



TOWN OF OXFORD

Committee of the Whole Meeting

Council Chambers, Zoom and streamed live to Facebook

Monday, March 6, 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 – February 6, 2023

4. Reports of Town Departments

Pg 5-6 4.1 Public Works Report – *Nick Purdy presenting - report included in package.*

Pg 7 4.2 Fire Department Report – *Bruce Rushton presenting – report included in package.*

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

Pg 9-11 4.4 Administration Department Report – *Linda Cloney presenting – report included in package.*

5. Reports of Committees and Boards

5.1 Intermunicipal Poverty Reduction Update – *verbal report from Councillor Black*

Pg 12-16 5.2 Accessibility Committee – *January minutes in package – verbal update from Deputy Mayor MacDonald*

Pg 17 5.3 Library Report – *report included in package.*

5.4 Public Works Committee – *verbal update – Councillor Jones*

Pg 18 – 19 5.5 All Saints Community Health Care Foundation – *report included in package – Linda Cloney presenting.*

Pg 20 – 21 5.6 Solid Waste Management Report – *included in package – Linda Cloney presenting.*

6. Adjournment



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Monday, February 6, 2023
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Chrystal McNutt, Brenton Colborne, and Deputy Mayor Arnold MacDonald.
Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), Bruce Rushton (Fire Chief), Kyle Purdy (Deputy Fire Chief)

Cumberland Public Libraries Representative – Denise Corey (Library Director)

Announcements Prior to Call to Order

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

February 2023 is African Heritage Month. The 2023 African Heritage Month theme, Seas of Struggle – African Peoples from Shore to Shore, recognizes the resiliency, strength, and determination of people of African descent from the shores of Africa to the shores of Nova Scotia -- with the Atlantic Ocean being the everlasting connection. For more information, Mayor Henley directed Council and the public viewing via Zoom to the Town of Oxford Website.

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 that the agenda of the Committee of the Whole Meeting for February 6, 2023, be approved, as presented.

Motion Carried

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

4.1 Committee of the Whole Minutes – January 9, 2023

Approved by _____
Mayor Greg Henley, Chair, on February 6, 2023

5. Reports of Town Departments

5.1 Public Works Report – *CAO Linda Cloney presented - report in package.*

5.2 Fire Department Report – *Bruce Rushton presented – report in package.*

5.3 Municipal Physical Activity Leader (MPAL) Report – *CAO Linda Cloney presented – report in package.*

5.4 Administration Department Report – *CAO Linda Cloney presented – report in package.*

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

Motion Carried

6. Reports of Committees and Boards

- 6.1 Intermunicipal Poverty Reduction Report – *December minutes in package.*
- 6.2 Solid Waste Management Report – *report in package*
- 6.3 All Saints Community Health Care Foundation – *October minutes in package*
- 6.4 Policing Services Review – *September minutes in package*
- 6.5 Police Advisory Board – *October minutes in package*
- 6.6 RCMP Report – *October – December report in package*
- 6.7 Accessibility Committee – *December minutes in package*
- 6.8 Audit Committee – *December minutes in package*

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

Motion Carried

7. Adjournment

The meeting adjourned at 7:02 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

Public Works Report February 2023

Salted and plowed street and sidewalks as needed

Greased all machines

Safety meeting

Topped up salt bins

Installed larger stop signs

Weekly water samples

Bi-weekly lagoon samples

Special water/lagoon samples

Water break on Waverly Street (Called in McCormack's)

Installed new alternator on 544

New Tires installed on salt truck

JCB sent to ALPA for repairs

Filled plow edge on salt truck plow

Installed new wiper motor on 624

Installed 360 flashing light on 544

Repaired salt spreader on salt truck

Fixed water valve on Pugwash Road

Dropped van/ truck off to buck multiple times

Added cold patch/ reclaim to potholes through out town

Washed and cleaned equipment

Repaired door latch on 544

Cleaned up large amount of furniture at transfer site

Repaired stop sign by save easy

Fort equipment in to repair Kubota tractor

Installed new stop sign to Handel Street

Water break Crescent Ave

Installed new flashing light on van

Repaired water meters

Installed LED lights on 544 loader

Installed LED on plow truck

Checked Wells

Cleaned lift station floats

Cleaned shop and organized

Cold patch on Water Street, River Avenue and Ellis Street

Respectfully submitted,

Nick Purdy

Public Works Supervisor

publicworks@oxfordns.ca

902-397-3002

2023 Monthly fire report

March 6, 2023

Thank you for the opportunity to present our monthly fire report.

The fire department responded to five emergency calls...none within town limits and one mutual aid.

- 1 Mutual Aid Structure Fire
- 3 Motor Vehicle Accidents
- 1 Electrical Appliance incident

We recently met with Emergency Health Services to discuss the option of responding to “time critical” emergency calls and the training that may be required. That said, we have decided to move forward with registering with EHS as MFR’s...Medical First Responders. This is a big commitment and ten of our members recently spent their Saturday upgrading their training in order to respond to Medical Time Critical emergency calls.

Mutual Aid...working with our neighboring fire departments is very important. With that, in the coming weeks we will be working with our neighboring fire departments on a “live fire” training exercise where we will be training with a structure fire scenario.

Respectfully submitted,

Chief Bruce Rushton and Deputy Chief Kyle Purdy

Jimmy Ward

Municipal Physical Activity Leader

February Board Report

- **Valentine's Day**
 - Kids met upstairs in the Arena to make Valentine's Day cards. We then walked over to 4 Seasons and Shady Rest to deliver cards to the residents.
 - 12 Kids in attendance
- **Family Day / Heritage Day**
 - Active games, music, board games and facepainting upstairs in the Arena from 2-4pm.
 - Free Skate and games on the ice from 4-5:45pm.
 - 100 + people in attendance.
- **Basketball and Pickleball**
 - Starts at the school every Tuesday from 8 – 9:30pm. Cost is \$2 per person each night which will go toward covering the school's rental fee.
- **March Into Spring**
 - During March Break (Which we are calling March into Spring Week) there will be offerings every day from March 11th to the 18th. Throughout the week there will be something for everyone of all ages.
 - For the full list of what's happening, please visit the Town of Oxford or the Recreation Commission Facebook pages.
 - There are also posters up around town and on the poster board outside the theatre.
- If you require any information, please contact myself at 902-694-5928 or email mpal@oxfordns.ca

Respectfully Submitted,

Jimmy Ward
mpal@oxfordns.ca
902-694-5928

Administration Report for February

Highlights

CAO

- Organized various meetings throughout the month.
- Attended County of Cumberland Tax Sale with Administration staff, for research. It was great for our networking and note taking in organizing Oxford's upcoming tax sale, scheduled for May 4.
- Organized second reading and notice of passing for two bylaws (Municipal Elections Deposit Bylaw and the Winter Parking and Winter Snow Removal Bylaw) they are both officially passed. More work had to be done regarding the Canine Bylaw and plan to be ready with first reading at the next Council meeting scheduled for March 20, 2023.
- Organized Staff promoting Pink Shirt Day – awareness for bullying, ties in nicely with our workplace violence policy.
- Switched service providers for internet at Fire Hall, internet was spotty in areas. This will enable the Town Council to host a COW meeting at the Fire Hall to change it up some. Also gives the Fire Department better internet to keep up with the demands on the technology that is used there for training and communications.
- Overseeing Election Officer with the managing of the Special Election. Currently the Election Office is accepting nominations and it will close on Tuesday, March 7 at 5 pm. Still time to get nominations in.
- COOP student working at the Oxford Town Hall, that is interested in getting into law. Involving this person in Tax Sale, Tax Certificates, Bylaws, Policies, and various administration tasks, especially those involving the Municipal Act and law.
- Friday was Employee Appreciation Day and celebrated with a light lunch.
- Posted Tax Sale Notice of Intents on properties up for tax sale. In a couple of weeks, a public ad will be posted identifying the properties for any public that may be interested in the tax sale.

Office Assistant

- Special Election 2023 – Posting of Ads in paper, on Facebook and around town – met with potential candidate to supply papers and go over application on Feb 24, 2023. Update to Candidates Package, update to Special Elections 2023 Tab on website.
- Pink Shirt Day – Picture with staff to support Pink Shirt Day and worked with Jimmy to create an informational post to put on our website and FB pages for support of Pink Shirt Day.
- Accessibility Plan/Accessibility Committee – Updated the draft Town of Oxford Accessibility plan as per this month's committee meeting and distributed to the committee members.

- Policies & By-Laws – worked with Linda to research information for employee policies and information for and review of By-Laws (Winter Snow and Ice Removal and Winter Parking, Election and Canine).
- Application for Community Access-Ability Program – Assisted Linda with answering some of the questions for the Application for Community Access-Ability Program for the Province of Nova Scotia Grant.
- Town of Oxford Website – Collaborate with Linda and Les Coleman regarding go live of the development / new Town of Oxford Website for February 14, 2023.
- Vendor List in Simply Accounting – Reviewed Vendor List in Simply Accounting setting vendors to inactive status that have been inactive longer than 10 years.
- Town of Oxford LTD, AD&D and Health Plan – Worked with Linda to get forms distributed with payroll to qualified employees to fill out and return and sat in with Ruthann and Linda regarding the NSFM (Nova Scotia Municipal Health Plan) and discussion.
- Tax Sale – attended a tax sale in SpringHill with Linda and Ruthann to gather information on what happens during a tax sale and to identify requirements for our own upcoming tax sale.
- Cheat Sheets – continued to work on processes and steps to create the processes for things that I have been doing add to a Cheat Sheet directory on the server.
- Oxford Community Centre – worked with Mayor and Linda to produce a second draft of the proposed office layout for the Community Centre location.
- Justin Bryan – processed new employee paperwork – started for Public Works Department on January 30, 2023.
- Postings to FB and our website - for various Town of Oxford related items (Community Centre, Home Heating Assistance Program, Fiona disaster relief funding, office closings, etc.
- Health & Safety – edited and developed agenda for February meeting for Linda.
- Irving Oil – investigated past bills and statements against a bunch of invoices found and submitted by Kyle Purdy - Oxford Fire Department.
- 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.
- Deposits entered in Simply Accounting/Sage and learned process on how to do a deposit (Revenue Clerk's portion).
- Other administrative assistant/office assistant items as required and on-going.
- Basic IT troubleshooting and forwarding of issues and/or request for products/info with Amherst IT.

Senior Accountant

- Tax Sale Process – a lot of work has been committed to this for the month of February.
- Audit Process – replied to auditors requests, received final copies and now working on the FIR.

Respectfully submitted by,

Linda Cloney, CAO – lcloney@oxfordns.ca

Stan McDougall, Office Assistant – admin@oxfordns.ca

Ruthann Brookins, Senior Accountant – ruthann.brookins@oxfordns.ca



Minutes of the Accessibility Advisory Committee

Place: Council Chambers
Date: Thursday, January 19, 2023
Presiding Officer: Josephine MacDonald
Members present: Tracy Briggs, Meagan Marchant, Danielle Laurie, and Kiersten Hiltz
Regrets: Mandy Blake and Deputy Mayor MacDonald

A quorum was present throughout the meeting.

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

1. Call to Order

Welcome Everyone – Introductions

Chair Josephine MacDonald called the meeting to order at 6:02PM. Welcomes were extended to everyone and to our new member Kiersten Hiltz.

2. Approval of the Agenda

Moved by Tracy Briggs and seconded by Danielle Laurie that the agenda of the Accessibility Advisory Committee for January 19, 2023, be approved, as presented.

Motion Carried

3. Approval of Minutes – October 20, 2022 (informal meeting) and December 8, 2022.

Approved by _____
Josephine MacDonald, Chair, on January 19, 2023

4. Review Welcome Message – Draft attached, organized by Meagan and Danielle (pg 8-9)

The committee reviewed the section, and it was moved by Danielle Laurie and seconded by Megan Marchant to approve the section as revised and presented.

Motion Carried

5. Review What We Believe section – Draft attached

The committee reviewed the section, and it was moved by Danielle Laurie and seconded by Megan Marchant to approve the section as revised and presented.

Motion Carried

6. Review Built Environment – Draft attached, organized by Jo (pg. 10-13)

The committee reviewed the section and decided there is more work to be done on the section and deferred until next meeting.

7. Review Goods and Services – Draft attached, organized by Jo (pg 14-17)

The committee reviewed the section and decided there is more work to be done on the section and deferred until next meeting.

8. Compare and review Community Engagement with Community Consultation – Draft attached, organized by Jo (pg. 18 – 20)

The committee reviewed the sections, and it was moved by Megan Marchant and seconded by Danielle Laurie to approve and accept the Community Consultation section as revised and presented and omit the Community Engagement section.

Motion Carried

8.1 Review survey data on Municipal Buildings - attached. (pg. 21-22) – included in package

The committee briefly reviewed the survey data and was noted that it had been incorporated into the Accessibility Plan's Community Consultation section.

9. Photography – discussion

The committee discussed options for getting photography done for the Town of Oxford Accessibility Plan. Linda will reach out to Diana McKay to see if she is interested.

10. Correspondence

10.1 Rick Hanson Foundation Newsletter - included in agenda package (pg. 23 – 27)

10.2 Nova Scotia Accessibility Directorate Email – *new contact* - included in agenda package (pg 28)

10.3 Casey Perrin – included in package – *informational purposes.*

11. Resources included in agenda package:

11.1 Draft Oxford Accessibility Plan progress, included in package. (*Note from the previous meeting the Glossary of Terms and the Areas of Focus has been approved by the committee as*

presented in the DRAFT Oxford Accessibility Plan) - included in agenda package (pg. 29-39)

11.2 Accessibility Plan Toolkit for Municipalities, included in agenda package. (pg. 40 – 80)

12. Date, time, and place of next meeting

13. Adjournment

The next meeting is set for February 16, 2023

The meeting adjourned at 7:30 PM

Josephine MacDonald, Vice Chair

Stan McDougall, Admin Assistant

Date Approved

**Cumberland Public Libraries
Brief Report- Oxford
February, 2023**

Internet Hot Spots

We have recently partnered with @NS Community Technology to offer four-week loans of five mobile hotspots with unlimited data. This is a one-year pilot project, with hotspots being available in all Same Page library regions.

Internet hotspots are available to patrons 18+, and require cellular coverage within your area to operate. Reliable internet can be difficult to acquire in our region's more rural areas, and we hope that patrons can take advantage of these hotspots to improve their access.

March Break 2023

March Break 2023 is fast approaching and planning well under way. This is our first March Break of in person programs since March 2019! Programs include: Squeegee Painted Canvas, Donut coasters and Rainbow sun catchers. March Break is March 13-18 and all libraries in the Cumberland Public Library system will have programs for kids in grades Primary to six. Call your local library or check our website for more information.

Statistics

In the month of January, Cumberland Public Libraries signed out over 8,826 items, 918 items in Oxford alone. This includes books, movies, TV shows, magazines and more.

Also, in January Oxford Library offered 1 in-person program with 10 people in attendance. The Oxford library had 235 in person visits.

Next Board meeting April 18, 2023.

ALL SAINTS COMMUNITY HEALTH CARE FOUNDATION

Regular Meeting

December 13th, 2022

9:30am

Multipurpose Room ASCHC

Present: Doug Marshall, Bob Spence, Mary-Lou Bourgeois, Jim Kurchak, Carol Brown, Ken Brownell, Linda Cloney

Regrets: Archie St. Peter, Dr. Colette Sauveru, Rev'd Dr. Brian Spence, Maryanne Jackson

1) Call to order: Chairman Doug Marshall called the meeting to order at 9:35am and welcomed our new member representing the town of Oxford Linda Cloney.

2) Approval of Agenda

MOTION

Ken Brownell/Bob Spence

To approve Agenda as presented

CARRIED

3) Approval of Minutes:

MOTION

Bob Spence/Jim Kurchak

To accept the minutes of October 25th, 2022 as presented

CARRIED

4) Business arising from the minutes

a) Budget – Attached

MOTION

Bob Spence/Jim Kurchak

To approve the presented 2022 budget

CARRIED

- b) **Town of Oxford Member** – Linda Cloney is going to fill the position for the time being. Linda had expressed some concerns about the blood clinic in Oxford is only open one day a week and are looking to get this back to twice a week. A lot of people are frustrated having to travel to other towns for blood collection.
- c) **Equipment Purchase Update** – moved until next meeting.

5) Reports:

- 1) **Dr. Sauveur** – No Report
- 2) **Maryanne Jackson** – Attached
- 3) **Coordinator** – Melissa is starting the year end prep. The brochures have been completed and sent to the mail and we have received \$1325.00 in donations so far. Melissa's email has been added this year for transfers as a payment option and people are starting to use it.
- 4) **Treasurer** - Mary-Lou reported on the Foundations finances.

MOTION

Bob Spence/Jim Kurchak

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

CARRIED

- 5) **Correspondence:** Joint Stock papers have been filled out and we will now receive the information via email so Melissa gets the information.

7) **New Business:** I care awards – moved to next meeting

8) **Other:** February 15th, 2023 @ 9:30am.

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

Solid Waste Management Report

February 2023

Provincial Updates

Extended Producer Responsibility (EPR)

No update.

C&D Regulation Changes

No update.

300kg Goal

No update.

Northern Region

The next meeting is scheduled for March 31, 2023.

Education & Enforcement

Solid Waste Hotline

The Solid Waste Hotline continues to be busy.

Newspaper Stewardship Advertising

As part of the stewardship agreement, Cumberland County Solid Waste can place up to 4-1/2 ads per year in the Cumberland Wire, free of charge. The focus for the most recent ad is *Back to the Basics with Dual Stream Recycling*. This ad was in the paper the week of February 13, 2023.

Business Visits

Staff have been visiting various establishments to ensure compliance with the solid waste management programs in Cumberland County. Staff have found that some businesses/food service are not sorting properly and staff are following up with education.

Solid Waste Hotline

The hotline continues to be busy.

Collection Schedules

The Town of Amherst and Mun. of Cumberland collection schedules for the upcoming 2023-2024 collection year are currently being worked on and the hope is to have them mailed out to residents the week of March 20th.

Website

The gentleman that looked after the CJSMA website is no longer providing this service. The link to the Recollect app, which was previously only on the CJSMA website, has now been put up on the municipal

websites. Since we will no longer have the CJSMA website, work will continue on updating the municipal solid waste management pages.

Litter project

The launch of the education campaign and new sorting stations at the Amherst Stadium took place during Winter Carnival in February. Various videos and educational messaging around the theme “Put Waste In Its Place” have been shared on the different social media channels. During the Rambler game on February 20th, members of the AYTC gave away Amherst Swag to fans who were “caught” using the new bins. Below are a few pictures of the new containers & signage.



Social Media

We continue to have an active presence on the Cumberland County Solid Waste Facebook Page. Below are some of the topics that were touched on over the last month.

WHAT GOES WHERE?

Milk Cartons

All milk cartons should be placed in the **container** recycling bag.

Please rinse all containers before recycling.

Wondering "What Goes Where?" Download our free mobile app *Cumberland County Solid Waste*

WHAT GOES WHERE?

Paper Towel & Napkins

Paper towel, napkins, and tissues can all be placed in the green cart for composting!

Wondering "What Goes Where?" Download our free mobile app *Cumberland County Solid Waste*

Dual Stream Recycling

In effect for over 4 years!!

Winter Collection Reminders

- Collection times may vary for a number of reasons. In order to ensure collection, follow set out times below.
 - Town of Amherst - 7:00 a.m.
 - Mun. of Cumberland - 6:30 a.m.
- Ensure your bin is easily accessible. Collectors will not collect from bins that are not shoveled out.
- Ball up newspaper or place a piece of cardboard on the bottom of the cart to prevent materials from freezing to the cart.
- Place cart curbside even if it is not full.

Wondering "What Goes Where?" Download our free mobile app *Cumberland County Solid Waste*