



TOWN OF OXFORD
Town Council Meeting

Conducted through Zoom Live to FaceBook

Monday, 19 October 2020
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Town Council Minutes – 21 September 2020
4. New Business
 - 4.1 Council Long Service Awards
5. Reports
 - 5.1 Public Works
 - 5.2 Finance: General Operating and Water Utility Budget Variance Reports: 1 April – 14 October 2020
 - 5.3 Fire
 - 5.4 Community Economic Development
 - 5.5 Northern Region Waste Resource Committee Minutes: 21 February 2020, 24 April 2020, and 25 September 2020
 - 5.6 Police Advisory Board Minutes: 7 January 2020 and 30 January 2020
 - 5.7 RCMP Report April – August 2020
6. Correspondence
 - 6.1 Municipality of Pictou County
 - 6.2 Cumberland Trails Association Response
7. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers and streamed live to Town of Oxford FaceBook
Date: Monday, 21 September 2020
Presiding Officer: Mayor Patricia Stewart
Councilors present: Deputy Mayor Rick Draper, Councilors Brenton Colborne, Dave Clark, Dawn Thompson, 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 6:05 pm.

2. Approval of Agenda

It was moved and seconded that the agenda of the Regular Town Council Meeting for September 21, 2020 be approved, as presented.

Motion Carried

3. Approval of Previous Minutes

It was moved and seconded that the minutes of the Special Town Council Meetings for June 22, 2020 and June 25, 2020 be approved, as presented.

Motion Carried

4. New Business

4.1 Proclamation: Right to Know Week

**PROCLAMATION
RIGHT TO KNOW WEEK
September 28 to October 4, 2020**

WHEREAS the **Town of Oxford** has adopted the principles of openness, transparency, and accountability; and

WHEREAS *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the **Town of Oxford**; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the **Town of Oxford** joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, **Mayor Patricia Stewart**, do hereby proclaim September 28 to October 4, 2020 to be Right to Know Week in the **Town of Oxford**.

4.2 Cumberland MAP Community Vibrancy & Harm Reduction Champion Award: Councillor Clark

On behalf of the Municipal Alcohol Program (MAP), Councillor Clark presented to Mayor Stewart and to the Town Council the Cumberland MAP Community Vibrancy & Harm Reduction Champion Award. The Town of Oxford was provided this award in recognition for all the support given to MAP.

4.3 RFD #011-2020 FCM Funding Application

It was moved and seconded that:

Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Inventory and Capital Projections.

Be it therefore resolved that the Town of Oxford commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

Activity 1: Prepare an inventory of major assets including roads, sidewalks, sewer, storm, trails, fleet and municipal-owned buildings and structures in spreadsheet and GIS.

Activity 2: Undertake Condition Assessments on all Town Infrastructure.

Activity 3: Prepare State of Infrastructure Reports, a Preliminary Capital Program and fact sheets for public information.

Be it further resolved that the Town commits **\$4,830** from its budget toward the costs of this initiative.

Motion Carried

4.4 Dangerous and Unsightly Premises Report: For Information

CAO Jones presented to Council the Chief Administrative Officer Report, dated September 11, 2020, in which details an update of the work undertaken with respect to Dangerous & Unsightly Premises in Oxford this year.

4.5 Accounting Improvements and Issues Report: For Information

CAO Jones presented to Council the Council Report, by Ruthann Brookins – Senior Accountant, dated January – July 2020, regarding accounting improvements and issues.

4.6 Strategic Priorities Chart: Update

CAO Jones presented to Council an update on the Strategic Priorities Chart.

Council discussed the status of the ATV access downtown project. CAO Jones will reach out to the Nova Scotia Federation of Municipalities (NSFM) for a report on the progress of the pilot ATV friendly community project.

It was moved and seconded to accept the Strategic Priorities Chart as presented.

Motion Carried

5. Reports

CAO Jones presented the reports.

Council had a general discussion regarding the Federal Government announcement on Wednesday, September 16, 2020 regarding the final details of the Safe Restart Agreement and how the monies will be allocated. A portion of this funding is allotted to municipalities to overcome lower revenue from transit and taxes, as well as increased costs associated with COVID-19 infection prevention measure. CAO Jones will follow up with this news release, review the criteria involved and report back to Council.

Regarding the Fire Report, Council had a discussion regarding the volume of calls that were made to the County versus the calls that were for Oxford. Council would like to see a report for the last couple of years detailing the number of the County of Cumberland fire service calls versus the number of Town of Oxford fire service calls for budget purposes. CAO Jones will review and report back to Council the terms of the Fire Agreement between the Municipality of the County of Cumberland and the Town of Oxford.

Regarding the Cumberland Public Libraries Report, there was a general discussion of the potential new location for the Oxford Public Library at 111 Rideau Street (the old Oxford Journal Office).

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

Motion Carried

6. Correspondence

Mayor Stewart presented to Council a thank you note from Ms. Rilyn Cann. Ms. Cann was one of two recipients of the Town of Oxford Bursary for 2019/2020.

7. Adjournment

At 6:44 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary

Nova Scotia Federation of Municipalities

Certificate of Recognition

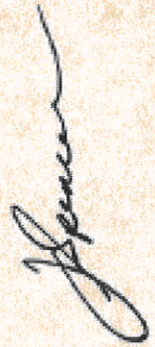
Presented to

**Councillor Wade Adshade
Town of Oxford**

**In Recognition of 16 Years of Dedicated Service
to Municipal Government in the Province of Nova Scotia**

This Scroll of Recognition acknowledges a significant contribution to the institution of local government. It further acknowledges a commitment to the philosophy, goals, and activities of the Nova Scotia Federation of Municipalities

Presented in the year 2020



Juanita Spencer, Chief Executive Officer, NSFMM



Mayor Pam Mood, President, NSFMM

Nova Scotia Federation of Municipalities

Certificate of Recognition

Presented to

**Mayor Trish Stewart
Town of Oxford**

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Presented in the year 2020



Juanita Spencer, Chief Executive Officer, NSFMM



Mayor Pam Mood, President, NSFMM

Nova Scotia Federation of Municipalities

Certificate of Recognition

Presented to

**Councillor Dawn Thompson
Town of Oxford**

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Mayor Pam Mood, President, NSFMM



Public Works Monthly Report

September 2018

Water Utility

Water Break on Foundry Street

Lost communications through the SCADA system at Well # 2 on September 18 due to the motor on the pump burning out. This pump has not been replaced since initial installation. The motor and pump will be installed during the first part of October when the parts are delivered.

The generator was moved to Well # 3 in readiness for Hurricane Teddy.

Installed a new set of scales at the Chlorine Building that were damaged from the NSP high voltage incident in June 2020.

Temporary water service was installed on Duke Street by Dexter's for the beginning of the water line replacement which will be started in early October. The temporary line required chlorination and proper testing prior to initiating use for the residential customers.

Roads

Asphalt patching that was completed included:

- Crescent Drive
- Sunset Avenue
- Water Street
- Station Street
- Black River Road
- Lower Main Street

Repeat painting of yellow crosswalks for the fall/winter.

Capital paving work will be complete in October.

Sewer

Repaired the sewer line at 11 Hanlon Street

General

Removed a tree at the Cenotaph that was a potential falling hazard.

Finished ditching on Foundry Street.

Regular maintenance.

Respectfully submitted,

Wes Adshade
Public Works Supervisor

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to10/14/2020	Percentage of Budget Spent	NOTES
REVENUE				
Tax Revenue				
Residential Tax	791,627	791,355	100	All Tax revenue for the year
Commercial Tax	1,025,365	1,025,365	100	
Agreement O.F.F.	0	0		
Resource Tax	13,358	10,491	79	
Forest (Under 50,000 Acres)	179	179	100	
Business Occupancy Tax	0	0		
Based on Revenue - Aliant	3,700	2,534	68	
Sewer Rates	181,000	181,895	100	
Deed Transfer Tax	12,000	16,222	135	
Total Taxes	2,027,229	2,028,040	100	
Grants in Lieu				
Federal Government - Canada Post	2,456	0	0	Application in process
Federal Government - RCMP	17,491	0	0	Application in process
Provincial Government - DNR	15,342	0	0	Application in process
Provincial Government - Liquor Comm	8,976	8,976	100	
Total Grants in Lieu	44,265	8,976	20	
Services to Other Governments				
Cumberland County - Fire Protection	57,000	0.00	0	To be invoiced
Total Services to Other Governments	57,000	-	0	
Own Source Revenue				
Arena - Ice Rentals	0	17		
Arena - Fish and Game Show Revenue	0	0		
Arena - Sign Rentals	0	0		
Arena - Fun Hockey Registrations	0	0		
Soccer Program Registrations	0	0		
Steve Nash Basketball Registrations	0	0		
Free Skate Program	0	0		
Special Program Registrations	0	0		
Community Garden - Grant Funding	0	0		
Berry Bolt	0	0		
Junior NBA	0	0		
Tennis	0	0		
Heritage Gas Revenue	20,000	0	0	
Theatre Revenue	1,000	0	0	
Dog Licences	50	0	0	
Building Permits	1,000	0	0	
Sub Division Plans	0	0		
Fine Revenue	750	504	67	
Office Rent Water	5,500	0	0	
Medical Centre Rents	20,000	11,190	56	
Probation Office Rent	0	0		
Interest on Investments	0	0		
Interest on Taxes	25,000	19,494	78	

A/R adjustments	0	0		
Tax Certificates	500	800	160	More than expected this year as house sales are unually high this year
Communities in Bloom Revenue		200		Cumberland Food Action Network
Sales of materials	3,000	0	0	
Total Own Source Revenue	76,800	32,205	42	
Unconditional Transfers				
Equalization Grant	178,171	44,543	25	Provided by Province in installments.
Farm Acreage Grant	2,657	2,728	103	
HST Offset Payment	7,000	7,135	102	
Total Unconditional Transfers	187,828	54,406	29	
Conditional Transfers				
EMO Grant Civic #	1,000	0	0	
CNTA Grant - VIC	0	0		
Fed Gov Funding - Summer Students	7,028	5,276	75	Final Claim has been submitted
Comm Enhancement Grant Funding	0	0		
Total Conditional Transfers	8,028	5,276	66	
Other Transfers				
Gas Tax Revenue		0		
County Funding - Arena	0	0		
MPAL Funding Province	0	2,500		
Grants from Prov- Sinkhole Study	0	0		
Grants from Other Organizations	0	19,160		\$17,500 Downtown Beautification Grant.
Transfer from Surplus	0	0		
TRANSFER FROM OPERATING RESERVE	0	0		
Transfer From Local Fire Assoc	10,000	0	0	
Interest on CRA refunds	0	0		
Land Sales	0	0		
Total Other Transfers	10,000	21,660	217	
TOTAL REVENUE	2,411,150	2,150,563	89	
EXPENSE				
General Government				
Mayor Honorarium	9,011	4,505	50	Gallagher increase by 2,817 and JP Financial by 3,064.
Mayor Expenses	2,500	315	13	
Council Honorariums	27,000	12,616	47	
Council Expenses	5,000	173	3	Expense expected for new Council orientation
Salary - CAO	62,513	45,566	73	
Salary - Accountant	31,500	22,961	73	
Salary - Deputy Clerk	30,200	22,013	73	
Salary - Office Staff	25,116	13,380	53	
Admin Salaries paid by Water	-64,000	-32,000	50	50% of 64,000 as we are 6 months into the budget
Legal Fees	5,000	0	0	
CAO Contracted Services		0		
Accounting Contracted Services	5,000	-15	0	
Canada Pension Plan	20,000	10,719	54	
Employment Insurance	9,000	5,172	57	
Health Plan (Blue Cross)	3,000	2,546	85	

Pension - CAO		0		
Pension - Employees	20,000	12,472	62	
Xmas Bonuses	850	0	0	
Professional Development	1,500	209	14	
CAO Seminars & Travel	3,000	609	20	
Audit Fee	20,000	0	0	To be invoiced upon completion
Town Hall Insurance	1,750	1,578	90	
Office Postage	4,200	2,945	70	4 of 6 bill mail outs already expensed
Office Supplies & Advertsing	12,000	6,145	51	
I T Expenses	7,000	3,397	49	
Office Programmer	0	22		Adobe license
Town Hall Janitor & Supplies	6,000	2,821	47	
Town Hall Telephones	8,000	4,294	54	
Town Hall Electricity	5,000	1,965	39	
Town Hall Natural Gas	8,000	889	11	
Town Hall Water	350	125	36	
Town Hall Sewer	306	434	142	taxes and sewer on property Owner Unknown
Workplace Wellness		352		Going away celebration for Corey
Town Hall Maintenance	15,000	9,182	61	
Municipal Election	10,000	4,386	44	
Bond Insurance		0		
Losses on Appeals/Habitat Subdiv		0		
OPH Grant		0		
Lion's Club Rental		0		
Conferences and Workshops	3,000	48	2	
Public Official Liability Ins	3,000	2,250	75	
Dues - UNSM/FCM/CNTA/POL BD	6,000	315	5	
Exhibition/Transport Society Grants	0	0		
YMCA Grant	0	0		
ORHS Bursary	500	500	100	
NSCC Foundation	0	0		
Oxford Sinkhole	0	0		
COVID - 19 Costs	5,000	4,889	98	
PVSC - Assessment Costs	18,892	14,169	75	
Valuation Allowance - Taxes		0		
Bad debts other		0		
Interest Town Hall 2013 MFC	982	474	48	
Interest on Backhoe Loan	1,125	1,527	136	For proper allocation of expenses there will be 254.52 interest /month, the budget should allow for \$3054.24. Take \$1928.70 from Principal Backhoe Lease account#5768
Interest Short Term Borrowings		0		
Bank Service Charges		2,578		Monthly service fees-Scotia connect, and account maintenance Last year \$9980.59
Deficit of Prior Years	99,458	0	0	
MFC Int - School Enhancement	622	414	67	
Cash Over/Short		1		
Credit Card Fees & Interest	500	442	88	
Total General Government	432,875	187,381	43	
Protective Services - Police				
Admin - Salary		0		
Admin - Audit		0		
RCMP Contract	505,605	252,802	50	

School Crosswalk Guard	7,200	1,092	15	
Prosecuting Attorney Fee	500	0	0	
Corrections	15,000	7,314	49	
Total Police	528,305	261,208	49	
Fire				
Admin - Salary		-		
Admin - Audit		-		
Fire Inspection Cost		-		
Firefighters Honorariums/Incentives	17,000	39	0	
Fire Phones	2,700	768	28	
Fire Communication System	17,000	3,648	21	
Public Fire Protection Charge	120,935	-	0	
Fire Chief's Convention	-	-		
Fire Training	7,500	457	6	
Fire Hall Lights & Power	4,000	2,208	55	
Fire Hall Natural Gas	7,200	1,022	14	
Fire Hall Insurance	3,800	7,168	189	Yearly fee paid
Fire Hall Maintenance	5,000	1,966	39	
Firefighters Liability Insurance	2,500	5,767	231	Portion will be reimbursed by firefighters Yearly fee paid
Fire Hall Water	500	-	0	
Fire Hall Sewer	306	306	100	
Fire Trucks Insurance	3,700	3,996	108	Yearly fee paid
Fire Trucks Fuel	2,200	829	38	
Fire Trucks Repairs & Maintenance	15,000	25,531	170	Required repairs to put trucks in service
Fire Equipment & Supplies	15,000	1,992	13	
Fire Equipment Repairs & Maint	4,500	5,948	132	
Fire Training Ground Project	0	-		
Fire Truck Pumper/ Tanker	0	-		
Fire B.A. - MFC Interest	453	226	50	
Fire Truck 2005 MFC Interest	0	-		
Fire Truck 2005 MFC Principal	0	-		
Fire New Hall - MFC Interest	9,327	4,649	50	
Interest MFC 2018 B.A.	-	-		
Fire Breath App MFC Nov 2018 Int		702		MFC #38-A-1 CK Agee #91 Debenture Payment S/B 1393.92 this year
Total Fire	238,621	67,225	28	
Emergency Management				
REMO	5,500	5,063	92	
EMO Expenses	500	0	0	
EMO SHRU Funding	619	619	100	
Total Emergency Management	6,619	5,682	86	
Other Protective Services				
Building Inspection	7,000	4,494	64	
Animal Control	1,000	0	0	
Other Protective Services	0	0		
Total Other Protective Services	8,000	4,494	56	
Transportation Services				

Salary - PW Supervisor	31,000	15,750	51	50 % of wages
Labour - PW	87,700	41,017	47	50 % of wages
Summer Students	2,000	9,169	458	Revenue of \$5276 grant offsets this expense
Supervisor Phone	1,600	1,208	76	
Town Truck	9,000	2,702	30	
Supervisor Truck Allow	-	-		
Loader and Plow	28,000	3,384	12	
Generator	60	-	0	
Tractor	7,000	2,843	41	
Backhoe Lease Etc	1,500	511	34	
Roller	-	-		
Air Compressor	-	-		
Salt Truck	5,000	1,869	37	
Small Tools & Equipment	5,000	4,219	84	
OPH Insurance	200	195	98	Yearly fee paid
OPH Expenses	300	-	0	
OPH Taxes	2,300	2,342	102	
Town Garage Insurance	500	2,871	574	Yearly fee paid
Town Garage Fuel (Wood)	1,500	1,066	71	
Town Garage Maintenance	1,500	4,010	267	
Town Garage Phone	260	92	35	
Town Garage Water	-	-		
Town Garage Electricity	4,000	1,636	41	
Workers Compensation	12,000	7,219	60	
Liability Insurance	12,800	13,107	102	Yearly fee paid
Diesel	13,000	1,736	13	
Oil	-	-		
Gasoline	9,000	3,003	33	
Oxygen	-	-		
Sundry	1,100	-	0	
Clothing	3,000	-	0	
Health and Safety	5,000	1,050	21	
Salt	30,000	-	0	
Road Repairs	-	-		
Street Maintenance	25,000	31,734	127	larger patching required for safety
Street Lighting	7,000	4,145	59	
Street Lights Reim back to Cap Res		-		
Main Street Phase 2 - MFC Int	2,705	1,780	66	
Main Street 2008 MFC Interest	0	-		
Main Street 2008 MFC Principal	0	-		
Capital from Revenue Salt Shed	0	-		
Loader 2013	0	-		
Paving 2017	0	-		
Paving/Sidewalks 2016-MFC Interest	5,662	2,831	50	
Sidewalks - 2014	0	-		
Salt Truck 2016 - MFC Interest	1,062	531	50	
Honda Snowblower	0	-		
Total Transportation	315,749	162,020	51	
Environmental Health Services				
Sewer Admin Supervisor	18,000	6,300	35	20% of wages

Sewer Other Labour	35,000	16,407	47	20% of wages
Sewer Safety Equipment	2,000	-	0	
Sewer Maintenance	6,000	5,805	97	
Sewer Power	32,000	14,177	44	
Sewer Lagoon MFC Interest	0	-		
Sewer Lagoon MFC Principal	0	-		
Transfer Station Contract (FERO)	95,000	41,993	44	
Tip Fees	30,000	21,146	70	Includes \$2186 for monitoring wells at the transfer station
Total Environmental Health	218,000	105,828	49	
Public Health & Environmental Devel				
Medical Centre	31,000	17,644	57	
Deficit Regional Housing Authority	26,400	23,536	89	Provincial Mandatory Cost
Planning - Town of Amherst	17,000	15,643	92	Yearly fee paid
Interest Medical Centre 2013 MFC	614	333	54	
Lease Natural Gas Boiler Med Cent		0		
Tree Expense/Trail Reserve	5,000	5,334	107	Tree removal work completed
Community Eco Dev/Tourism	12,000	2,316	19	
Cumberland Business Connector	10,000	0	0	
Communities in Bloom	750	2,846	379	\$ 1500 for hanging baskets ordered last fall per Council directive
Total Public Health and Envir Dev	102,764	67,653	66	
Recreation and Cultural - Arena				
Arena Labour	5,200	1,720	33	
Arena Telephone	650	217	33	
Arena Electricity	10,000	7,335	73	
Arena Maintenance	10,000	2,973	30	
Lease Natural Gas Boiler Arena	7,580	-	0	
Arena Natural Gas	3,500	571	16	
Arena Water	1,000	526	53	
Arena Sewer	306	306	100	
Arena Insurance	1,600	2,238	140	Last year some of Arena insurance may have been allocated to town garage in error, yearly fee paid
Arena Maintenance - Energy Upgrades	0	-		
Arena MFC Interest 2018	0	-		
Arena Dressng Room 2013 MFC Int.	0	-		
Arena 2013 MFC Interest	1,350	680	50	
Arena Automation MFC Nov 18 Int	329	588	179	MFC #38-A-1 CK Debenture Payment S/B 1,187 in current budget
Arena Chiller - MFC Int	1,187	228	19	MFC #31-A-1 "BU" Debenture Payment S/B 329 in current budget
Total Arena	42,702	17,382	41	
Fields and Library				
Xmas Lights	1,000	0	0	
Tennis Courts	1,000	0		
Trails	1,000	184		
Ballfield	2,000	227	11	
Skateboard Park	1,000	0		
Mural Lights	500	131	26	
Library Expense	6,000	1,744	29	
Regional Library Board Transfer	7,680	5,760	75	Provincial Mandatory Cost
Total Fields and Library	20,180	8,047	40	

Theatre

Theatre Movies	0	0	
Theatre Telephone	0	0	
Theatre Electricity	3,000	0	0
Theatre Expense	300	165	55
Theatre Maintenance	2,000	377	19
Theatre Natural Gas	3,500	437	12
Theatre Water	350	67	19
Theatre Sewer	306	0	0
Theatre Property Tax	2,000	801	40
Theatre Insurance	200	162	81

Yearly fee paid

Total Theatre

11,656	2,009	17
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Recreation

Recreation Community Garden Project	500	0	0
Recreation Co-ord Salary	5,000	5,504	110
Recreation Co-ord Travel	0	0	
Recreation Summer Students	0	0	
Recreation Office Supplies	0	0	
Recreation Postage	2,000	-165	-8
Recreation Advertising	200	0	
Recreation Telephone	500	201	40
Recreation - Strawberry Festival	0	0	
Recreation - Summer Soccer Program	0	0	
Recreation - Tennis Program	0	0	
Recreation - General Programs		184	

Duplicate invoice from 2019/20 was credited

Gazebo Power & fee for Fundy Directors Association

Total Recreation

8,200	5,725	70
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Fiscal Services

MFC Principal - 2011 School Enhan	10,000	10,000	100
MFC Principal - 2016 Breathing App	3,200	0	0
MFC Principal - 2018 Breathing App	7,400	0	0
MFC Principal - 2013 Fire Hall	69,700	0	0
MFC Principal - 2013 Med Cent	5,000	0	0
MFC Principal - 2011 Main Phase 2	43,000	43,000	100
MFC Principal - 2016 Paving/Salt Tr	47,500	0	0
MFC Principal - 2013 Town Hall	7,100	0	0
MFC Principal - 2013 Arena	10,200	0	0
MFC Principal - 2018 Arena Auto	5,500	0	0
MFC Principal - 2011 Arena Chiller	0	5,500	
MFC Principal - 2014 Loader	0	0	
MFC Principal - 2014 Fire Hall #2	0	0	
MFC Principal - 2014 Arena	6,200	0	0
Backhoe lease principal	6,912	2,492	36
Interest ST Borrowings		0	
Bank Service Charges		0	
Non Ded Penalties and Interest		0	
Debenture Discount	0	0	
Assessment Costs	0	0	
Capital expenditures from revenue	0	0	

Backhoe Account #5089.

50% of the principal payment less taxes and interest has been allocated to water utility.

Transfer to Reserves	31,767	0	
Deficit of Prior Years	0	0	
Valuation Allowance	0	0	
District School Board	224,000	128,443	57
Total Fiscal Services	477,479	189,435	40
TOTAL EXPENSE	2,411,150	1,084,088	45
NET INCOME		1,066,475.47	

Mandatory Provincial Cost

Generated On: 10/14/2020

	A	B	C	D	E	F	G	H	I
2	Income Statement 04/01/2020 to 10/14/2020								
3		Budget	Actual	Percentage of Budget spent	NOTES				
4	REVENUE								
5	Water Revenue								
6	Metered Water/Base Charge		44,413.96						
7	Metered Water/Consumption		7,172.15						
8	Metered Water/O.F.F. Base Charge		7,277.91						
9	Metered Water/O.F.F. Consumption		17,338.05						
10	Total Metered Sales	412,000.00	76,202.07	18%	2nd quarter water bill will reflect on next report				
11	Flat Rate Sales	1,950.00	600.00	31%					
12	Public Fire Protection	115,407.00	0.00	0%					
13	Sale of Services	250.00	0.00	0%					
14	Sprinkler Service	200.00	0.00	0%					
15	Interest on O/S Arrears	5,000.00	1,032.85	21%					
16	Transfer From Surplus/Depreciation	0.00	0.00						
17	TOTAL REVENUE	534,807.00	77,834.92	15%					
18									
19	EXPENSE								
20	Power and Pumping								
21	P&P Supervisor Salary	20,560.24	9,450.01	46%	30% of Public Works Supervisor				
22	P&P Power	59,228.98	13,219.03	22%					
23	P&P Labour	1,000.00	0.00	0%					
24	P&P Repairs and Maintenance	23,346.58	16,006.87	69%					
25	Power and Pumping Total	104,135.80	38,675.91	37%					
26	Treatment								
27	Treatment Insurance property	0.00	403.00						
28	Treatment Chemicals & Testing	4,000.00	7,545.13	189%	Should increase this budget amount, Actual totals for 2018-19-\$14121.11 (testing) and 7095.07 (Chemicals)				
29	Treatment Power	8,076.68	1,336.72	17%					
30	Treatment Labour	2,000.00	0.00	0%					
31	Treatment Maintenance	10,000.00	14,396.11	144%	Should increase this budget amount,Actual totals for 2018-19-\$11,128.42				
32	Treatment Total	24,076.68	23,680.96	98%					
33	Transmission and Distribution								

	A	B	C	D	E	F	G	H	I
34	T&D Meters	3,500.00	0.00	0%					
35	T&D Labour	42,183.02	24,610.26	58%	30% of Public Works Labour				
36	T&D Maintenance & Services	40,325.90	2,659.31	7%					
37	T&D Truck Lease/Expense	7,500.00	0.00	0%					
38	Transmission and Distribution Total	93,508.92	27,269.57	29%					
39	Administration								
40	Admin Salaries	52,795.10	32,000.00	61%					
41	Admin CPP	8,489.66	0.00	0%					
42	Admin EI	5,306.04	0.00	0%					
43	Admin Pension	7,500.00	0.00	0%					
44	Admin Health Plan	5,000.00	0.00	0%					
45	Admin WCB	6,367.25	0.00	0%					
46	Admin Rentals	5,500.00	0.00	0%					
47	Admin Legal Fees	5,000.00	6,205.05	124%	Dillion Consulting				
48	Admin Office Expense	7,000.00	0.00	0%					
49	Admin Audit Fee	8,800.00	0.00	0%					
50	Admin Bank Charges	500.00	365.57	73%					
51	Administration Total	112,258.05	38,570.62	34%					
52	Other								
53	Depreciation	53,000.00	0.00	0%					
54	Town Taxes	18,000.00	18,997.79	106%					
55	MFC Interest New Source	2,900.00	1,779.00	61%					
56	MFC Interest Watermain Upgrades	5,000.00	3,043.12	61%					
57	MFC Interest Water Meters	825.00	0.00	0%					
58	MFC Principal New Source	50,000.00	0.00	0%					
59	MFC Principal Watermain Upgrades	37,000.00	0.00	0%					
60	MFC Principal Water Meters	6,000.00	0.00	0%					
61	Capital from Revenue	0.00	0.00						
62	Total	172,725.00	23,819.91	14%					
63	TOTAL EXPENSE	506,704.45	152,016.98	30%					
64									
65	NET INCOME	28,102.55	(74,182.06)						
66		Generated On: 10/14/2020							



Fire Department Monthly Report

September 2020

Through the month of September, we had the following calls:

- 2 commercial fire alarms
- 5 mutual aid calls
- 2 grass/woods fire

Of the calls, one was town the other eight were county calls

The membership has discussed requesting a replacement dry hydrant be installed in Black River Park. The preferred location would be accessed from Little River Road, with the crock placed by the river and the pipe extended closer to the road so that we have another water source in case of a large fire in the downtown area. We understand that this is a budgetary consideration and ask that it be priced and considered in the next fiscal year.

We had our rescue gear serviced this year (commonly called the jaws of life). The hose reel was taken to have repairs done to one of the lines. We were advised that, due to the age of the equipment, no one would repair the line as it has well-exceeded its lifespan and any work could not be guaranteed. These lines operate under high pressure. As a result, the company that sells the rescue gear is trying to source for us appropriate used 2 stage lines as replacements to extend the life of the equipment. I was informed that most fire departments have switched to core technology and that the 2 stage lines are no longer produced or serviced. We were quoted to convert our pump and our cutter over to core plus a new spreader and ram and 2 core lines in the amount of \$30,000. We had replaced the pump and cutters approximately ten years ago which is why they can be converted. The other gear is over 30 years old. We can get by now using the one good hose on the reel plus the extra length of hose we had in our inventory. This is equipment that will need to be considered for capital replacement in the very near future.

We had Clean Heros in to wash and decontaminate our bunker gear which will now be completed every 6 months. This keeps our gear in better condition to last longer and provides our volunteers with safe gear when responding to calls.

The regular servicing of the trucks will take place in October as part of our preventative maintenance plan that has recently been started.

If you have any questions, please feel free to contact me.

Respectfully submitted,

Trueman Rushton
Fire Chief



CEDO Report

Highlights: September 21-October 13, 2020 (inclusive)

Promotion

- *Town of Oxford Official Face book group*: regular postings
- *Newsletter*: With input from CAO and Mayor, I created and mailed a September-October Newsletter. This was also posted on the website and face book, emailed to OFF for newcomers and delivered to OREC.
- Regular posts and updates on the website

Support for Businesses and Business Development

- **Wild Blueberry Capital Beautification Grant Program 2020** (\$17,500.00): This is the grant the Town applied for in the Spring. Final details with our partnering organization, Amherst Chamber of Commerce, were completed. Guidelines were finalized, approved, and posted online and face book. The Guidelines and Information Package was emailed to my Business Contacts group email list and delivered in person or by mail to the rest of the Oxford business and commercial property owners on Water and Main Streets. Copies of the Package are available in the Town Hall office. All businesses who attended the initial grant information session in January were contacted directly. The next water bill will also promote the grants.
- We are partnering with the Cumberland Business Connector, Town of Amherst and Municipality of Cumberland to sponsor a series of free workshops to support small businesses, some specifically related to COVID-19. These are offered through Zoom and a limited number of spaces are available in Amherst for those who don't have access to Zoom. I have posted details on the Town's website and facebook and promoted the workshops through the Business Contacts group email. I always deliver information directly to GJDE Enterprises Ltd. which does not have email capabilities.
- I have also informed businesses about *Jiggity*, a new local on-line mall opportunity initiated by Amherst Chamber of Commerce and available to all businesses in Cumberland County. Information has also been promoted through the Town's website and facebook.
- The Business Directory has been updated.
- A business on the waiting list was contacted about space available on the Business Sign at the Trans Canada entrance.

Poetry At Large Poetry Festival, 2021

- The Oxford Poetry Committee met on October 5 to begin to plan the *2021 Poetry at Large Poetry Festival*.

Other

- Welcome to Oxford signs for the four secondary Town entrances were ordered and are ready to post. Three of the signs were in poor condition and one entrance did not previously have a sign. They now read “Wild” Blueberry Capital of Canada.

Respectfully submitted,
Ruthie Patriquin,
Community Economic Development Officer

Northern Region Waste-Resource Committee

Meeting Minutes February 21, 2020

The regular meeting of the Northern Region Waste-Resource Committee was called to order at 1:05 p.m. on Friday, February 21, 2020 at the Municipality of East Hants offices (Elmsdale, NS) by Tom Taggart.

Present – Elected Officials

Tom Taggart, Colchester (Chair)
Ernie Gilbert, Cumberland
Eldon Hebb, East Hants
Dave Clark, Oxford
Terry Rhindress, Amherst

Present – Staff

Andrea Trask, East Hants
Jesse Hulsman, East Hants
Stephen Rayworth, Cumberland Joint Services
Brenda Rioux, Cumberland Joint Services
Jason MacDonald, Amherst
Rob Simonds, Colchester
Dale Bogle, Stewiacke
Darlyne Proctor, Colchester
Ishamar Senior Gentles, Colchester

Regrets

Jessica Rushton, Colchester
Tom Chisholm, Truro

Approval of Agenda

MOVED by Councillor Eldon Hebb and seconded by Councillor Terry Rhindress to approve the agenda as circulated.

MOTION CARRIED

Approval of Minutes

MOVED by Councillor Ernie Gilbert, and seconded by Councillor Eldon Hebb to approve the minutes of Friday, November 15, 2019 as circulated.

MOTION CARRIED

Regional Chairs Committee Update

Fall Workshop

Chair Taggart shared that there was a fall workshop for the Regional Chairs committee. The purpose of the workshop was to re-evaluate the focus for the committee for 2020-2021. The workshop included an overview of the 2017 workshop goals, and moved into what is next. Output from the workshop included the following areas requiring attention (how to do so it still to be determined): EPR for packaging and HHW, solidify the role of Chairs, education of fellow councilors and CAOs related to solid waste management (the stresses and support needed), data management (related to historical data and funding data systems), and uniform sort list.

The work on the outputs is ongoing and more will be shared when available.

Priorities Group Direction

Region Chairs has asked the Priorities Group begin to meet again to tackle the outputs from the efficiency report. The group met February 13 to start these discussions. The committee is working on a review report to send back to Chairs. However, during the meeting the question was raised as to who is recognized by the provincial government as the voice of municipalities on solid waste. While there is the NS Federation of Municipalities, they set priorities annually, and solid waste may or may not be an area they focus. Whereas Regional Chairs (both elected and staff) are the most informed on solid waste management in NS and work on these topics specifically regularly. Therefore, a request is being prepared for Regional Chairs to consider a motion/resolution that could be sent to all councils requesting them to recognize the Regional Chairs Committee as the municipal voice on solid waste issues. This motion/resolution is intended to provide focus on who the province should engage and hear on solid waste management topics. The process for communication and support on positions would remain true, where Regional Chairs would take information back to their Regional Committees and those regional representatives would report back to their councils.

Discussion around the room included suggesting that the Regional Chair seek to position themselves as an official principal advisor to the province (similar to police boards, etc.). Ensure that there is clarity for municipalities on the level of authority the Regional Chairs are seeking (i.e. They cannot make financial impact decisions without first going back to councils).

Other

Regional Coordinator Committee – Update

- Provincial Bag Ban
Plastic Bags Reduction Plan
https://nslegislature.ca/legc/bills/63rd_2nd/1st_read/b152.htm
Begins October 2020

- Mercury Collection Program

Background

- Voluntary stewardship since 2015
- Paid for by NS Power, and contracted through Scout Environmental
- Great public awareness of the program and uptake
- The program stopped February 12th, immediately
- The program captured over 175kg of mercury
- With the program end residential materials must now be captured in municipal services, and commercial materials must be paid for (DanX) if they are to be diverted (municipal services are not approved for ICI materials).

Valley Waste has sent a letter to the Minister in response to the impact this is going to have at their location. A copy of this letter will be provided when minutes are sent out.

- Divert NS Plastics Summit

Takes place Thursday March 5, 2020 via invitation only.

The agenda includes updates on NS and Federal plastic reduction initiatives; speakers from Sobeys, Loblaws, and Walmart. Additional speakers from IKEA and Restaurants Canada. There will be a facilitated session on finding solutions in the afternoon.

- Other

Newspaper ad to run Saturdays February 22nd and 29th

MLAs are being contacted directly, with supporting rationale file should they receive calls.



Regional Updates

- Sub Committee Status Update

Mr. Bogle provided an update on the efforts of the regional sub-committee. The committee was formed after the last regional meeting with the purpose of evaluating the

findings from the efficiency study from the perspective of the Northern Region. The committee is made up of the following:

CAO: D. Bogle (Stewiacke); **Elected:** E. Hebb (East Hants), E. Gilbert (Cumberland), T. Chisholm (Truro), G. Stewart (Colchester); **Staff:** S. Fraser (Colchester), S. Rayworth (CJSMA), A. Trask (East Hants)

The first meeting was held on January 29th. This meeting provided a layout of the process to review the findings (risk analysis), and started the process of reviewing. Potential risk areas that are considered in the evaluation include, but are not limited to: legal, governance, human resources, financial, environmental, and more. Those that attended the session found it very informative and feel the process will provide a clear report card on areas that the region can work on, and areas where the responsibility falls to the province or other stakeholder(s). The next meeting is February 26th.

- Diversion Credit Funds

Ms. Trask shared that the annual diversion credit funds have been finalized, with payments going out within the week. Below is an outline of the regional funding for the fiscal year.

	Tonnage (18/19)	Overall Payment	Advancement (July)	Outstanding Funding (final pymt)
Region	31870	\$ 408,930.00	\$ 322,121.00	\$ 86,809.00
Cumberland	4606	\$ 59,100.46	\$ 29,366.13	\$ 29,734.33
Colchester	19605	\$ 251,555.46	\$ 216,779.92	\$ 34,775.54
East Hants	7659	\$ 98,274.08	\$ 75,974.95	\$ 22,299.13
				Received Feb12 2020

Nova Scotia Waste Diversion Calculations (April 1, 2018 to March 31, 2019)										
Region	Generation Areas	1989			April 1, 2017 - March 31, 2018			As of March 31, 2018		
		Waste Disposed	Population	Tonnes per Capita	Waste Disposed	Population	Tonnes per Capita	Diversion Rate	Adjusted Base Year Tonnes	Tonnes Diverted
1	Inverness	10,465	17,808	0.59	7,582.03	14,152	0.536	9	8,317	734
	Port Hawkesbury	3,092	3,942	0.78	2023	3267	0.619	21	2,563	540
	CBRM	82,726	121,509	0.68	48685	99806	0.488	28	67,950	19,265
	Victoria County	5,116	8,706	0.59	2918	7151	0.408	31	4,202	1,285
	Richmond County	6,753	11,492	0.59	4760	9153	0.520	12	5,379	619
	Cape Breton	108,152	163,457	0.66	65968	133,529	0.494	25	88,350	22,442
2	Pictou County	43,023	49,698	0.87	17768	44108	0.403	53	38,184	20,415
	Antigonish County	6,301	14,036	0.45	6214	15,217	0.408	9	6,831	617
	Guysborough County	5,974	12,061	0.50	3708.55	7,495	0.495	0	3,712	4
	Antigonish Town	6,478	5,071	1.28	4825	4534	1.064	17	5,792	967
	Eastern	61,776	80,866	0.76	32517	71,354	0.456	40	54,509	22,003
3	Hants East	11,779	18,872	0.62	7,445.97	24,201	0.308	51	15,105	7,659
	Colchester County	42,351	46,647	0.91	26964	51,293	0.526	42	46,569	19,605
	Cumberland County	21,785	34,499	0.63	14617.73	30,443	0.480	24	19,224	4,606
	Northern	75,915	100,018	0.76	49028	105,937	0.463	39	80,408	31,870
4	HRM	266,039	316,800	0.84	160389	430505	0.373	56	361,525	201,136
5	VWRM		57,314	0.68	24415	65,149	0.375	45	44,008	19,594
	Annapolis County		20,493	0.68	5892	19,019	0.310	54	12,847	6,956
	Valley	52,559	77,807	0.68	30307	84,168	0.360	47	56,856	26,549
6	South Shore	59,455	94,708	0.63	29668	92,021	0.322	49	57,768	28,100
7	Western	32,356	49,779	0.65	16581	42428	0.391	40	27,578	10,997
	Totals	656,252	862,942	0.7605	384456	959,942	0.400	47.3	730,019	343,098

Funding Allocations			
Regional position on funding is that funding is to be divided as received meaning:			
Education Contract Funds/Hours			
Population is divided by the 3 regional partners actual data	2019-20	Funds	Hours
Hours are divided based on % of population	Cumberland	\$ 23,225	316
Funds are divided based on \$/hour	Colchester	\$ 37,324	540
Stipend is divided in 3	East Hants	\$ 18,617	243
		(incl. stipend)	
Regional Coordinator Funds			
Divided annually by 3	Cumberland	\$ 14,429	
Each regional partner assigned coordinator is eligible to attend Regional Coordinator and Regional Chairs meetings to ensure continuity and coverage (those they are not	Colchester	\$ 14,429	
	East Hants	\$ 14,429	
Diversion Credit Funds			
Allocated based on actual earned credits	Cumberland	\$ 59,100	
	Colchester	\$ 251,555	
	East Hants	\$ 98,274	
Municipal Approved Program Funds			
Allocated based on actual earned funds (linked to datacall results)	Cumberland	\$ 14,095	
	Colchester	\$ 59,993	
	East Hants	\$ 23,437	
Enforcement Funds			
Divided annually by 3	Cumberland	\$ 33,427.67	
	Colchester	\$ 33,427.67	
	East Hants	\$ 33,427.67	

Managers/Directors Committee – Update

Nothing to report at this time.

Regional Partner – Updates

Cumberland Joint Services Management Authority

Brenda Rioux, Waste Reduction Coordinator

Education

- Education and Enforcement Staff met with our contracted residential hauler. The purpose of the meeting is to review how things are going and to give suggestions. One of the key points we touched on was consistency- without it it's very difficult for staff to run an effective education program.
- Staff visited 15 schools to check their bins now that they are labelled properly. For the most part, schools are doing a good job sorting their waste.
- Staff visited the different apartment buildings to check on their sorting programs. As to be expected with apartments, there is a mixture of what you will find in the bins. Our main focus with apartments is to ensure that they are set up properly.
- Staff visited the various car dealerships to check their bins.

- Staff was contacted by Canadian Salt Pugwash as they were looking for us to do a walk through and provided suggestions as needed. They are doing a great job and are in the process of relabelling bins. Staff will be going back at a later date to speak with the staff.

Administration

- We are now short two positions in the office as our Administrative Assistance left for another position; this leaves us short two office staff.
- We have extended our contract with Scotia Recycling until April 30th, 2020.
- We have posted for a position for an Accounts Payable/Receivable Clerk.

Enforcement

- The Enforcement Officer continues to conduct audits both at the curb and onsite.

Municipality of Colchester

Prepared by Darlyne Proctor, Waste Reduction Manager

Education

- Dalhousie University Engineering students had a full solid waste site tour.
- Presentations to Army Cadets at the Truro Armories.
- Colchester Solid Waste Facility Tour with the Bible Hill Grade 9 – Discovering Opportunities class and they also toured Subway Bottle Exchange and the Divert NS Warehouse.
- Staff visited twenty-one businesses – while there they shared with them our new solid waste education materials. New materials from Divert NS were also distributed the “Refuse to Waste” collateral that is made up of table toppers, poster and door decal. Staff also completed a visual waste audit to ensure proper separation of materials in bins and appropriate signage was available.
- Day long presentations to all the classes at Brookfield Elementary Primary to Grade six were given on the importance of recycling, what goes where and tips to “Reduce Single Use”. Staff also met with the recycling club and rewarded them with reusable steel straws.
- Created a new decal “No Plastic in the Green Cart”
- 200 Apartment Sorting Guides went to a large apartment owner.
- 50 went to a local real estate company.
- Working with the Manager of the Burger King on Robie Street, staff completed a solid waste audit. Two bags of organics weighing 2.1kgs – 19% was garbage, 10% recyclables and 71% was organics. Two bags of garbage – 56% was organics, 39% garbage and 5% recycling.



Figure 1- Audit Table



Figure 2- Material from garbage bags

- They only had garbage bins throughout the store. Staff had them change to organics and garbage. They were also given new signage.



Figure 3- New signs and renaming bins.



Figure 4- Recycling Bin

Administration

- Updated the waste sorting guides and created four versions – Residential, Apartments, Business & Schools.
- Updated the 2020 Waste Reduction Guide.
- Analyzed the GHD Waste Audit for Nova Institute for Women.
- 250 sorting guides were shared with Regroup – mixture of business, apartment & residential.

- 55 repaired or replaced green carts.
- 427 metric tonnes of asphalt shingles were diverted and processed. The asphalt flake was used as fuel for energy and the sand has been used for traction and in the Spring assessed for dust reduction on the road to the landfill cell. All nails were removed from the process by a magnet.
- 15 metric tonnes of clean, unpainted drywall was processed with the green cart's organics.
- 1,100 metric tonnes of clean wood was ground and processed to be made into wood pellets for fuel for energy.
- 238 metric tonnes of scrap metals have been collected and diverted for sale.

Enforcement

- Two illegal dumps were reported and investigated. One in Wittenburg that was to be cleaned up. Proof of clean up may not be resolved until the Spring – snow covered and the second was a small one in Onslow.
- RCMP & JP investigated an illegal dumping complaint and the material was no longer around.
- Follow up from business visits where the commercial haulers sales representatives needed to speak to their clients to achieve better separation of waste and to have sufficient containers.
- Chignecto Central Regional Center for Education – site visit generated from rental tenants with concerns that material may not be disposed of properly by custodians. This was confirmed and will be addressed.

Municipality of East Hants

Andrea Trask, Manager of Solid Waste

Education

- Staff have been busy building the 2020-21 collection schedule and newsletters. These will be mailed out to residents in early March.
- Staff will be doing school check-ins during March. These will be to provide updated signage, drop information off on spring education support we offer (looking to book April/May sessions), and promotion of the Grade 12 Divert NS essay contest.
- Building social media communications for winter and into spring (samples of recent posts below).

Help Our Collection Crews Reach Your Waste

Winter weather brings extra challenges, here are our tips for a successful collection:

- Make sure your cart is free from snow and easy to access
- Make sure your curbside items do not obstruct sidewalks or roadways
- Always have your items curbside by 7am
- Sign up to our Recollect notification system for up-to-date info on delays and cancellations

easthants.ca/curbside-collection



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



BATTERY SAFETY

For items so small, they can be a BIG hazard.

SAFE STORAGE

Batteries should be stored in a cool, dry place at normal room temperature. Elevated temperatures can lead to capacity loss, leakage or rupture.

If batteries are carried in a pocket or purse with metal objects i.e. coins or paper clips, this can lead to high heat or leakage.

For batteries that are defective, swollen, damaging or recalled contact Call-2-Recycles Customer Service at 1.888.224.9764 for support.

easthants.ca/what-goes-where



Need a hand sorting your waste?

Where does wrapping paper go?

In your garbage bag as part of your regular curbside collection

For more answers to your household sorting questions, check out our "What Goes Where" waste wizard tool:

easthants.ca/solid-waste



Administration

- Staff are currently preparing for 2020-21 procurement projects.
- Year-end reports to Divert NS are under development (HHW – sent; Education/Enforcement – due April).
- The Manager is on a sub-committee for the Northern Region looking at the provincial efficiency study from a regional perspective.

Enforcement

- Staff have been working on some curbside communications resources, based on samples shared at the fall Divert NS enforcement meeting.
- Staff have been busy with a combination of pro-active (outreach) and reactive compliance visits this winter.
- East Hants will be looking to fill our Waste Compliance Officer role this summer for maternity leave coverage.

Other Business - none

Correspondence - none

Next Meeting

Northern Region: Friday, April 24th, 2020 in Cumberland Area

Adjournment

Meeting was adjourned at 2:30p.m. by Tom Taggart.

Minutes submitted by: Andrea Trask

Northern Region Waste-Resource Committee

Meeting Minutes - April 24, 2020

The meeting of the Northern Region Waste Resource Committee was called to order at 1:08 PM p.m. on Friday, April 24, 2020 by Chair Tom Taggart. It took place online through Zoom.

Present – Elected Officials - Tom Taggart, Colchester (Chair); Tom Chisholm, Truro; Ernie Gilbert, Cumberland

Present – Staff - Darlyne Proctor, Colchester; Scott Fraser, Colchester; Jann McFarlane, Colchester; Ishamar Senior Gentles, Colchester; Andrea Trask, East Hants; Jesse Hulsman, East Hants; Stephen Rayworth, Cumberland Joint Services; Brenda Rioux, Cumberland Joint Services; Jason MacDonald, Amherst; Dale Bogle, Stewiacke

Regrets – Jessica Rushton, Colchester; Andrew MacKinnon, Town of Truro

The agenda noted that it was a special day of recognition - **#WearRedFriday** – The 20,000 Members of National Police Federation asked that all Canadians to stand with them on this Friday so that we can “Stand Together while being apart”. They were asking “all Canadians to wear Red on Friday and pause at 2:00pm Atlantic time to honour all those who were taken”

Due to an error in the with Microsoft Outlook Invitation list not all Northern Region Members received notification of the meeting. Thus, an official business meeting could not be conducted without a quorum. The listing is now operating properly.

Agenda was accepted as presented.

Minutes Deferred. The approval of the Northern Region February 21, 2020 Minutes will be referred to the next regular meeting.

Covid 19 – Round Table Update Discussion on Municipal Solid Waste Impacts

Scott Fraser – Storage of recyclables is at capacity. He was speaking with Andrew Murphy of NSE and he reassured him that they were working on it. That was two days ago. It is a very stressful situation for the operations staff. There is no space and no time left. Doesn't understand what is the hold up.

Andrea Trask – at 11:30 this morning she had a telephone conversation with Chuck McKenna of NSE. He advised her that the Northern Region letter did not cover the needs of East Hants specifically and a follow up letter would be required to address their recyclables going to West Hants (not in Region 3) for a variance for disposal. A provincial variance would be the least problematic to implement but it appears that it will be by Region.

Stephen Rayworth – CJSMA – Technically the Regions have no authorities over the operations of the Municipally or privately operated landfill sites. Each site is governed by an operating permit/approval that is administered by the local Regional NSE offices in each area. It is clearly outlined in the Environment Act – Section 61 that the approval holder is required to apply for any variances.

Both CJSMA and Colchester have previously applied and requested variances for unmarketable recyclables and non was received to date.

ACTION: Andrea Trask and Darlyne Proctor to expediently develop the required correspondence requesting a variance for the Municipality of East Hants to have approval to dispose of recyclables in the West Hants landfill if required. The letter will be forwarded by email for Tom Taggart, Chair of Northern Region to Minister Wilson.

Jessie Hulsman – We need to tackle this information on all fronts if necessary. This is very disappointing and frustrating situation.

Discussion that all Northern Region Municipal Councilors need to be aware of the importance of supporting the variance. The operations staff, buildings and equipment could be at risk. These materials are a fire hazard, attract rodents and can be carriers of the virus. Municipal of East Hants is impacted by the closure of the Colchester Material Recovery Facilities. They also do not own or operate a landfill. They send their materials to West Hants which is privately owned by Green for Life (GFL). They have not applied for a variance as they are operating as a landfill and technically it is not their issue. CJSMA sends their recycling to Scotia Recycling in Kentville. Currently they are still operating, and they may be reaching their capacity. CJSMA needs to have a variance to landfill recyclables only if Scotia cannot accept their material. They have no capacity to store recyclables since the fire.

Tom Chisholm – What do people think of the impact on recycling both in the short term and in the long term?

Tom Taggart – Currently in the short term – the Colchester MRF is unable to operate with the six feet requirement of social distancing.

Scott Fraser – The main controlling factor right now is the protection of public health and to limit the spread of Covid 19.

Tom Taggart – It is important in our messaging to the public that we want to get through this so that we can get back to normal as quickly as possible.

Jessie Hulsman – What is the thoughts on the long-term situation on recyclables.

Stephen Rayworth – There is speculation that some companies are going to survive but the plastic markets are gone.

Regional Chairs/Priority Group – Tom Taggart

In February, the full focus was on extended producer responsibility (EPR) due to the current situation it's not a good time as the State of Emergency has everyone working on other priorities. The Regional Chairs are on hold. The Priorities Group was working to find common ground with the Federation of Canadian Municipalities (FCM) on EPR. There was a Zoom meeting with the Executive of the Regional Chairs to respond to the Minister's letter on variances.

Regional Coordinator Committee – Darlyne Proctor

Region 1

CBRM continue to offer all services. Litter issue from masks and gloves. Heavy waste collection has been post-poned but many are not complying

Inverness - GFL took over curbside. MRF is closed. Working with Guysborough to try to work with variances. Storing recyclables in the MRF and are running out of room.

Region 2

2A – Antigonish/Guysborough Continue to store and are running out of room. St. Mary's transfer station is out of options and sent letter to Minister. Guysborough just shipped half load of fibre and half load of containers to Scotia Recycling. Town still has some room but is running out.

2B – Pictou County - Still collecting as usual and looking for extra space and in the same boat as the rest that are serviced by Colchester

Region 4

Halifax - no changes still collecting, and facilities are still operating at status quo. Their response to the Minister will come down to labour shortages. They will likely not be looking at it until end of June.

Region 5

Valley - Scotia is at capacity where 3 or 4 new customers are showing up and are creating delays with existing customers. They cannot store recycling for more than a couple of days so if Scotia is closed they do not have the ability to push out for very long. There is increased materials at the curb. They are closed to the public - about 100 people are requesting creation of new accounts. Staff are highly anxious - leaving and calling off sick.

Region 6

South Shore - Region 6 is not writing a letter to the minister as they do not have authority in the landfill operations. They are discussing contingency plans and note that there is a very limited capacity to store materials so in the event they may face that, there will be a conversation to ask residents to hold some recyclables and perhaps collect one or 2 bags per collection but the reality is that if Scotia closes, they will need the variance.

Region 7

Yarmouth/Digby - status quo and bulky waste is continuing. Councillors are asking if they can increase collection. Green bin delivery and repairs continue. Just prior to COVID the Scotia facility switched to Kentville and closed the Yarmouth MRF in March.

Divert NS - 17 depots remain open at reduced hours. Warehouse staff in Kemptown are not working. 2 or 3 people are going in once per week to handle the material. Some depots may re-open so volumes are fluctuating.

- Remote learning opportunities using the education contract. Going to be flexible.

In Halifax we have been looking at different options for webinars starting with BYC.

- Scholarship deadline is May 3 – Everyone to promote on social media.

NSE update - bag ban communications campaign that was scheduled in a few weeks will be pushed back due to COVID. Maybe bring it out later in the summer or the fall.

- At the end of the month there is a call from all Ministers respecting Phase 2 of the Action Plan on the Ocean Plastics.
- Disposal ban study (was written 4 years ago) Bob is working on that group and they hope to be able to share that. It was understood that folks across NS had participated in it.

Regional Coordinators drafted a Question and Answer Fact Sheet for front line staff to use during Covid.

NS Managers/Directors Committee – Andrea Trask

There are a lot of emails and phone calls taking place. Solid Waste Association of North America (SWANA) information has been shared around Covid 19 – opinions, safety, politics etc. Been keeping track of what and how facilities are operating in Atlantic Canada. Most are closed to the public. CBRM is starting to allow a couple at a time to enter. The biggest fear is keeping staff safe. Some are rotating their staff, week on and a week off, sanitizing vehicles, staying away from cash. Staff do have increasing anxiety working on the front lines with so much unknown about the virus. Everyone is struggling with no space to store recycling.

Regional Partners Education & Program

Colchester – Ishamar Senior Gentles – Waste Reduction Staff are working from home. Increased number of calls coming into the Helpline. Focus to have updated and current information posted on the website, facebook and twitter.

Charity Clothing Drop-Off Notice



We are asking residents to please hold onto your donations at home until after Covid-19.

Your continued support is important.



Message from the Colchester Solid Waste Helpline (902) 895-4777

Your calls are very important to us!



Due to the Provincial State of Emergency, staff are currently working remotely from home.

All calls will be returned in a timely manner during our hours of operation

**Monday to Friday
8:30 am to 4:30 pm.**

Please leave a clear message with your **name, phone number** and **reason** for calling.



Thank you for your patience and continued support.

BLUE BAG RECYCLING RESUMES APRIL 8, 2020

Blue bag residential curbside collection will resume on Wednesday **April 8, 2020**. Please have blue bags curbside by **7:00 am** on your collection day.

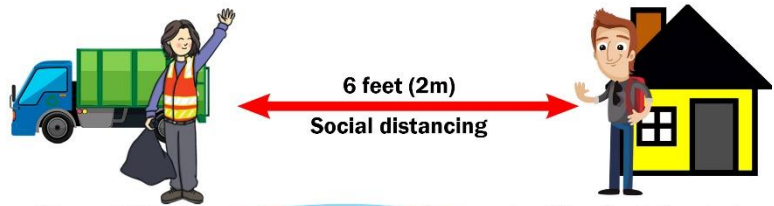


Recyclables sorting at our Materials Recovery Facility is still currently suspended to comply with safe distancing requirements under the Nova Scotia State of Emergency declaration. They are going to be stored on site. The site remains **CLOSED** to the general public.

For more information call the helpline at 902-895-4777
Thank you for your patience and continued support.



SOCIAL DISTANCING NOTICE!



We would like to encourage residents to comply with safe distancing requirements under the Nova Scotia State of Emergency declaration.

- We know you love your garbage collectors.
- Collectors are doing a very important and essential service.
- Residents please **DO NOT** approach collectors or staff.
- The collectors want to be safe and not take germs home to their family.
- Talk to them from a **SAFE SOCIAL DISTANCE (6 feet)**.

Thank you for your continued support and understanding.



SAFELY STORE SHARPS AT HOME DURING THE COVID-19 SITUATION



Pharmacies are instructing patients to use heavy duty plastic containers to store used needles ('sharps') at home until further notice. Containers like those used for laundry soap should be labelled Sharps and kept safely out of reach of children.



DO NOT PLACE SHARPS IN ANY OF YOUR CURBSIDE COLLECTION



**DO NOT FLUSH DOWN
THE TOILET**

**DO NOT THROW OUT
INTO THE ENVIRONMENT**

**KEEP OUT OF REACH
OF CHILDREN**

For more information on safe sharps disposal:
<https://pans.ns.ca/public/programs/safe-sharps> or
contact the Colchester Waste Helpline at 902-895-4777.

Spring Clean-up Replaced !

There will be **no Spring Clean** up program for residents of the **Municipality of Colchester** and **Towns of Truro** and **Stewiacke** this year due to Covid 19.

Each household will be able to place **two large bulky items curbside** on your **regularly scheduled garbage collection day**.

This bulky waste collection is only for properties that are currently eligible for residential curbside collection.

Please refer to your **collection schedule** to ensure materials are put out on your **regularly scheduled garbage collection day**.

Municipality of Colchester

Two bulky item collection begins **May 4, 2020** to **March 31, 2021**

Town of Truro

Two bulky item collection begins **April 27, 2020** to **March 31, 2021**

Town of Stewiacke

Two bulky item collection begins **May 15, 2020** to **March 31, 2021**

NO CLEAN UP PILES ALLOWED CURBSIDE!



For more information on what you can put curbside visit our website
<https://www.colchester.ca/spring-and-fall-cleanup>
or call the Colchester Solid Waste Helpline at 902-895-4777





Thank you for your cooperation.

IMPORTANT BATTERY DISPOSAL NOTICE!
PLEASE NOTE: Batteries **DO NOT** go in the recycling or garbage.

Battery Types

- Lithium Ion (Li-Ion)
- Alkaline (over 12V)
- Coin cell/Button
- Alkaline (under 12V)
- Small Sealed Lead Acid
- Nickel Cadmium (Ni-Cd)
- Nickel Metal Hydride (Ni-MH)
- Nickel Zinc (Ni-Zn)

 + Metal = 

Battery terminals that touch metal surfaces or other batteries can SPARK causing FIRE or EXPLOSION!

Battery Drop-Off Depots may not be accepting batteries at this time we encourage people to **secure** your batteries and hold onto them until after Covid-19.

Here is how to properly secure your batteries:

For lithium ion, small sealed lead acid or lithium and alkaline batteries that are 12V or more, place the battery in clear bags or tape the terminal end with duct tape or electrical tape for safety.



Exploded Lithium ion battery.



Burning garbage bale caused by battery.

Photos from Colchester Balefill Facility

**Keep batteries out of the recycling and garbage.
 Keep our workers, worksite & your homes safe!**




STOP LITTERING!

PUT WASTE IN THE RIGHT PLACE!
Used gloves should be placed in the garbage NOT on the ground!

#COVID19



CJSMA – Brenda Rioux – Last week Mun. of Cumberland cancelled their special waste collection and are closed to the public. The Town of Amherst has the one bulky item collection. Overall things are going okay. The construction and demolition materials that come to the site are by haulers with accounts. The Compost GiveAway has been postponed and will be rescheduled at a later date.

East Hants – Andrea Trask – Trying to determine how the education contract hours for Divert will be done this year with all of the cancellations. Summer Day Camps, Public Events, Schools are all closed or cancelled. Compost Giveaway has been cancelled. Most efforts on working to keep staff safe and working.

Jann McFarlane – Commented that the recycling markets in reference to the long term recycling question could continue to be down for a long while to come.

Ernie Gilbert – Should municipalities be reinforcing support to the Minister with correspondence.

Tom Taggart – Encourages all municipalities to be supportive and informed on the current status of solid waste in the Region and the Province. The Minister is playing kick the can with this issue by sending to Regional Chairs and for Regions to meet get Regional support. The Municipalities all play a role in getting it moved forward as it is becoming a political issue rather than operational. It would be good for Municipal Councils to support CJSMA.

Tom Chisholm – Congratulation Tom Taggart on the excellent job he has been doing during these very difficult times. He was very impressed with the media coverage and the work of Colchester Council.

Tom Taggart – It's a tough time and neighbors are supporting each other.

Next Meeting – Darlyne Proctor will coordinate as required.

Reminder to everyone Reminder - Tune in to the virtual vigil Nova Scotia Remembers tonight at 7 o'clock
TV, Radio, Internet

Tom Chisholm – Adjourned Meeting at 2:11 pm

DRAFT

Northern Region Solid Waste-Resource Committee Meeting Minutes September 25, 2020

The regular meeting of the Northern Region Waste-Resource Committee was called to order at 11:11 am on Friday, September 25, 2020 – Virtual Zoom Meeting by Chairman, Tom Taggart.

Present – Elected Officials

Tom Taggart, Colchester (Chair)
Ernie Gilbert, Cumberland
Eldon Hebb, East Hants
Dave Clark, Oxford
Mary Commo, Stewiacke

Present – Staff

Darlyne Proctor, Colchester
Brenda Rioux, Cumberland Joint Services
Stephen Rayworth, Cumberland Joint Services
Andrea Trask, East Hants
Jesse Hulsman, East Hants
Andrew MacKinnon, Truro

Regrets

Jason MacDonald, Amherst
Dale Bogle, Stewiacke
Ishamar Senior Gentles, Colchester
Mike Dolter, Truro
Rachel Jones, Oxford

Motion for the approval of September 25 Agenda - Moved by Eldon Hebb, Seconded by Mary Commo. **Motion Carried.**

Motion for the approval of February 21, 2020 Minutes - Moved by Eldon Hebb Seconded by Ernie Gilbert. **Motion Carried**

Motion for the approval April 24, 2020 Minutes - Moved by Mary Commo Seconded by Ernie Gilbert. **Motion Carried**

Business Arising from the Minutes

ACTION: Andrea Trask and Darlyne Proctor to expediently develop the required correspondence requesting a variance for the Municipality of East Hants to have approval to dispose of recyclables in the West Hants landfill if required. **Completed.**

It was recognized at the last Regional Chairs meeting that the variance approval process was painful. East Hants did receive approval to landfill recyclables due to the closure of the Colchester Material Recovery Facility.

New Business

5. Regional Chairs/Priority Group – Tom Taggart

a. Meeting with the Deputy Minister – The executive of the Regional Chairs Committee met with the new Deputy Minister Scott Farmer. It was more of a “Hello”. It was a good meeting and the conversation emphasized the desire to move forward on EPR (Extended Producer Responsibility).

b. Efficiency and Effectiveness Report – There is currently no movement on this report. It has been deferred due to the global pandemic of Covid 19. Nova Scotia Environment stressed the importance of efficiencies as solid waste management is becoming more and more expensive. The markets currently are not doing well. For example, #1 PET went for \$0.14 to \$0.06 per pound. Textiles are not moving globally. The higher valued plastics are moving slowly but others are not moving at all. This will increase costs to Municipalities.

Andrea Trask gave an update on Sustain Technologies – They are still working on an environmental approval to operate. They are not projecting a date when they will be ready to operate anymore. Also, Dan Chasis of Good Wood Plastics had some good publicity on their products – Wharf decking. The warehouse and the yard appear to be full of feedstock.

Tom Taggart It is great to have a Nova Scotia solution, but these businesses operate with tipping fees. Municipalities will have to pay to move their recyclables rather than selling them. This will further increase costs to Municipalities.

The Nova Scotia government does not appear to be interested in leading EPR. New Brunswick is moving forward and perhaps NS will tag along and follow.

Following the Municipal elections and when the committees reform in the fall - they should be more assertive in pushing to move forward on EPR.

Andrew MacKinnon asked about the status of the Council of the Atlantic premiers. This should be a project that should be worked upon collaboratively amongst the Atlantic Provinces.

The current status was unknown. (Attached to the minutes is the MOU of the Atlantic Trade Agreement – signed in July 2020)

Stephen Rayworth – with Premier Higgs of New Brunswick now with his majority government may go forward with EPR. It was a part of his platform. NS will probably tag along.

Tom Taggart – Earlier discussions with Calla Farn CSSA - Vice President, Corporate Affairs, Canadian Stewardship Services Alliance were very positive for Atlantic harmonization of EPR.

c. Divert – Diversion Credits 2020 – Jeff MacCallum and Stacy Breau gave a presentation at the Regional Chairs meeting. Due to the unpredictability of landfill disposal and diversion numbers and the refund management of the beverage refunds it was difficult to predict annual budget numbers. Large swings in revenue values greatly impacted Municipal solid waste operational budgets. To lessen this impact, three years ago a smoothing was approved where a three-year average was used in the provincial formula to allocate Regional and Municipal diversion credit funding. This allowed some consistency in funding. This three-year period is over and it is a very difficult time to make predictions on future

markets during the global pandemic. So, it was approved that this year a value between five and six million dollars will be used and that it will be reviewed again in one year's time. There was no confidence that a three year average would be reflective of what may take place in the future. During Covid 19 some Municipalities had to landfill recyclables. There is a request for Nova Scotia Environment to not count these numbers for disposal as they had done in the past during natural disasters such as hurricanes and floods.

Motion by Eldon Hebb and seconded by Dave Clark that a letter be written on behalf of Northern Region to the Department of Environment to request that the recyclables that were landfilled during the Covid 19 global pandemic be not counted as waste disposed tonnages. **Motion Carried.**

6. Regional Coordinator Committee – Darlyne Proctor

- a. Council Orientation Presentation – The Regional Coordinators have prepared a draft PowerPoint presentation to help educate Municipal Councillors following the Fall election. It reviews the Provincial, Regional solid waste resource committee structures, roles and operational costs. The presentation can be edited to include the local Municipal solid waste information.

ACTION: Please contact Darlyne Proctor if you are interested in having your Municipality use the Nova Scotia Solid Waste Resource Management PowerPoint presentation during orientations.

- b. Common sort list – The Regions and Municipalities are reviewing solid waste management practises so that Provincial messaging can be developed for sorting materials. This information would be useful for tourism and product stewardship discussions. We have more similarities than differences.

- c. Dairy Stewardship – The 2018/2019 Dairy Stewardship funding has been received and will be distributed by CJSMA. Brenda updated that the cheques were in the mail.

7. NS Managers/Directors Committee – Andrea Trask

Managers and Operators have not met since Covid struck. Many sites were dealing with staffing and operational issues. Communications continued through email. The next date will be in October. Staff both in operations and collection were quite anxious. Some staff have been working from home remotely. There was a back log of recyclables that many were dealing with and working on obtaining variances. The residential volumes of garbage, organics and recyclables curbside was higher with commercial values being lower. Things have evened out more now.

8. Regional Partners Education & Operational Programs

- a. Colchester – Darlyne Proctor – Working on the challenges of proper sharps disposal during Covid. Many pharmacies were not accepting them from the public and the messaging was to put them in a rigid plastic container. This cause potential future harm for solid waste processing and collection staff. A sharps drop off program was created to remove the backlog from the community and staff also was working with

the Northern Healthy Connections Society. Dave Clark provided contact information of PANS – Pharmacy Association of Nova Scotia to contact. Sodhi Sandeep of Village Family Pharmachoice to learn more about the role of PANS. Also, the Federation of Agricultural office will be contacted to follow up with the challenges and education around agricultural sharps and their disposal.

Business and school dumpsters are being investigated. They are being illegally dumped upon. Suggestion from Andrew MacKinnon that commercial dumpsters should be outfitted with locks to help prevent illegal dumping. Maybe a consideration for Municipal bylaws.

Jann McFarlane, Colchester MRF manager had resigned on September 18. Construction will begin on a new C&D landfill cell. Tenders will be going out for new landfill cell construction that could start next Spring.

- b. CJSMA – Brenda Rioux – Recently received the NSE renewal of the sites approval to operate. It was outstanding since December of 2018. There was a fire on Saturday at the landfill. There is an assessment on the compactor to see if it can be salvaged. Staff found out from hearing that there was a 911 call made by the public that there was a fire in the landfill cell. They are asking the province for a variance letter. They have stockpiled 700 metric tonnes of containers. They have been unable to move them since April 8. The Cumberland Central Landfill is for sale and a decision will be made by the end of September on the divesture of the landfill and it's assets. Negotiations should be completed by September 30th.
- c. East Hants – Andrea Trask – Working with the local schools. Some of the schools are practicing Pack It In – Pack It Out. Staff are assisting with messages. This change is to help the custodial workers to lessen their work load as it has changed during Covid.

Social medial messages on wasps – to have removed from boxes so that workers don't get harmed. Some minor clean ups reminders following Teddy.

The waste management facilities were closed from end of March to June due to Covid-19 to the public (commercial haulers and municipal collection trucks were permitted in the site).

There scale operator has retired after 20 years.

They have purchased a new excavator. Scrap metal has been sold. Renewed the Recollect electronic messaging and calendar contract. This is a great service

especially being able to send our Service Alerts to the public. Their enforcement officer is on maternity leave. And from April 1 to August 31 there has been 14 illegal dump sites investigated (down 5 from the previous period the year before).

9. Other Business

Thank you to everyone that has worked on the committee. Best Wishes to those that are running again in the next election. Farewell to Councillor Clark who will not be reoffering. Tom Taggart – expressed that he believes in the next decade there will be considerable changes to the Solid Waste industry. It is important for everyone – Councils to remain engaged as this system is very expensive and an essential service. It is important for the new councils to be aware and understand. He has enjoyed working with everyone.

Adjournment

Next Meeting to take place late November early December.

10. Correspondence – Thank You Card from the family of Tom Chisholm.

11. Next Meeting



Minutes of the Police Advisory Board

Place: Council Chambers
Date: Tuesday, January 7, 2020
Chair Presiding: Byron MacDonnell
Members Present: Annie Crowe, Councilor Wade Adshade, Councilor Dawn Thompson and S/Sgt. Craig Learning.
Recording Secretary: Linda Cloney

A quorum was present throughout the meeting.

1. Call to order

Acting Chair MacDonnell called the meeting to order at 6:00 pm and welcomed Councilor Wade Adshade to the Police Advisory Board. Councilor Adshade is replacing Councilor Clarke's seat on the board.

2. Approval of Agenda

It was moved and seconded that the agenda of the Police Advisory Board Meeting for January 7, 2020 be approved as circulated.

Motion Carried

3. Approval of Previous Minutes

It was moved and seconded that the minutes of the Police Advisory Board Meeting October 1, 2019 be approved as circulated.

Motion Carried

4. Business

4.1 RCMP Report

S/Sgt. Craig Learning presented the RCMP report in detail. Below are the highlights discussed:

- The numbers of calls for service are exceptionally higher than last year. S/Sgt Craig Learning will review this and report back to the board.

- The Community Policing Officer – Cst. Sarah Pennoyer – will soon be on maternity leave and RCMP are planning ways to keep this service available for the community.
- Human trafficking was discussed.
- There was a general discussion regarding fine revenue.
- By-law enforcement was discussed, and S/Sgt Craig Learning will review if the RCMP are able to enforce by-laws set by the Town.
- Cybercrime was discussed.

It was moved and seconded that the RCMP report for this quarter presented on Tuesday, January 7, 2020 be accepted as presented.

Motion Carried

A copy of the RCMP report is filed.

4.2 Business from the previous meeting

4.2.1 Data Collection Update

There was a general discussion regarding the data collection. Linda will contact Greg O'Brien for an update on the status of the data collection.

4.2.2 Annual Performance Plan Acknowledgement of Consultation Form

Oxford Town Council approved the Community Priority Issues recommended by the RCMP and the Oxford Police Advisory Board. The Community Priority Issues approved are: 1. Crime Reduction – violence, property and drugs, 2. Connecting with the Community – enhancing relationships, 3. Cybercrime – mitigate cybercrime, and 4. Road Safety – speed, seatbelts, impaired and distracted driving. Linda will e-mail the signed Annual Performance Plan Acknowledgement to S/Sgt Craig Learning.

4.2.3 Minister Appointment Police Advisory Board Member Update – email from Donna Jewers

The board had a discussion regarding the Minister Appointment for a Police Advisory Board member. This position is currently not filled. Linda will contact Donna Jewers for an update on this matter.

4.2.4 Police Services Review Update

Acting Chair MacDonnell gave an update on the Police Services Review.

4.3 New Business

4.3.1 Election of a Chair

It was moved and seconded to appoint Byron MacDonnell as Chair for the Oxford Police Advisory Board.

Motion Carried

4.4 Correspondence

4.4.1 Cumberland in Review

A copy of this is filed.

4.4.2 Email from Department of Justice

Donna Jewers sent a thank you to the Police Advisory Board for their time and dedication to the community.

A copy of this e-mail is filed.

4.5 Board Member Issues

Nil

4.6 Municipal Issues

Nil

4.7 Date and time for next meeting

Chair MacDonnell advised the Police Advisory Board Members that the next meeting is scheduled for Tuesday April 14, 2020 at 6:00 pm in the Council Chambers.

5. Adjourn

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

Motion Carried


Byron MacDonnell, Chair


Linda Cloney, Recording Secretary



Minutes of the Police Advisory Board Special Meeting

Place: Council Chambers
Date: Thursday, January 30, 2020
Chair Presiding: Byron MacDonnell
Members Present: Councilor Wade Adshade and Councilor Dawn Thompson
Regrets: Annie Crowe
Recording Secretary: Linda Cloney

A quorum was present throughout the meeting.

1. Call to order

Chair MacDonnell called the meeting to order at 6:00 pm.

2. Proposal to Complete Intersection Review – WSP Canada Inc.

Members of the Police Advisory Board had a discussion regarding the proposal that WSP Canada Inc. presented regarding the intersection on Main Street, Lower Main Street and Water Street.

It was moved and seconded to recommend to Council to approve the review of the intersection of Main, Lower Main, and Water Streets by WSP Canada Inc. as indicated within their proposal, dated January 23, 2020.

Motion Carried

3. Adjourn

At 6:05 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried


Byron MacDonnell, Chair


Linda Cloney, Recording Secretary

RCMP



ROYAL CANADIAN MOUNTED POLICE

Oxford

Police Advisory Board

April 1 – August 31, 2020

Submitted by Sgt. Jason Pennoyer

The Cumberland District RCMP is made up of five offices located in Amherst, Springhill, Pugwash, Parrsboro and Oxford. The Amherst office consists of a Staff Sergeant, Sergeant, Corporal, Community Policing Officer, 5 general duty Constables as well as 2 District Assistants. Also sitting in our Amherst office is our Cumberland County Street Crime Unit which is comprised of a Corporal and 2 Constables from the RCMP as well 2 Constables from the Amherst Police Department. The North East Nova Domestic Violence Coordinator also works out of the Amherst Detachment. See **Appendix A** for a list of all District Employees.

April 1, 2020 to August 31, 2020

CALLS FOR SERVICE:

OCCURRENCE STATS OXFORD RCMP:

Including traffic SOTS and Check-stops

TOWN	April 1 to August 31, 2020	April 1 to August 31, 2019
Zone 12 – Town	371*	809**
OXS – Oxford school	1	1
TOTAL TOWN	372	810

RURAL	April 1 to August 31, 2020	April 1 to August 31, 2019
Zone 6	209	366
Zone 7	115	132
Zone 8	22	187
Zone 15	0	0
Zone 16	4	5
TCH TC1	1	4
TCH TC2	71	291
OSP	0	0
TOTAL RURAL	422	985
TOTAL TOWN AND RURAL	794	1,795

*Total includes vehicles checked at checkpoints through period in 2020: 250

**Total includes vehicles checked at checkpoints through period in 2019: 438

Oxford Detachment Updates

April 1, 2020 – August 31, 2020

Oxford RCMP Detachment members responded to:

11 Quarantine act
17 Operation while Impaired
19 Wellbeing check

complaints throughout this period.

2020-188603

Call for Domestic Assault via 911. Two female victims were waiting in car outside residence when members arrived on scene. Both provided statements. When members approached the house the male suspect allowed entry to the home. After speaking to the male he was arrested on the allegations of assault and transported to Amherst cells where he was interviewed and held for court in the morning. Male was placed on conditions and charged with Adult Assault x 2. Same male subject was charged in a subsequent (2020-901761) file related to this where he evaded police for 2 weeks. Police located male and arrested and charged with Uttering Threats and Fail to Comply x 3. The matter is currently before the court

2020-885435

Threats received through Facebook message threatening to kill complainant and to go to complainant's apartment and trash it. Complainant had a voice message and a screen shot of the Facebook threat and it was determined that the Subject of Complaint was arrestable for Uttering Threats x 2. Adult female was arrested, charged and released on an Undertaking with no contact condition for victim. Matter is before the court.

2020-607355

Dispatched to a wellness check from the daughter of a senior in Oxford. Members learned the complainant was not actually the daughter but a person suspected of being involved in defrauding the male of about \$95,000 since February of 2020. The victim changed phone numbers but the fraudster remained persistent and after several phone number changes, the victim was told to not provide any more money and to change phone numbers once again. Victim to gather as much detail as possible regarding the fraud for police investigation but believes that this is not a scam and is legitimate. SUI

2020-1053355

Report of a noise complainant. The visiting male had a possible warrant of arrest. The Endorsed warrant was confirmed by attending Officer. While addressing the noise complaint the arrestable male came into view in the living room area. Member told the male he was under arrest. The male fled into the back bedroom, Members broke the threshold of the entrance and took the individual into custody. The suspect resisted arrested and declared it was not him. While attempting to secure him, member told the suspect that it was an endorsed Warrant so he could be released with a new court date. At this point a female individual became involved and assaulted an attending officer in the head. The female is currently on parole. A Warrant of apprehension was issued for the female by Parole Services and both individuals were held for court.

2020-654039

Motor Vehicle Collision called in by tow truck driver. A call was received for an accident off the road. When the tow truck driver spoke to driver of the vehicle he noticed that the male was slurring his words. An immediate patrol was made and the driver was located. He had no injuries. An odor of liquor was detected so ASD was given which resulted in a warning. It was learned that the driver was from Boston and had crossed border and was not self isolating. Driver had no contacts in Nova Scotia so he was transported home. A 7 day driving suspension was issued and several SOTS were given including one for Failing to Quarantine. As per protocol the officer contacted the supervisor who advised that 811 should be called in relation to her contact with the male and the vehicle was to be sanitized. 811 advised that contact with the individual constituted self isolation for RCMP member. They also advised that the male should contact 811 in order to be tested. Testing results were negative.

ANNUAL PERFORMANCE PLAN

Crime Reduction – Violence/Property/Drugs

Initiative: Conduct pro-active and enhanced enforcement, education, and awareness measures, which will in turn contribute to the Division's goal of reducing crimes against persons and property by 2% in comparison to 18/19 values.

The following are measures and targets for **Fiscal Year End 2020**. Results are reflective of first, second and third quarters.

- 350 CSO Checks
- 210 * Note – Number not wholly accurate. Previous issues with record keeping.
- 23 Presentations Relating to Violence, Property Crime, and Drugs (Not cybercrime or Road-safety. Those numbers are reflected further in this report)
- 23
- 100 Street Crime Enforcement Unit Judicial Authorizations (Warrants, etc.)
- 34 * Note – Unit turnover / absence.
- 3481 Pugwash Seasonal Property Checks
- 507

Road Safety – Speed/Seatbelts/Impaired and Distracted Driving

Initiative: Conduct pro-active & enhanced enforcement, education, & awareness measures, which will in turn contribute to the Division goal of: 1) A 3% reduction of fatal/serious injury collisions over past 2 year average; 2) A 1.5% reduction of reportable MVCs compared to the previous fiscal year.

The following are measures and targets for **Fiscal Year End 2020**. Results are reflective of first, second and third quarters.

- 31 Road Safety Initiatives.
- 48
- 25 Impaired Driving Investigations (cleared by charge).
- 16
- 2000 Traffic Contacts (SOT/Warnings/Defect Notices).
- 1600

Connecting With Community – Enhancing Relationships

Initiative: Connecting with our Communities and Enhancing Relationships.

The following are measures and targets for **Fiscal Year End 2020**. Results are reflective of first, second and third quarters.

- Engagement with Our Multicultural Community Members.
- Participation in 'other' Community Based Initiatives/Events.
- 43

Cybercrime – Mitigate Cybercrime

Enhance awareness regarding cybercrime(s) both externally, through presentations and other awareness campaigns, and internally, by ensuring cybercrime files are being appropriately scored.

The following are measures and targets for **Fiscal Year End 2020**. Results are reflective of first, second and third quarters.

- 31 Cybercrime Initiatives and/or Presentations
- 14

APPENDIX A

The following is a list of all members and staff who are currently posted to Cumberland District R.C.M.P.

District Commander: S/Sgt. Craig Learning (Currently ODS)
Operations NCO: Sgt. Jason Pennoyer A/District Commander
Community Policing Officer: Cst. Sarah Pennoyer (Currently on MAT leave)

Amherst Office

Team Leader: Cpl. Josh DuBois

Cst. Victor Manuel
Cst. Jeffrey Campbell
Cst. Phil Basque
Cst. Matt Bray
Cst. Richard Harvey
D/A Lina Taraschi
D/A Rachael McLellan

Oxford Office

Team Leader: Cpl. Robert Parris

Cst. Paul Cheesman
Cst. Heather Graves
Cst. Donald Fisher
Cst. Heather Lourie
D/A Linda Calder

Parrsboro Office

Team Leader: Cpl. Troy Gill

Cst. Troy Hopkins
Cst. Tyler Smith
Cst. Don Matthews
Cst. Steve Maddison
D/A Heather Winters

Pugwash Office

Team Leader: Cpl. Shawn Galbraith

Cst. Marc Blinn
Cst. Rena Currie
Cst. Brenna Counter
D/A (Position Vacant) - Due to Alannah receiving a promotion to the CLO position in Amherst

Springhill Office

Team Leader: Sgt. Dave Lilly (currently ODS)

Cst. Tom Livingstone
Cst. Mike Currie
Cst. Marilyn Campbell (Currently ODS)
Cst. Stephanie Guzzwell
Cst. Dan Anger
Cst. James Campbell (Currently ODS)
Cst. Gina MacRae (Arriving from Ontario)
D/A Cindy MacDonald

Street Crime Enforcement Unit Team Leader: Cpl. Clay Wortman & A/Ops NCO

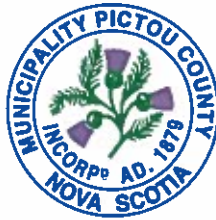
Cst. Mike Black
Cst. Ryan Wilson
Cst. John Haggerty (APD)
Cst. Derek Hebert (APD)

Court Liaison Officer

Alanna Blanch

Domestic Violence Coordinator Irma McCallum

Administration/C.A.O.
Administration Building
46 Municipal Drive, Pictou
Phone: (902) 485-4311
Fax: (902) 485-6475



Building Inspection: (902) 485-4588
By-Law Enforcement: (902) 485-8640
Fire Inspection: (902) 485-8350
GIS/Civic Addressing: (902) 485-1201
Public Works: (902) 485-4085
Recreation: (902) 485-8528
Fax: (902) 485-6475

Municipality of Pictou County

P.O. BOX 910, PICTOU, N.S.
B0K 1H0
All Offices: (902) 752-1530

October 7, 2020

Honourable Stephen McNeil, Premier
Province of Nova Scotia
PO Box 726
Halifax, NS
B3J 2T3

Dear Premier McNeil:

As Nova Scotians navigate their way through COVID-19 we are all striving for the flexibility and adaptability we need to maintain some semblance of normalcy. This has been particularly difficult for non-profits and community-based organizations who struggle at the best of times to attract volunteers, fundraise, and operate at a break-even point. Community rinks fall in the latter category and they are the subject of this correspondence.

At the time the Pandemic was defined in the spring, rinks were basically at the end of their operating season and saw very little negative financial impact. With fall upon us they are valiantly trying to cope to balance the expense of COVID protocols, a decrease in the number of larger user groups, and a reluctance by the public to put themselves at risk in these environments. From a purely business perspective there is a real risk that rinks will not be viable for the 2020/21 season and a worry that users will not return to rinks in the numbers the facilities are accustomed to and designed to serve. My own Municipal Council believes that this is not a situation unique to Pictou County and we are urging Government to consider the plight of community rinks and provide some measure of financial relief that will see them through the current season.

Enclosed you will find a copy of a resolution passed by Municipal Council earlier this week which captures the essence of our request. We urge Government to look favorable on a program that will support rink operations during this tenuous period.

Yours truly,

Brian Cullen
Chief Administrative Officer

/cm
p.c. NS Municipalities

RESOLUTION

WHEREAS Community Rinks are a vital part of the recreational infrastructure in small towns and rural areas; and

WHEREAS Community Rinks provide opportunities for walking tracks, recreational skating, figure skating and hockey at all levels; and

WHEREAS Community Rinks often run on a very tight budget with much volunteer donated labour; and

WHEREAS if Community Rinks close, they may never reopen; and

WHEREAS the restrictions placed by the Public Health Authorities to help control the spread of COVID -19 are significantly impacting the business operations of community rinks causing deficits.

THEREFORE BE IT RESOLVED that the Municipal Council for the Municipality of the County of Pictou call upon the government of the Province of Nova Scotia to bring forward a program of support to help Community Rinks survive the 2020-2021 season.

DATED at Caribou, NS this 5th day of October, 2020.

Cumberland Trails Association

Response to Town of Oxford's Correspondence of 7 October 2020

7 October 2020

I have already spoken to two of the funding partners that wished the main trailhead to be near the TCT. I told them that local decisions need to be in the hands of the local communities if there is any hope for long term maintenance and sustainability. The letter is very well crafted and succinctly offers the rationale for a Water Street Trail Head...having clear land ownership is also a huge factor. There will not be any problem fulfilling the wish of Council.

As we get a bit further down the road...having a person willing to sit on the Destination Trail Advisory Committee from Oxford may be very helpful. Mike Hudson is a current member -- maybe his voice will be enough...let me know.

Members of this committee will be working with Colchester and Pictou groups to try and create an overall brand while having local branding in Communities. Any branding that starts to get tires will be shared with Oxford/Pugwash/Wallace stakeholders for feedback.

Our group will do our best to keep you up to date. So far, significant funding partners are being leveraged with the amount unable to be disclosed at this time.

Thanks, as always, for your kind support and great letter that makes this decision easy to implement.

Greg Nix

ps Current Destination Trail Committee Members (they have not met yet) - looking to add a member from each connecting community:

- Greg Nix- President Cumberland Trails Assoc./Vice Pres. Oxford Trails Assoc./ Fundy Rep and Vice Chair NS Trails Federation/Retired Coord. of Programs CCRCE
- Larry MacDonald- Sunrise ATV Treasurer
- Mike Hudson- Teacher -Owner- Adventure Therapy Project
- Sheldon Conrad- Retired Teacher, Oxford and Area Trails/Cumberland Trails Board Member- trail builder
- Rene Drinnan- Cumberland Trails Secretary; Equestrian Association member

STRATEGIC PRIORITIES CHART

September 2020

COUNCIL PRIORITIES

NOW

1. **POLICE SERVICES REVIEW: Waiting for Public Safety Canada to respond**
2. **ASSET MANAGEMENT STRATEGY (Council resolution 19 May 2020)**
3. **MASS ALERT SYSTEM: Options**
4. **3-YEAR CAPITAL PLAN**
5. **SOURCE WATER PROTECTION/WATER MANAGEMENT STRATEGY: Review**

TIMELINE

October
 January 2021
 April 2021
 February 2021
 June 2021

NEXT

- COMMUNITY CENTRE: Feasibility
- 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*
- *Oxford Frozen Foods Limited: Communication & Relationship*

OPERATIONAL STRATEGIES

CHIEF ADMINISTRATION OFFICER

- **POLICE SERVICES REVIEW: follow up**
- **ASSET MANAGEMENT STRATEGY:** this will also address –
 - **3-YEAR CAPITAL PLAN** - February
 - SERVICE CAPACITY REVIEW
 - WATER PIPE REPLACEMENT: 3-Year Program
 - COMMUNITY CENTRE: Feasibility
- Unsightly Premises Campaign
- Website: Refresh
- New Council Orientation Program

FINANCE

1. TownSuite Software Implementation – December (1st phase)
2. Collection Process - Nov.
3. Tax Sales - January

ADMINISTRATION

4. Records Management
5. **MASS ALERT SYSTEM: Options** - April

PUBLIC WORKS

1. Water Utility/DOE Compliance Plan
 2. Development of shovel-ready priorities
 - 3.
- WATER PIPE REPLACEMENT: 3-Year program
 -

RECREATION SERVICES

- 1.
 - 2.
-

PROTECTIVE SERVICES

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

COMMUNITY ECONOMIC DEVELOPMENT

1. Downtown Beautification - December
 - 2.
 - 3.
- -

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