



TOWN OF OXFORD

## **Committee of the Whole Meeting**

Council Chambers, Zoom and streamed live to Facebook

Monday, February 6, 2023

6 pm

## **AGENDA**

### **1. Call to Order**

### **Pg1-2 2. Approval of Agenda**

### **3. Presentations**

3.1 Cumberland Public Libraries Presentation – *Denise Corey, Library Director – presentation presented separately from package.*

3.2 Property Valuation Services Corporation – Capped Assessments – *Paul Beazley, Director of Assessment and Rod Tremblay, Assistant Director of Assessment - presentation presented separately from package.*

### **4. Approval of minutes from the previous meeting**

*Pg 3-5* 4.1 Committee of the Whole Minutes – January 9, 2023

### **5. Reports of Town Departments**

*Pg 6-7* 5.1 Public Works Report – *Nick Purdy presenting - report in package.*

*Pg 8-9* 5.2 Fire Department Report – *Bruce Rushton presenting – report to be submitted separately.*

*Pg 10-11* 5.3 Municipal Physical Activity Leader (MPAL) Report – *Jimmy Ward presenting – report in package*

*Pg 12-13* 5.4 Administration Department Report – *Linda Cloney presenting – report in package.*

### **6. Reports of Committees and Boards**

*Pg 14-16* 6.1 Intermunicipal Poverty Reduction Report – *December minutes in package.*

*Pg 17-18* 6.2 Solid Waste Management Report – *report in package*

*Pg 19-20* 6.3 All Saints Community Health Care Foundation – *October minutes in package*

*Pg 21-23* 6.4 Policing Services Review – *September minutes in package*

*Pg 24-26* 6.5 Police Advisory Board – *October minutes in package*

*Pg 27-32* 6.6 RCMP Report – *October – December report in package*

Pg 33-35 6.7 Accessibility Committee – *December minutes in package*  
Pg 36-38 6.8 Audit Committee – *December minutes in package*

## **7. Adjournment**



## Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook  
Date: Monday, January 9, 2023  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Paul Jones, Chrystal McNutt, and Deputy Mayor Arnold MacDonald  
Regrets: Brenton Colborne

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

***Councillor Colborne joined the meeting at 6:10 PM***

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

### **Announcements Prior to Call to Order**

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

At the regular Council meeting, which is scheduled for Tuesday January 17, 2023, Council is discussing the upcoming By-Election for councillor and setting the schedule of dates.

#### **1. Call to Order**

At 6:00 PM, Mayor Henley called the meeting to order.

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

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald the agenda of the Committee of the Whole Meeting for January 10, 2023, be approved, as presented.

***Motion Carried***

**3. Approval of minutes from the previous meeting**

**3.1 Committee of the Whole Minutes – December 5, 2022**

December 5, 2022, minutes are approved as presented.

**4. Reports of Town Departments**

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

4.2 Fire Department Report – *Bruce Rushton and Kyle Purdy presenting – report in package.*

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

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

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

***Motion Carried***

**5. Reports of Committees and Boards**

6.1 Intermunicipal Poverty Reduction Report – *Carla Black presented - report in package.*

6.2 Solid Waste Management Report – *Linda Cloney presented – report in package.*

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

***Motion Carried***

## **6. Adjournment**

The meeting adjourned at 6:11 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

**DRAFT**

## **Public Works Report January 2023**

**Repaired water break on Pugwash Road**

**Removed Christmas lights around town.**

**Replaced lights at the town hall.**

**Replaced the cut edge on the 624 loader.**

**Replaced the cut edge on the 544 loader.**

**Added grip to the step at the town hall.**

**Removed paving sign on Little River Road.**

**Weekly water checks.**

**Weekly water samples.**

**Bi-Weekly lagoon samples.**

**Garbage removal around town.**

**Salted streets and sidewalks.**

**Water meter reads.**

**Pulled sewer pump Main Street lift station.**

**Repaired water break on Little River Road.**

**Monthly generator checks.**

**Cleared storm drains.**

**Repaired transmission cooler on 544 loader.**

**Filled salt bins through out town.**

**Completed De-escalating course.**

**Fixed gate at the transfer site multiple times.**

**Filled potholes on Pugwash Road and Water Street.**

**Major ice storm at the wells, Broken power pole.**

**Plowed well road for access.**

**Repaired JCB backhoe.**

**Installed pump and rails at Main Street lift station.**

**Worked on sewer line on the lagoon road.**

**Repaired heater on 624 loader.**

**New tires installed on the 544 loader.**

**Repaired hydraulic leak on plow truck.**

- **Special note: two of our main machines for snow removal is becoming very unreliable causing delays in snow removal process.**

**Any questions feel free to reach out, thanks.**

**Respectfully submitted by,**

**Nick Purdy**

**publicworks@oxfordns.ca**

**Public Works Supervisor**

**902-397-3002**

## January 2023 Monthly fire report

The fire department responded to six emergency calls since our December report...all six were outside of town limits.

- 1 Mutual Aid - Structure Fire
- 1 Mutual Aid - potential Structure Fire
- 4 Motor Vehicle Accidents Hwy 104
  - 2 in our fire district
  - 2 outside of our district – mutual aid

I want to share that our firefighters have given more than 230 hours in the month of January...those are only the hours that I have been able to record. This includes meetings, training, work sessions and emergency calls. This does not include members dropping in to check equipment, their bunker gear or truck checks.

Last month I reported that our members responded to 89 emergency calls in 2022. Once I received the report from our dispatch for 2022, we actually responded to 99 calls...

37 percent of the total calls were within town limits (includes 4 out of 31 MVA's)

29 percent were mutual aid calls to assist other departments.

31 percent were for motor vehicle accidents.

As I noted in my report for December, clean turnout gear is critical in keeping our firefighters safe from both contaminants along with protecting them from heat and other exposures at fires. I am pleased to share with you that we have placed an order for a new heavy-duty commercial clothes washer that will be installed at the fire station in the very near future. This purchase was only possible with the support through the Nova Scotia Firefighters 50/50. This new washer will allow firefighters to have their gear cleaned without delay ensuring their safety along with extending the life cycle of the gear.

We are very please to advise you that we are approved through and receive assistance from the province for the purchase and installation of a new generator that will run the entire fire station during power outages and major weather events.

#### Fire Trucks:

The Alternator for truck 1 had to be replaced, we required a new battery for truck 5 and two trucks had to have the MVI completed. Total cost for this was \$ 2754.00

#### Training:

The members have spent an evening training on communications, pump operations along with nozzles and steam orientation.

This month we have two nights of training on responding to Natural Gas emergencies and emergencies/fires where natural gas may be present.

Respectfully submitted,

Chief Bruce Rushton and Deputy Chief Kyle Purdy

**Jimmy Ward**

**Municipal Physical Activity Leader**

**Monthly Board Report**

- Currently working on a Workplace Wellness Policy for town employees aimed to reduce stress and create an overall healthier workplace both mentally and physically for our team. This will be ready to be presented in April once the new physical year starts.
- Bell Let's Talk Day was January 25<sup>th</sup> and I lead a small walk at noon to help promote Mental Health Awareness. We gathered at the Fire Hall after for some light refreshments.
- Oxford has a walking group that meets every Wednesday at 6pm at the gazebo. Everyone is welcome to join. Susan Rector, the towns walk leader is hoping to get more people to join the group and she plans on offering a daytime walk in April as well.
- The Recreation Commission met on Thursday January 26<sup>th</sup> to start organizing our events for the next few months. For February, we are planning some things around Valentine's Day and Family Day / Heritage Day. Keep an eye on the Recreation Commission and Town of Oxford Facebook Page for any details on these events or for any pop-up offerings.
- From 8 – 9:30pm starting this Tuesday at the school, anyone interested in playing either Basketball or Pickleball is encouraged to come out and play. The gym will be split in half. Cost is \$1 per person as there is a rental fee for the gymnasium.

- Free Fitness classes will be offered at the Firehall in the room on the main floor. Dates and times not yet determined but the hope is to start these classes next week. There will be a class for seniors and a cardio class as of now, with other offerings to come soon.
- Interested in Volunteering or do you have some ideas of things you would like to see happening in our town? Contact myself at 902-694-5928 or email [mpal@oxfordns.ca](mailto:mpal@oxfordns.ca)

Respectfully submitted by,

Jimmy Ward

Municipal Physical Activity Leader

[mpal@oxfordns.ca](mailto:mpal@oxfordns.ca)

902-694-5928

## **Administration Report for January**

### **Highlights**

#### **CAO**

- Organized meetings with Staff, Accessibility, Council, Policing Review Committee, Local Developer, Public Works Committee, Local Business, and Audit Committee
- Applied for the Canada Summer Students Program
- Hired a Full Time Operator/Labourer – proud to say we now have a full department.
- Contracted a custodian for the Oxford Fire Department – term position for now.
- Organized a De-Escalation Course for Staff, part of Health and Safety and the Workplace Violence Policy to create a safe workspace.
- Working with Public Works Supervisor on Approval Compliance – setting up schedules and steps to keep on track.
- Organized Staff Meeting to discuss Health Benefit Package

#### **Office Assistant**

- Posts for Public Works and town office to Web and FB for various.
- 4% Spreadsheet – research of information to create a spreadsheet for Ruthann for budgeting amounts for reporting to Council for payroll.
- Winter Snow Clearing and Parking By-Law 2023-01-17 Draft created for 1st reading at Council meeting.
- Payroll - Analysis and entry of hours submitted via paper timesheet. Inquiring for clarification of those hours (when required). Requesting information from Mark at Connie's. Submission of payroll sheet to Connie's Financial and then processing payroll into Scotiabank online banking for pays. Payroll time allocation tracking for Public Works to assist Ruthann with current and future budgets.
- Mid-Month Reporting for Payroll (Manulife Pension, Union Dues, Workman's Comp, Source Deductions (Revenue Canada), and payment of these online.
- Meter Readings/Water Billing - Assisting Cathy with entering water meter readings into TownSuite.
- Sewer By-Law - Review of & compiling drafts and information for Linda.
- Interest Posting in TownSuite for Property and Water taxes.
- Updated Employee Years of Service spreadsheet for Ruthann and updated Public Works Seniority List for Nick to post on bulletin board in the public works office trailer.
- Bill Payments made Online through Scotia Bank.
- Deposits entered in Simply Accounting.
- Bills posted to Simply Accounting General and Water Operating for paid online, by cheque and by Visa.
- Setup for Committee and Council/COW meetings, printing packages, taking of, and compiling minutes for each (Health & Safety, COW, Council, Accessibility, etc.).

- Basic IT troubleshooting and forwarding of issues and/or request for products/info with Amherst IT.

### **Senior Accountant**

- Water Bills – updated master sheet, issued an updated broke sheet, check consumption for anomalies, prepared and review Oxford Frozen Foods Invoices.
- Collections – Prepared two notices for arrears headed for collections
- Tax Sale Process – made arrangements with clients, prepared list of possible tax sale properties for council to review.
- Arrears in Tax and Water – prepared 51 statement of arrears for property and 13 water arrear notices, reviewed payment plans.
- Audit Process – replied to auditors request for more samples
- Budget Process – prepared third quarter financials for Council, prepared an expected year end for 2022/23
- Other – HST Return, assisted with download of 2023 Property Valuation Tax Roll, created cheat sheets for various accounting processes, activated Irving cards
- Training – De-escalation Training.

Respectfully submitted by,

Linda Cloney, CAO – [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)

Stan McDougall, Office Assistant – [admin@oxfordns.ca](mailto:admin@oxfordns.ca)

Ruthann Brookins, Senior Accountant – [ruthann.brookins@oxfordns.ca](mailto:ruthann.brookins@oxfordns.ca)

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

**Date:** December 15, 2022  
**Time:** 4:30 pm  
**Location:** Council Chambers, Town Hall

**Members Present** Leon Landry, Town of Amherst Deputy Mayor, Chairperson  
Carla Black, Town of Oxford Councillor  
Evelyn Pollard, Town of Amherst Citizen Representative  
Helen Read, Town of Oxford Citizen Representative  
Michele Cann, Town of Oxford Citizen Representative

**Staff Present** Linda Cloney, Town of Oxford, Municipal Clerk (ZOOM)  
Stanley McDougall, Town of Oxford, Office Assistant (ZOOM)  
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  
Alison Lair, Cumberland County Citizen Representative  
Jennifer Houghtaling, Cumberland County, Councillor

**Members Absent** Rachel Sovka, Cumberland County, Citizen Representative

**Staff Absent** Kim Jones, Town of Amherst, Municipal Clerk  
Shelley Hoeg-Eaton, Cumberland County, Municipal Clerk

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**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** Helen Read

**That the agenda of the December 15, 2022 Poverty Reduction Advisory Committee Meeting be approved as amended, to defer items 1.3, 2.4, 2.7.**

**Motion Carried**

**1.2 Approval of Minutes - November 17, 2022**

**Moved By** Carla Black

**Seconded By** Helen Read

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

**Motion Carried**

**1.3 Introducing Rachel Sovka**

To be deferred to the January 19, 2023 meeting.

## 2. Discussion Items

### 2.1 **Round Table**

Round Table discussion topic was Food Security.

Sharon advised that the Youth Town Council is very concerned about food security and poverty and wishes to be engaged with the committee more.

Carla informed the committee that the Soup Kitchen in Oxford is changing its name to Community Kitchen. This year their donations have been down and more people are using the resources especially students. They may not be able to stay open if donations are not increased soon.

Evelyn spoke of the Lunch Program that the Holy Family Church on Church Street will be starting up again on January 11, 2023. (It has been closed down due to the pandemic) They usually feed up to 140 people. They are worried about transportation being a stumbling block. They are looking at creating a warming shelter to work in concert with the Winter Emergency Shelter. Evelyn said funding for the Lunch Program will need to be increased in order for them to continue. She was wondering if there is a governing body that can be contacted about food waste from grocery stores and restaurants. As of now these establishments must throw out food that is still good to eat, as per safety regulations.

Leon would like a panel discussion with stakeholders to see what the various programs are doing and how we as a committee can support them. Helen is going to get information from Stats Canada regarding household food insecurity.

Michelle told the committee that the funding for the school meal programs is down and due to higher costs of supplies the program's budget is depleting at a rapid rate.

### 2.2 **Letter from Public Health Northern Zone**

The Town of Amherst received a letter from Nova Scotia Public Health regarding its effort to combat poverty in the region.

### 2.3 **Reports to Town of Amherst Council - November 21, 2022**

Leon presented his report that he gave to the Town of Amherst Council.

### 2.4 **Tamarack Update**

Deferred to the January 19, 2023 Meeting.

### 2.5 **Homelessness Update**

Sharon Bristol discussed the progress of Cornerstone, and that the Winter Emergency Shelter should be open in a few weeks.

### 2.6 **NSCC Meeting Update**

Sharon Bristol and Leon Landry met with Don McCormack, the principal of NSCC, on November 23, 2022 to discuss education options and partnerships for youth programming in our community. The meeting was focused on youth (ages 18 - 30) struggling with employability, life skills, and education.

### 2.7 **Mitacs Meeting Update**

Deferred to the January 19, 2023 Meeting.

**2.8 Strategic Priorities and Action Plan**

The Strategic Priorities and Action Plan design draft was presented to the committee. A copy will be emailed to the committee members for their review and they have been asked to submit any recommendations on changes to Sharon by January 9, 2023. The goal is to have it finalized by the next meeting, January 19, 2023.

Rachel Sovka joined the meeting via Zoom at 5:20 PM.

**3. Next Meeting - January 19, 2023 at 4:30 PM**

**4. Adjournment**

**Moved By** Carla Black

**Seconded By** Michele Cann

To Adjourn the Meeting at 5:30 PM.

**Motion Carried**

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Natalie LeBlanc  
Deputy Clerk

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Deputy Mayor Leon Landry  
Chair

# Solid Waste Management Report

## January 2023

### Provincial Updates

#### Extended Producer Responsibility (EPR)

NSECC continues to work on drafting EPR regulations. Batteries, lighting, and additional electronics are likely to be rolled out first as they are not as complicated as EPR for PPP.

Divert NS has compiled the data from the EPR Summit and are hoping to meet with the Priorities Committee shortly to discuss next steps for municipalities.

#### C&D Regulation Changes

Don MacQueen reported that they are finalizing their review of the comments and editing the guidelines. They are hoping to be able to distribute the updated guidelines by late February.

When asked about the 1 year notice related to financial implications of the changes, Don reported: "NSE is looking at phasing in the changes to minimize the financial impact to the approval holders. This will include the groundwater sampling requirements, though other structural aspects such as well construction are also being considered. Once the Guideline is complete, we will have a better idea of timelines for the various changes, so that we achieve the 1 year notification requirements under the MGA"

#### 300kg Goal

The province has set a goal of reducing waste to 300 kg per person by 2030 and there needs to be a plan in place by the end of this year which will outline how municipalities are to reach the goal. The province is hoping to do targeted consultation in the spring. NSECC reported that their focus right now is on getting the C&D regulations out, then EPR, then the 300kg plan.

#### Northern Region

The Northern Region Committee is looking for a Chair. The committee is hoping to have someone put their name forward during the next meeting scheduled for the end of March.

The Northern Region Agreement has been signed by all municipalities and a copy will be circulated to committee members.

### 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 wrapping paper, plastic bags, paper towel & napkins, milk cartons, and winter collection reminders.

**Household Hazardous Waste (HHW) Fall Event**

Hoping to issue the RFP for HHW Services in February.

**Solid Waste Collection Contract**

The Collection Contract for Collection Services was awarded to Miller Waste Systems.

**Arenas**

New bins have arrived for the Amherst Stadium. Staff are hoping to launch the Litter Campaign officially on February 20<sup>th</sup> during Winter Carnival. The theme of the new campaign is “Put Waste In Its Place, Don’t Litter.

Staff were asked to provide signage to the Dr. Carson and Marion Murray Community Center to help with the sorting of refundables.

**Schools**

Staff reached out to all schools promoting Divert NS educational resources.

**Pugwash Farmers Market**

Continuing to work with Mary Purdy of the Pugwash Farmers Market to ensure that they are set up properly for the upcoming season. The committee is focused on Zero Waste and a Circular Economy.

**ALL SAINTS COMMUNITY HEALTH CARE FOUNDATION**

**Regular Meeting**

**October 25<sup>th</sup>, 2022**

**9:30am**

**Multipurpose Room ASCHC**

**Present:** Doug Marshall, Bob Spence, Mary-Lou Bourgeois, Jim Kurchak, Maryanne Jackson, Carol Brown

**Regrets:** Ken Brownell, Archie St. Peter, Carla Black, Dr. Colette Sauveru, Rev'd Dr. Brian Spence

**1) Call to order:** Chairman Doug Marshall called the meeting to order at 9:30am and welcomed our new member & site manager, Maryanne Jackson.

**2) Approval of Agenda**

**MOTION**

**Carol Brown/Bob Spence**

To approve Agenda as presented

**CARRIED**

**3) Approval of Minutes:**

**MOTION**

**Bob Spence/MaryLou Bourgeois**

To accept the minutes of March 23<sup>rd</sup>, 2021 as presented

**CARRIED**

**4) Business arising from the minutes**

- a) Hospital Equipment Request** – Restorative Care has requested vital bariatric equipment to better serve our patient demographic, especially in the restorative care setting. Without the necessary equipment staff have faced issues that impact the quality of care they can provide. The request is for a bariatric bed & seating, mobility aids and rehab tools totaling \$31,404.00.

**MOTION**

**Bob Spence/Jim Kurchak**

To approve the purchase of the bariatric equipment requested

**CARRIED**

- b) **Budget** – Moved to next meeting
- c) **Melissa's Annual Review** – Review was completed by the executive after the meeting

**5) Reports:**

- 1) **Dr. Sauveur** – No Report
- 2) **Maryanne Jackson** – Maryanne gave the board an update and will submit a written one to Melissa for the minutes
- 3) **Coordinator** – Melissa reported in the AGM
- 4) **Treasurer** - Mary-Lou reported on the Foundations finances.

**MOTION**

**Carol Brown/Bob Spence**

To accept Mary-Lou's financial report as presented.

**CARRIED**

- 5) **Correspondence:** MaryAnn passed along a request from primary care regarding a need for 2 new blood pressure machines for the clinic. The machines are outdated and inefficient for a busy practice. The cost of these machines is approximately \$8,000.00.

**MOTION**

**MaryLou Bourgeois/Bob Spence**

To approve the purchase of 2 blood pressure machines

**CARRIED**

7) **New Business:** Carla Black informed Melissa that because of her work schedule it is impossible to attend our meetings. Doug will contact the Town of Oxford to see about a replacement member that can attend.

8) **Other:** December 13<sup>th</sup> @ 9:30am.

9) **Adjournment:** Motion to adjourn this meeting was offered by Carol Brown.



## Minutes of the Police Services Review Committee Meeting

**Place:** Council Chambers

**Date:** Wednesday, September 21, 2022

**Committee Members in Attendance:** Chairperson Thomas Shears, Mayor Gregory Henley, Councillor Brenton Colborne, Councillor Carla Black, and Member of the Public David Hoffman.

**Representatives of the RCMP-GRC:** Inspector Matco Sirotic – Acting Northeast Nova District Policing Officer, Staff Sergeant Paul Vickers – Acting Operations Officer, Northeast Nova District, Staff Sergeant Cory Bushell – Acting North East District Advisory Non-Commissioned Officer, Staff Sergeant Craig Learning – Cumberland County District Commander, Sergeant Brian Cameron – Cumberland County District Operations Non-Commissioned Officer, Meaghan Stewart - Strategic Planning and Client Services, and Lauren Saunders – Strategic Planning and Client Services.

**Representatives of the Department of Justice:** Hayley Crichton, Executive Director - Public Safety & Security Division and Michele Matthews, Contract Administrator - Public Safety & Security Division.

**Councillors Present:** Councillor Crystal McNutt

**Staff in Attendance:** CAO Linda Cloney and Office Assistant Stan McDougall (recorder).

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

- 1. Call to Order / Welcome and Introductions – Committee and Council**  
Chair Thomas Shears called the meeting to order at 5:59 pm.

A warm welcome and introductions were extended to all present in person and via Zoom.

## **2. Approval of Agenda**

Moved by Mayor Henley and seconded by Councillor Colborne to approve the agenda as presented.

***Motion Carried***

## **3. Approval of August 24, 2022, Minutes**

Moved by Mayor Henley and seconded by David Hoffman that the minutes of the Police Services Review Committee Meeting for August 24, 2022, be approved, as presented.

***Motion Carried***

## **4. Business**

### **4.1 RCMP Presentation**

Staff Sergeant Craig Learning – Cumberland County District Commander, presented information in the RCMP Presentation titled, Presentation to the Town of Oxford.

*A copy of this presentation is filed.*

### **4.2 Policing Services Review Survey – information on question to be added**

It was validated by Linda to the committee, for the purposes of the Policing Services Review Community Feedback Survey, that 60% of residential taxes currently go toward policing services.

### **4.3 Revised Terms of Reference – to be approved on September 26 Council Meeting**

Agenda item placeholder for the next committee meeting.

## **5. Next Steps**

### **5.1 Community Meeting Planning – Master of Ceremonies, presenter, information for presentation, keep the date (October 19 at 6:30 pm – Theatre) ... etc.**

Linda Cloney will work with Hayley Crichton and Michele Matthews on the data for the presentation.

Mayor Henley recommended to the committee to elect David Hoffman as the master of ceremonies for the Community Meeting to provide the presentation and engage the community with the Policing Services Review Community Feedback Survey questions. David Hoffman accepted the role of master of ceremonies. Linda will work with David on the final presentation once the presentation details have been added.

The committee agreed to including the survey with the next water bill. The survey

would be posted online before October 19<sup>th</sup> to Facebook and the Town of Oxford website.

The committee agreed that a second meeting to discuss results of the survey would not be necessary. The results of the survey are primarily intended for information purposes of the Policing Services Review Committee recommendation process.

The Community Meeting date of October 19, 2022, time of 6:30pm and location of the Capitol Theatre in Oxford was agreed upon by the committee. The Policing Services Review Community Feedback Survey will be available in print form at the meeting. Results of the survey could be sent out at the time of the next water bill in January.

It was agreed that a second meeting will be necessary to present the recommendation that the committee will present to Council. Results of the survey could be discussed at that time as well.

The next meeting is agreed by the committee to happen after October 19, 2022, which will allow for information to come back from the DOJ.

**6. Date and time of Next Meeting**

The next scheduled meeting is November 30, 2022, at 6pm.

**7. Adjournment**

At 8:15pm, it was moved by Mayor Henley that the meeting be adjourned.

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Thomas Shears, Chair

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Stan McDougall, Recorder



## Oxford Police Advisory Board Minutes

Place: Council Chambers  
Date: Tuesday, October 11, 2022  
Chair: Thomas Shears  
Members Present: Mike Masters, Myra Thiemann, and District Commander  
S/Sgt. Craig Learning  
Regrets: Thomas Shears and Councillor Brenton Colborne

***A quorum was not present throughout the meeting.***

Staff in attendance: Linda Cloney, CAO, and Stanley McDougall (recording secretary)

### **1. Call to Order – Welcome/Introductions**

The meeting was called to order at 6 pm. It was noted that there were not enough members present to make quorum. Items for decisions will be deferred to the next meeting in January 2023.

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

*Deferred until the next meeting.*

### **3. Approval of the Minutes – April 12, 2022**

*Deferred until the next meeting.*

## **4. Business**

### **4.1 Business from the previous meeting**

#### **4.1.1 Crosswalk on corner of Water Street and Lower Main Street**

*Deferred to the next meeting.*

It was noted that the crosswalk stop lights did not get approved at budget. This item will be brought forward again as an item in the future for discussion.

#### **4.1.2 Speed Limit enforcement for Little River Road and Lower Main Street**

*Deferred to the next meeting.*

It was discussed that speed is still an ongoing issue. S/Sgt. Craig Learning discussed that he would be looking into a speed sign through the Safer Communities group.

### **4.2 New Business**

#### **4.2.1 RCMP Report**

S/Sgt. Craig Learning discussed the RCMP Report for the Town of Oxford for July 1 to September 30, 2022. The report provided breakdown of calls within and outside of town. It was noted that for the Oxford detachment, most of the violations occurs outside of the Town of Oxford boundary but within the Oxford detachment area.

It was noted that the town of Oxford is a safe community.

CAO Linda Cloney requested from S/Sgt. Craig Learning a copy of the April to June 2022 report for the committee's files which was missing from last meeting.

#### **4.2.2 Policing Services Review – discussion**

CAO Linda Cloney discussed that the RCMP came to present on current policing services in the Town of Oxford and a public meeting is scheduled for October 19, 2022, at 6:30 pm at the Capitol Theatre Oxford to discuss current policing services in the Town of Oxford. Linda also discussed providing updates with the Police Advisory Board regarding the Policing Service Review Committee's progress.

It was noted that the Policing Services Review Committee is in early stages yet with the policing services review process and the community consultation meeting is to gather information. The DOJ will make the final decision.

### **4.3 Board Member Issues**

Board members present discussed concern for motorcycles speeding

and creating unnecessary noise in the Town of Oxford. S/Sgt. Craig Learning discussed overall motorcycle safety and the high number of fatalities in the area involving motorcycles.

#### 4.4 Municipal Issues

##### 4.4.1 Oxford Annual Christmas Parade – November 25

The theme of the Christmas Parade for November 25, 2022, was discussed as being “Walking in a Winter Wonderland”. Street closures would be in place and S/Sgt Craig Learning discussed the Oxford detachment would be involved in the parade and would look into including the ATV vehicles in the parade as well.

#### 4.5 Date and time for next meeting

Date and time for the next meeting is tentatively scheduled for January 10, 2023 at 6pm.

#### 5. Adjourn

Meeting adjourned at 7 pm.

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Thomas Shears (Chair)

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Stanley McDougall (recorder)

**RCMP**



ROYAL CANADIAN MOUNTED POLICE

# Town of Oxford

## Police Advisory Board

**October 1 to December 31, 2022**

S/Sgt. Craig Learning  
District Commander



## CALLS FOR SERVICE

October 1 - December 31, 2022

### Town of Oxford

#### Criminal Code Offences

Fraud	2
Criminal Harassment	1
Fail to Comply	1
Disturbing the Peace	2
Assaults	3
Sexual Assault	2
Threats	1
Harassing Communications	3
Theft of MV	1
Theft Under \$5000/Shoplifting	2
Operation while Impaired	3
Mischief/Property Damage	4
Break and Enter	1
Total	26

#### Non Criminal Code

Motor Vehicle Collisions	2
Off Road Collisions/Offences	2
Provincial Traffic Offenses	6
Non Criminal Code Offenses	41
Total	50
<b>CC AND NON CC TOTAL</b>	<b>76</b>

### Oxford Rural

#### Criminal Code Offences

Arson	2
Assaults/Assault Causing	7
Unlawfully in dwelling house	1
Break and Enter	4
Criminal Harassment	2
Thefts Under \$5000	5
Theft MV	1
Disturbing the Peace	1

Threats	8
Fail to Comply	1
Obstruct Justice	1
Forceable Confinement	1
Operation while Impaired	3
Dangerous Op of MV	4
Harassing Communications	1
Identify Fraud	1
Fraud	6
Mischief/Damage to Property	3
Total	52

### Non Criminal Code

Motor Vehicle Collisions	25
Off Road Vehicle Collisions	2
Non Criminal Code Offenses	90
Provincial Traffic Offenses	166
Total	283
<b>CC AND NON CC TOTAL</b>	<b>335</b>



## **Oxford Detachment Updates**

**October 1 – December 31, 2022**

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### **2022-1431864**

Complainant reported to the RCMP that her granddaughter had disclosed that she was sexually assaulted in 2017, by her mother's boyfriend. Both parties attended the Oxford RCMP detachment and provided statements. The Suspect was arrested and charged with Sexual Assault, Sexual Interference, and Assault. He was released on an Undertaking and is appearing in Provincial Court this month.

### **2022-1525431**

RCMP received a message from the Woodstock Police Service in Ontario advising of a historical sexual assault reported via CYBERTIP.CA that occurred approximately 10 years ago in Oxford, involving a teacher/student. Statements have been taken and a suspect has been identified. The investigation is currently ongoing. There is no risk to students at this time as the suspect is no longer teaching.

### **20221621698**

Police were called to a domestic dispute in Wentworth where the complaint disclosed that she was assaulted and forcibly confined by her husband who left prior to police arrival. A statement was obtained from the complainant who provided further details of a sexual assault, and assault with a weapon the previous evening. She stated she was eventually able to escape. Police subsequently located and arrested the husband. He was later released on conditions and is appearing in court later this month.

### **2022-1840515**

RCMP responded to a 911 call regarding an ongoing issue with a friend's ex-boyfriend. It was reported that the ex-boyfriend had been messaging the complainant for the past two days saying that he was going to go to the house and the smash windows. The male attended the residence, exited his vehicle and hit complainant's dog causing injury. Statements were obtained, and members subsequently located and arrested the suspect. He has been charged with Injuring or Endangering Animals. He is appearing in court in February.

**20221486341**

RCMP responded to a report of a single vehicle collision reported through 911. Two people were seen outside of a vehicle trying to wave someone down. The complainant stopped, at which time the subjects started becoming belligerent and acting strange. A patrol was made and RCMP located a severely damaged vehicle and two males trying to unload property from the truck. Both were known to RCMP, and identified. One individual was known to have an outstanding Warrant, was arrested, brought to Amherst cells and later released on a new Release Order. Both were arrested for Possession of Property Obtained by Crime over \$5000, as the vehicle was determined to be stolen. This matter is before the courts.

### **Community Engagement**

- October 6, 2022. OREC – MADD attended with karts, swag, and a police vehicle.
- October 7, 2022 – Cyber Safety presentation for parents.
- Participation in the annual Oxford Christmas Parade.

## **Inquiries / Concerns / Questions?**

# Staffing Updates

**District Commander:** S/Sgt. Craig Learning  
**Operations NCO:** Sgt. Brian Cameron  
**Community Policing Officer:** Cst. Sarah Pennoyer  
**Domestic Violence Coordinator:** Lydia Quinn  
**Court Liaison Officer:** Alannah Blanch

## Amherst Office

Cpl. (vacant)  
Cst. Victor Manuel  
Cst. Jeffrey Campbell  
Cst. Phil Basque  
Cst. Matt Bray  
Cst. Richard Harvey  
D/A (vacant – hiring process unfolding)  
D/A Crystal Farrell

## Oxford Office

Cpl. Drew Smith  
Cst. Paul Cheesman  
Cst. Heather Graves  
Cst. Donald Fisher  
Cst. Heather Lourie  
D/A Lina Taraschi

## Parrsboro Office

Cpl. Troy Gill (long term leave)  
Cst. (vacant)  
Cst. Don Matthews  
Cst. Colin Swim  
Cst. Steve Maddison  
D/A Heather Winters

## Pugwash Office

Cpl. Shawn Galbraith  
Cst. Sid Jordan  
Cst. Jeff Brooks  
Cst. Anna Cochrane  
D/A Joan Jamieson

## Springhill Office

Sgt. Jason Pennoyer  
Cst. Tom Livingstone  
Cst. Terry Gautreau  
Cst. Marilyn Campbell  
Cst. Dean Boland (Paternity)  
Cst. James Campbell  
Cst. Gina Macrae  
D/A Cindy MacDonald

## Street Crime Enforcement Unit

Cpl. Josh Dubois  
Cst. Mike Black  
Cst. Ryan Wilson  
Cst. Wayne Gillam (Amherst Police Service)  
Cst. Stefan Deuville (Amherst Police Service)



## Minutes of the Accessibility Advisory Committee

Place: Council Chambers  
Date: Thursday, December 8, 2022  
Presiding Officer: Deputy Mayor Arnold MacDonald  
Members present: Tracy Briggs, Meagan Marchant, Danielle Laurie, and Josephine MacDonald, Mandy Blake  
Regrets: Brenda MacDonald

*A quorum was present throughout the meeting.*

Staff in attendance: Linda Cloney - CAO, and Stan McDougall (recording secretary)

### 1. Call to Order

Deputy Mayor Arnold MacDonald called the meeting to order at 6:03 PM.

Welcome and introductions were extended by everyone. Kiersten Hiltz was welcomed an observer for this meeting and was considering a potential volunteer member position.

### 2. Approval of the Agenda

Moved by Jo MacDonald and seconded by Meagan Marchant that the agenda of the Accessibility Advisory Committee for December 8, 2022, be approved, as presented.

*Motion Carried*

### 3. Correspondence, included in package.

3.1 Letter from Holly MacLellan, Municipal Accessibility Support Coordinator, AMANS, *included in package for information purposes.*

3.2 Email from Margaret Hodgins, included in package for information purposes.

4. **Nominations for Chair, *Terms of Reference included in package.***  
Mandy Blake nominated Jo MacDonald as the Chair of the Accessibility Advisory Committee for the Town of Oxford and through calls for nomination three, was elected chair by acclamation.

Arnold MacDonald nominated Mandy Blake as the Vice Chair of the Accessibility Advisory Committee for the Town of Oxford and through calls for nomination three, was elected vice chair by acclamation.

5. **Approval of Previous Minutes**  
5.1 March 24, 2022  
5.2 April 21, 2022  
5.3 May 19, 2022

Moved by Jo MacDonald and seconded by Meagan Marchant to approve the March 24, 2022, April 21, 2022, and May 19, 2022, minutes as presented.  
***Motion Carried***

- 5.4 **Notes from informal meeting – no quorum - Oct 20, 2022, *included in package for information purposes.***

6. **Discussion on Survey Results and Accessibility Expo, *included in package.***

The Accessibility Survey results were presented to the committee, and it was noted that the results were summarized in the Community Consultation section #5 of the draft Oxford Accessibility Plan.

Lack of participation in the survey was noted, however, feedback of value was obtained. CAO Linda Cloney recommended to the committee to include the County of Cumberland's Community Accessibility Survey Data in our Community Consultation section of the draft Oxford Accessibility Plan.

7. **Draft Oxford Accessibility Plan progress, *included in package.***  
7.1 Accessible Cumberland, page 8 & 9, *included in package.*

**7.2 Accessibility Plan Toolkit for Municipalities, *included in package for information purposes.***

It was noted that the plan was intended to be a living document and will be revised continually, as required. The current draft of the plan will be sent via email to committee members for their input and further development of the plan.

Moved by Jo MacDonald and seconded by Mandy Blake to accept the Glossary of Terms as presented in the draft Oxford Accessibility Plan  
***Motion Carried***

Moved by Jo MacDonald and seconded by Meagan Marchant to accept the Areas of Focus as presented in the draft Oxford Accessibility Plan  
***Motion Carried***

**8. Date, time, and place of next meeting**

Next meeting is set for January 19, 2023, at 6:00 PM.

Kiersten Hiltz has accepted the volunteer position with the Accessibility Advisory Committee. It was noted to include this as an item in the next Council Agenda to welcome Kiersten into the committee.

**9. Adjournment**

At 6:28 PM, Mandy Blake moved that the meeting be adjourned.

***Motion Carried***

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Deputy Mayor MacDonald, Chair      Stan McDougall, Recording Secretary



## Minutes of the Audit Committee

Place: Council Chambers  
Date: Monday December 5, 2022  
Chairperson: CAO Linda Cloney  
Members Present: Councillor Chrystal McNutt, Councillor Paul Jones, Deputy Mayor MacDonald, Public Appointee: Jo MacDonald  
Regrets: Nil

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

Staff present: Senior Accountant – Ruthann Brookins and Office Assistant – Stan McDougall (recording secretary) and Baker Tilly Nova Scotia Inc representatives Ben Napier and Aleida Mitchell

### **1. Call to Order**

At 6:30 PM, CAO Linda Cloney called the meeting to order. A round table introduction was held to introduce everyone.

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

Moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to approve the December 5, 2022, agenda as presented.

***Motion Carried***

### **3. Nominations for Chair**

A call for nominations for chair was called three times and Councillor McNutt was nominated by Deputy Mayor MacDonald.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to accept Councillor McNutt as the chair for the Audit Committee by acclamation.

***Motion Carried***

CAO Linda Cloney removed herself as chair and Councillor McNutt resumed as chair for the December 5, 2022, meeting of the Audit Committee

#### **4. Approval of Previous Minutes**

##### **4.1 Audit Committee Meeting – January 25, 2022, and June 2, 2022**

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones to approve the January 25, 2022, and June 2, 2022, minutes of the Audit Committee as presented.

***Motion Carried***

#### **5. New Business**

##### **5.1 Draft Financial Statements - Baker Tilly Nova Scotia Inc. Auditors**

Draft statements were available to be presented. However, there were still a few items that are being worked on to finalize the statements. As a result, there would be changes that will affect the financial statements regarding the sale of the landfill and rather than present the statements now, it was suggested to wait until the items outstanding are included before presenting the financial statements.

Senior Accountant Ruthann Brookins discussed that the information regarding the sale of the landfill has been outstanding for months now, and Baker Tilly had our financial statements ready essentially in June. CJSMA (Cumberland Joint Services Management Authority) completed their financials in October 2022. The CAO's are to meet to agree on the amounts for the sale of the landfill. Town of Amherst has completed their financial statements and subsequently may have to do an adjustment to reflect the sale percentage amount.

The goal was to have this number available in January 2023.

Baker Tilly clarified that they were not able to issue drafts of the financial statements until two weeks prior to the meeting given the initial percentages from the landfill. However, because they will change once the percentages are clarified, Baker Tilly would need to come back again to re-present the statements, which, would not look favourable for the town. Further, it was discussed that there were some outstanding items yet to discuss that just came

up in the past week which makes presenting the financial statements difficult if not impossible.

Baker Tilly recommended to wait until January 2023 to see what information can be obtained and then plan at that point on how to proceed with the financial statements.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to give recommendation to Council to direct Baker Tilly Nova Scotia to proceed with the draft financial statements by January 13, 2023, if confirmation from outstanding items is not available before then.

***Motion Carried***

## **6. Adjournment**

At 7:00 PM it was moved by Deputy Mayor MacDonald to adjourn the meeting.

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Chair, Councillor Chrystal McNutt

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Recorder, Stan McDougall