



TOWN OF OXFORD

Committee of the Whole Meeting

Conducted through Zoom, streamed live to Facebook

Monday, February 7, 2022

6 pm

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Committee of the Whole Minutes – January 10, 2022
4. Business
 - 4.1 Snow Removal Policy - discussion
 - 4.2 Cross Connection Control By-law – discussion
 - 4.3 Municipal Boundary Review - discussion
5. Reports
 - 5.1 Brenda Rioux, Solid Waste Education & Contract Coordinator – Regional Chairs Update
6. Correspondence
 - 6.1 Minister Bradley Johns, Minister of Justice and Attorney General – Accessibility Plans deadline April 2022
 - 6.2 Honourable John A. Lohr, Minister for Municipal Affairs and Housing – Investing in Canada Infrastructure Program (ICIP)
7. Adjournment



Minutes of the Committee of the Whole Meeting

Place: Zoom, streamed-live to FaceBook
Date: Monday, January 10, 2022
Presiding Officer: Mayor Gregory Henley
Councillors present: Deputy Mayor Wade Adshade, Councillor Carla Black, Councillor Paul Jones, Councillor Arnold MacDonald, and Councillor Chrystal McNutt
Regrets: Councillor Brenton Colborne

A quorum was present throughout the meeting.

Staff in attendance: Town Clerk – Linda Cloney (recording secretary)

Presenter in attendance: Property Valuation Services Corporation – Paul Beazley

1. Call to order

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

2. Approval of Agenda

Moved by Councillor Jones and Seconded by Deputy Mayor Adshade that the agenda of the Committee of the Whole Meeting for January 10, 2022, be approved, as presented.

Motion Carried

3. Approval of Previous Minutes

Moved by Councillor Black and Seconded by Councillor McNutt that the minutes of the Committee of the Whole Meeting for December 6, 2021, be approved, as presented.

Motion Carried

4. Presentation

4.1 Property Valuation Services Corporation – Mr. Paul Beazley

Mr. Beazley presented to Council an informative presentation about Property Valuation Services Corporation services and the property tax assessment notices that recently went out to property owners.

Deputy Mayor Adshade asked what is considered as commercial exempt?

Reply – Commercial exempt are typically properties that are owned by a municipality, provincial government, or federal government. Examples given are the school, hospitals, municipal building, and churches may be included.

Mayor Henley asked about building permits. Some people live in a partially completed new build. If someone does not have a front step on their new build yet, does that impact the value of their build?

Reply – if it's substantially complete, the PVSC will put the partially completed build as a completed property.

At 6:33 pm, Paul Beazley exited the zoom meeting.

A copy of this presentation has been filed with the Council Package.

5. Business

5.1 Canada Summer Jobs grants available

Ms. Cloney reported to Council that she reached out to Council for ideas of summer student employment. With that information gathered, staff will be working on the application process of the grant opportunity.

5.2 Dangerous and Unsightly matter - update

Ms. Cloney presented to Council that the staff have been continuing to work on dangerous and unsightly properties in Oxford.

6. Reports

6.1 Brenda Rioux, Solid Waste Education & Contract Coordinator – Regional Chairs Update

The report is included in the Council package. There was no discussion or questions.

7. Correspondence

Nil

8. Adjournment

Mayor Henley announced that the next scheduled Committee of the Whole Meeting will be held on Monday, February 7, 2022.

At 6:35 pm, it was moved by Councillor Jones that the meeting be adjourned.

Motion Carried

Gregory Henley, Mayor

Linda Cloney, Recording Secretary

Statutory requirements for applications

Every eight years since 2006, the council of every municipality and town in the province must study the number and boundaries of its polling districts, their fairness and reasonableness and the number of councillors. After it completes the study, and before the end of the year, the council must apply to the Board to confirm or to change the number and boundaries of polling districts and the number of councillors. For towns that elect councillors at large, an application must be filed with the Board to confirm or change the number of councillors.¹

The Board must consider several factors to decide the number and boundaries of polling districts, including the number of electors, relative parity of voting power, population density, community of interest and geographic size.² To determine the number of councillors for a town, the Board must consider the population and geographic size of the town.³ The position of mayor is not included in the number of councillors and does not fall within the scope of the Board's review.⁴

Recommended two-step process for study

In past decisions, the Board provided specific guidance to municipalities and towns about municipal boundary applications.

Council may decide to hire a consultant or third party to do the required study, but it does not have to. Many councils direct senior municipal staff to conduct the study, in some cases aided by committees which include members from the public.

The Board recommends a two-step process. At the first stage, council should decide the desired number of councillors (i.e., the size of council). Questions about the distribution of polling districts should be addressed in a second stage.

Deciding the size of council involves considering the desired style of the council, the governance structure of the council, and a determination of an effective and efficient number of councillors. The style of government should not be decided until adequate public consultation has occurred. The size of council and its governance structure is a matter which can then be decided by council in an informed debate.

Once the number of councillors and polling districts is decided, the task becomes one of distributing the polling districts, balancing the number of electors, relative parity of voting power, population density, community of interest and geographic size.⁵ As with the number of polling districts, public consultation is essential to a successful boundary setting process.

Ideally, the public consultation process should mirror the two-step process outlined above, but the Board recognizes that for smaller municipalities or towns (or in instances where the first round of consultation has shown a preference to substantively maintain the status quo, including its boundaries), a second round of public consultation may not be practical or necessary.

Public consultation

Public consultation is an inherent part of the required study. The type and amount of consultation is within council's discretion, but it should give members of the public an opportunity to express their views on the size of their council, upon the location of boundaries for town wards or municipal polling districts, or whether a town should be divided into wards, should that be applicable. Giving the public an opportunity to provide its valuable input is a key part of the decision-making process leading to an application by a municipality or town.

Regional Chairs EPR Update

- Targeted consultation has started with regards to Extended Producer Responsibility (EPR). Ashely David, with Nova Scotia Department of Environment & Labour presented to both the Regional Coordinators and Regional Chairs (presentation attached) the week of January 24th.
- The Priorities Committee presented to AMANS Board of Directors (attached) on January 21st and they will be presenting to the Mayors/Wardens/CAOs through NSFAM on Wednesday, February 9th. AMANS is in favour of us providing a unified response to the consultation.
- As a follow up to the Coordinator/Chair consultation meeting held with NSE, the municipal staff from the Priorities Group developed a survey which is based on the actual questions that are in the NSE feedback portal (NSE is looking for a response to their feedback portal by April 11th). The priorities group have requested that we submit a response to their survey by Monday, February 7th. The NR Committee will be discussing this on Friday and meeting on Monday to go over the survey to submit a response (meeting notice will be sent out shortly).

The goal from the Priorities Group

The Priorities Group municipal staff want to pull the responses to identify:

- Areas of agreement
- Areas of questions/concerns
- Create a list of questions to pose to the NSE EPR expert consultants
- The Priorities Committee is going to be provided a 2-hour session with the consultants to gather responses to the questions presented.
- Provide the survey results to the group so we are all working with the same information

This will not be the only opportunity to ask questions or to provide input, but I wanted to make sure that you are all aware of the process to date.

From: [Justice Minister](#)
To: [Justice Minister](#)
Subject: Correspondence from Minister Johns
Date: January 27, 2022 8:42:46 AM

Dear Prescribed Public Sector Bodies,

As a public sector organization, you are a valuable partner in meeting our goal of an accessible province by 2030. A great amount of work has been done across the province by many prescribed public sector bodies to advance accessibility.

The deadline for meeting obligations under the Accessibility Act is coming soon. For some, including municipalities and villages, libraries and post secondary institutions it is April 1, 2022, and for others it is April 1, 2023.

We know that work is well underway across the province, with accessibility advisory committees established in most public sector bodies and many organizations developing their accessibility plans. We are hearing that most organizations are on track to meet their obligations, but that some of you may require some additional supports. While there is no extension to these timelines, government has no plans to issue penalties to prescribed public sector bodies for not meeting the April 2022 deadline, in the foreseeable future. Instead, the Directorate will continue to provide education, guidance and resources to organizations developing accessibility plans.

The Accessibility Directorate is supporting the work of all prescribed public sector bodies, which is a key part of our commitment to create an accessible province by 2030. There are several resources available to assist prescribed public sector bodies in meeting their obligations under the Accessibility Act, including the Accessibility Planning Toolkit for Prescribed Public Sector Bodies, and the Interim Accessibility Guidelines for Indoor and Outdoor Spaces. These resources along with a number of webinars to guide your efforts are all available online at <https://www.novascotia.ca/accessibility>

We look forward to continuing to advance this important work together. If you have any questions, please contact Dawn Stegen, Interim Executive Director, Accessibility Directorate at dawn.stegen@novascotia.ca.

Thank you for your continued support and commitment to building an inclusive province for all Nova Scotians.

Sincerely,

Bradley Johns
Minister of Justice and Attorney General

Office of the Attorney General and Minister of Justice

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**Municipal Affairs and Housing
Office of the Minister**

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February 1, 2022

Dear Mayors, Wardens and Commission Chairs:

Re: Call for Applications - Investing in Canada Infrastructure Program (ICIP)

I am pleased to let you know that the Province will soon be accepting applications under the Green – Environmental Quality Stream of the Investing in Canada Infrastructure Program.

When you are preparing to apply for funding, please remember that only projects under the wastewater, drinking water or solid waste categories will be eligible. These projects must meet provincial and/or federal regulations where applicable.

Applications will be accepted between February 4, 2022, and April 1, 2022. I hope you and your councils or commissions will consider potential projects and submit them for consideration.

Further details regarding the application process will be sent to your CAO or Clerk in the coming days.

Sincerely,

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

Honourable John A. Lohr
Minister

c CAOs, Clerks/Treasurers