



TOWN OF OXFORD
Town Council Meeting

Conducted through Zoom Live to FaceBook

Monday, 20 April 2020
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Town Council Minutes – 23 March 2020
4. New Business
 - 4.1 Building Assessment Report: Peter Smith, Eagle Project Management
 - 4.2 Debt Affordability Model: Paul Wills, Municipal Finance Corporation
 - 4.3 RFD #006-2020: Alternative Voting Bylaw 1st Reading
 - 4.4 Regional Solid Waste: Variance to Landfill Operations
 - 4.5 Cumberland Public Libraries Funding Correspondence
 - 4.6 Medical Centre Tenant Rental Fees: Discussion
 - 4.7 Water and Property Tax Interest Fees: Discussion
 - 4.8 Financial Variance Report: 1 April 2019 – 29 February 2020
5. Reports
 - 5.1 Economic Development
 - 5.2 Public Works
6. Correspondence
7. Adjournment



Minutes of the Regular Council Meeting

Place: Conducted through Teleconferencing per the authority provided by direction by the Minister of Municipal Affairs while under a State of Emergency on March 22, 2020, under the authority provided in Section 14 of *the Emergency Management Act*

Date: Monday, March 23, 2020

Presiding Officer: Mayor Patricia Stewart

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

Regrets: Nil

A quorum was present throughout the meeting.

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

1. Call to order

Mayor Patricia Stewart called the meeting to order at 6:00 pm. A round table discussion ensuring the health and safety of all members of Council took place prior to the business of the meeting beginning.

2. Approval of Agenda

It was moved and seconded that the agenda of the rescheduled Regular Town Council Meeting for March 23, 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 February 18, 2020 be approved as circulated.

Motion Carried

4. New Business

4.1 Coronavirus – 19: Update and Discussion

The Town of Oxford's response to the COVID-19 pandemic to date:

- All facilities are closed to the public until further notice;
- All staff who can work from home are doing so. Those still working are strictly observing the social distancing requirements put in place by the Chief Medical Officer of Nova Scotia;
- Main phone line continues to be answered;
- Mail is still being collected and processed;
- Workplans are being developed for staff to continue business continuity to the best extent possible;
- The CAO's for Oxford, Amherst and Cumberland County, along with the REMO Coordinator are meeting Monday, Wednesday and Friday by Skype until further notice, more so if necessary, to discuss mutual issues and communication needs;
- Municipalities are coordinating public communications for consistent and clear messages for the public;
- The three municipalities agreed upon the essential services that we provide, and how we may need to share resources in the future to provide these services to the public;
- The Mayor and CAO have been in contact with the Cumberland Member of Parliament and MLA's to keep communications open and discuss any concerns;
- The Cumberland Business Connector is coordinating support and information for all our local businesses;
- The Town now has a COVID-19 tab on our website where we can post information and updates, and also have active postings on our FaceBook pages;
- Internally we have clarified staff communications roles and are documenting processes to ensure business continuity;
- The Association of Municipal Administrators Nova Scotia is having an emergency board meeting on March 25th to discuss and document municipal concerns that will be forwarded to the Provincial Government;
- Additional personal protective equipment is in short supply and we have forwarded our requirements for the Fire Department through that process for provincial response and procurement;
- We will be developing a list of ideas and activities that we will regularly share on our social media that will support and encourage community building/strengthening activities in a virtual manner due to the expected extended social distancing requirements;
- The Fire Department, although currently registered as a Medical First Responder department, has been advised by EHS that Fire Departments will no longer be responding to medical calls into private dwellings, those calls reserved for EHS response; fire will continue to respond to motor vehicle accidents and extraction calls.

4.2 Amended Signing Authority

It was moved and seconded that Council approve adding Councillor Wade Adshade as an additional signing authority for emergency purposes and to add Ruthann Brookins in place of Linda Cloney as a signing authority.

Motion Carried

4.3 2020-21 Operating Budget Spending Approval

It was moved and seconded that Council approve one-half of the Operating Budget for 2019/20 in the amount of \$1,267,081 for the purpose of providing spending authority and business continuity in the fiscal year beginning April 1, 2020, and until a full Operating Budget is presented and approved by Council.

Motion Carried

4.4 Debt Affordability Model – Deferred until further notice

4.5 Draft 2020/21 Capital Budget

There was discussion regarding the Arena Energy Projects, Water Utility Projects, Fire Truck Replacement and Trails.

It was moved and seconded that Council approve the 2020/21 Capital Budget as presented.

Motion Carried

The CAO noted that, although the Capital Budget is now approved, it is for the purpose of business continuity so that when/if funding programs are announced, the Town is prepared to make application for funding assistance on critical infrastructure projects.

4.6 RFD #005-2020: Preliminary Elector's List

It was moved and seconded 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.

Motion Carried

4.7 Occupational Health and Safety Policy: Annual Review

It was moved and seconded to approve the Occupation Health and Safety Policy as presented.

Motion Carried

4.8 Financial Variance Report: 1 April 2019 – 29 February 2020

There was a general discussion regarding the Financial Variance Report. There are more water transfers that need to be done to the report. It is anticipated by staff that the Town of Oxford will reflect a deficit due to salary increases, Occupational Health and Safety requirements, Department of Environment and Labour requirements, heating maintenance issues, legal fees and unexpected costs.

4.9 Route 6 Snowmobile Club: Letter of Support Request

The Route 6 Snowmobile Club gave a verbal request to the Town of Oxford for a letter of support. Route 6 Snowmobile Club intends to submit the letter of support to the Municipality of the County of Cumberland as part of a grant application.

Council directed staff to write the letter of support.

5. Reports

CAO Jones presented the reports.

Economic Development – Council expressed their appreciation to Ruthie’s continued hard work.

Recreation and Leisure Services – Volunteer of the Year for the Town of Oxford will be Al and Maxine Clark. They were invited to Halifax on April 27, 2020 to receive their Provincial Award. Staff will do a press release regarding this story.

The arena is closed to the public and the staff are in there cleaning the facility.

Public Works – Council commented their awareness of less water breaks lately.

Arena Fundraising Committee Minutes: 29 January 2020 – The arena fundraising committee is considering that the Hunting and Fishing Show may be postponed due to the COVID-19, nothing has been decided yet.

Oxford Library Brief – all libraries are currently closed due to the COVID-19. The Oxford Library will need to be relocated due to building maintenance issues.

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

Motion Carried

6. Correspondence

Nil

7. Adjournment

Mayor Patricia Stewart advised Council that the next meeting is scheduled for Monday, April 20, 2020 at 6:00 pm in the Council Chambers.

At 7:13 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary



BUILDING CONDITION REPORT

March 15, 2020

Peter Smith RPA PMP
Eagle Project Management Inc.

Summary

The Town Hall and former art gallery building, the Knights of Pythias Hall building, and the Oxford Pioneer Heritage building were reviewed on March 10, 2020.

The outside temperature was +4 partly overcast with light winds. No destructive testing was completed during this visual survey.

Objective

To identify areas and items related to capital planning and funding for the Town of Oxford short- and long-term budget allocations and priorities. Our baselines were developed from telephone and email conversations with Ms. Rachel Jones, Town of Oxford CAO where she identified areas of concern related to roofing systems, HVAC systems, heating systems and the overall structure of each property.

Our review includes the exterior surface areas, internal office and storage areas, heating and ventilation systems and basements plus other areas noted during our visual review. The Capital Planning Summary sheet is included for all 3 properties.

Properties Reviewed

Town Hall: 105 Lower Main Street

Oxford Pioneer Heritage (OPH) Club: 31 Ellis Street

Knights of Pythias Hall: 26 Water Street

The Town Hall Building



Front elevation



Former art gallery extension to Town Hall building

The insignia plate mounted near the top of the building front elevation states year 1908 and we believe this to be accurate considering the architectural features and general means of construction noted on site during our review.

Exterior features

Roofing

The main building consists of a flat roof system, generally referred to as BUR (built up roofing) with insulation, tar and gravel (small pea stone). The main roof system consists of 2 components, the upper roof and the main lower flat roof. The upper roof was not accessible during our review due to ice and snow conditions. However, the flashing details, evidence of hot tar and gravel stop are consistent with the main lower roof area and were likely installed at the same time by the same contractor considering the details found on site.

The main lower flat roof is showing signs of decay, extensive moss growth, flashing details requiring repairs, missing gravel coverage and cracked tar intersections all showing signs of aging. Considering the type of roofing system being tar and gravel, we believe the roofing system to be approximately 30 years old or more. Torch on products have prevailed since early 1980's and are commonly used in the industry today. Tar and gravel system were common from approximately 1965 to 1980. The install date

of the current roofing system is unknown but presumed, due to site conditions, to be between 30 and 40 years old.



Roof decay at HVAC unit



moss growth covered several areas



East wall



1 roof drain found near HVAC unit

Roofing system old art gallery area

This roofing system is a typical wood framed, sloped and shingled roof. The shingles are showing signs of extensive decay, moss growth, shingle edges turned upward and general weathered conditions.

Ms. Jones noted a roof leak in and around the intersection between the original stone building and this extension building.

3 areas of concern were found which primarily lead to roof leaks.

1. Poor flashing details at roof penetrations and connections to original masonry building.
2. Roof eavestrough systems full of debris blocking water run off.
3. Ice dams forced water up under shingle systems as eavestrough and downspouts are plugged.



eavestrough full of debris



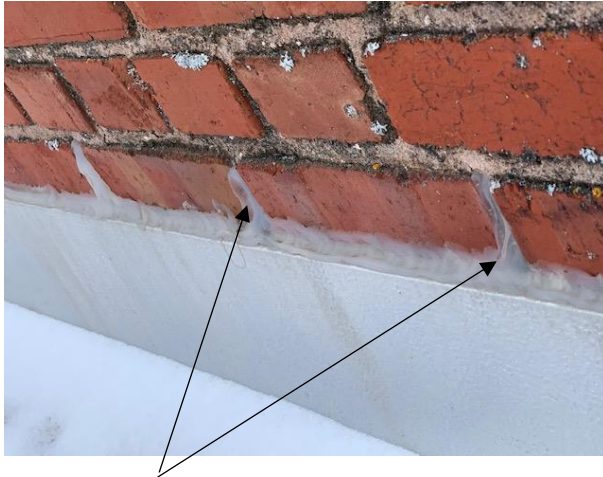
ice dams at gutters and downspouts



Plumbing vent not sealed



flashing detail not sealed



Flashing detail between sloped roof and original stone building. Note the vertical joints known as masonry weep holes have been plugged with silicone. Moisture in the masonry is forced to the interior instead of diverting to the exterior.



moss growth

Shingle edges

Shingle edges turned up which general indicates heat loss from interior. Also roof area contains extensive moss growth which will decay the shingle systems.

Roof replacement options

Art Gallery

- Remove existing shingle system and install new shingle system
 - o Estimated cost \$ 17,200
- Remove existing shingle system and install metal or PVC roofing system
 - o Estimated cost \$ 27,400

Main building Town Hall

- Lower roof (HVAC system area) and upper roof are of the same composition today.
 - o Remove tar and gravel system and install new torch on 2 ply membrane and new insulation system
 - Estimated cost \$ 35,000
 - o Remove existing roofing system and install new insulation and single ply membrane system
 - Estimated cost \$ 37,000
 - o Remove existing roofing and install new wood roof truss system, insulation and metal roofing system
 - Estimated Cost \$ 65,000 (requires structural engineer to design- design cost not included but generally average \$7-10,000
- All options will require a degree of extra care during installation to ensure building integrity (water tightness) remains in tack during removal and new work.
- Metal or PVC roofing system on main Town Hall building will require installation of wood truss system complete with anchor points and detailing to support the new roofing structure while maintaining the existing structure water tightness. Metal or PVC roofing system will require a greater amount of time to design and install than other roofing systems.
- This internet link identifies several historic structures and roofing systems. Most of the heritage structures have a high pitch sloped roof and maybe something for the Town to consider for the Town Hall property. [639 Best stone houses images in 2020 | Stone houses, House ...](https://www.pinterest.com/simplyss/stone-houses)

<https://www.pinterest.com/simplyss/stone-houses>

Mar 15, 2020

Town Hall other components- summary

Unfortunately, this aging structure is in fair to poor condition in several areas and is showing signs of extensive decay and water infiltration.

No fire evacuation plans were found. No sprinkler system.

The Structure

The sub-basement foundation structure is decaying and settling which is causing stress on the exterior masonry and interior wall systems. Extensive evidence of masonry stress cracks, at the front east elevation and the south elevation. Very visible in the basement areas.

Extensive masonry deflection, missing grout, stress cracks, window leaks, roof leaks and other areas of concern.

The building does not appear to contain insulation in the exterior walls when viewing the drywall damaged area on the upper floor. A clear view through the existing drywall hole to the exterior masonry.

Extensive drywall damage and evidence of several water infiltration areas through the structure on all floors. High potential for mould growth and indoor air quality issues.

Electrical Code issues

There are several National Electrical Code issues including open controllers in the basement, open switches, panels with no fire rated backing, panels obstructed in the library, exit signs and emergency lighting systems not working.

Ventilation and air handling

The upper floor contains a moisture and air movement controller which is set at approximately minus 15 degrees. The controller was not working during our review and the ventilation itself producing very little air flow.

The roof top man ventilator is a York system model B3CH060A06C built in the year 2000 and uses R22 refrigerant. R22 is commonly known as Freon and is banned in both Canada and USA effective January 2020. Recycled R22 is available in limited quantities from reliable refrigeration contractors but as it is used the systems will not longer be serviceable.

Highly recommended this system be replaced. The roof top unit, the duct work and the controller systems should be replaced.

Insulation and moisture control

The roofing system contains very little insulation, the exterior walls appear to contain no insulation, the window systems are showing signs of decay, heating controls are minimal and heating distribution is blocked (fire code issues) in several areas.

The boiler system piping is fully exposed with poor insulation or no insulating resulting in at least 50% efficiency loss. Insulate the piping system would increase efficiency and reduce operating cost.

The existing round thermostats are commonly found to contain mercury- a highly controlled substance. These are old, inefficient and should be replaced.

Conclusions

1. This property requires an extensive amount of work and related cost which in our opinion outweighs the property value. Renovation cost to secure the structural foundations, insulate the walls and roofing systems, install air and heat distribution, replace windows and roofing systems are the main areas of concern of higher value items to be addressed.
2. The property has historic value which is difficult to place a monetary value and hence the related retrofit value may have merit and be justifiable. Historic properties are known to cost additional expense for renovations and are seen frequently as required to maintain heritage and significance for a community. This decision is obviously with the Town of Oxford if the historic value is more important than the actual renovation cost.
3. Renovation cost estimates
 - a. Roofing- flat tar and gravel \$ 37,000
 - b. Roofing- shingled, former art gallery \$ 17,200
 - c. Structural footings- \$ 150,000
 - d. Masonry- \$ 51,000
 - e. Remove interior drywall, install insulation and vapour barrier, new drywall \$ 450,000

- f. Exterior windows and doors \$ 78,000
 - g. HVAC system, 2 floors - \$90,000
 - h. Code violations- primarily electrical- \$ 6,500
 - i. Heat and moisture control (hot water piping, window seals, wall penetrations)- \$7,500
4. Other considerations
- a. **Health and safety**
 - i. The age of the property and the products installed are susceptible to asbestos based components. Recommended all products be tested prior to any renovations.
 - ii. Thermostats, the round manual units, are known to contain mercury and require special and controlled disposal practices.
 - iii. The roof top ventilator contains R22 Freon refrigerant which is banned in North America. A qualified and certified mechanical technician is required for any maintenance or disposal of this roof top unit.
5. Priorities to maintain occupancy
- a. Roof top HVAC system replacement and controls
 - b. Replace roofing systems to stop leakage
 - c. Seal masonry holes and cracks to reduce additional water infiltration
 - d. Remove any water damaged products to reduce potential mould growth
 - e. Complete the Code compliance work



Main hall near safe, roof leak, likley source is the roof ventilation duct work not properly sealed



Former art galley floor

staff kitchen and Town reception



Going upstairs- paint peeling and floor damage



Stair system with extensive paint peeling



Main floor bathroom does not meet NBC section 3 and BF 651 Barrier Free standards



Upper floor bathroom



Upper floor T-stat turned off



Upper floor ventilation- minimal air flow



Records storage fire hazard

Records storage



Electrical panel blocked in records storage
Code violation



Air/humidity controller set at minus 10 degrees
However system indicator lights (activity) not on.



Emergency lights not working



Extensive moisture at windows



Evidence of moisture issues



Hole in drywall, north wall upper floor
No insulation, exterior masonry visible



Moisture leakage evident

Electrical panel with no fire rated backing- Code violation



Evidence of moisture leakage



Signs not working



Old boiler in basement- likely asbestos



Natural gas heating system



Poorly insulated piping



Code violations- open electrical boxes



Electrical code violations



Structural decay at former chimney



Stair to basement



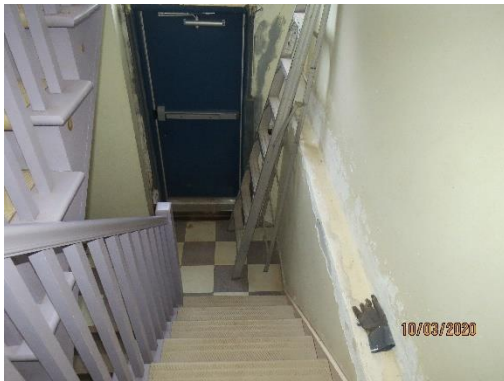
Exterior door to south stairs to basement



Near south door



south door frame and substrate decay



Stairs to south door and basement



main heating system- pipes not insulated



Front elevation, structural deflection and cracking



Front elevation masonry cracks and missing mortar- stress cracking



South elevation masonry decay and approx. 2" hole



At boiler room



Wall penetrations for electrical not sealed



open masonry, water infiltration



Masonry and stone damage



Town Hall and former Art Galley report end.

Oxford Pioneer Heritage (OPH) Club: 31 Ellis Street



The structure is a poured in place concrete foundation, wood framed, vinyl siding with a mixture of wood, vinyl and metal cladded windows. The main building is a shingled roofing system whereas the smaller extension section is metal roofing.

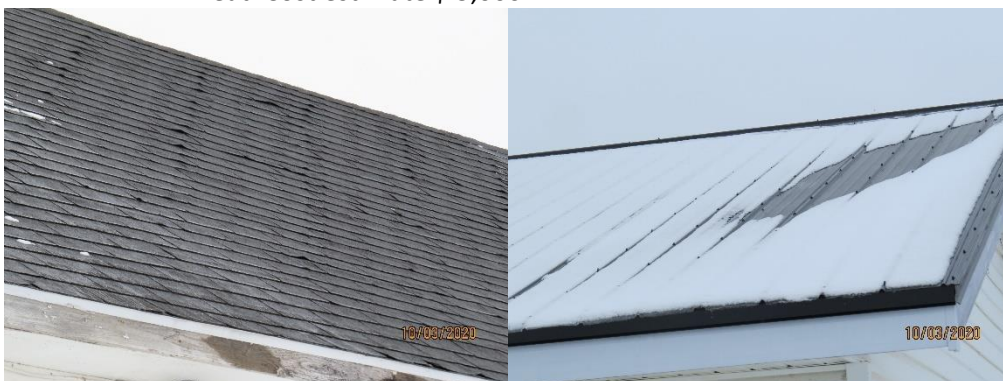
Ms. Jones requested confirmation of the smaller extension section foundation which was confirmed as concrete.

The main building measures approximately 21' x 50' (2 story structure) and the smaller extension 17' x 34'.

The building is in respectable condition and reasonably maintained.

Roofing

1. The metal roof section appears in good condition.
2. The shingled roof system is showing signs of aging. However, we would attribute this mainly to poor ventilation in the attic space. There is no soffit or ridge venting which is trapping the heat causing premature shingle decay. Extensive heat will rise and push out through the roofing system causing shingle failure. Evidence today of shingle up curve which is a good indicator of heat escaping.
 - a. Minimal repair to prolong live is to install soffit vents and ridge vents to remove summer heat. Cost estimate \$ 3,000



Shingled main building

metal roofing section



Attic space- no visible leaks

Windows and doors



Wood windows in fair condition- will require replacement in future



Wood windows cladded in aluminum- unknown condition. Rear elevation door in fair condition.

1. The windows and doors do not appear to be leaking but do show signs of aging and are likely original construction. Some of the window products have been cladded in aluminum others are showing signs of decay. To prolong the existing windows and doors, they require cleaning and paint application combined with aluminum cladding which will extend the life expectancy. Replacement should be considered within 5-7 years.
 - a. Cost \$ 8,500 replacement
 - b. Cost \$ 2,500 to 3,000 paint and cladding

Exterior other



No soffit vents to allow air circulation

Vinyl siding appears in good condition

Stair handrails not to Code

Cost:

1. Handrails- \$ 1,500
2. Vented soffit- noted in roofing section.

Foundation

Confirmed as concrete and in good condition with no known repairs.

Ventilation and heating

1. Oil storage tank label clearly states "primer only- must be painted" which was not completed.

2. Oil storage tank is of single wall construction and generally only recommended for a life span of 10 years. This tank was constructed in 2009.
3. Oil fuel supply line is single wall and not protected if it should leak.
4. Oil furnace has no maintenance information. Generally, maintenance contractors place a maintenance schedule tag and date on the unit when completed.
5. Products stored in furnace room need to be removed- Code issue.
6. Door to furnace room is not fire rated-Code issue.
7. No smoke or fire detection in and around the heating boiler- Code issue.
8. Fuel tank vent needs to be extended.
9. Domestic hot water tank is dated 1989. Normal life expectancy is 20 years. This unit has reached life expectancy however is not showing signs of leakage and was operational during this review.
10. Cost
 - a. Furnace maintenance- \$ 800
 - b. Extend fuel tank vent line \$ 800
 - c. Replace fuel tank with double wall tank \$ 3,500
 - d. Replace fuel supply line with double wall piping \$ 1,500
 - e. Replace hot water tank \$ 1,200
 - f. Replace door at boiler room, add smoke detector \$ 3,500



Oil tank, year 2009, 900 Litre



oil fired heating furnace



Fuel tank lines. Vent shall extend a minimum 2' above any building opening or roof line. Code issue.



1989 domestic hot water tank

The property contains 2 heat pump systems. Manufacture KeepRite providing controlled heating and air circulation to the main floor only. They appear in good condition and were operational during this review.



Electrical

The system appears in good condition with no known issues. There are 2 panels, the original which was likely installed at original construction and the newer panel was likely installed when the heat pumps were installed to manage the load capacity.



Original panel



Newer panel



Main floor



Main floor kitchen

Main floor bathroom does not meet NBC-B651 accessibility



Upper floor ceiling- minor damage



Upper floor appears in good condition Heating furnace exhaust- safety precaution, heat

Conclusions

1. The property is mainly in good condition requiring more minor repairs to extend life expectancy.
2. Attention to soffit and ridge venting would extend roof shingle system.
3. Attention to window and door maintenance would extend life expectancy.
4. Heating system maintenance, fuel tank replacement and hot water tank replacement recommended.

Knights of Pythias Hall: 26 Water Street



This structure is in very poor condition with several roof leaks, poor electrical systems, no ventilation and an extensive amounts of mould growth at the main floor rear entrance and the basement.

We do not recommend this property for occupancy in the current state. We stopped our review after entering the basement and finding high levels of mould exposure on the walls and ceilings.

Related repairs and cost summary

We are unable to establish a full cost summary due to the extensive levels of current mould growth, roof failure, exposed dirt basement floor and several non-compliant code issues. However, a Class E estimate, considered a practical estimate based on industry experience, would generate a cost to repair

in excess of \$ 750,000. Depending on a full mould survey this cost could escalate dramatically once the drywall was removed.

Another concern is the wall and ceiling construction, considering age may contain asbestos. If determined to contain asbestos the cost could escalate for removal.



Basement areas with extensive mould evident



Main floor rear exit with mould on walls



Front entry window leaks

Masonry failing



Upper floor ceiling collapse due to roof leaks- mould evident



Water collection buckets for roof leaks

Collapsed ceiling- mould evident



Attic space evidence of water leaks



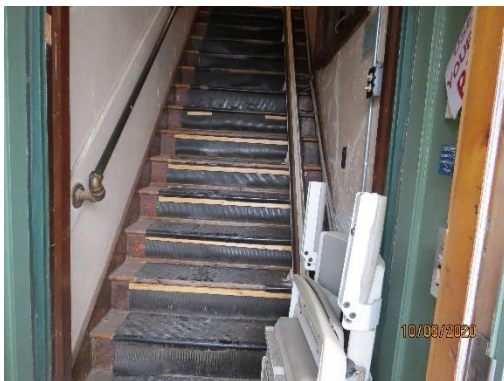
Attic space water leaks



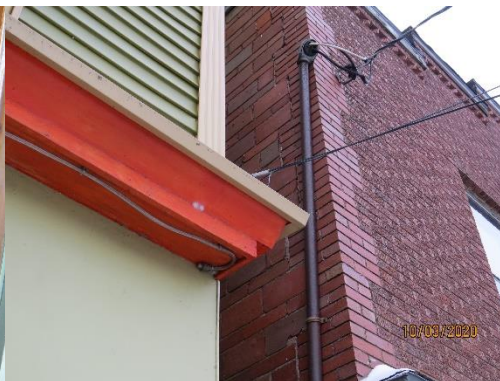
Interior upper floor water leaks and mould



Electrical panels not to Code



Stairs to upper level, handrails and stairs not to Code



Main electrical service supports failing



Old boiler in basement-likely asbestos



Roof shingle system sliding off roof-failing



Exterior masonry failing



interior lighting-wiring not to Code



Electrical in floor not to Code



Main electrical service in basement- rust and water stains



Boiler installed year 2000



Open electrical devices not to code

Closing

The report is completed in strict confidence for the Town of Oxford Nova Scotia and shall not be distributed to any person, firm or company without the written permission of the Town of Oxford and the writer.

The information contained within this report is considered a sample of the conditions of each property and may not be all inclusive. No destructive testing or sampling was completed during this review.

Report completed and prepared by

Peter Smith RPA PMP

Eagle Project Management Inc.

Dartmouth, NS

Town of Oxford Nova Scotia							
Capital Planning		Schedule					
		1-3 years	4-7 years	7-10 years	10+ years	Totals	Notes
Location	Item						
Town Hall	roofing- flat	37000					
	roofing-sloped		17200				
	HVAC system						
	Heating system	7500					insulate piping
	structural- basement		150000				
	masonry repairs-minor	4500					stop water infiltration
	masonry repairs-all				51000		to be completed after structural repairs
	window replacement				78000		
	exterior wall insulation				450000		includes new interior drywall, complete after structural work
	asbestos abatement						no cost included, unknown, materials require survey to determine extent of removal
	asbestos survey	4500					average cost
	electrical code repairs	6500					
	boiler system					35000	
heat distribution upgrade					125000		
		\$ 60,000.00	\$ 167,200.00	\$ 579,000.00	\$ 160,000.00	\$ 966,200.00	
Oxford Pioneer Heritage	roof ventilation repairs	3000					
	windows repairs	3000					
	windows replace			8500			
	shingle roof replacement				35000		
	boiler maintenance	800					
	hot water tank replace	1200					
	oil tank replace	3500					
	fuel line replace	1500					
	oil tank vent extension	800					
	heat pump replacement					12000	
handrails- upgrade to Code	1500						

	bathroom upgrade to Code		15000				depending on occupancy use and load (persons) dem
		\$ 15,300.00	\$ 15,000.00	\$ 8,500.00	\$ 47,000.00	\$ 85,800.00	
Knights of Pythias Hall	roof replacement				65000		
	mould abatement				500000		
	asbestos survey				4500		
	asbestos abatement						unknown, survey required
	electrical upgrade				29500		
	masonry				150000		
	windows and doors				26000		
	attic insulation replacement				18000		replace wet products
	electrical code issues-upgrade				43000		
	boiler replacement				25000		
	hot water tank replacement				1500		
	controls and devices upgrade				6500		
					\$ 869,000.00	\$ 869,000.00	



REQUEST FOR DECISION
Alternative Voting Bylaw
#006-2020

Date: 6 April 2020	Subject: Alternative Voting Bylaw 1 st Reading
Proposal Attached: Yes	Submitted by: Linda Cloney, Deputy Clerk

Proposal:	That Town Council give first reading of Bylaw #01-2020, Alternative Voting Bylaw.
Background:	<p>Municipal Councils have the authority to enact a bylaw for alternative voting methods during municipal elections, specifically, the Municipal Government Act Section 172 (1) A council may make by-laws, for municipal purposes, respecting (k) services provided by, or on behalf of, the municipality.</p> <p>Section 146A of the <i>Municipal Elections Act</i> bestows municipal council with the legislative authority to select the method and system of voting. “Section 146A(1) A council may by by-law authorize voters to vote by mail, electronically or by another voting method.”</p> <p>Alternative voting methods include vote by mail, internet voting and telephone voting. The most common method of voting is a traditional voting place model however the move toward alternative voting methods continues to increase.</p>
Benefits:	<ul style="list-style-type: none"> • Increase in accessibility. • Potential increase in voter participation. • Alternate voting methods gives options to extend advance polling opportunities. • Accommodates changing lifestyles and demanding work schedules. • Voter convenience. • Decrease in proxy voting. • Potential of reducing costs in administration, staffing and resources.

Disadvantages:	<ul style="list-style-type: none"> • Security of internet voting. There may be a risk of fraudulent activity, viruses and other technical threats associated with any system or activity that uses internet to receive and transmit personal information. • Concerns that alternate voting methods may violate privacy concerns, such as voter coercion. • Concerns with telephone voting may include the time to navigate through and complete an audio ballot. • Concerns that distributing voting materials by mail is reliant on Canada Post to disseminate voter registration information. Errors can occur as a result of the mail distribution process and the campaign period.
Options:	<p>Council has the option to implement an Alternative Voting Bylaw to be in effect for any future Municipal Elections as an alternative option for the public to exercise their right to vote.</p> <p>Council may choose to implement alternative voting methods only or combine these options with traditional paper ballots. Implementation of both types of voting will increase the regular costs of municipal elections.</p>
Required Resources:	Advertising of the implementation of the bylaw is required by legislation in order to offer alternate voting methods for future municipal elections. Additional educational messages will be required to inform the public on potential alternate voting methods.
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	Communication strategy to inform the public around potential new methods of casting ballots for the municipal election.
Communication Plan:	Advertising will need to take place to indicate second reading and when the bylaw is passed to indicate to the public and the Province when it comes into effect.
Staff Comments/ Recommendations:	Passing this bylaw will give the Town of Oxford the option to enter alternative voting methods in future elections. As there is a timeframe required to pass a bylaw, staff recommend passing the Alternative

	Voting Bylaw to assist with the efficiencies required if the Town of Oxford decides to utilize Alternative Voting Methods.
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: April 20, 2020



Bylaw #01-2020 Alternative Voting Bylaw

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

Short Title

- 1) This Bylaw shall be known as Bylaw #01-2020 and may be cited as the “Alternative Voting Bylaw.”

Interpretation

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

- k) "elector" means a person:
 - i) Qualified to vote pursuant to the *Act* and the *Education Act*; and
 - ii) Entitled to vote for an election pursuant to section 7 of this Bylaw;
- l) "friend voter" means a friend who votes for an elector pursuant to section 9 of this Bylaw;
- m) "internet ballot" means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- n) "list of electors" means:
 - i) Prior to the list of electors being completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the *Act*; or
 - ii) The list of electors that has been completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*;
- o) "municipality" means the Town of Oxford;
- p) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- q) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- r) "PIN" means the Personal Information Number issued to:
 - i) An elector for alternative voting on alternative polling days; or
 - ii) To a System Elections Officer;
- s) "plebiscite" means a plebiscite directed to be held by the Council pursuant to Section 56 of the *Act*;
- t) "procedures and forms" means the procedure and forms established by the Returning Officer pursuant to subsection 145 (a)(4) of the *Act*;
- u) "proxy voter" means an elector who votes by a proxy pursuant to the *Act*;
- v) "regular election year" means 2020 and every fourth year thereafter;
- w) "rejected ballot" means the refusal by an elector to accept a ballot in a race;
- x) "Returning Officer" means a Returning Officer appointed pursuant to the *Act*;
- y) "seal" means to secure the ballot box and prevent internet and telephone ballots from being cast;

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

Alternative Voting Permitted

- 3) Subject to the Bylaw, alternative voting shall be permitted on alternative polling days.

Notification of Electors

- 4)
 - a) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
 - b) The notice of alternative polling days shall:
 - i) Identify the alternative polling days for alternative voting; and
 - ii) Inform the elector that telephone voting and internet voting is permitted during alternative polling days.
 - c) The notice may include any other information the Returning Officer deems necessary.

Form of Telephone and Internet Ballots

- 5)
 - a) A telephone and internet ballot shall:
 - i) Identify by the title "Election for Mayor" or "Election for Council" or "Election for School Board Member" as the case may be;

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

Oath

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

Electors

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

Proxy Voting

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

Friend Voting

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

- ii) The name of the friend; and
- iii) The fact that the oaths were taken.

System Elections Officer

10)

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

Voting

11)

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

Seal

12)

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

List of persons who voted

13) Where alternative voting closes before the close of polls on ordinary polling day, the system shall:

- a) Generate a list of all electors who voted by alternative voting; and
- b) On the applicable list of electors, cause a line to be drawn through the names of all the electors who voted during alternative polling days.

14) A printed and electronic copy of the lists under section 13 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.

15) Where alternative voting closes at the close of polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

Counting

16)

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

Tallying of Rejected Ballots

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

Recount by system

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

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

20)

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

Recount by Court

21)

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

Secrecy

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

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

Other Methods of Voting

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

Severability

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

Prohibitions

26) No person shall:

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

27) No person shall:

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

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

Offences and Penalty

29)

- a) A person who:
 - i) Violates any provision of this Bylaw; or
 - ii) Permits anything to be done in violation of any provision of this Bylaw is guilty of an offence.
- b) A person who contravenes subsection a) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000) and in default of payment, to imprisonment for a term of two years less a day, or both.
- c) In determining a penalty under subsection b), a judge shall take into account:
 - i) The number of votes attempted to be interfered with;
 - ii) The number of votes interfered with; and
 - iii) Any potential interference with the outcome of an election.
- d) Pursuant to section 146A of the *Act*

- i) The limitation period for the prosecution of an offence under this Bylaw is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
- ii) The Remission of Penalties Act, 1989, S.N.S. c.397, as amended, does not apply to a pecuniary penalty imposed by this Bylaw.

Clerk's Annotation for Official Bylaw Book

Date of First Reading: _____

Date of Notice of Intent to Consider: _____

Date of Second Reading: _____

Date of Advertisement/Notice of Publication _____

Date of mailing to Minister a certified copy: _____

I certify that this **Alternative Voting Bylaw** was adopted by Council and published as indicated above.

Rachel L Jones,
Chief Administrative Officer

Date

*Effective Date of the Bylaw unless otherwise specified in the text of the Bylaw.



**Environment
Office of the Minister**

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • www.novascotia.ca/nse

Our File number:
10700-40 -56069

April 9, 2020

Leland Anthony
leland@district.yarmouth.ns.ca

Regional Chairs
Mayors of Municipalities that own Landfills

Dear Leland Anthony/Regional Chairs/Mayors of Municipalities that own Landfills,

RE: Variance

Staff in my department have been receiving requests to vary the solid waste resource management regulations to allow the disposal of recyclable materials during the COVID-19 emergency.

I appreciate that this is a very trying time as you seek to protect your staff, maintain social distancing and at the same time maintain essential solid waste resource management services throughout the province. I would like to recognize the good work being carried out by all facilities currently operating throughout the province.

For further information on how to update your occupational health and safety program and policies with respect to COVID-19, the following link may be of help: <https://novascotia.ca/coronavirus/working-during-covid-19/>. The hope is that workplaces will look at a variety of options to manage COVID-19 while also abiding by the directives from the Chief Medical Officer of Health. Should you have a specific question with respect to occupational health and safety, please contact the Department of Labour and Advanced Education at 1-800-952-2687 or via email at LAESafetyBranch@novascotia.ca.

I also recognize there may be pressures that have led to requests for a variance to the material disposal bans. When considering the variance requests received by my department, from the municipal and private sector approval holders, I require sufficient details in relation to the challenges faced by blue bag processing operations in the province.

In order to properly inform my decision, I ask that each municipality/region that has ceased or plans to cease recycling, provide a rationale as to why they must dispose of recyclable materials in landfill and which landfill would agree to accept the material. Please also determine the extent to which blue bag processing facilities are able to maintain operations during the COVID emergency. Disposing of recyclable materials should be a last resort after other options have been exhausted.

.../2

Leland Anthony
Page 2

In doing this I ask that you report back on a region by region basis and specifically comment on whether or not blue bag processing facilities and/or relevant municipalities have attempted to maintain operations, thus mitigating the need for a variance. For example, have they attempted to:

- Continue collection and processing operations, even reduced operations, while adequately addressing the concerns of staff
- Cut back on collection schedules
- Ask residents to store recyclables for a period of time
- Store blue bags collected at municipal or private sector facilities or seek out other potential storage locations
- Determine if the blue bag processing facilities can process stored materials once operations get back to normal

I look forward to your response and commit to responding in a timely manner.

Sincerely,



Gordon Wilson, MLA
Minister of Environment

c: Hon. Chuck Porter, Minister, Municipal Affairs
Hon. Labi Kousoulis, Minister, Labour and Advanced Education
Mayor David B. Dagley dbdagley@regionofqueens.com
Warden Abraham Zebian azebian@westhants.ca
Warden Allen Webber awebber@chester.ca
Mayor Mike Savage mayor@halifax.ca
Warden Allison Gillis warden@cumberlandcounty.ns.ca
Mayor Christine Blair cblair@colchester.ca
Warden Vernon Pitts vpitts@modg.ca

**Nova Scotia Solid Waste-
Resource Management
Regional Chairs Committee**

PO Box 639
Mahone Bay, NS
BOJ 2E0

REGION 1:

Amanda McDougall

REGION 2a:

Vernon Pitts

REGION 2b:

Jim Ryan

REGION 3:

Tom Taggart

REGION 4:

Richard Zurawski

REGION 5:

John Kinsella

REGION 6:

Michael Ernst

REGION 7:

Leland Anthony

Chairman

Honourable Gordon Wilson
Nova Scotia Environment
PO Box 442
Halifax, NS
B3J 2P8

Via email
Minister.Environment@novascotia.ca

April 17, 2020

Dear Minister Wilson,

Thank you for your letter of April 9, 2020 regarding the requests for variance on the landfill bans by several landfills.

We appreciate your need for details to support the requests for this variance. Our primary role is to maintain environmental protection while trying to balance the pressures to protect our staff and serve our residents during this very trying time.

The blue bag system, in particular, is a challenging operation to maintain with fluctuating markets. As you are aware, the China Sword has disrupted material flow and NS was not immune to this challenge. Storing some materials while searching markets has become routine operation. Maintaining these operations during the COVID emergency offers an extra layer of concern as storage capacity everywhere is very limited.

Those municipalities and private landfill variance requests, if granted, can help offer options to all municipalities. To mitigate the need to use this variance option, municipalities continue to move blue bag material from the curb to a designated recycling facility. Some regions are already operating under a contingency plan since the closure of a few Material Recycling Facilities. Some municipalities in Region 1 have asked residents to store blue bags while others in Region 2 and 3 have used municipal and private space to store materials for the time being

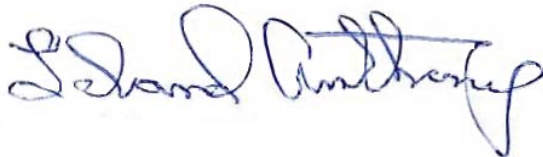
but are already running out of space. In Regions 4,5, 6 and 7, where the recycling facilities continue to operate; collection and processing is continuing as normal, but we do not know for how long. Each area has been discussing contingency plans but are also learning from the practices in Regions 1-3 and that any operational mitigations are serviceable only in the short term.

Once operations return to normal, it is difficult to determine the ability for facilities to process the backlog. Several factors would need to be considered, including how the material was stored and thus the marketability. Some suggested practices were to phase in materials and limit collection (ie allow only 1 or 2 blue bags per serviced unit) for a period as operations ramp back up.

Messaging with the public is of concern during any changes to material management. If the variance must be exercised or even reducing or stopping blue bag collection or management of green bins for any period has a potential for negative impacts on the public's participation and support of our world class recycling system.

We want to take this opportunity to assure you that we are maintaining our world class solid waste system diverting organics and blue bag materials while continuing to provide an essential service to our residents and businesses.

Yours Truly,

A handwritten signature in blue ink that reads "Leland Anthony". The signature is fluid and cursive, with the first name "Leland" being more prominent than the last name "Anthony".

Leland Anthony

Nova Scotia Solid Waste-Resource Management Chairs

- c. Hon. Chuck Porter, Minister, Municipal Affairs
- Hon. Labi Kousoulis, Minister, Labour and Advanced Education
- Mayor David B. Dagley, Region of Queens Municipality
- Mayor Abraham Zebian, Region of Windsor and West Hants
- Warden Allen Webber, District of Chester
- Mayor Mike Savage, Halifax Regional Municipality
- Warden Allison Gillis, County of Cumberland
- Mayor Christine Blair, County of Colchester
- Warden Vernon Pitts, District of Guysborough

April 16, 2020

Via email - Minister.Environment@novascotia.ca

Nova Scotia Provincial Government
Environment Office of the Minister
Gordon Wilson, MLA
PO Box 442, Halifax, NS B3J 2P8

Dear Minister Wilson:

RE: Variance Correspondence of April 9, 2020 – File Number: 10700-40 -56069

The Northern Region Committee convened online on April 15th, 2020 to address the items that were listed in the April 9, 2020 letter to Regional Chairs Chair, Leland Anthony. In reference to your department receiving requests to vary the solid waste resource management regulations to allow the disposal of recyclable materials during the COVID-19 emergency.

The Northern Region Committee discussed the following items outlined in your letter:

- Blue bag processing facilities and/or relevant municipalities have attempted to maintain operations
- Continue collection and processing operations, even reduced operations, while adequately addressing the concerns of staff
- Cut back on collection schedules
- Ask residents to store recyclables for a period of time
- Store blue bags collected at municipal or private sector facilities or seek out other potential storage locations
- Determine if the blue bag processing facilities can process stored materials once operations get back to normal

The collective responses are below:

- **Blue bag processing facilities attempt to maintain operations and continue collection and processing operations, even reduced operations, while adequately addressing the concerns of staff.** The Colchester Material Recovery Facility (MRF) requires 33 employees to work in close proximity to one another, for a ten-hour period, per day. The reason being that most of the workers are stationed in specifically designated areas along a conveyor belt with specific types of material to be picked off the conveyor line. In many of these cases employees are either shoulder to shoulder or distanced at approximately three feet from each other.

Maintaining the six-foot distancing required while operating the MRF is unattainable. The MRF Manager had the sorting lines and workstations re-measured to determine if there were different options to run, at a reduced capacity. Currently there are no solutions that will keep staff safe and maintain operations.

Staff have a real fear that the blue bag materials could possibly be contaminated by the Covid 19 virus. This is a very serious operational issue and difficult to address as much is unknown. Studies state that the virus can live on a package for up to two or three days, with some stating in the right environment/material, it could be up to nine days. Without the ability to hold the material for over nine days before processing, staff would, rightfully, be fearful and there would be added stress to the workforce.

For many years the Colchester MRF has been mandated to have all staff wear N95 masks while working to protect their lungs from bacteria, fungi and spores. Staff safety is a high priority. Staff would undoubtedly change their masks more frequently from fear. This would place an exceptional pressure on the already strained worldwide situation of the shortage of the N95 masks and would go against the requirement of saving the N95 masks for frontline health workers.

These are the driving health and safety risks that make it not possible to safely operate the Colchester MRF. It was agreed by management that we could not adequately meet restrictions put in place to provide a safe work environment for our staff and limit the risk of spreading Covid-19 at this site.

➤ **Cut back on collection schedules and ask residents to store recyclables for a period of time**

This was done for a two-week period in Colchester, Truro and Stewiacke and ended on April 8, thus the residents held four weeks of recyclable materials. Given the volume of material it was decided anything greater than a normal two-week period would not be reasonable. Curbside residential collection was resumed, and the contracted hauler has reported record breaking tonnages being collected in all three streams, garbage, organics and recyclables.

Other Municipalities within the Region have not asked their residents to store their recyclables and have continued to provide collection. Urban residents that are living in apartments do not have the capacity to store materials beyond a two-week period. Some felt that residents were losing enough freedom and services that they didn't want to add to their misery. There were anecdotal stories of rodents seeking new food sources with the closure of the commercial sector and they are moving out to the residential areas. These creatures can quickly adapt and move into storage areas, barns and older homes that are found throughout the Northern Region.

The solid waste disposal facilities are closed to the public. In our collective experience, we know that some residents would ultimately find their own solutions for disposal. The typical responses for some would be to burn or illegally dump it, which is more harmful to the environment. These were some of the reasons the Municipalities continued to collect. In Colchester, there was public pressure to resume collection.

➤ **Store blue bags and determine if the blue bag processing facilities can process stored materials once operations get back to normal.**

Storage of recyclable materials is not a solution for a long term. As we know, not everyone cleans their recycling containers properly, and this causes additional mold and contamination issues. Papers stored outside for weeks, without coverage become wet and unrecyclable.

At the Colchester MRF a 24-hour notice was given to the 14 municipal clients that bring their material to Colchester MRF for processing. They were told that operations would cease due to Covid 19. The MRF provides services to over 145,000 people. Within those 24 hours the inside storage area on the tip floor was filled. Some material had to be left outside. This material will degrade outside, and most of it will be unable to meet marketable requirements. Currently material is also being held on the Colchester Balefill tipping floor. This area is also rapidly running out space.

Storage of large volumes of combustible and unprocessed materials can increase the potential risk of fire. The East Hants transfer station and Cumberland Joint Services Management Authority MRF have both experienced detrimental fires in their facilities. The Mun. of East Hants was able to repair their building but the CJSMA's MRF was a total loss. Last week, the Colchester Balefill was able to quickly address a smoking bale of garbage – the source of the fire was deemed to be an outdoor solar light where the battery was compromised, and it ignited inside the baler.

It is increasingly more challenging for the workers to perform their normal operational tasks. They are coping with social distancing and presently reduced space to operate due to the increased storage of bags of recyclables on the East Hants and Colchester Balefill tip floors. Moral is lowering among staff as there are increasing concerns of Covid 19 exposure and of a potential fire threat.

The Colchester MRF has an even larger issue of processing capacity. The MRF can process daily material received at a volume of 25 Metric Tonnes per day. During normal operations staff can't process the typical material volumes without incurring some overtime at normal production levels. Currently there is a stockpile of approximately 60 MT and daily another 10 MT is added from Colchester, Stewiacke & Truro. This makes the concept of continuing stockpiling not feasible for this material. This material cannot be processed while handling regular incoming material, once normal operations resume.

Presently, only a limited number of institutional, commercial and industrial businesses are in operation. The hospitals, grocery stores, seniors homes and identified essential services are in operation and they are generating waste and resources that are still being collected as well and being stored.

In addition to processing challenges, the end market requirements for the quality of materials and pricing must also be a consideration. Prior to Covid 19, there were global, national and local challenges for marketable materials. Most materials were being sold at lower prices and at a much slower pace. The market for MRF plastic film stopped and currently is being stored outside and is

further degrading, becoming more unmarketable for recycling each day. The markets were requiring high quality bales with zero tolerance for contamination. Stockpiled material becomes contaminated and difficult to process thus most would end up as MRF residual. The banned recyclable materials being generated during the Covid 19 pandemic would be best suited to be directly landfilled until normal operations can resume. It will take time for end market processors to recover from the pandemic as well.

The request for variance to landfill recyclables is to ensure staff and infrastructure remains safe and strong, so following this pandemic the essential services of solid waste resource management can quickly and efficiently get back to full business.

Importance of Public Messaging

The Municipalities within Northern Region are very aware and concerned about ensuring proper public messaging on the landfilling of recyclables. Our residents are very proud of the fact they are recognized leaders in solid waste management, and we want them to continue to be proud. It would be explained that this is temporary and essential due to the state of emergency and safety of our employees.

Continuing to store materials during Covid 19, Municipalities are unable to guarantee the safety of their workers and buildings. Efficient processing of these recyclables will also aid in protecting the safety of the public to ensure Covid 19 isn't further spread. On March 21, 2020 it was reported on Global News that all the SARCAN processing facilities across the Province of Saskatchewan have been closed for the same noted reasons.

Education messages would encourage those that are able to store materials on their properties to continue to do so. We need to be transparent with our public and explain clearly that this decision was not made lightly, it was made due to these unprecedented times. We are aware there will be some degree of backlash and our frontline staff will be fielding these calls and emails.

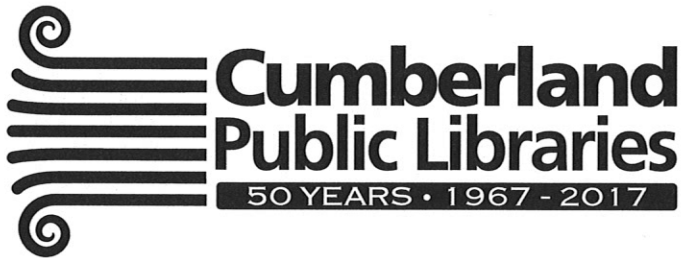
We trust that you now have a better understanding of the extreme circumstances that our working staff are dealing with and that it is the most logical and operationally/environmentally safe decision to support a variance for the disposal of recyclables during this global pandemic. This variance would only be invoked by the Municipalities when and if required. Not all the Municipalities within Northern Region at the time of writing this correspondence need it immediately. A variance should be provided to all landfills in Nova Scotia as the impacts to clients of the Colchester MRF impact municipalities throughout the province.

Also, within Northern Region, the Municipalities in Cumberland County transport their recyclables to Scotia Recycling in Kentville. In the event they are notified of processing challenges these Municipalities would require permission to bring to the Little Forks Landfill. Again, the variance would be available to be implemented only when required. The requested variance is requested based on a mitigation strategy for many risks, such as Fire, Health and Safety, Virus Suppression (the longer it is contained, the sooner it will dissipate), Capacity Issues, and so forth. Facilities are running out of time and space for safe operations.

Sincerely,

Tom Taggart, Chair Northern Region

CC: Northern Region Municipalities
Leland Anthony, Regional Chairs



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

Rachel Jones, CAO
 Town of Oxford
 105 Lower Main Street, PO Box 338
 Oxford, NS B0M 1P0

April 9, 2020

Dear Ms. Jones:

In these extraordinary times I want you to know that the library continues to serve the citizens of Oxford. We are doing this by providing more electronic resources for those of all ages. Currently on offer is Overdrive (downloadable audiobooks and ebooks) and RB Digital (downloadable magazines), additionally we are in negotiations with Hoopla (downloadable audiobooks, ebooks, music, television, and movies) and Lynda (online courses, training, and tutorials).

The Nova Scotia provincial funding has been increased in 2020/21 thus the Library Board is requesting that the town of Oxford (and all other municipalities that contribute to the library) pay the increased amount for library services which would be a total of \$10,334.

The quarterly payments for the town of Oxford would be:

April 15th	July 15th	October 15th	January 15th	Total
\$2,584	\$2,584	\$2,583	\$2,583	\$10,334

However, it is my understanding that the town of Oxford does not wish to pay this amount and chooses to pay the past amount as outlined below:

April 15th	July 15th	October 15th	January 15th	Total
\$1,920	\$1,920	\$1,920	\$1,920	\$7,680

As you know, the Cumberland Public Libraries has struggled with funding over the last several years. We strive to provide excellent library service to the residents of your community. With the current state of the world the library is working diligently to help with expanded electronic resources which are very expensive. We also continue to pay our staff to help the local economy.

Library services are important to your citizens, as was made evident when the Oxford location had to close due to building issues. Once the State of Emergency is lifted we look forward to setting up the temporary location in the medical centre and providing the citizens of Oxford with quality library materials once more.

If you have any questions about this request or the budget, please contact me at 902-667-2135 or by e-mail at denise.corey@cumberlandpubliclibraries.ca.

Sincerely,

A handwritten signature in blue ink that reads "Denise Corey". The signature is written in a cursive style with a large, looping "y" at the end.

Denise Corey
Chief Librarian

Cc: Brenton Colbourne

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
REVENUE			
Tax Revenue			
Residential Tax	778,151	775,494	0
Commercial Tax	1,021,039	1,019,825	0
Agreement O.F.F.	0.00	0	
Resource Tax	10,712	10,712	0
Forest (Under 50,000 Acres)	182	182	100
Business Occupancy Tax	0.00	0	
Based on Revenue - Aliant	3,700	0	0
Sewer Rates	179,676	181,889	101
Area Rate New Fire Hall	0.00	0	
Deed Transfer Tax	12,000	18,342	153
Total Taxes	2,005,460	2,006,444	100
Grants in Lieu			
Federal Government - Canada Post	2,390	0	0
Federal Government - RCMP	21,377	0	0
Provincial Government - DNR	15,492	0	0
Provincial Government - Liquor Comm	9,197	5,534	60
Total Grants in Lieu	48,456	5,534	11
Services to Other Governments			
Cumberland County - Fire Protection	57,658	57,452	100
Total Services to Other Governments	57,658	57,452	100
Own Source Revenue			
Arena - Ice Rentals	48,000	22,603	47
Arena - Fish and Game Show Revenue	2,000	4,700	235
Arena - Sign Rentals	2,000	3,450	173
Arena - Fun Hockey Registrations	1,500	1,970	131
Soccer Program Registrations	1,500	1,580	105
Steve Nash Basketball Registrations	0	0	
Free Skate Program	2,500	0	0
Special Program Registrations	500	460	92
Community Garden - Grant Funding	1,500	0	0
Berry Bolt	4,500	747	17
Junior NBA	3,000	2,020	67
Tennis	0	60	
Heritage Gas Revenue	16,500	38,173	231
Theatre Revenue	2,300	2,424	105
Dog Licences	100	65	65
Building Permits	500	20	4

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
Sub Division Plans	0	0	
Fine Revenue	500	1,611	322
Office Rent Water	5,500	0	0
Medical Centre Rents	25,000	19,130	77
Probation Office Rent	2,600	3,000	115
Interest on Investments	2,500	0	0
Interest on Taxes	20,000	30,747	154
A/R adjustments	0	0	
Tax Certificates	100	800	800
Communities in Bloom Revenue	0	0	
Sales of materials	3,000	8,812	294
Total Own Source Revenue	145,600	142,374	98
Unconditional Transfers			
Equalization Grant	178,171	44,543	25
Farm Acreage Grant	2,657	2,657	100
HST Offset Payment	10,000	3,288	33
Total Unconditional Transfers	190,828	50,488	26
Conditional Transfers			
EMO Grant Civic #	1,000	0	0
CNTA Grant - VIC	0	0	
Fed Gov Funding - Summer Students	3,470	3,468	100
Comm Enhancement Grant Funding	0	0	
Total Conditional Transfers	4,470	3,468	78
Other Transfers			
Gas Tax Revenue	0	0	
County Funding - Arena	20,000	20,000	100
MPAL Funding Province	15,000	15,000	100
Grants from Prov- Sinkhole Study	0	68,500	
Grants from Other Organizations	10,000	10,602	106
Transfer from Surplus	26,690	0	0
TRANSFER FROM OPERATING RESERVE	0	0	
Transfer From Local Fire Assoc	10,000	5,000	50
Interest on CRA refunds	0	10	
Land Sales	0	5,175	
Total Other Transfers	81,690	124,286	152
TOTAL REVENUE	2,534,162	2,390,045	94
EXPENSE			

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
General Government			
Mayor Honorarium	9,011	9,011	100
Mayor Expenses	2,500	1,047	42
Council Honorariums	25,231	26,433	105
Council Expenses	12,000	5,062	42
Salary - CAO	85,000	64,233	76
Salary - Accountant	0	6,940	
Salary - Deputy Clerk	41,100	30,541	74
Salary - Office Staff	40,000	35,298	88
Admin Salaries paid by Water	-	55,203	-106
Legal Fees	5,000	3,150	63
CAO Contracted Services	0	17,252	
Accounting Contracted Services	35,000	1,492	4
Canada Pension Plan	17,500	25,717	147
Employment Insurance	8,500	12,693	149
Health Plan (Blue Cross)	3,000	5,936	198
Pension - CAO	0	0	
Pension - Employees	18,103	26,629	147
Xmas Bonuses	675	775	115
Professional Development	0	1,477	
CAO Seminars & Travel	3,000	2,872	96
Audit Fee	15,000	26,906	179
Town Hall Insurance	1,750	1,479	84
Office Postage	3,900	3,980	102
Office Supplies & Advertsing	10,000	14,240	142
I T Expenses	6,000	7,659	128
Office Programmer	0	36,799	
Town Hall Janitor & Supplies	4,000	5,807	145
Town Hall Telephones	7,242	8,240	114
Town Hall Electricity	4,210	5,230	124
Town Hall Natural Gas	8,764	7,237	83
Town Hall Water	300	338	113
Town Hall Sewer	300	306	102
Workplace Wellness	0	175	
Town Hall Maintenance	10,000	16,248	162
Municipal Election	0	0	
Bond Insurance	0	0	
Losses on Appeals/Habitat Subdiv	0	0	
OPH Grant	0	0	
Lion's Club Rental	0	0	
Conferences and Workshops	8,000	10,373	130
Public Official Liability Ins	3,000	2,250	75
Dues - UNSM/FCM/CNTA/POL BD	3,300	5,433	165
Exhibition/Transport Society Grants	1,500	1,500	100

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
YMCA Grant	0	0	
ORHS Bursary	500	500	100
NSCC Foundation	5,000	5,000	100
Oxford Sinkhole	-	101,551	
COVID - 19 Costs	-	86	
PVSC - Assessment Costs	19,043	14,282	75
Valuation Allowance - Taxes	- 1,500	0	0
Bad debts other	0	0	
Interest Town Hall 2013 MFC	1,045	1,142	109
Interest on Backhoe Loan	7,800	6,109	78
Interest Short Term Borrowings	0	0	
Bank Service Charges	6,000	9,981	166
Deficit of Prior Years	0	0	
MFC Int - School Enhancement	1,022	1,022	100
Cash Over/Short	0	-6	
Credit Card Fees & Interest	0	541	
Total General Government	379,529	626,167	165
Protective Services - Police			
Admin - Salary	0	0	
Admin - Audit	0	0	
RCMP Contract	508,608	461,448	91
School Crosswalk Guard	8,700	6,935	80
Prosecuting Attorney Fee	0	300	
Corrections	14,966	14,966	100
Total Police	532,274	483,649	91
Fire			
Admin - Salary	0	0	
Admin - Audit	0	0	
Fire Inspection Cost	0	0	
Firefighters Honorariums/Incentives	14,495	16,030	111
Fire Phones	2,500	2,217	89
Fire Communication System	12,000	8,089	67
Public Fire Protection Charge	115,407	0	0
Fire Chief's Convention	3,000	4,476	149
Fire Training	7,500	6,519	87
Fire Hall Lights & Power	4,162	3,260	78
Fire Hall Natural Gas	8,538	7,462	87
Fire Hall Insurance	3,807	3,732	98
Fire Hall Maintenance	5,000	4,167	83
Firefighters Liability Insurance	2,500	2,500	100
Fire Hall Water	110	0	0

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
Fire Hall Sewer	300	306	102
Fire Trucks Insurance	3,520	3,687	105
Fire Trucks Fuel	2,600	2,119	81
Fire Trucks Repairs & Maintenance	15,000	13,852	92
Fire Equipment & Supplies	10,000	15,478	155
Fire Equipment Repairs & Maint	2,000	4,458	223
Fire Training Ground Project	0	0	
Fire Truck Pumper/ Tanker	0	0	
Fire B.A. - MFC Interest	418	495	118
Fire Truck 2005 MFC Interest	0	0	
Fire Truck 2005 MFC Principal	0	0	
Fire New Hall - MFC Interest	9,971	11,627	117
Interest MFC 2018 B.A.	1,037	0	0
Fire Breath App MFC Nov 2018 Int		1,037	
Total Fire	223,865	111,512	50
Emergency Management			
REMO	5,476	4,784	87
EMO Expenses	500	76	15
EMO SHRU Funding	619	619	100
Total Emergency Management	6,595	5,479	83
Other Protective Services			
Building Inspection	7,000	7,000	100
Animal Control	1,000	0	0
Other Protective Services	0	0	
Total Other Protective Services	8,000	7,000	88
Transportation Services			
Salary - PW Supervisor	30,000	31,215	104
Labour - PW	120,000	90,112	75
Summer Students	0	0	
Supervisor Phone	1,638	1,578	96
Town Truck	9,000	6,442	72
Supervisor Truck Allow	0	0	
Loader and Plow	2,000	3,915	196
Generator	60	881	1,468
Tractor	7,000	11,434	163
Backhoe Lease Etc	8,299	1,499	18
Roller	0	0	
Air Compressor	0	0	
Salt Truck	5,000	5,561	111
Small Tools & Equipment	5,000	7,659	153

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
OPH Insurance	161	179	111
OPH Expenses	270	261	97
OPH Taxes	2,277	2,342	103
Town Garage Insurance	396	2,531	639
Town Garage Fuel (Wood)	1,500	350	23
Town Garage Maintenance	1,500	1,803	120
Town Garage Phone	258	185	72
Town Garage Water	0	0	
Town Garage Electricity	4,000	4,305	108
Workers Compensation	10,000	17,437	174
Liability Insurance	12,800	15,324	120
Diesel	13,000	12,867	99
Oil		957	
Gasoline	9,000	8,324	92
Oxygen	0	0	
Sundry	1,100	529	48
Clothing	1,200	2,637	220
Health and Safety	5,000	2,537	51
Salt	15,000	32,451	216
Road Repairs	0	0	
Street Maintenance	25,000	37,164	149
Street Lighting	6,500	6,741	104
Street Lights Reim back to Cap Res	0	0	
Main Street Phase 2 - MFC Int	4,392	4,392	100
Main Street 2008 MFC Interest	0	0	
Main Street 2008 MFC Principal	0	0	
Capital from Revenue Salt Shed	0	0	
Loader 2013	671	671	100
Paving 2017	0	0	
Paving/Sidewalks 2016-MFC Interest	6,191	6,191	100
Sidewalks - 2014	0	0	
Salt Truck 2016 - MFC Interest	1,161	1,161	100
Honda Snowblower	0	0	
Total Transportation	309,374	321,635	104
Environmental Health Services			
Sewer Admin Supervisor	18,000	0	0
Sewer Other Labour	24,000	45,249	189
Sewer Safety Equipment	2,000	0	0
Sewer Maintenance	6,000	8,097	135
Sewer Power	30,000	33,849	113
Sewer Lagoon MFC Interest	643	0	0
Sewer Lagoon MFC Principal	0	0	
Transfer Station Contract (FERO)	95,000	79,708	84

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
Tip Fees	20,000	42,131	211
Total Environmental Health	195,643	209,034	107
Public Health & Environmental Devel			
Medical Centre	30,300	28,899	95
Deficit Regional Housing Authority	19,100	19,092	100
Planning - Town of Amherst	16,000	15,643	98
Interest Medical Centre 2013 MFC	1,608	804	50
Lease Natural Gas Boiler Med Cent	3,750	3,411	91
Tree Expense/Trail Reserve	5,000	5,132	103
Community Eco Dev/Tourism	27,800	26,097	94
Cumberland Business Connector	8,100	10,000	123
Communities in Bloom	5,800	6,437	111
Total Public Health and Envir Dev	117,458	115,515	98
Recreation and Cultural - Arena			
Arena Labour	58,700	67,471	115
Arena Telephone	616	445	72
Arena Electricity	45,192	47,423	105
Arena Maintenance	35,000	59,941	171
Lease Natural Gas Boiler Arena	7,580	3,168	42
Arena Natural Gas	7,009	4,458	64
Arena Water	2,242	2,254	101
Arena Sewer	300	306	102
Arena Insurance	1,598	1,806	113
Arena Maintenance - Energy Upgrades	0	0	
Arena MFC Interest 2018	0	0	
Arena Dressng Room 2013 MFC Int.	107	107	100
Arena 2013 MFC Interest	1,528	1,640	107
Arena Automation MFC Nov 18 Int	1,883	1,883	
Arena Chiller - MFC Int	562	562	100
Total Arena	162,317	191,465	118
Fields and Library			
Xmas Lights	1,500	980	65
Tennis Courts	0	0	
Trails		913	
Tennis Courts	0	0	
Ballfield	3,000	1,444	48
Skateboard Park	0	0	
Mural Lights	500	260	52
Library Expense	10,500	10,851	103
Regional Library Board Transfer	7,680	7,680	100

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
Total Fields and Library	23,180	22,127	95
Theatre			
Theatre Movies	0	0	
Theatre Telephone	0	0	
Theatre Electricity	2,811	4,580	163
Theatre Expense	200	290	145
Theatre Maintenance	1,500	1,919	128
Theatre Natural Gas	4,500	2,364	53
Theatre Water	300	300	100
Theatre Sewer	300	306	102
Theatre Property Tax	1,966	1,966	100
Theatre Insurance	400	150	38
Total Theatre	11,977	11,874	99
Recreation			
Recreation Community Garden Project	1,000	171	17
Recreation Co-ord Salary	33,000	36,845	112
Recreation Co-ord Travel	1,200	1,179	98
Recreation Summer Students	8,500	9,898	116
Recreation Office Supplies	0	0	
Recreation Postage	1,800	1,956	109
Recreation Advertising	0	84	
Recreation Telephone	491	479	97
Recreation - Strawberry Festival	2,500	593	24
Recreation - Summer Soccer Program	1,000	815	81
Recreation - Tennis Program	100	0	0
Recreation - General Programs	12,000	14,903	124
Total Recreation	61,591	66,922	109
Fiscal Services			
MFC Principal - 2011 School Enhance	10,000	10,000	100
MFC Principal - 2016 Breathing App	3,200	3,200	100
MFC Principal - 2018 Breathing App	7,400	7,400	100
MFC Principal - 2013 Fire Hall	69,700	69,700	100
MFC Principal - 2013 Med Cent	5,000	5,000	100
MFC Principal - 2011 Main Phase 2	43,000	43,000	100
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500	100
MFC Principal - 2013 Town Hall	7,100	7,100	100
MFC Principal - 2013 Arena	10,200	10,200	100
MFC Principal - 2018 Arena Auto	6,200	6,200	100
MFC Principal - 2011 Arena Chiller	5,500	5,500	100
MFC Principal - 2014 Loader	30,200	30,200	100

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
MFC Principal - 2014 Fire Hall #2	18,800	18,800	100
MFC Principal - 2014 Arena	4,800	4,800	100
Backhoe lease principal	9,979	9,967	100
Interest ST Borrowings	0	0	
Bank Service Charges	0	0	
Non Ded Penalties and Interest	0	25	
Debenture Discount	0	0	
Assessment Costs	0	0	
Capital expenditures from revenue	0	0	
Transfer to Reserves	0	0	
Deficit of Prior Years	0	0	
Valuation Allowance	0	0	
District School Board	223,782	223,782	100
Total Fiscal Services	502,361	502,374	100
TOTAL EXPENSE	2,534,164	2,049,126	81
NET INCOME	(2.00)	340,919	-17,045,962



CEDO Report

Highlights: March 13-April 17, 2020 (inclusive)

Promotion

- *Town of Oxford Official Face book group:* My current posts primarily focus on information of importance to businesses during COVID-19, updates on Oxford businesses/services that are open/closed, mental health support, wild blueberry related and other uplifting posts.
- *Newsletter/Calendar:* With input from CAO and Mayor, I sent out an April Newsletter in lieu of a combination newsletter/calendar. This was also posted on the website and face book.
- My monthly “What’s Happening in Oxford?” news article was sent out to all local print/on-line news media and some or all the information received good coverage.
- Regular posts and updates on the website

Support for Businesses and Business Development

- I have been routinely sharing COVID-19-related information of importance to businesses. Cumberland Business Connector updates, Amherst Chamber of Commerce newsletter and various other updates are shared with my Business Contacts email group and through face book.
- I’ve also been in direct contact with some businesses to provide information and support.
- I’ve created a list of Oxford businesses and services that are OPEN/CLOSED, which is emailed to businesses, posted on face book and our website, and revised as needed. This has also been sent to the Cumberland Business Connector and distributed through the Community Health Board.
- The April newsletter and additional information has been emailed to OFF for newcomers.
- The Business Directory has been updated.

Liaison with and support for organizations, service groups and school

- Confirmed that the Foodbank is still operating and promoted.
- Promoted the Lions survey through face book, press release and the newsletter
- Posted information on epilepsy for Purple Day
- Promoted Nazarene Youth COVID-19 and OPH delivery services
- Posted congratulations to the OREC winning basketball team

- Assisted United Way Executive Director with contact information for potential distribution of COVID-related funding.

Poetry At Large Poetry Festival, April 25, 26 2020

While during the first week of this report I was busy with various activities relating to festival organizing, on March 23 the Oxford Poetry Festival Committee met by email and made the difficult decision to cancel the *2020 Poetry at Large Poetry Festival*. Work then was adapted to managing this change. Appropriate media releases and individual contacts were made to notify participants and the public. One of the media releases appeared in the Chronicle Herald on-line which provided positive “provincial” attention for the festival and our community. A committee conference call was held to discuss other ways to bring uplifting poetry and positive messaging to the public during Poetry Month (April) while maintaining the intended character of the festival. Everyone is encouraged to follow the Poetry At Large face book page: <https://www.facebook.com/PoetryAtLargeOxford/> . Several of the poets are allowing us to post their work, some in video form.

Other

- The provincial Beautification and Streetscaping grant application submitted April 15.
- Hoping for the best, I continued to collect and generate ideas for the Wild Blueberry Harvest Festival.
- Assisted Linda as she learns to do website posting.
- Responded to resident inquiries.
- Sent out notifications of lay-off.

Respectfully submitted,
Ruthie Patriquin,
Community Economic Development Officer