



TOWN OF OXFORD

Committee of the Whole Meeting

Council Chambers, Zoom and streamed live to Facebook

Monday, January 9, 2023

6 pm

AGENDA

1. Call to Order

Pg 1 **2. Approval of Agenda**

3. Approval of minutes from the previous meeting

Pg 2-4 3.1 Committee of the Whole Minutes – December 5, 2022

4. Reports of Town Departments

Pg 5 4.1 Public Works Report – *Nick Purdy presenting - report in package*

Pg 6-7 4.2 Fire Department Report – *Bruce Rushton and Kyle Purdy presenting – report in package*

Pg 8-9 4.3 Municipal Physical Activity Leader (MPAL) Report – *Jimmy Ward presenting – report in package*

Pg 10 4.4 Administration Department Report – *Linda Cloney presenting – report in package*

5. Reports of Committees and Boards

Pg 11-13 6.1 Intermunicipal Poverty Reduction Report – *report in package*

Pg 14-15 6.2 Solid Waste Management Report – *report in package*

6. Adjournment



Minutes of Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Monday, December 5, 2022
Presiding Officer: Mayor Gregory Henley
Councillors Present: Carla Black, Brenton Colborne, Paul Jones, Chrystal McNutt, and Deputy Mayor Arnold MacDonald
Regrets: NIL

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Stan McDougall - Office Assistant (recording secretary), Nick Purdy – Public Works Supervisor, and Jimmy Ward - MPAL

Prior to calling the meeting to order, Mayor Henley made the following announcements:

Nominations were announced as open for a seat on Oxford Town Council until December 13, 2022. The term will be for 21 months at which time a new election will take place.

A volunteer was still being sought for the All-Saints Community Health Care Foundation which meets every two months in Springhill at the hospital and the Town reimburses for mileage.

A citizen volunteer was being sought for the Oxford Accessibility Committee.

A citizen volunteer, preferably with financial experience, was also being sought for the Audit Committee.

Mayor Henley extended congratulations for everyone that participated in the 2022 Christmas parade. Many compliments on the parade were received and it was noted that the parade was the best and biggest yet.

A Welcome to Oxford Event for new and long-term residents at the Oxford Fire Hall will be held on December 7, 2022, from 6PM to 8 PM to allow new residents to come down and meet other neighbours and get acquainted with the neighbourhood.

COVID-19 vaccine clinic is scheduled to be held on December 14, 2022, at the Oxford Fire Hall from 11:00 AM until 2:00 PM.

The Town Hall boiler system needs repair, and the hours of operation were reduced from 10 AM until 2 PM until the heat has been restored in the Town Hall.

There have been issues at the Transfer Station with the main gate being broken several times. We ask residents to notify the RCMP if they see someone going into the Transfer Station at when it normally is closed or if they see suspicious activity.

1. Call to Order

At 6:04 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the agenda of the Committee of the Whole Meeting for December 5, 2022, be approved, as presented.

Motion Carried

3. Approval of minutes from the previous meeting

3.1 Committee of the Whole Minutes – November 7, 2022

Moved by Councillor Colborne and seconded by Councillor Jones that the minutes of the Committee of the Whole Meeting for November 7, 2022, be approved, as presented.

Motion Carried

4. Reports of Town Departments

4.1 Public Works Report – Nick Purdy presented - report included in package

4.2 Fire Department Report – *Linda Cloney presented – report included in package.*

Mayor Henley extended thanks to Trueman Rushton for his many years of service and dedication as the Fire Chief for the Town of Oxford.

4.3 Municipal Physical Activity Leader (MPAL) Report – *Jimmy Ward presented – report included in package*

4.4 Administration Department Report – *Linda Cloney presented – report included in package*

Moved by Councillor Jones and seconded by Councillor Black to accept the reports as presented.

Motion Carried

5. Reports of Committees and Boards

5.1 Library Report – Councillor Black presented - *included in package*

5.2 Intermunicipal Poverty Reduction Report Councillor Black presented – *report in package*

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to accept the reports as presented.

Motion Carried

6. Adjournment

At 6:20 pm, it was moved by Councilor Jones that the meeting be adjourned.

Motion Carried

Greg Henley, Mayor

Stan McDougall, Recording Secretary

Public Works Report December 2022

The Public Works Team completed the following tasks in the month of December:

- Repaired potholes on Main Street
- Installed plow and wing on 624
- Weekly Garbage runs
- Repaired storm drain on Little River Road
- Bi-weekly sewer lagoon samples
- Weekly water samples
- Salted and plowed streets
- Installed post on fire hydrants for snow removal
- Repaired water breaks on Little River Road
- Added class A gravel to shoulder of Little River Road
- Repaired Well #1 and #4
- Covered roof top a/c unit at Town Hall
- Topped up salt bins through out town
- Cleaned wells chambers
- Cleaned lagoon and water buildings
- Water meter reads
- Repaired water break on Black River Road
- Installed new battery for generator at Prince William lift station
- Installed more cross walk signs on Main and Water Streets
- Fixed road going into town shop
- Repaired storm drain on Powell Street
- Cleaned lift station floats
- Water break on Water Street

Special notes: Over the past year we have had multiple signs and pylons taken from job sites, this past week pylons were taken from a water break spot on Water Street, this an issue of public safety and cost. Pylons approximately cost \$92.00 each.

Also, Public Works repaired **21 water breaks** from January – December of 2022, thank you to all water service customers for their patience throughout these repairs. We are striving for less breaks in 2023.

Respectfully Submitted,

Nick Purdy
Public Works Supervisor
publicworks@oxfordns.ca
902-397-3002

December 2022 Monthly Fire Report

The Fire Department responded to four calls in December...two within town limits and two outside of town limits.

- 1 Commercial Structure Fire
- 1 Mutual Aid Structure Fire
- 1 Commercial Fire Alarm
- 1 Residential Smoke Condition

Members responded to 89 emergency calls in 2022. Once we have the full breakdown of these calls, I will include it in our next monthly report.

We were able to purchase two sets of new turnout gear through the budget that we desperately needed.

Clean turnout gear is critical in keeping our firefighters safe from both contaminants along with protecting them from heat and other exposures at fires. In keeping with firefighter safety, we had 13 sets of turnout gear cleaned and repaired by Clean Hero's.

Our fire trucks are aging and over the past year or so we have been fortunate to have a service/inspection company provide the department with service at our station. This eliminated travel time, reduced out of service time while the trucks were taken elsewhere for service. The service provider, Scotia Fleet Services, has shut down and will no longer be offering this service. This is a concern for the department, and we are in now exploring options for this service.

Truck 4, our tanker, has a broken body mount. This body mount was repaired in the past and the weld broke again. We have reached out to the truck body fabricator to advise them of the issue to make them aware in case other trucks may be affected. We are arranging to have this repaired as soon as possible.

The membership has spent countless hours training in many disciplines related to the fire service and we anticipate more of the same this year. We have Eastward Energy scheduled for early February for training in responding to Natural Gas emergencies.

In November, the natural gas boiler and one suspended heater quit working. We had a service company complete the repairs at a cost of \$ 1080.55

We had members assist with the Christmas toy drive and food bank drive held at Mervil Rushton's. What an awesome success and we thank Mervil for everything he did for this!

As the newly elected Fire Chief, I look forward to a strong partnership between the fire department and the Town of Oxford. Deputy Chief, Kyle Purdy and I are prepared to provide strong leadership and oversight to the Oxford Fire Department

Respectfully submitted,

Fire Chief Bruce Rushton and Deputy Fire Chief Kyle Purdy

Municipal Physical Activity Leader (MPAL) Monthly Report – December 2022

- From December 12th – 23rd was the - 12 days of Christmas Scavenger Hunt. An image of Oxley wearing a Santa hat was hidden around town each day for 12 days and a clue was given. People took selfies with the picture and sent an email to Jimmy to be entered into a draw for a prize. The winner received a \$50 Walmart Gift Card. Amber Rushton was the winner.
- The Grinch came to the Theatre on December 17th to put on a show for kids. 40 people attended, both kids and adults. The Grinch was very pleased with the turnout.
- Currently working on a Workplace Wellness Program aimed to reduce employee stress and create an overall healthier workplace both mentally and physically for our team.
- For the month of January, I am offering a free basic fitness/exercise program to anyone interested. I will meet one on one with people to determine their own personal needs and goals and tailor a program specifically for them. To set up an appointment to meet, please send an email to mpal@oxfordns.ca
- Bell Let's Talk Day is January 26th and I will be leading a walk at noon to help promote Mental Health Awareness. Stay tuned for where we will meet and any further details.
- The Recreation Commission met on Thursday January 5th to start organizing our events for the year, 17 people were present at our meeting, a great turnout! Keep an eye on the Recreation Commission Facebook Page for any details.

- We are looking for new volunteers to help with events. We just welcomed 3 new volunteers to our team and we're excited to have them. If anyone else is interested in joining the Recreation team, please send an email mpal@oxfordns.ca
- The Community Calendar is back and currently being posted on social media. If anyone has any events or updates, they would like to have posted, please send a description to Jimmy at mpal@oxfordns.ca by the 15th of each month to have your listing posted for the following month.

Respectfully Submitted,

Jimmy Ward

mpal@oxfordns.ca

902-694-5928

Administration Report for December

Highlights

CAO

- Organized meetings with Staff, Utility Review Board Hearings (Water and Municipal Boundary), Accessibility, Council, All Saints Hospital (we need an Oxford Volunteer to fill this role),
- Researched, coordinated and was a part of the two Hearings with the Utility Review Board regarding the Water Rate Study and the Municipal Boundary. The decision to stay as 6 Councillors had been approved by the board.
- Hired the Lead Hand – David Mattinson has accepted the position. We are now in search of a Full Time Operator/Labourer (8-month term, and may turn into longer, hoping to have someone in place in the month of January.
- Worked closely with the Returning Officer to close the Special Election for January 2023 as there were no interest at this time. A new date is being set by Council at the next Council Meeting on January 17.
- Researching the need for an IT services supplier for Town Hall.
- Overseeing a new Canine Control Bylaw and Elections Deposit Bylaw

Office Assistant

- Creation and posting of holiday schedules for Town Hall, Transfer Station, and Public Works
- Creation of Holiday greetings for email use.
- Researched and drafted Bylaws for Canine Control and Election Fees
- As Returning Officer closed the Special Election for January 2023 and started preparing for another Special Election this coming Spring.
- Resolved TeamViewer licensing issue for Public Works, this assisted in the login to the SCADA computer and other computers to view the SCADA computer remotely.
- Set up Public Works Supervisor with a backup system and shared access to the google calendar for the Town.
- Assisted Senior Accountant in TownSuite software with inactive accounts.
- Research for CAO regarding Solid Waste fees and Curbside pickup.

**TOWN OF AMHERST
Advisory Committee to Reduce Poverty Issues
Minutes**

Date: November 17, 2022
Time: 4:30 pm
Location: Council Chambers, Town Hall

Members Present Leon Landry, Town of Amherst Deputy Mayor, Chairperson
Alison Lair, Cumberland County Citizen Representative
Carla Black, Town of Oxford Councillor
Jennifer Houghtaling, Cumberland County, Deputy Mayor
Evelyn Pollard, Town of Amherst Citizen Representative
Helen Read, Town of Oxford Citizen Representative
Michele Cann, Town of Oxford Citizen Representative

Staff Present Shelley Hoeg-Eaton, Cumberland County, Municipal Clerk
Natalie LeBlanc, Town of Amherst, Deputy Clerk
Cindy Brown, Town of Amherst, Administrative Assistant
Sharon Bristol, Community Well Being Manager

Regrets Karen LeBlanc, Town of Amherst Citizen Representative

Staff Absent Kim Jones, Town of Amherst, Municipal Clerk
Stanley McDougall, Town of Oxford, Office Assistant
Linda Cloney, Town of Oxford, Municipal Clerk

1. Call to Order

The Chair called the meeting to order at 4:30 PM.

- 1.1 Approval of Agenda**
Moved By Carla Black
Seconded By Jennifer Houghtaling

That the agenda of the November 17, 2022, Poverty Reduction Advisory Committee Meeting be approved as circulated.

Motion Carried

- 1.2 Approval of Minutes - October 18, 2022**
Moved By Jennifer Houghtaling
Seconded By Carla Black

That the minutes of the October 18, 2022, Poverty Reduction Advisory Committee Meeting be approved as circulated.

Motion Carried

2. Presentations

2.1 **Presentation from APD (Chief Pike)**

The Police Chief presented his report as included in the agenda package. Helen Reade arrives at 4:35 PM

2.2 **Presentation from Aiden Kivisto, Manager Community Development, YMCA of Cumberland**

Aiden Kivisto shared how the YMCA working on their service base count with Public Health. He discussed quantitative and qualitative data collection, rural and youth homelessness. He would like some of the members of the committee to join the Advisory Committee at the YMCA.

3. Discussion Items

3.1 **Mitacs Meeting**

A meeting was held with Mitacs Coordinator Marie Hogan on October 27, 2022. Deputy Mayor Houghtaling emailed the committee the highlights of this meeting. Mitacs is matching up the Committee with Mount Allison and University of New Brunswick faculty members to aid with Transportation, Qualitative and Quantitative Data Collection, Community Planning and Research. Presentations for these options will be brought forward at the next meeting. Shelley Hoeg-Eaton arrives at 4:46.

3.2 **Homeless Shelter Update**

Sharon Bristol discussed the WETS Committee update. This committee meets weekly, and they are responding to inquiries from the public regarding the shelter. The NSCC is developing a social media site for the shelter and messaging will commence once it is complete.

3.3 **Cornerstone Request**

Moved By Jennifer Houghtaling

Seconded By Carla Black

That the Poverty Reduction Advisory Committee recommends to Amherst Town Council that the Town of Amherst transfer ownership of the subject property, 8/10 Prince Arthur Street, to Cornerstone for use as a housing hub including affordable housing units, emergency traditional housing beds, housing support meeting space and other such similar uses, subject to a purchase and sale agreement to be negotiated between Cornerstone and the Town of Amherst, and further, that the Municipality of the County of Cumberland be recommended to be supportive of potential future financial support requests by Cornerstone for this project, or affordable housing support in the region.

Motion Carried

3.4 **Tutoring Program Update**

Deputy Mayor Landry and Sharon Bristol will be meeting with the NSCC on November 23, 2022.

3.5 Strategy Review

Sharon Bristol discussed the updated Strategic Goals that will be incorporated into the Strategic Plan. Deputy Mayor Houghtaling would like to see 2023 goals listed and have a quarterly review. Establishing more food pantries, getting youth more involved will be prioritized. Alison Lair suggested that bylaws and restrictions that each municipality has should be reviewed to see how they could be modified to enable sustainable affordable housing so that NPO (Non-Profit Organizations) be allowed first right of refusal of municipal property that is up for sale. It was recommended that the youth presentations should start at a younger age then grade 9 student as originally suggested.

3.6 Roundtable

Deputy Mayor Landry had the committee discuss youth engagement and education.

3.7 Committee Replacement

Shelley Hoeg-Eaton informed the committee that they have a candidate to replace Hannah Landry as a Citizen Representative for Cumberland County. Her name is Rachel Sovka.

4. Next Meeting - December 15, 2022, at 4:30 PM

5. Adjournment
Moved By Jennifer Houghtaling
To Adjourn the Meeting

Natalie LeBlanc
Deputy Clerk

Deputy Mayor Leon Landry
Chair

Solid Waste Management Report

December 2022

Provincial Updates

Extended Producer Responsibility (EPR)

Divert NS held an EPR Summit on December 6 in Dartmouth. The summit was informative however it seems as though there are a lot of unanswered questions. During the Summit both BC and Ontario shared their experiences with those who attended.

Municipalities will have information to gather in preparation for EPR such as the service level they provide, number of households, collection costs, etc. Municipalities will also have to decide if they want to become service providers; this will be a choice and not a requirement. If they choose to be service level providers, it's important to note that there is no guarantee that the funding municipalities receive will cover their total costs. It is also important to note that once EPR is announced it can take up to 3 years before everything is implemented.

NSECC staff reported at the Regional Chairs Meeting that they feel from a staff level they have done what they need to do to move this file forward.

The Priorities Committee will be meeting to discuss next steps for municipalities.

C&D Regulation Changes

New regulations have been announced which will take effect July 2023. A meeting invite went out for a municipal session which took place virtually on November 16th. There was also a session for private facility operators and NSECC enforcement staff. NSECC reviewed the draft guidelines and asked that municipalities submit feedback to NSECC by December 9. NSECC did make it clear that the first year the regulations are implemented it will be a year to do targeted education, with the second year having more of a focus on compliance and enforcement.

A number of municipalities are concerned that the current regulations we have are not managed and enforced properly and that adding new regulations will only complicate matters. It was also discussed that it would seem to be more appropriate to focus on the facilities that are non-compliant instead of making changes for everyone. Concerns were also raised about the rules not being applied consistently across the province.

The Managers and Directors submitted a number of questions to NSECC with responses being received on December 2 (attached).

Diversion Credit Smoothing

A motion was passed at the Regional Chairs Meeting that the Diversion Credit Smoothing amount for the upcoming year will be 5.5 million for the province.

Education & Enforcement

Solid Waste Hotline

The Solid Waste Hotline continues to be busy.

Social Media

Focus for the month was on Monthly “What Goes Where” posts, which included information on proper disposal of chip bags, Christmas lights, metal cookie tins, coffee cups, and paint cans.

Household Hazardous Waste (HHW) Fall Event

Over the next few months, staff will be working on an RFP for HHW Services for the 2023 year.

Education & Enforcement Contracts/Agreements

Funding for the mid-term reports for Region 3’s Education and Enforcement funding contracts has been received.

Solid Waste Collection Contract

Staff are currently reviewing the joint RFP for Residential Three Stream Solid Waste Collection Services.

Litter Project

Staff are working with the Amherst Stadium in hopes of reducing the amount of “litter” left behind after hockey games. New bins have been purchased and we are currently working on new signage. We will be starting a “Put Waste In Its Place” campaign in the new year.

Schools

Audits took place at various schools throughout Cumberland County and staff are working with the schools that were non-compliant in hopes to improve separation.

Pugwash Farmers Market

Mary Purdy with the Pugwash Farmers Market has reached out and is looking to work with education staff to make sure the market is properly set up for the upcoming season.