



TOWN OF OXFORD

Committee of the Whole Meeting

Town Hall, 105 Lower Main Street, Oxford

Wednesday, October 11, 2023

6:00 pm

AGENDA

1. Call to Order

2. Approval of Agenda (pages 1-2)

3. Presentation

**3.1 Foodcycler Municipal Solutions – The Future of Food Waste – Christina Zardo –
Director of Municipal Solutions (Food Cycle Science Corporation)
(Presentation submitted separately)**

4. Approval of minutes from the previous meeting

4.1 Committee of the Whole Minutes – September 11, 2023
(pages 3-7)

5. Reports of Town Departments – presented by respective Department Heads

5.1 Public Works Report – Nick Purdy presenting
(pages 8-9)

5.2 Fire Department Report and Monthly Call Report – Fire Chief Bruce
Rushton and Deputy Fire Chief Kyle Purdy presenting
(page 10)

5.3 Municipal Physical Activity Leader (MPAL) Reports – Councillor
McNutt presenting.
(pages 11-22)

5.4 Administration Department Reports – Linda Cloney presenting
(pages 23-27)

5.5 Solid Waste Education and Contract Coordinator Report –
Linda Cloney presenting
(pages 28-29)

**6. Reports of Committees and Boards – Linda Cloney presenting all reports, reports
available for review in package.**

6.1 Cumberland Public Libraries Report
(page 30)

7. Items of Discussion and Correspondence

- 7.1 News Release – Municipal Affairs/Housing – Funding to Support Municipal Infrastructure, Innovation
(pages 31 - 32)
- 7.2 Volunteer of the Year – Heather MacDonald
(pages 33 - 34)
- 7.3 2023 OREC Career Fair – October 25
(page 35)
- 7.4 Made to Be On campaign – Trans Canada Trail
(page 36)
- 7.5 Pop-Up Constituency Offices and/or Town Hall Meetings
(page 37)
- 7.6 Boards & Committees and Election of Deputy Mayor – to be discussed at the next Regular Council Meeting on October 23.
(page 38)
- 7.7 Tax Sale Policy – notification of recommended changes
(pages 39 - 46)

8. Adjournment – note November’s COW meeting will be scheduled for Tuesday, November 14 – due to Remembrance Day.



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Monday, September 11, 2023
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Brenton Colborne, Chrystal McNutt, Olivia Canning, and Deputy Mayor Arnold MacDonald
Councillors 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, Nick Purdy - Public Works Supervisor, and Ruthann Brookins (Senior Accountant)

Public in attendance: Mark Rushton (Six Rivers News, Radio, and TV)

Fire Chief Bruce Rushton and Deputy Fire Chief Kyle Purdy left the meeting at 6:37 PM.

Announcements Prior to Call to Order

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

The Oxford Transfer Station is open Thursdays from 11:00 AM to 7:00 PM. Those hours will remain until the end of September. Mayor Henley suggested that residents may want to go early due to potential impact by Hurricane Lee.

1. Call to Order

At 6:00 PM, Mayor Henley called the meeting to order. Mayor Henley made note of a correction to the start time of the Committee of the Whole Meeting that appeared on the agenda which read 6:20 PM and should have read 6:00 PM.

2. Approval of Agenda (pages 1-2)

Moved by Councillor Jones and seconded by Councillor Black that the agenda of the Committee of the Whole Meeting for September 11, 2023, be approved, as presented.
Motion Carried

3. Approval of minutes from the previous meeting – (pages 3-6)
3.1 Committee of the Whole Minutes – June 12, 2023

Approved by _____
Mayor Greg Henley, Chair, on September 11, 2023

4. Reports of Town Departments

4.1 Public Works Report – Nick Purdy presenting - report included in package (pages 7-11)

4.2 Fire Department Report and Monthly Call Report – Fire Chief Bruce Rushton and Deputy Fire Chief Kyle Purdy presented. (report submitted separately)

4.3 Municipal Physical Activity Leader (MPAL) Reports – Jimmy Ward sent his regrets and Councillor McNutt presented the MPAL report – report included in package includes Anti-Racism Charter and Walkability Plan (Walkability will be submitted separately 82 pages). (Pages 12-16) Note the Walkability and Anti-Racism Charter was deferred to the next Council Meeting.

Councillor McNutt added that the initial planning had begun for the Christmas 2023 parade which was scheduled for November 24, 2023.

4.4 Administration Department Reports – Linda Cloney presented – reports included in package, (pages 17-22)

4.5 Financial Reporting – General Operating, Water Operating, and Capital Budgets – Ruthann Brookins presented, (pages 23 – 32)

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to accept the reports of town departments, as presented.

Motion Carried

5. Reports of Committees and Boards – Linda Cloney presented all reports, reports available for review in package.

5.1 Cumberland Public Libraries Report, (page 33-34)

5.2 Cumberland Public Libraries Annual Report and Audited Financial Statement. (submitted separately – 29 pages)

5.3 Financial Update Regional Chairs – Divert NS, (pages 35 – 39)

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones to accept the reports of Committees and Boards as presented.

Motion Carried

6. Items of Discussion and Correspondence

6.1 Customer Service Requests – 2 residents

CAO Cloney discussed with the Council that customer service requests have come in from two residents of the Town of Oxford concerning the same issue in the same areas of town in the month of June involving roaming individuals, presumably youths between the hours of 10:00 PM and 1:00 AM in the Henderson, Fulton, and Jackson Street areas. The incidents further involved knocking on doors, pounding on windows, and throwing rocks. Descriptions suggest the individuals were between 12 and 15 years of age, dressed in black. The requests both indicated the desire for them to be brought up at Council, for the discussion of enacting curfews. Both reports were forwarded to the RCMP for further investigation. The Town of Oxford Noise Bylaw does indicate noise restrictions; however, a curfew does not currently exist.

Councillor Colborne indicated that this is still an ongoing issue.

6.2 Technology Devices Policy, (page 40-43)

A Technology Devices Policy was developed at the request of the Town of Oxford's auditors and guides staff in the proper care and acceptable use of supplied technology devices in their employment at the Town of Oxford.

6.3 Email from Mayor Kogon, Town of Amherst Re: Inter-municipal collaboration and cooperation, (pages 44-45)

Mayor Henley discussed a meeting that was held with Mayor Kogon from the Town of Amherst and Mayor Scott from the County of Cumberland where Inter-municipal collaboration and cooperation would continue with a joint council meeting to occur once a year in a different location in each district on a rotating basis. The meeting would be social and involve any business pertinent to each district. It would be a good way to see what other Councils are discussing. A date and time and location would be announced for the joint council meeting between Amherst, Oxford, and the County of Cumberland.

6.4 Correspondence from Lucas Tree Re: Arbor Day, (page 46)

CAO Cloney discussed that Lucas Tree approached Council to investigate if the Town of Oxford would like to plant a tree for Arbor Day on September 21,

2023, and further take part in Arbor Day. Councillor McNutt responded that the type of tree, location for planting had been determined yet and further discussion would be had.

6.5 13 Ways Inc., (pages 47 – 56)

CAO Cloney discussed that a citizen of the Town of Oxford brought forward for Council to consider 13 Ways Inc. 13 Ways Inc. is a community development organization. Services offered include community assessments, community engagement, strategic direction, budget support, marketing, and communication plans, etc. Council gave direction to have 13-Ways present at a future COW meeting.

6.6 Email from Catherine Mundle – Human Resource Coordinator for Oxford Frozen Foods – RE: Sidewalks and Reflective Signage, (page 57)

CAO Cloney received an email from Catherine Mundle requesting crosswalk reflective signage to be installed near Oxford Frozen Foods at the crosswalks to aid in visibility. Reflective signage has been ordered. Oxford Frozen Foods currently supplies their employees with high visibility reflective vests. The council discussed the speed limit changes at Oxford Town Limits and where they are located and the possibility of getting the speed limit reduced where it was currently reduced to 70 kmph. Council gave direction to discuss this at the next Police Advisory Board meeting.

6.7 Email from Juanita Spencer – CEO for Nova Scotia Federation of Municipalities – RE: EPR for printed paper and packaging, (page 58)

CAO Cloney discussed an update from NSFM regarding new regulations for Extended Producer Responsibility that are now in place. EPR makes producers responsible for end-of-life management of their goods which improves recycling efforts and supports waste reduction goals. This aids in reduction, reuse, repair, refurbishment and recycling of products and materials. An example of the paint recycling program was brought forward.

6.8 Accessibility Plan – Town of Oxford – 2023-2026 – submitted separately, (36 pages)

CAO Cloney discussed with Council that the Accessibility Committee has done a lot of work on the Accessibility Plan for the Town of Oxford which is currently in draft form for Council to review and approve at the next Council meeting. The plan is a 5-year plan for accessibility and was a requirement from the province of Nova Scotia that all municipalities have a plan in place. The draft plan was

sent out to the province for their review of the basic requirements that the plan should have according to the Accessibility Act. The Town of Oxford Accessibility Plan has met the Accessibility Act's basic requirements. Therefore, it is presented to Council for review and consideration to adopt the plan at the next Council meeting.

7. Adjournment

Mayor Henley made note that October's COW meeting was scheduled for Tuesday, October 10, 2023 – due to the Thanksgiving Holiday.

The meeting adjourned at 6:52 PM.

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

Public Works Report September 2023

House closing water meter reads.

Installed sign at food pantry.

Weekly Garbage pickup.

Unhooked water meter at cattle barn wash bay.

Weekly water samples.

Monthly lagoon samples.

Truck/Van undercoated.

Cleaned UV lights at lagoons.

Greased blower motors at lagoons.

Cleaned out the gutter at the town hall.

Organizing council room at town hall.

Mowing.

Installed new water meters.

Repaired valve at ball field.

Removed grass along sidewalks.

Cleaned sewer floats.

Installed new gate at town shed.

Installed no exit sign on Sandys Lane.

Replaced 4 floats at water street lift station.

Cleaned out ditch on little river road.

Communication issues at chlorine building, had to replace radio.

Cut down tree on Handel Street.

Cleaned out valve boxes around town.

Gravel potholes on Station Street, Sunset Ave. and Seven Lee Way.

Generator run and check at wells.

Cut Asphalt on Horton Street.

Pothole prep around town.

Repaired some broken sidewalks.

Paving prep.

Paving on Waverly Street and Crescent Ave.

Repaired sewer line on Jackson Street.

Removed blue chair and sign from corner park.

Installed new sewer pump on meadow lane.

Turned water on to new houses.

Covered cross walk duties.

Any questions feel free to reach out, Thanks.

Nick Purdy

Public Works Supervisor

902-397-3002

Members responded to 19 emergency calls in September.

9 medical related calls

1 Structure Fire

4 Motor Vehicle Collisions

1 Commercial Fire Alarm

1 smoke sighting/investigation

1 Vehicle Fire

2 Mutual Aid Calls assisting our neighbouring departments

There were 5 members attend a full weekend of vehicle extrication training at the Pugwash Fire Department. These members got some great hands on training on various tools for extricating patients from simulated motor vehicle collisions.

Three members are continuing with the Level I training over the next several months.

Truck 5 has been repaired and is back in service!

We had members help out with the open house at the school this year by cooking up the burgers. We always enjoy helping out and supporting the children in our community.

Respectfully submitted,

Bruce & Kyle

Jimmy Ward

Municipal Physical Activity Leader

Board Report

Truth and Reconciliation Day Walk

- September 30th - 9 People in attendance.
- Walked from the school to Town Hall where Mayor Henley delivered the proclamation, and the flag was raised.
- Light refreshments were available at the Fire Hall after.

Walkability Plan

- Next meeting is October 16th.
- Working with Cassie Manuel (Regional Physical Activities Consultant) (Community, Culture, Tourism and Heritage) and PEACH (Planning for Equality, Accessibility and Community Health)
- PEACH will be coming to Oxford to perform a series of community assessments.
- A final report and video summary will be available when completed.

Anti Racism Charter

- See Attachment (Signed Charter)
- Signed by Mayor Henley on September 27th
- RNS to allocate funding for a start-up program.
- Meeting next week to discuss this further.

Scarecrow Contest

- See Attached Poster

Halloween Costume Swap

- See Attached Poster

Ball Hockey Tournament

- See Attached Poster

Basketball and Pickleball

- See Attached Poster

Community Game Night

- See Attached Poster

Oxford Walking Group

- Meet at Gazebo on Wednesday October 11th and 18th.
- Typically, a 30-minute gentle walk suitable for anyone.
- The group stays together and walks at a pace that works for everyone.

Recreation, Culture and Leisure Survey

- See Attached Survey
- Survey can be found online and picked up at Town Hall (Deadline Oct 18th)

Volunteer Recruitment

- See Attached Poster

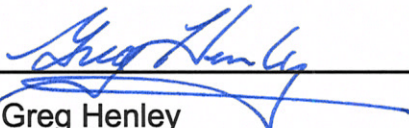


Recreation Nova Scotia Anti-Racism Charter Signatory Commitment Form

By completing the form below and submitting it to Recreation Nova Scotia, our organization commits to upholding the values and principles outlined in the Recreation Nova Scotia Anti-Racism Charter.

As a signatory, we commit to the implementation of actions necessary to address and acknowledge the impact of racism in recreation.

We understand that by submitting the form, our organization name will be added to a public registry of Anti-Racism Charter signatories.

ORGANIZATION INFORMATION
Organization Name: Town of Oxford
Organization Contact Name: Jimmy Ward
Email: mpal@oxfordns.ca
Mailing Address: PO Box 338, Oxford NS B0M1P0
Any additional contact information (e.g. the organization operates seasonally, organization email checked infrequently, phone is the best way to communicate with the organization):
COMMITMENT ADOPTION
How did your organization agree to adopt the Charter? <input type="checkbox"/> Board Resolution <input type="checkbox"/> Leadership Commitment <input type="checkbox"/> Annual General Meeting <input type="checkbox"/> Membership Vote <input type="checkbox"/> Other: Council motion
Commitment to create an Action Plan: <input checked="" type="checkbox"/> Within 6 months of adopting the Charter <input type="checkbox"/> Within 1 year of adopting the Charter <input type="checkbox"/> Other:
SIGNATORY INFORMATION
Signature of Signing Authority: 
Name of Signing Authority (please print): Greg Henley
Title of Signing Authority: Mayor Town Of Oxford
Date (dd/mm/yy): 27/09/23



Let's get our Scare on

To celebrate the Fall Season the Oxford Recreation Commission is inviting the local businesses and community members to participate in a Scarecrow Display contest. We would love to see your scarecrows outside or inside your business. The best scarecrow will be recognized.

If you would like to participate or have a question please message Elaine Mazur or Millisa Ellis or email Lainybug@hotmail.com

Be sure to share pictures of your scarecrow using [#OxfordNSscarecrows](https://twitter.com/OxfordNSscarecrows)



**Displays should be up from
Oct 16-27th**



HALLOWEEN COSTUME SWAP

DROP OFF GENTLY USED COSTUMES TO
JIMMY @ TOWN HALL STARTING OCT. 2ND
WE NEED LOTS OF COSTUMES TO
MAKE THIS EVENT A SUCCESS!



COME TO THE FIREHALL ON
WEDNESDAY, OCTOBER 18TH
FROM 6:00 - 7:00
PICK OUT YOUR FREE HALLOWEEN COSTUME

3 ON 3 BALL HOCKEY TOURNAMENT



**V
S**



OXFORD'S TENNIS COURTS

SATURDAY - OCTOBER 14, 2023

START TIME - 11:00 AM

AGE - 18+

TEAM FEES - \$120

MAXIMUM 6 PLAYERS PER TEAM

PRIZES - BASED ON NUMBER OF TEAMS

For more information and to register a team

contact Jimmy at mpal@oxfordns.ca



PICKLEBALL & BASKETBALL

OREC GYM

**EVERY MONDAY 8:00PM - 9:00PM
STARTING OCTOBER 16TH, 2023
\$2.00 PER PERSON**



COMMUNITY



GAME NIGHT



BRING YOUR
FAVORITE GAME



BRING A SNACK
TO SHARE

ALL COMMUNITY MEMBERS WELCOME

LAST FRIDAY OF EVERY MONTH, 6:30 PM

207 LOWER MAIN ST. OXFORD CHURCH OF THE NAZARENE

- | | | |
|--|-----|----|
| 4- Water Activities – e.g. swimming, snorkeling, canoeing, kayaking, ice fishing...etc | Yes | No |
| 5- Cultural Activities – e.g. music, creative arts/crafts, painting, drawing (sketching)...etc | Yes | No |
| 6- Other Hobbies – e.g. wood working, board games, cards, cooking, reading ...etc | Yes | No |
| 7- Sports – e.g. basketball, hockey, tennis, soccer...etc | Yes | No |
| 8- Fitness – e.g. Aerobics classes, weight room, gym membership, weight training...etc. | Yes | No |
| 9- Other – please specify. | | |
| 1- _____ | | |
| 2- _____ | | |
| 3- _____ | | |

From the above list, are there any activities that you are not participating in but would like to?

- 4- _____
- 5- _____
- 6- _____

From the activities listed in the question above, what are the barriers that are stopping you from doing the activity? (I.e. Finances, Time, Transportation, don't know how, etc.)

- 7- _____
- 8- _____

Section C

Awareness of Programs & Opportunities

Are you aware of the recreation opportunities that exist in Oxford?

___ Not aware; ___ Somewhat aware; ___ Very aware

From the following list, pick the three best ways for you to get information about recreation and cultural activities:

- Website _____
- Newspaper _____
- Newsletters _____
- Bulletin Boards _____
- Radio _____
- Posters _____
- E-mail _____
- Facebook group _____
- Monthly Calendar _____
- Others – please specify _____

Section D

Volunteering

Volunteers are very important to our community. Many activities offered are run by volunteers.

Do you volunteer, if so, please specify?

What would encourage you to volunteer more; are there some things that are preventing you from volunteering now?

Last Word

The last word is yours. Are there any comments or suggestions about Recreation, Culture and Leisure in the Town of Oxford that you'd like to make, which have not been covered?

Thank you for taking the time to fill out this survey and helping continue the growth of recreation opportunities in our community.

**** Please drop off surveys to Town Hall by Wednesday October 18th, 2023. ****
(Town Hall hours are 9am – 4pm)

Volunteers Needed!

Are you a senior who would like to help organize activities for other seniors?

Do you have toddlers and are looking to plan events for your littles?

Maybe a parent of teens who wants to help keep them busy.

Do you enjoy being active & want to create opportunities for others to be active?

Do you want to give back to the town where you live?

**Come join the
Town of Oxford
Recreation Commission
at the Capitol Theatre**

**Wednesday, October 11th
at 6pm**

***For more information contact
Jimmy Ward @ 902-694-5928***





September 2023

- **Water Billing** – Prepared and printed out new water meter read sheets for readings to begin in October.
- **Tax and Water Collection Policy** – working with CAO and Senior Accountant on revision to the Tax and Water Collection Policy and Tax Sale documentation to incorporate wording and definitions from the County of Cumberland policy to be brought for Council approval.
- **Monthly Interest Posting** in TownSuite for Property and Water taxes completed.
- **Online Media Posting** of Town-Related and Provincial-Related articles, news bulletins, alerts, proclamations, minutes of meetings, notices, surveys and updates to Oxford website and Oxford Facebook Pages.
- **Accounting** – Accounts payable - paying bills online via Scotia Bank. Posting deposit batches in Sage50 for General and Water Operating, assisting where required to set up deposit batches for clerk in her absence. Posting in Sage50 Accounting bills payable online, paid by Visa, paid by cheque and those posted to Water Operating account for due to water invoices.
- **Mid-Month Reporting** for Payroll (Manulife Pension, Union Dues, Workman’s Comp, Source Deductions (Revenue Canada)), and payment of the above in Scotia Bank.
- **IT Support:**
 - **Ongoing Maintenance** – Updates to Windows 11, Microsoft Office 365, drivers, software, and other updates as required on networked computers, printers, and other devices. Maintenance of daily backup of data to external HD & storage in safe.
 - **Eastlink Wireless** – finalization of 2-year contract with Eastlink for 4 mobile accounts – total credit obtained from Eastlink \$1200 which covers the fees we would pay through Bell for termination of the mobile accounts. New Samsung A03 phone for CAO. Porting over of cell phone connections for CAO, MPAL, Public Works and Mayor from Bell services to Eastlink Services. Services switched to Eastlink primarily for better data package and signal coverage for Public Works who will use their cell and data to provide wireless services to a laptop.
 - **Oxford Fire** – procurement of 3 Samsung Tablets (out of 4 budgeted for) setup and configured to the new Eastlink Data account for use by Bruce and 2 mounted into fire trucks.
 - **Clerk Laptop** – setup of laptop for the clerk to take home and test with Internet connection just in case of COVID outbreak or requirement to work from home for any reason.

- **Payroll:**
 - Timesheet entry and analysis as submitted by all employees bi-weekly into payroll spreadsheet. Requested information from Connie's Financial Services and employees regarding hours and other payroll information when required.
 - Submission of payroll sheet to Connie's Financial and processing generated paystubs into Scotiabank online banking for each employee for the pay period with Council included monthly.
 - Payroll time allocation tracking for Public Works assisting the Senior Accountant with current and future budgets and Public Works time allocation to set GL accounts.
 - Keeping track of and analysis of LIEU, Sick and Vacation hours ongoing for all staff
 - Analysis and tracking of anniversaries and changes to accumulated bi-weekly values for Sick and Vacation hours as required and as per CUPE and admin HR booklets.
- **Covering at the front desk** – customer service for tax and water payments and general inquiries when the clerk is absent for any reason.
- **Various Committee and Council/COW meetings:** Assembling, printing agenda packages, recording minutes, updating action items, scanning, and uploading minutes and related information to Oxford website and file server (Health & Safety, COW, Council, Accessibility, Policing Services Review, etc.). Auditing minutes and website to ensure past minutes, proclamations, bylaws, policies, and other documentation were signed and uploaded for committees and Council. Audio/Video setup and troubleshooting as required for Zoom. Uploading Zoom meeting video from Facebook to YouTube.
- **Posting of Council Expenses** and other updates (including water and tax rate adjustments and page updates) to the Town of Oxford Website.
- **Other administrative/clerical/IT and general duties as required and on-going.**

Office Report September 2023 Revenue Officer/ Reception Clerk

Daily duties include:

Mail from post office, opened, distributed to different departments, invoices stamped and in department heads folders for signatures.

Opening office procedures

Bank Audits printed off from banks for the day and processed, applied on accounts in Town Suite.

Print off invoices and statements, distribute to proper department heads folders to process.

Entered any monies and bank audits into deposit for the day. Ran off days report off Town Suite to balance monies for the day. Closing procedures. Post office mail outs for day.

Distribute calls to various departments.

Complete deposits and deliver to the bank. Daily.

September 1, 2023

House closing 390 Pugwash Road.

Customer called about how to pay water and taxes online banking.

September 5,2023

Disturbance complaint.

Processed Senior Tax rebate forms.

Sept. 6,2023

House closing 48 Ellis Street

Sept. 7,2023

Health & Safety Meeting.

Water meter sheets updated.

Sept. 8,2023

Statement & Invoice checks.

Sept. 11,2023

3 banks (mortgage) final property tax bill payments applied.

Water arrear statement notices processed and sent out.

Sept. 12,2023

Sage entering invoices and checking statements.

Called companies for missing invoices.

Property Valuation changes of accounts made to new homeowners.

Emails to banks concerning final tax bill payments for customer listings.

Sept. 15,2023

House closing 34 Thompson Road.

Sept. 18,2023

Prepared a tax certificate for a property sale.

Property Valuation property changes.

Building permit submissions to be sent to County of Cumberland office.

Sept. 19,2023

House closing 553 Sunset Ave.

Prepaid mortgage tax payments.

Sept. 20,2023

Bank lump sum property tax listing payments.

Sept. 21,2023

Public works truck tenders coming in.

Building permit request.

Sept. 22,2023

Started processing mortgage tax payment deposit.

Sept. 25,2023

Tax Certificate processed.

Sept. 26,2023

Staff meeting.

Sent emails out to banks concerning missing tax bill payments not received.

Tax certificate.

Sept. 27,2023

Tax Certificate.

Sept. 28,2023

Busy inputting final tax bill payments from all banks.

Setting up new water bill accounts in Town Suite.

Sept. 29,2023

Two house closings 81 Rideau Street and 4984 Main Street.

Busy with final tax bill payments from all banks.

Cumberland Region Solid Waste Management Report

September 2023

Provincial Updates

Extended Producer Responsibility (EPR)

- The government announced on August 2, Extended Producer Responsibility (EPR) Programs for batteries, lamps, and small household electric appliances, as well as packaging, paper products and other blue bag materials. The Extended Producer Responsibility for Printed Paper, and Packaging implementation date is December 1, 2025.
- Municipalities will soon have to decide if they want to opt into EPR for PPP and if they want to continue with collection under a contract (“in”) or hand over collection (“out”).

C&D Regulation Changes

- The education documents from Nova Scotia Environment and Climate Change have been circulated to municipalities and facilities. As a reminder the first year with the new regulations will be a year for education and will allow facilities to phase in compliance.

300kg Goal

- On August 17, 2023, the Nova Scotia Department of Environment and Climate Change (ECC) launched consultation on reducing the province’s solid waste disposal rate to 300 kg per person per year by 2030. The consultation period will run until September 29, 2023.

Northern Region

The next scheduled date for the Northern Region meeting is September 22nd.

The Regional Chairs sent a letter to the Minister of Environment supporting the Northern Region’s motion to request that the government consider banning biodegradable and compostable packaging in Nova Scotia.

Mobius Awards

Divert Nova Scotia will be hosting the annual Mobius Awards of Environmental Excellence in November. Regions are required to submit nominations; Cumberland County Solid Waste nominated Oxford residents Maxine and Allie Clarke for their cleanup efforts throughout the community.

Education & Enforcement

Household Hazardous Waste (HHW) Events

The second round of HHW events will take place in September.

September 16th- Parrsboro Public Works Garage: 8:30 a.m. – 9:30 a.m.
 Pugwash Transfer Station: 11:00 a.m. – 12:00 p.m.
 Oxford Transfer Station: 1:00 p.m. – 2:00 p.m.
 Springhill Community Center Overflow parking lot- 3:00 p.m. – 4:00 p.m.

September 23rd Amherst Fire Hall from 9:00 a.m. – 12:00 p.m.

Pugwash Farmers Market

Staff were asked to set up a booth at the Pugwash Farmer's Market to promote waste reduction and answer any questions the public may have.

Community Shred Event

A residential Shred Event will take place on October 4th from 9:00 a.m. – 12:00 p.m. at the Amherst Fire Hall. Residents can bring up to 5 boxes of paper to the event and have it disposed of securely.

External Committee Report

Cumberland Public Libraries

September 2023

Summer Reading Club (SRC) 2023

SRC 2023 is over for another year! We were very excited to be back to a full load of programs this year in all our locations. We used the proceeds from our book sale and our 2 Knit-a-thons to purchase prizes for this year's SRC. Prizes included 2 Nintendo Switch (one for kids and one for teens), 2 bikes from the Bike Specialist, a \$100 gift card and two \$100 gift card packs for our teens.

Oxford had 28 kids register for SRC and they submitted a total of 876 ballots. At 15 minutes per ballot that is 219 hours read! 98 kids participated in our SRC programs from June- August.

Teens in Oxford submitted 153 ballots and adults, from all over the county, entered over 1,100 ballots to win prizes.

Rapid Test Still Available

Cumberland Public libraries is still disturbing Covid-19 test at all our locations.

Statistics

In the month of July, Cumberland Public Libraries signed out over 14,000 items, 603 items in the Oxford library alone. This includes books, movies, TV shows, magazines, ebooks and more.

Also, in July, Oxford libraries offered 5 programs with 44 people in attendance. The Oxford library had 345 in person visits.

Next Board meeting November 21, 2023.

From: CNS Release

Sent: Thursday, September 28, 2023 12:45 PM

Subject: MUNICIPAL AFFAIRS/HOUSING--Funding to Support Municipal Infrastructure, Innovation

MUNICIPAL AFFAIRS/HOUSING--Funding to Support Municipal Infrastructure, Innovation

NOTE: The list of municipal projects receiving funding follows this release.

Nineteen municipal projects will receive provincial funding to support infrastructure and innovation.

Sixteen projects under the Provincial Capital Assistance Program will receive \$703,762, and three projects under the Municipal Innovation Program will receive \$450,120.

"This funding will support key projects that make a difference for communities and for residents," said John Lohr, Minister of Municipal Affairs and Housing. "Access to safe drinking water, wastewater treatment and addressing flood risk are vital for building strong, vibrant communities and supporting continued economic growth."

Through the Provincial Capital Assistance Program, the Province contributes funds toward priority municipal infrastructure projects. Projects receiving funding in 2023-24 include a well water study, water main replacement and design for sanitary and stormwater separation.

The Municipal Innovation Program provides funding for regional co-operation projects to help the long-term sustainability of local governments. Municipalities can apply for program funding to support innovative approaches to regional collaboration.

Quotes:

"During the last fiscal year, the Town of Stewiacke realized unprecedented growth. The Provincial Capital Assistance Program funding will provide essential funds to facilitate the water infrastructure upgrade to meet the current demands of our town and anticipated demand in the future."

- George Lloy, Mayor, Town of Stewiacke

"The towns of Berwick and Mahone Bay, the Riverport Electric Light Commission, as well as the Alternative Resource Energy Authority (AREA) are working together to modernize the operational structure of their three municipal electric utilities (MEUs). The MIP funding will be used to hire a shared utility director, process map each operation, identify operational efficiencies, and develop an inter-municipal service agreement. The goal is to create an integrated service model that ensures the long-term sustainability and viability of the MEUs while furthering their leadership in aligning with the Province's decarbonization strategy. The funding of this municipal modernization project enables the towns of Berwick and Mahone Bay and the Riverport Electric Light Commission to join other Nova Scotian MEUs as they become the first net-zero carbon communities in Canada."

- joint statement from Berwick Mayor Don Clark; Mahone Bay Mayor David Devenne; Antigonish Mayor Laurie Boucher; Jennifer James, Chair of the Riverport Electric Light Commission; and the Alternative Resource Energy Authority

Quick Facts:

- the Provincial Capital Assistance Program and Municipal Innovation Program are application-based
- the capital assistance program funds up to 50 per cent of project costs

-- the innovation program funds up to 75 per cent of project costs

Provincial Capital Assistance Program recipients, 2023-24:

- Village of New Minas - \$58,000 for the collection system line replacements pre-design and design project
- Village of Lawrencetown - \$5,342 for a 10-year water utility engineering assessment
- Village of Canning - \$7,500 for a water rate study
- Town of Westville - \$15,500 for the water source assessment project
- Municipality of the District of Chester - \$44,323 for a test well-drilling and well-field development study
- Town of Pictou - \$51,371 for the East End Water Distribution Improvements project
- Town of Stewiacke - \$85,000 for Phase 5 well water study
- Municipality of the County of Colchester - \$85,000 water and sewer capacity studies
- Municipality of the County of Annapolis - \$14,250 for Granville Ferry water storage - design and \$85,000 for Bear River water system project - design
- Town of Lunenburg - \$85,000 for Dares Lake spillway repair
- West Hants Regional Municipality - \$85,000 for the Windsor master sanitary/stormwater separation infrastructure project - design
- Municipality of the County of Richmond: \$30,000 for Arichat/ Evanston water tower backup power and chemical injection upgrades
- Town of Oxford: - \$27,526 for Foundry Street water main replacement project - design
- Municipality of the District of East Hants - \$10,950 for a generator for the waste management centre -
- Town of Digby - \$14,000 for design of the infrastructure upgrades for Church Street

Municipal Innovation Program recipients for 2023-24:

- Municipality of the District of Clare and Municipality of the District of Shelburne - \$195,120 for inter-municipal planning strategy
- Alternative Resource Energy Authority - \$249,000 for municipal electric utility modernization (Town of Mahone Bay, Town of Berwick and the Riverport Electric Light Commission)
- Town of Yarmouth, Municipality of the District of Yarmouth, Municipality of the District of Argyle and Acadian Shores Tourism Association - \$6,000 for Yarmouth County interactive accessibility map



The 49th Provincial
**Volunteer
Awards**

September 25th, 2023
Cedar Event Centre
Halifax, NS


NOVA SCOTIA

Heather MacDonald

Town of Oxford

During Heather's 25-year teaching career, she gave 110% to her students while also volunteering for student council and safe grant committees. She has been involved with the Oxford Lionettes for more than 40 years, being a huge champion for the Christmas Food Boxes. She has given countless hours to various church committees and is instrumental in providing a worship space for the Muslim community during Ramadan. Heather has also been an advocate for the development and maintenance of the Oxford Area Food Bank.

Cumberland Business CONNECTOR

March 27th, 2023

To our valued community members and businesses,

We are reaching out to you because the Cumberland Business Connector has partnered with Oxford Regional Education Centre to host a career fair on the morning of October 25th from 9 am to 12 pm, at their school. The goal of this event is to highlight the many excellent career and employment opportunities and pathways available to students after graduation, without necessarily leaving their community. The event is designed to expose students to a variety of options that exist, talk to people in those fields, and narrow down pathways that are of interest to them.

The focus is not focused on filling current job vacancies, but is geared towards inspiring students to expand their ideas on what career paths they could take in our region. Organizations can speak to all the different roles they have in their business as opposed to only discussing current job openings.

Businesses will be given a table in the cafeteria of the school to set up their display. Students will then have time to walk around and speak with businesses about their career interests. These walkabouts will commence after a short address to all grade 9 – 12 students at 9 am. Students will also be completing an activity during the walkabout to maximize engagement and discussions with businesses. Set up will begin at 9am and the event closes at 12pm with lunch provided to all participants afterwards.

Some suggestions of career specific questions participants could expect students to ask include:

- What are the recommended courses in high school for this job?
- Is there specific post-secondary training?
- Is there other training - apprenticeship, on-the-job, etc.?
- Job availability/job opportunities with similar training; or ease of finding work within the field
- Compensation (i.e. wages/salary)
- Benefits (if semi-standard within the field)
- How enjoyable it is to be in your field!

We recognize the commitment it is to take time out of your day to support this project. We greatly appreciate your participation in making this event a success for students as they learn about career opportunities. Our youth are a vital asset to our community, and we are happy to help them succeed and grow. We want our youth to be aware of the career opportunities that they could have with local employers like you.

Thank you for your consideration, we hope to see you there,

Cumberland Business Connector

From: [Michael Goodyear](#)
To: [Michael Goodyear](#)
Subject: Launching Soon: Made to Be On campaign
Date: October 4, 2023 7:42:02 PM
Attachments: [image001.png](#)

Dear Trail partners,

We're launching our new campaign called Made to Be On in mid-October – and we'd love for you to participate and help amplify the message with your network!

This campaign encourages people to get out and learn more about their local Trail sections. Many people use their local trails every day without realizing that they're also part of a coast-to-coast-to-coast network, the Trans Canada Trail.

The campaign video features a number of Trans Canada Trail sections across the country. Although we would have loved to feature all the trails in our network, we selected a few based on several factors to meet the needs of the production, the storyline and the duration of the video.

That said, the promotional video is one of the elements of the campaign, and we have fun ways for everyone to participate. Here's how you can get involved!

How you can participate

Our campaign includes a new interactive storymap, where everyone can upload and share a photo of their local trail, and PIN themselves on the map! We will have a contest to encourage entries, with the hope that your Trail community will have lots of user entries, shining a virtual spotlight on your section of the Trail.

To support the campaign, keep an eye out for an email from us in mid-October, with the following resources:

- Made to Be On video link (a 60-second video in English and French)
- Website landing page for the campaign
- A link to the campaign's interactive storymap
- The campaign promotion toolkit, containing sample social post text, photos, hashtags and more!

Thank you – we appreciate your support!

Michael

Michael Goodyear

Director – Policy & Stakeholder Relations
Directeur, Politique et relations avec les parties prenantes
Trans Canada Trail | Sentier Transcanadien
c: 905.716.3766
mgoodyear@tctrail.ca

From: [Menzies, Amy \(Ellis, Stephen - MP\)](#)
To: lclooney@oxfordns.ca
Subject: You are invited!
Date: October 6, 2023 12:26:22 PM

You are invited to attend one of our
POP-UP OFFICES and/or TOWN HALL MEETINGS
being held in various locations in Cumberland-Colchester next week!



**COLCHESTER COUNTY
POP-UP CONSTITUENCY
OFFICES & TOWN HALLS**

TOWN HALLS:		OFFICE:
Tuesday, October 10	Thursday, October 12	Thursday, October 12
6pm - 7:30pm	6pm - 7:30pm	11am - 3pm
Stewiacke Community Centre 111 Hwy 2 Stewiacke NS	Great Village Fire Hall 8739 NS Trunk 2 Great Village NS	North Shore Rec Centre 30 Blair Ave Tatamagouche NS

STEPHEN ELLIS
MP | CUMBERLAND—COLCHESTER

FOR MORE INFORMATION:
STEPHEN.ELLIS@PARL.GC.CA
FREE & OPEN TO THE PUBLIC

Feel free to drop in and meet our constituency staff during our **POP-UP offices**, no appointments required. We are able to help with a variety of Federal issues such as, but not limited to, CRA, Service Canada, IRCC, etc.

This is your chance to come out to meet your Member of Parliament, Dr. Stephen Ellis and have your voice heard at one of our **Town Hall Meetings**. Dr. Ellis will begin his address at 6:00pm, allowing time for questions afterwards.



**CUMBERLAND COUNTY
POP-UP CONSTITUENCY
OFFICES & TOWN HALLS**

OFFICES:	TOWN HALL:	
Tuesday, October 10	Wednesday, October 11	Wednesday, October 11
10am - 2pm	11am - 3pm	6pm - 7:30pm
The Hall 44 King Street Parrsboro NS	Pugwash Fire Hall 11057 Hwy 6 Pugwash NS	Pugwash Fire Hall 11057 Hwy 6 Pugwash NS

STEPHEN ELLIS
MP | CUMBERLAND—COLCHESTER

FOR MORE INFORMATION:
STEPHEN.ELLIS@PARL.GC.CA
FREE & OPEN TO THE PUBLIC

2023 / 2024 Boards and Committees

APPROVED - October 17, 2022

Revised - November 21, 2022, December 20, January 17, 2023, March 20, April 17, May 23, June 26

Boards		Black	Canning	Colborne	Henley	Jones	MacDonald	McNutt
All Saints Community Health Care Foundation	Public Appointee (vacant)							
Cumberland Joint Services Management Authority - (CJSMA)	Mayor Henley				1			
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor Black	1						
Police Advisory Board	Deputy Mayor MacDonald, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1			1	
Police Services Review	Mayor Henley, Councillor Colborne, David Hoffman, Thomas Shears, Carla Black	1		1	1			
Committees - Internal								
Accessibility Committee	Deputy Mayor MacDonald, Josephine MacDonald (Chair), Danielle Laurie, Tracy Briggs, Mandy Blake (Vice Chair), Brenda MacDonald, Meagan Marchant and Kiersten Hiltz						1	
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Robert Moores (Secretary), Paula Rogers (Treasurer), Russell Thompson, Patrick Rushton, Kristen Thompson, Shannon Hanna, Murray Thompson, Mitchell Hannigan, Timothy Wood, Cole Wood and Councillor Paul Jones.					1		
Audit Committee	Councillor Jones, Deputy Mayor MacDonald, Councillor McNutt, Josephine MacDonald					1	1	1
Downtown Revitalization/Beautification Committee	Councillor McNutt, Councillor Black, Councillor Canning	1	1					1
Inclusion, Diversity and Equity Committee	Councillor Canning		1					
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Jimmy Ward (MPAL), Kelsey Clark, Carrigan Guthro, Millisa Ellis, Elaine Mazur, Kristen Thompson, Megan Baker, Connor Patriquin, and Sarah Henley		1					1
Road Trails Act Review Committee	Councillor McNutt, Councillor Jones, Councillor Colborne, and Councillor Canning		1	1		1		1
Source Water Protection Advisory Committee	Mayor Henley, Councillor Colborne			1	1			
Town Buildings Committee	Mayor Henley, Councillor Colborne, Councillor Jones (Chair)			1	1	1		
Welcoming Committee	Deputy Mayor MacDonald, Councillor Black, Helen Reade, Catherine Mundle, Michelle Cann, Sarah Henley, Jodi Getson, and Mariana Nardy	1					1	
Committees - External								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt - Vacant positions for residents / business operators							1
Cumberland Health Stakeholders	Mayor Henley				1			
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, Carrigan Guthro (Public Appointee), Helen Reade (Public Appointee)	1						
Northern Region Solid Waste Management Committee	Councillor McNutt							1
Physician Recruitment Committee	Mayor Henley				1			
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne			1				
Victorian Order of Nurses (VON)	Councillor Colborne			1				
		8	4	8	7	6	4	6



TOWN OF OXFORD POLICY

Subject: Tax and Water Collection Policy **Number:**

Approved by: Council

Effective Date:

Revision Date:

Minutes Reference Date:

Purpose

To establish a policy for effective and efficient billing and collection of Revenue including tax and water accounts receivable. The purpose of the policy is to:

1. Outline billing dates as required by the Municipal Government Act (MGA).
2. Ensure municipal tax and water revenues are collected in a timely and effective manner.
3. Ensure that all taxpayers and water customers are treated fairly and equitably; and,
4. Provide staff with equitable guidelines for informed, sustainable decision making, and legal guidelines to staff and the public, consistent with the Town's organizational values of excellence and fiscal responsibility ensuring all taxpayers are served well and fairly.

Terms

1. “*Immediate Family*” means spouse, children, parents, and siblings.
2. “*Lien*” means charges that are or can be attached to and encumber the title to a property and can result in the property being sold so the Town of Oxford can collect the money it is owed. These charges can arise pursuant to legislation (e.g., the Municipal Government Act).

Scope

All employees involved in the collection process must adhere to the policy statements contained within this document.

All water, tax levies and amounts added as tax liens or lien-able charges are subject to these policy statements.

The Municipal Government Act legislates the billing and collection of taxes and is the primary authority on the tax billing and collection function, including but not limited to the tax sale process.

The approved Utility and Review Board of Nova Scotia water utility Rules & Regulations and Schedule of Rates and Charges are the primary authority on the water billing and collection function.

Policy

Tax Accounts

1. The Town will issue an interim tax bill with a due date of June 1 each year. The bill will be calculated at 50% of the prior year's bills with the discretion of the CAO to adjust any tax accounts where the variance between the prior year and current year assessment is substantial.
2. Sewer charges will be determined by the Council through separate bylaw and/or policy and the full amount for the year will be included on the interim tax bill.
3. The final tax bill will be due on September 30 each year.

Interest

4. Interest will be calculated and accrued monthly, on arrears, starting immediately after the due date on all taxes/rates/liens outstanding. The rate of interest charged will be 1.5% per month compounded annually (18%/year).
5. Interest is not paid on credit balance in tax accounts except if the credit has resulted from payment of taxes on account that has been appealed (assessment) and the resulting tax amount is less than the original tax billing (determined after the final bill). Interest will be paid to the taxpayer on the overpayment at a rate of 1.5% per month.

Tax Collection - General Practices

6. Provisions of the Municipal Government Act (MGA) Section 6 deal with Tax Collection and provide the legislative framework within which the Staff are expected to carry out tax collection. This policy is intended to provide more specific guidance in certain circumstances but is not intended to allow Staff actions contrary to the Act or to limit the authority given to Staff under the Act.

7. Staff will make every reasonable effort to collect taxes due to the Town. This includes reasonable effort to locate taxpayers whose whereabouts are not readily known. A few procedures common to the collection industry may be used, including the use of outside agencies as outlined in administrative policies or procedures approved by the CAO.
8. The MGA provides that every person liable to pay taxes shall be served with a tax bill, to be mailed to the address shown on the filed roll or to a more current address if known to the Treasurer. Canada Post E-post-delivery has legislated authority to deliver electronic mail; E-post-delivery is deemed by Council to meet the requirements of the MGA should E-post be a service offered to property owners.
9. The Town of Oxford considers it to be the responsibility of the property owner to ensure their address is up to date on the assessment roll and the tax system through contacting Property Valuation Services Corporation. The Town will be deemed to have a more current address if the notification has been received in writing from the taxpayer at least 30 days prior to the invoice date of the tax bill following the notification. Having filled the legal requirement to bill as noted above. The Town considers it to be the taxpayer's responsibility to contact the Town to determine amounts owing for taxes if they have not received their bill.
10. The Town accepts no responsibility to notify new property owners of arrears against properties they buy after the filing of the annual assessment roll except for the usual tax billing process. It is the responsibility of the purchaser and their solicitor to ensure that taxes for the year of purchase are paid. The Town will make every effort possible, within the staff resources available, to change ownership information on properties as it becomes available from the Property Valuation Services Corporation but will not accept responsibility for interest that may accrue on tax arrears that remain unpaid because of a change of ownership.

Payment Arrangements

11. Staff have authority to enter tax arrears payment arrangements with taxpayers giving due consideration to the taxpayer's personal circumstances and history of the taxpayer to comply with prior tax payment agreements. Staff may make reasonable demands for personal financial information from a taxpayer. No provision in this policy requires a taxpayer to provide such personal information but failure to do so may preclude the acceptance of a payment arrangement for their arrears. If a tax arrears payment arrangement results in taxes being

outstanding for more than six (6) years, the arrangement must be documented in writing to ensure the period of tax lien is extended to cover the property.

Properties In Tax Sale Position

12. ~~By~~ [After] September 30 of each year, all accounts will be reviewed. Accounts that have current year tax outstanding and part or all prior year tax outstanding shall be in tax sale position. The CAO is authorized to adopt administrative guidelines that identify minimum amounts below which the second year's taxes will not trigger the tax sale procedures.
13. Tax Sale properties shall be sent a preliminary notice giving 60 calendar days to pay the account in full. The preliminary notice shall indicate that a title search and/or survey of the property may be commenced at the end of the 60 days without further warning - the cost of which will constitute a lien on the property in question.
14. Once a preliminary notice is issued, staff are still permitted to enter payment arrangements with the taxpayer. Any such arrangement should not normally extend beyond the end of that fiscal year at which time the account must be paid for in full.
15. ~~Properties for which there are no negotiated payment arrangements will be submitted for title search after a list of eligible properties is provided to Council. A survey will be conducted, if found to be necessary. [A Notice of Intent to sell for taxes shall be issued] on each property no earlier than January 15 of the following calendar year. [after 60 calendar days from the Preliminary Notice, on each property still in tax sale position except if there has been payment arrangements negotiated.]~~
16. Once a property has been issued a Notice of Intention it should not normally be removed from the tax sale process except because of full payment. Staff may determine when circumstances dictate otherwise and remove property from the list.
17. If payment arrangements as negotiated above are dishonored, staff will immediately, without notice, begin or continue the formal process of tax sale unless other arrangements satisfactory to Staff can be negotiated.
18. The Town of Oxford will not accept a tender/bid from a tax assessed owner, his/her agent, or his/her immediate family for any sum less than the full amount of taxes, interest and expenses associated with respect to the land.

Properties Not in Tax Sale Position

19. For properties not in tax sale position, reminders will be issued to individual assessed owners. The number and timing of reminders will be determined by staff, taking into consideration the perceived beneficial financial impact. In any given year there will generally be 2-3 reminders sent to accounts with arrears over a predetermined limit.

Collection Procedures Involving Issuance of Warrants

20. The CAO is authorized to adopt administrative guidelines with respect to the issuance of warrants to collect taxes due.
21. If services of outside agencies are used, staff are authorized to pay the fee charged by that agency for execution of the warrant. Such a fee should be determined in accordance with the procurement policy adopted by the Council. If a staff member executes the warrant, they will be compensated in accordance with municipal policy if the work is conducted outside of normal office hours. Such fees and expenses associated with the issuance of a warrant shall be added to the account to be collected pursuant to the warrant.

Tax Account Adjustments/Write Offs

22. The CAO may approve administrative policies governing the write-off or adjustment of taxpayer's accounts. In general, staff have authority to write off accounts in the following circumstances:
 - a. Where notice is received from PVSC that an error has been made in the filed roll which cannot be corrected by any provision of the Assessment Legislation (e.g., Duplicate Assessment, Deleted Accounts).
 - b. Where there has been an error made by Municipal staff or in other circumstances deemed appropriate, the Treasurer may approve the write-off of interest on an account.
 - c. Where the internal and external cost to pursue collection of an account would reasonably be expected to exceed the amount to be successfully

collected.

- d. Where a taxpayer has been discharged from their liabilities under bankruptcy.
- e. Where the taxpayer cannot be located. despite reasonable efforts to do so.

Collections Costs

- 23. The CAO is authorized to approve certain fees and procedures associated with tax collection on a cost recovery basis such as, but not limited to, fees for cheques/preauthorized debit not able to be processed by a bank.
- 24. The CAO shall approve increases to the fee(s) no more frequently than annually (fiscal year of April 1 - March 31). No annual increase can exceed CPI as measured by the twelve-month average index for the prior twelve months ended December. Increases may be cumulative when implemented in year 2 or later.

Property Tax Deferral

- 25. Section 70 of the MGA allows the Council to adopt a bylaw which would provide for the postponement of tax payment. Council has determined that it will not enact a bylaw under the provisions of this section with the understanding that staff are authorized to negotiate payment arrangements that are reflective of the taxpayer's ability to pay at any given time and that staff are best able to determine what this regular amount should be. The MGA provides that tax sale can be avoided by having a tax payment arrangement that is being honored. All taxpayers should be encouraged to make some amount of regular payment on their taxes. However nominal, such that a deferral program is not considered necessary.

WATER ACCOUNTS

GENERAL PROVISIONS

26. The Town is governed by regulations in effect for its water utility that have been approved by the Nova Scotia Utility Review Board.

ARREARS COLLECTION

27. Staff are responsible and authorized to negotiate and accept reasonable payment arrangements with customers who are in arrears. The circumstances of the individual customer will be considered in these negotiations.
28. All water accounts will be reviewed at the due date and those with arrears of \$30 and over will be sent a reminder notice. The reminder will allow a ten-day period in which the account is to be paid. At the end of the ten-day period those accounts still outstanding will be sent a Notice of Intention to Disconnect, within five business days, unless the account is paid for in full. Staff are expected to use collection tools at their disposal and their judgement in applying this policy in determining accounts that will be disconnected.
29. Staff are authorized to use generally accepted collection practices to locate exited water customers and collect arrears. If an inactive account is deemed to be uncollectable or if the expense of collections outweighs the amount to be obtained, staff may approve the write-off of the account. A list of account write-offs shall be presented to the Council on an annual basis.
30. Staff may waive the interest charges if in their judgement the circumstances warrant it.
31. The CAO is authorized to adopt administrative policies/guidelines that further guide the collection process in accordance with the UARB approved rules and regulations governing the water billing and collection process.

REPEAL

32. The council hereby repeals and replaces all previous policies for tax & water collections.

Linda Cloney, CAO

Date

DRAFT