring appropriate footwear and clothing. To register please email

[theadventuretherapyproject@gmail.com](mailto:theadventuretherapyproject@gmail.com). Payment or arrangements must be made to hold spot

(Maximum 20 spots)

**Sticks & Pucks Free Skate**

4:00-5:00

Oxford Arena

Free

**Geocaching Adventure**

4:00 PM-6:00 PM

Ages 13-17, Supper Provided (Bring water). \$12/youth. Meet at front of OREC School, we will be using trail system. Bring appropriate footwear and clothing. To register please email

[theadventuretherapyproject@gmail.com](mailto:theadventuretherapyproject@gmail.com). Payment or arrangements must be made to hold spot

(Maximum 20 spots)

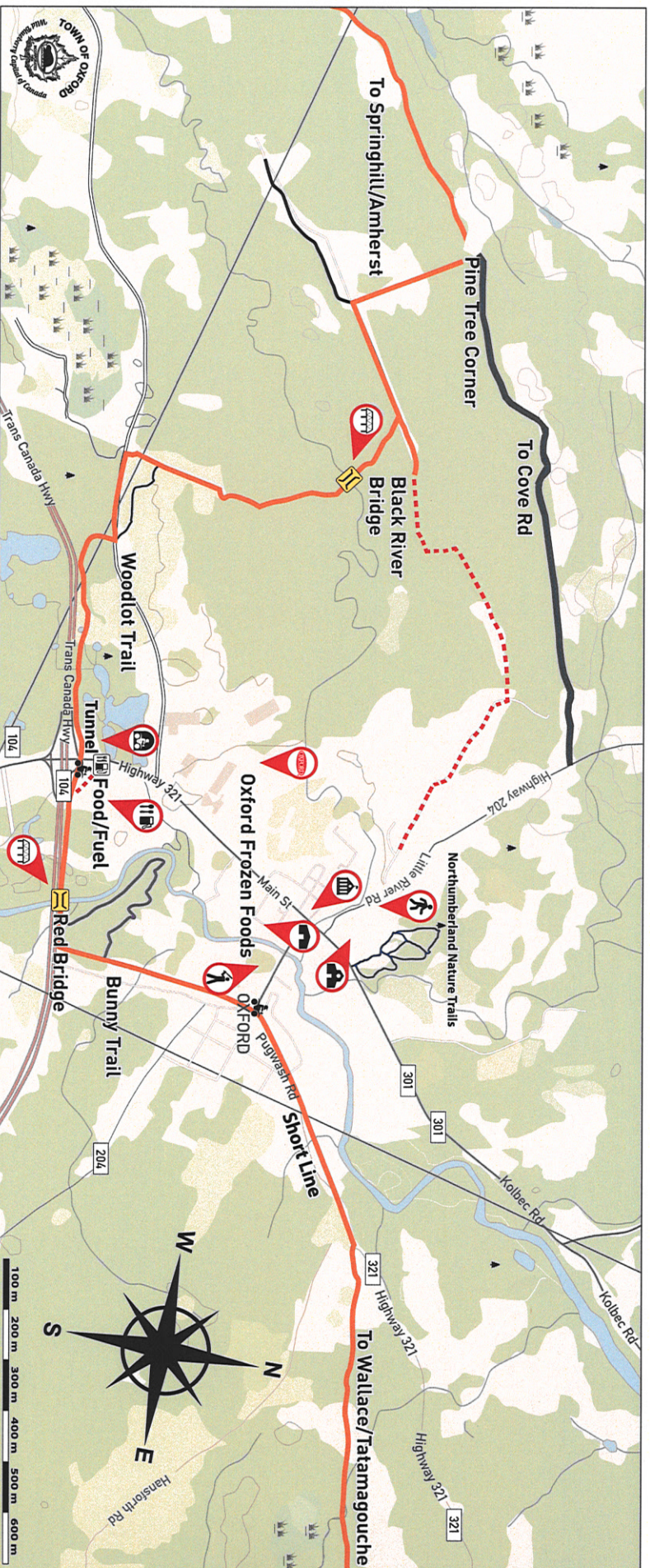
**Night Hike (or Snowshoe) of the Bunny Trail.**

7:00 PM-9:00 PM

(Starting at Water Street Trail Head) Family Friendly, anybody under the age of 11 must be accompanied by an Adult. Free, hot chocolate and snacks provided. Dress Warm!

If you have any questions regarding any March break programming please contact Corey at 902-447-2798 or by email at [reclisure@oxfordns.ca](mailto:reclisure@oxfordns.ca)

# THE GREAT TRAIL - OXFORD NS



- The Great Trail
- Multi-use Trail
- Hiking Trail
- Nature Trail
- Rough Trail
- Connector Trail

- Town Hall
- Food/Fuel
- Bridge
- Tunnel
- School
- Arena
- Baseball field
- Oxford Frozen Foods
- Walking Track

TheGreatTrail.ca







## Public Works Monthly Report

February 2020

Quiet month of snow removal, used 35 ton of salt

Regular maintenance:

- cleaning lagoon lights
- cleaning lift station floats
- filling pot holes
- shop work

Clarified civic numbering for REMO purposes on the road to the well and chlorination building.

Worked with Department of Environment and CAO in continuing to increase and meet compliance requirements for water utility and sewer treatment plant.

Met with CAO on capital budget planning.

Cleaned out basement of Town Hall.

Arranged for Insurance Inspector to review facilities in the spring.

Respectfully submitted,

Wes Adshade  
Public Works Supervisor

## **Minutes of Oxford Arena Fundraising Committee Wednesday January 29<sup>th</sup> 2020 6pm**

**Roll Call:** Brenton Colburn, Bev Clark, Eleanor Crowley, Alfred King, Wendy Sweet-Kontuk, Tracy Sweet, Corey Skinner, Tom Reid & Dave Clark

**Regrets:** Greg Wood, Joe Reade, & Tracy Black

**Call to Order** at 6.05pm by Brenton Colburn Chair

**Treasurers Report:** Jan 30<sup>th</sup> balance is \$72.75

### **Old Business**

Brief discussion regarding ceiling tape, board replacement, mats and gate repair, all under way or completed. Tape to be started this Monday.

Prebooking -Brenton received a call from Darren Veniot (knives) wanting 2 tables 902-543-8954 or c 902-521-3183 Amanda will operate the canteen as before, and DJ Dave is booked for the day. Alfie has been added to flyer, Corey confirmed May 23 as our date for the arena.

Brenton circulated a letter for signatures to request the curling club from the Exhibition committee. No response from Ducks Unlimited- Corey to follow up. Confirmed with Eleanor that motorcycles are welcome at car show.

### **New Business:**

When soliciting for the committee please have cheques made payable to the OXFORD ARENA COMMITTEE Box 479 Oxford. If they require a receipt or invoice Dave can provide.

Duck Race- Ducks have been located at Gerald McLellan's, Brenton to rescue and count. June 13<sup>th</sup> 2020 with 50/50 in favour of Oxford Sinkers Pee Wee Baseball with Corey looking after licence.

Committee members volunteered to look after mystery prizes at the upcoming Ringette tournaments.

Minor hockey had increased bookings slightly this month then cancelled last 3 weekends DUE to weather. Corey will attempt to attend first board meeting in the fall.

The CAFT periodical will advertise our event at no charge and send us copies for distribution at the show.

**Next Meeting:** Wednesday **February 26th** at 6 pm council chambers.

Meeting adjourned at 6.41 pm

**Cumberland Public Libraries  
Brief Report- Oxford  
February 2020**

**Minimum Wage Increase**

Ms. Corey presented the Board with new salary scales to reflect the 9% increase to minimum wage. The Board adjusted the salary scale that any position under minimum wage will be updated to the new rate as of April 1, 2020.

**Provincial Funding**

The Board is still waiting for an announcement from the Provincial government about funding for the Nova Scotia public libraries.

**April Public Meeting**

The Board will hold its annual Public Meeting on April 30, 2020 at the Four Fathers Library.

**One Library Card Alliance**

As reported by the CBC on February 4, 2020, eight of the library regions are working together to have a new amalgamated catalogue in place by June 2021. Technical Implementation Committee meetings once a month to align the regions circulation policies and procedures. This will mean public library users from all over Nova Scotia will have access to more materials.

**Accessibility Legislation**

Public libraries have been designated a 'public sector body' by the Accessibility Directorate and will need to complete an accessibility plan by April 2021. No regulations have been released by the Provincial government, but a workshop on accessibility planning for public libraries will be held in April.

**Statistics**

In the month of January, Cumberland Public Libraries signed out 8,725 items, 534 items in Oxford alone. This includes books, movies, TV shows, magazines and more.

Also in January, the Oxford library held 6 programs for children and adults, with 33 people in attendance.

During the month of January there were 785 visits to the Oxford Library.

**Next Board meeting will be April 2, 2020.**

# Northern Region Waste-Resource Committee

## Meeting Minutes November 15, 2019

The regular meeting of the Northern Region Waste-Resource Committee was called to order at 1:05 p.m. on Friday, November 15, 2019 at the Colchester Material Recycling Facility meeting room on Mingo Road, Kempton by Tom Taggart.

### **Present – Elected Officials**

Tom Taggart, Colchester (Chair)  
Ernie Gilbert, Cumberland  
Bill Mills, Truro  
Eldon Hebb, East Hants

### **Present – Staff**

Andrea Trask, East Hants  
Stephen Rayworth, Cumberland Joint Services  
Jessica Rushton, Colchester  
Brenda Rioux, Cumberland Joint Services  
Scott Fraser, Colchester  
Dale Bogle, Stewiacke  
Jann McFarlane, Colchester  
Bonnie Coulter, Truro

### **Regrets**

Tom Chisholm, Truro  
Mary Commo, Stewiacke  
Jesse Hulsman, East Hants  
Jason MacDonald, Amherst  
Darlyne Proctor, Colchester

### **Approval of Agenda**

Chair Tom Taggart requested that the meeting start with a round-table discussion on the top of regional opportunities, in respect to the recent Nova Scotia solid waste efficiency study. This item was placed as Item #4.

MOVED by Councillor Ernie Gilbert and seconded by Councillor Eldon Hebb to approve the agenda as amended.

### **MOTION CARRIED**

### **Approval of Minutes**

MOVED by Councillor Eldon Hebb, and seconded by Councillor Ernie Gilbert to approve the minutes of Friday, September 27, 2019 as circulated.

### **MOTION CARRIED**

## **Regional Round-Table Discussion: Opportunities & Next Steps**

Chair Taggart asked that the Committee start the meeting off to discuss our next steps moving forward. He started the conversation with the following report to the Committee.

### Report to Northern Region – T. Taggart

*Since we last met (September 27<sup>th</sup>) I have spent 4 days in Halifax for meetings. October 2<sup>nd</sup> there was a meeting with Minister Gordon Wilson. This meeting was an introductory meeting (to the Regional Chairs Committee) as well as discussion regarding the recently issued Solid Waste Efficiency Study. On October 16<sup>th</sup> I participated in a strategic planning session with Divert NS, as I sit on that Board. And then on November 7<sup>th</sup>/8<sup>th</sup> I attended the 2-day workshop with Regional Chairs.*

*Although as a Region we have been presented the Efficiency Study, I think it warrants more discussion and I would like to comment on some of the things discussed at the Regional Chairs workshop.*

*To start at the beginning. I believe it was 4 years ago, or so, that as a result of poor markets the diversion credits were down and many municipalities felt the pinch. Municipalities were already through their budget process before being made aware that they did not have the full expected funding. Regional Chairs went to Nova Scotia Environment (NSE) asking for additional funding. NSE provided funding, in the amount of \$100,000 per Region, and said no more funding adjustments until an efficiency study was completed. I want to remind everyone that NSE takes \$1,000,000+ annually from Divert Nova Scotia and goes into their general revenues. Now the efficiency study has been completed and it has shown we are inefficient in Nova Scotia (as a whole) and highlighted many other areas for improvement.*

*Based on the meetings I spoke of earlier, as well as comments from the efficiency study, and most importantly with all the additional attention on climate change (public concerns on the planet, EPR, plastic bans etc.), I feel that municipal solid waste management (garbage, recycling, organics) will be under the microscope. Our public will be and is more engaged than ever before. At the end of the day regardless of the fact that we do a better job than any other province in Canada, the fact that the Province regulates our management options, and that the municipalities fund more than 90% of the operations - cost will still increase. Municipalities will be seen as inefficient, regardless of the requirements we need to work within, and we need to discuss and prepare as a Region.*

From the Committee discussion the following points are highlighted:

- The Efficiency Study itself was difficult to complete due to the various levels within solid waste in Nova Scotia (municipalities, solid waste regions, solid waste boards, etc).
- Market options that are Nova Scotia made (or Canadian made) are highly supported
- Thermal technology has yet to be proven in Nova Scotia, and therefore the impacts are unknown.

- The Province should take the leadership role of not allowing any further solid waste infrastructure to be approved until the existing inventory is better understood and decisions made (the study stated NS has excessive infrastructure).
- The Northern Region is geographically situated for opportunities from an Atlantic Canada viewpoint.
- There is distinct difference between efficiency and effectiveness and financial impacts, and not all are viewed/weighted the same.

Discussion Result

Chair Taggart requested a sub-committee of the Northern Region created to discuss, on a regional level, opportunities and bring back a report to the Committee. The sub-committee will complete an assessment of the region and seek to understand any regional opportunities. The sub-committee includes the following members:

Dale Bogle – Chair of Sub-Committee	CAOs
Andrea Trask	Municipal Managers/Directors
Stephen Rayworth	
Scott Fraser	
Eldon Hebb	Elected Officials
Ernie Gilbert	
Tom Chisholm	

Additional support to include Jann McFarlane (MRF perspective) and an elected official from Municipality of Colchester (Chair Taggart will seek an alternate to himself to participate).

Mr. Bogle will follow-up with the participants in the coming weeks to prepare a process to discuss.

**Regional Chairs Committee Update**

The Committee completed a 2-day strategy session/workshop in October, as a follow-up from the efficiency study. The next Committee meeting is in December where they will review the findings from the session and look to provide direction to staff on priority areas of focus and goals.

**Regional Coordinator Committee – Update**

Ms. Trask reported that the committee last met on November 6<sup>th</sup>, and we will meet again in the New Year. Coordinators have been looking at various communications projects – response to market concerns of residents, new stewardship programs, and other key messages. As well the committee has been busy supporting the Regional Chairs Committee with preparation and execution of their fall strategy session (as part of the efficiency study follow-up).

**Managers/Directors Committee – Update**

Nothing to report at this time.

## **Regional Partner – Updates**

### **Cumberland Joint Services Management Authority**

Brenda Rioux, Waste Reduction Coordinator

#### **Education**

- Our final HHW Event was held on October 5<sup>th</sup> where we collected materials from 119 vehicles. Overall our events went well this year with us reaching over 600 vehicles.
- Staff participated in both Spring Street Academy's and West Highlands Elementary's Community Nights. This is a great chance to speak to both the students and parents about our programs and services.
- In celebration of Waste Reduction Week, Staff had a booth at the Amherst Farmer's Market. The focus of the event was waste reduction, reusable produce bags were given away which were a huge hit.
- Staff held a Facebook contest where residents were encouraged to like and comment on our post for a chance to win an iPad donated by Miller Waste Systems. The contest went over well and it was a great way to engage our residents; Kevin Allen from Amherst was the lucky winner.
- Staff participated in the Compost Council's "Compost's Giants" Pumpkin Growing Contest. "Since our last meeting we were notified that we had the largest pumpkin for the Atlantic Region.
- Staff visited all of the schools in Cumberland to make sure that their bins were properly labelled and that they were set up properly. We attached new signage to most of the bins as they were labelled Cardboard only and recycling; paper was in the recycling bin.
- We have scheduled a hauler meeting for November 29<sup>th</sup>- we always like to check in to see how things are going.
- The cause of the fire that destroyed our recycling facility back in 2017 was caused by a lithium ion battery. We recently shared the video of the fire on Facebook in addition to a link to proper disposal.

#### **Administration**

- Both our education and enforcement reports were submitted to Divert NS.
- The contract with Scotia Recycling expires soon and we're in the process of negotiations with Scotia.
- We only had one person that was qualified for the Finance Manager position and she will be interviewed on Tuesday.

#### **Enforcement**

- The Enforcement Officer is focusing on curbside recycling audits as we still seem to be getting a fair amount of rejections from the solid waste collectors for "not dual stream".

## Municipality of Colchester

Prepared by Darlyne Proctor, Waste Reduction Manager

### **Education**

- Lunch & learn presentation at the Best Western Glengarry on recycling was given to the Rotary Club of Truro. Very keen questions and concerns on where the recyclables are actually going.
- Presentation on how illegal dumping cases are handled in Colchester was given at the Annual General Meeting of the Adopt Highway. Representatives from across the province attended.
- Waste Reduction Week – Lunch & Learn took place at the Truro Farmer's Market. Local businesses shared how they made business decisions to implement the 3 R's focusing on reduction and reuse. The theme was how to Reduce Single Use.
- Presentation and sorting relay games with Cubs and Beavers
- Information booth at the Stewiacke Business Expo
- Joint effort with Sobey's Dietician Jennifer Ferguson, at a lunch and learn on how to avoid food waste.

### **Administration**

- Fall Compost Give-Away took place during the week of October 21 – 27. 246 bags were given away and 8.65 metric tonnes was sold in bulk.
- Met with the Bible Hill Junior High guidance counselor to develop a plan for the Discovering Opportunities Grade 9 Class. This year the theme is the environment.
- Attended the WRANS workshop held in Halifax.
- Fall giveaway was a success with all residents very happy with the material this year.
- Colchester Council has determined that they will not be pursuing Waste to Energy for solid waste.
- A new garbage baler will need to be purchased.
- Some old landfill cells will be capped in the next year.
- Scrap steel processing was completed this fall and included all of the old compost containers
- Wood and shingle processing to begin the end of Nov or first of Dec

### **Enforcement**

- Greenfield illegal dump complaint. The County supplied the dumpster and this site was cleaned up by approximately 20 residents on a rainy Saturday morning.
- Brookfield open burning of solid waste complaint. This issue was resolved by education and acknowledgement by the resident regarding the severity of burning these types of materials.
- Tatamagouche illegal dumping complaint forwarded on by the RCMP. Issue was investigated and cleaned up.

- Stewiacke residential collection issues with multiple addresses; door hangers were left with corrective advise.
- Bible Hill strip mall underwent the implementation of proper waste collection containers onsite. Worked with the owner of the location and Miller Waste, five businesses now have all waste disposal options required.
- Brookfield dumpsite as called in by ReGroup. Approximately eight bags of garbage/recycling were dumped down a bank. Site was cleaned up.
- 16 apartment inspections for proper waste containers took place.
- Wastewater enforcement inspections have begun at food service businesses to see if they have the required grease traps.
- Balefill load containing a large amount of sharps. The load was identified as coming from a government office and it was learned that they underwent a large clean out of an old storage area. These sharps were not properly stored therefore they went unseen when throwing material away.
- Debert open burning issue in an industrial area. This individual has already been fined for this same act last year.
- Debert illegal dump where there was a large deep freeze containing meat dumped off a wood's road. The contents were collected, and the deep freeze was taken away. Property owner to be contacted regarding this area.
- Belmont open burning complaint. Rental property where it was reported that the tenant routinely burns what is speculated to be non-compliant materials. Tenant was spoken to and given a warning along with educational information with Municipal and Provincial regulations and fine amounts.

### Municipality of East Hants

Andrea Trask, Manager of Solid Waste

### **Education**

- Staff attended the local Seniors Expo this fall and had great discussions with residents. The event continues to grow year after year with approx. 80 connections made.
- Staff hosted a Waste Reduction Week early morning coffee/tea break for our small businesses in the community. This was a provincial initiative, coordinated through Divert NS (as part of our education contract requirements).
- East Hants launched our 1<sup>st</sup> ever radio ad on C100 (Halifax) in October. This ad was a requirement of grant funding we received this spring to promote kitty litter now being accepted in our green cart program, and best practices for municipal green carts.
- Below are some of the social media posts we have pushed out to our public this fall:

Municipality of East Hants (continued)



**ELECTRONIC RECYCLING**

Now accepting as part of your curbside collection:

- Microwaves Ovens
- E-Readers
- GPS Units
- Video Game Systems & Controllers
- External Hard Drives, Optical Drives & Modems

easthants.ca/curbside-collection



**Curbside Collection Alert: Area 2**

**October 31st 2019**

You may experience an earlier collection as crews will attempt to finish the route before trick or treating begins.

Please ensure all items are curbside by 7am.

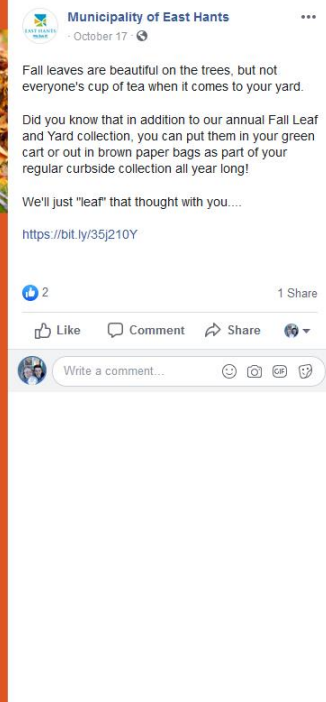
easthants.ca/solid-waste



**COLLECTING YOUR LEAF & YARD WASTE ALL YEAR LONG**

or =

easthants.ca/curbside-collection



Municipality of East Hants  
October 17

Fall leaves are beautiful on the trees, but not everyone's cup of tea when it comes to your yard.

Did you know that in addition to our annual Fall Leaf and Yard collection, you can put them in your green cart or out in brown paper bags as part of your regular curbside collection all year long!

We'll just "leaf" that thought with you...

<https://bit.ly/35j210Y>

2 1 Share

Like Comment Share

Write a comment...

**Administration**

- Procurement for Transportation of Waste-Recyclable-Organics is underway. The RFP was issued, and closed November 14<sup>th</sup> with three (3) proposals. Award will be in December with the contract term starting April 1 for three years.
- Procurement for the Sale of Scrap Metals completed. This year John Ross & Sons was awarded the work. This activity will take place from Nov. 18 – 22<sup>nd</sup>.

## Municipality of East Hants (continued)

### **Enforcement**

- The Waste Compliance Officer has been busy this fiscal year with
  - 24 illegal dump sites actioned for clean-up
  - 48 compliance visits (reactive)
  - 55 compliance promotion visits (proactive)
  - 135 complaints/calls that required documentation and follow-up
  - 7 clean up orders
- The WCO and Manager attended the fall workshop ‘Latest on Waste’ put on by WRANS. It was held in Halifax November 7<sup>th</sup> and 8<sup>th</sup>.

### **Other Business - none**

### **Correspondence - none**

### **Next Meeting**

Due to our originally scheduled meeting of October 31<sup>st</sup> moving to November 15<sup>th</sup>, staff would suggest the scheduled meeting of December 12<sup>th</sup> would be too soon. The Committee agreed to cancel the December meeting and continue with our next scheduled date – Friday January 31. East Hants will host.

### **Adjournment**

Meeting was adjourned at 2:52 p.m. by Tom Taggart.

Minutes submitted by:      Andrea Trask

# STRATEGIC PRIORITIES CHART

January 2020

## COUNCIL PRIORITIES

### NOW

1. **POLICE SERVICES REVIEW: Recommendation to Council**
2. **3-YEAR CAPITAL PLAN**
3. **MASS ALERT SYSTEM: Options**
4. **COMMUNITY CENTRE: Feasibility**
5. **SOURCE WATER PROTECTION/WATER MANAGEMENT STRATEGY**

### TIMELINE

February  
February  
April  
March  
December

### NEXT

- WATER MANAGEMENT STRATEGY: Terms of Reference
- BRANDING STRATEGY: Terms of Reference
- WATER PIPE REPLACEMENT: 3-Year Program
- PUBLIC COMMUNICATION STRATEGY
- SERVICE CAPACITY REVIEW

### ADVOCACY / PARTNERSHIPS

- *Park Proposal (Lions)*
- *Water System Funding*
- *Off-Highway Vehicle: Status*

## OPERATIONAL STRATEGIES

### CHIEF ADMINISTRATION OFFICER

- **POLICE SERVICES REVIEW: Report** - February
- **MASS ALERT SYSTEM: Options** - April
- **3-YEAR CAPITAL PLAN** - February
- Unsightly Premises Campaign
- Website: Refresh
- 

### FINANCE

1. Collection Process - March
  2. Tax Sales - March
  3. MFC Mentorship Program – April
- TownSuite Software Implementation
  -

### PUBLIC WORKS

1. Water Utility/DOE Compliance Plan: February
  2. OHS Refresh: May
  3. Department of Transportation Compliance Plan - June
- WATER PIPE REPLACEMENT: 3-Year program
  -

### RECREATION SERVICES

1. **COMMUNITY CENTRE: Feasibility** - March
  2. Community Spaces Directory - February
  3. Active Transportation & Trail Signage - February
- Trail Maps/Brochures
  - Arena Usage Agreement
  - Volunteer/Leadership Workshops

### PROTECTIVE SERVICES

1. Regular Liaison Schedule: Mayor & CAO
  2. Apparatus Inventory Assessment - April
  - 3.
- -

### COMMUNITY ECONOMIC DEVELOPMENT

1. Poetry Festival - April
  2. Downtown Beautification - Mar.
  3. Wild Blueberry Harvest Festival - June
- -

**BOLD CAPITALS** = Council NOW Priorities; **CAPITALS** = Council NEXT Items; *Italics* = Advocacy;  
Title Case = Departmental Strategic Initiatives