



TOWN OF OXFORD

**Committee of the Whole Meeting**

Town Hall, 105 Lower Main Street, Oxford

Wednesday, November 8, 2023

6:00 pm

**AGENDA**

**1. Call to Order / Welcome**

**2. Approval of Agenda (pages 1-2)**

**3. Presentation**

3.1 Mariana Nardy, Y Reach Settlement Support for Oxford & Pugwash areas -  
*Introduction of Ms. Nardy provided by Councillor Black*  
**(Verbal presentation)**

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

4.1 Committee of the Whole Minutes – October 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*  
**(Report to be submitted separately)**

5.3 Municipal Physical Activity Leader (MPAL) Reports – *Jimmy Ward presenting.*  
**(pages 10-27)**

5.4 Administration Department Reports – *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 Accessibility Advisory Committee  
**(page 30-37)**

## **7. Items of Discussion and Correspondence**

- 7.1 Mary Black, Nova Scotia Power – Fall Update re: NS-NB Reliability Tie – Information - *Linda Cloney presenting*  
**(page 38)**
- 7.2 Information/Communication Technology Usage Policy – Amendments requested – *Linda Cloney presenting*  
**(pages 39-42)**
- 7.3 Oxford Technology Devices Policy – Amendments requested– *Linda Cloney presenting*  
**(pages 43-48)**
- 7.4 Municipal Housing Needs Report – Information - *Mayor Henley presenting*  
**(pages 49-76)**
- 7.5 Municipal Registration: EPR for PPP – Update for municipalities – Divert NS – Information - *Linda Cloney presenting*  
**(pages 77-79)**
- 7.6 Snow and Ice Management Policy – Amendments requested – *Nick Purdy presenting*  
**(pages 80-87)**

## **8. Adjournment**



## Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook  
Date: Wednesday, October 11, 2023  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Brenton Colborne, Chrystal McNutt, Olivia Canning,  
and Deputy Mayor Arnold MacDonald  
Councillors Regrets: Paul Jones

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

**Public in attendance:** Nil

Deputy Fire Chief Kyle Purdy left the meeting at 6:15 PM.

### 1. Call to Order

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

### 2. Approval of Agenda (pages 1-2)

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt that the agenda of the Committee of the Whole Meeting for October 11, 2023, be approved, as presented.

***Motion Carried***

### 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 online via Zoom to Council)**

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

**4.1 Committee of the Whole Minutes – September 11, 2023**

*(pages 3-7)*

Approved by \_\_\_\_\_  
Mayor Greg Henley, Chair, on October 11, 2023

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

**5.1 Public Works Report – (pages 8-9).**

*Nick sent his regrets for the presentation. Council was encouraged to reach out to the CAO if there were any questions in regards to his report.*

**5.2 Fire Department Report and Monthly Call Report – Deputy Fire Chief Kyle Purdy presented the Fire Report. (page 10)**

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

*Jimmy sent his regrets for the presentation as he was attending a Recreation Commission meeting.*

**5.4 Administration Department Reports – Linda Cloney presented. (pages 23-27)**

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

Moved by Councillor Colborne and seconded by Councillor Black to accept the reports of town departments, as presented.

***Motion Carried***

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

**6.1 Cumberland Public Libraries Report. (page 30)**

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

***Motion Carried***

**7. Items of Discussion and Correspondence**

**7.1 News Release – Municipal Affairs/Housing – Funding to Support Municipal Infrastructure, Innovation. (pages 31 - 32)**

CAO Cloney presented highlights to Council of the news release.

**7.2 Volunteer of the Year – Heather MacDonald. (pages 33 - 34)**

CAO Cloney presented the biography of Heather MacDonald, Volunteer of the Year 2023. Congratulations were extended by Council and Staff.

Mayor Henley also extended congratulations to Al and Maxine Clarke for the Build Development Award by Nova Scotia Recreation for their work on the Bunny Trail in the Town of Oxford.

**7.3 2023 OREC Career Fair – October 25. (page 35)**

CAO Cloney discussed with Council that the 2023 OREC Career Fair, which is partnered with the Cumberland Business Connector, will be hosting the Career Fair on October 25, 2023, from 9:00 AM to 12:00 PM at OREC School. The goal is to highlight the career and employment opportunities and pathways available to students after graduation with emphasis on highlighting employment opportunities and potential career paths within the Town of Oxford.

**7.4 Made to Be On campaign – Trans Canada Trail. (page 36)**

CAO Cloney presented the Made to Be On campaign which was officially launched October 10, 2023. The goal of the campaign is educating people of the connections and activities getting out on the Trans Canada Trail has to offer. The campaign also includes a new interactive story map where everyone can share a photo of their local trail and pin themselves on the map. A contest to encourage entries was also being run. Further information was included in the Council package for anyone to read more about it.

**7.5 Pop-Up Constituency Offices and/or Town Hall Meetings. (page 37)**

CAO Cloney addressed to Council that there was a Town Hall Meeting October 11, 2023, at the Pugwash Fire Hall from 6:00 – 7:30 PM to meet Steven Ellis, the MP for Cumberland, and Colchester County.

**7.6 Boards & Committees and Election of Deputy Mayor – to be discussed at the next Regular Council Meeting on October 23, 2023. (page 38)**

CAO Cloney reminded Council that in October, Council can decide if they wished to stay, move, reduce, or increase their current boards and committees that they attend or to be a member instead of chair (if currently chairing the meetings). Council is to review this information and it would be brought up at

the October Council meeting.

CAO Cloney also reminded Council that part of this discussion involved the Deputy Mayor Policy. Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1<sup>st</sup> of that year until October 31<sup>st</sup> of the following calendar year. The Deputy Mayor Election shall be placed on the October Council Meeting agenda.

CAO Cloney also reminded Council that next year, 2024, is Council election year.

**7.7 Tax and Water Collection Policy – notification of recommended changes. (pages 39 - 46)**

CAO Cloney discussed that at the prior Council meeting, a few changes to update the Tax and Water Collection Policy to update the wording within the policy to align with the MGA and current County policy with CAO Cloney reminding Council of those changes.

Further, CAO Cloney discussed that since that meeting, continued discussion around the Tax and Water Collection Policy was had with staff and a few other amendments were needed. In specific, item #12, the phrase “By September 30 of each year” a change to “After September 30 of each year” is needed due to September 30<sup>th</sup> being the deadline for final taxes. Therefore, it would be after September 30<sup>th</sup> that the review for Tax Sale position properties can begin.

Secondly, item #15 would change to read “A Notice of Intent to sell for taxes shall be issued after 60 calendar days from the Preliminary Notice, on each property still in tax sale position except if there have been payment arrangements negotiated”.

These changes would be brought forward to the October Council meeting for Council to consider adopting the amended policy.

Mayor Henley reminded Council that immediately following the COW meeting, a Special Council meeting would be held. Following the Special Council meeting, a Road and Trails Act meeting would be held.

**8. Adjournment**

The meeting adjourned at 6:35 PM.

---

**Mayor Greg Henley, Chair**

---

**Stan McDougall, Admin Assistant**

---

**Date Approved**

**DRAFT**

## **Public Works Report October 2023**

**Marked water services for Foundry Street project.**

**Weekly garbage pick ups.**

**Water meter reads.**

**Weekly water samples.**

**Monthly lagoon samples.**

**Installed sewer service cover on Seven Lee Way.**

**Repaired line for hypo pump at storage tank.**

**Turned water service on to new houses on Seven Lee Way.**

**Asphalt preparation.**

**Painted crosswalks.**

**Winter prep work.**

**Added gravel to patches around town.**

**Landscaping at cenotaph.**

**Installed new sewer pump at Main Street lift station.**

**Installed new sewer floats at Main Street lift station.**

**Repaired lights at gazebo.**

**Repaired blow off line at well #4.**

**Removed A/C unit at transfer site.**

**Removed banner around town.**

**Cleaned and greased machines.**

**Changed chlorine cylinders at chlorine building.**

**Repaired water meter leak at a residents.**

**Cleaned building (Chlorine building, Old tank and New tank)**

**Asphalt patching on Water Street.**

**Piled wood at the shop.**

**Asphalt patching on Birchwood Road and Crescent Ave.**

**Cleaned lift station floats.**

**Cleaned UV lights at lagoons.**

**New tires installed on Kubota Tractor.**

**Installed salt spreader on dump truck.**

**Installed salt bins around town.**

**Well pump #2 needs replaced.**

**Blow off valve on well #4 not working properly.**

**Attended EMO course in Truro.**

**Water break on Foundry Street.**

**Installed new water valve on Little River Road.**

**Pump pulled at well #2.**

**Salted street and sidewalks.**

**Removed benches, picnic tables etc.**

**Pothole maintenance will start next week.**

**200' of new water line will be installed on Little River Road November 6<sup>th</sup>.**

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

**Thanks.**

**Nick Purdy  
Public Works Supervisor  
[publicworks@oxfordns.ca](mailto:publicworks@oxfordns.ca)  
902-397-3002**

**Jimmy Ward**

**Municipal Physical Activity Leader**

### **Board Report**

#### **Walk and Wheel Project (Update)**

- I've been working with the Fundy (Regional Physical Activities Consultant) and PEACH (Planning for Equality, Accessibility and Community Health)
- The application through Active Communities Fund has been submitted and waiting for approval (Please see attached copy of the application) as well as the Proposal from PEACH that was also in your last council package (attached again for reference)
- \$8,900 was applied for which follows the Estimated Budget provided by PEACH in their Proposal to complete the project.
- \$1,525 is what the town would need to contribute on our end which will be FULLY COVERED through any in-kind contributions such as committee meetings, any Public Works time, any on site time by myself etc.
- Upon approval of the funding, PEACH will be coming to Oxford to perform a series of community assessments.
- A final report and video summary will be available when completed.
- The goal is to have the report ready by end of March.

#### **Scarecrow Contest**

- Local Businesses and Community members put up their Scarecrow display between October 16<sup>th</sup> and 27<sup>th</sup> to take part in the contest.
- The town looked great with all the scarecrows and decorations. Thank you to everyone for making this a huge success.
- Congratulations to The Shady Rest Care Facility and Nancy Arseneault who were this year's winners.

#### **Halloween Costume Swap**

- Another big success!! We had way more costumes to hand out than needed, so thank you to everyone that donated.
- On October 18<sup>th</sup> from 6-7pm, at the Fire Hall, we handed out FREE Costumes to anyone needing one and we had between 50 – 60 people pick up costumes.

#### **Basketball and Pickleball**

- Happening every Monday from 8-9pm at the OREC School.
- No experience necessary
- \$2 drop-in fee.

#### **Community Game Night**

- Every last Friday of each month at the Nazarene Church at 6:30pm
- Bring your favorite game and snacks to share with the group.

### **Oxford Walking Group**

- Meet at Gazebo on Monday mornings at 11am and Wednesday's at 6pm.
- Typically, a 30–45-minute gentle walks suitable for all.
- The group stays together and walks at a pace that works for everyone.
- It's FREE and anyone can join.

### **Christmas Parade**

- Our 18<sup>th</sup> Annual Parade will be on November 24<sup>th</sup> at 6:30pm (Rain date on the 25<sup>th</sup> if needed)
- Please see attached documents which include (poster, letter to businesses, guidelines and registration form)
- Deadline for applications is November 22<sup>nd</sup>, applications can be picked up at town hall and found on the town's website.
- This year's theme is Popular Christmas Movies.
- Please note that the By Law states, no candy or treats are to be tossed or handed out during the parade. This is to ensure the safety of everyone during the parade.
- If you have treats to hand out, or for any further information, please contact Chrystal McNutt at 902-694-4032 or email at [cmcnutt@oxfordns.ca](mailto:cmcnutt@oxfordns.ca)
- Oxford's Wimburn Lodge has a food truck and will be parked at the gazebo the night of the parade to hand out FREE hotdogs and Hot Chocolate for anyone interested.
- Following the parade, make your way to the Arena to meet Santa, have your picture taken, drop off your Christmas letters and hop on the ice for a FREE Skate.

### **Volunteer Recruitment**

- WE NEED YOU!! We are still looking for volunteers to help with current offerings as well as anyone looking to start up new programming in the community. If you have an idea or something you would like to see happening in Oxford, we need your help to make these things happen. For example, Scouts, Cadets, Dance Classes, or whatever it may be. We would love to have these things in our town, but we need people willing to help make these happen. To Volunteer or for more information, email myself (Jimmy) at [mpal@oxfordns.ca](mailto:mpal@oxfordns.ca)

## What is the Active Communities Fund?

The Active Communities Fund is intended to help your community get active and stay active. In particular, this fund supports community-wide approaches and plans for low barrier, less-structured movement. It is part of [Let's Get Moving Nova Scotia: An action plan for increasing physical activity in Nova Scotia](#). You can apply for several initiatives within your application. **This form is for applicants who are municipalities, villages and Nova Scotia Mi'kmaw bands.**

## Applicant information

Official organization name: Town of Oxford NS.

Mailing address: 105 Lower Main St.  
\_\_\_\_\_ Oxford \_\_\_\_\_ B0M 1P0  
County City, town or community Postal code

Contact: Name Jimmy Ward  
 Title Municipal Physical Activity Leader

Work phone: 902-694-5928 Alternate phone: \_\_\_\_\_

Email: mpal@oxfordns.ca

**Total amount requested from the Active Communities Fund:** \$8,900.00

Initiatives start date: Oct 13, 2023 End date: Mar 22, 2024

<b>Office Use Only</b>	Total application cost: _____	Amount requested: _____
Notes	Amount recommended: _____	
<b>Regional Physical Activity Consultant (reviewed)</b>		
Name: _____	Date: _____	
<b>Regional Manager (recommends)</b>		
Name: _____	Date: _____	

## Registration information

### Municipalities and First Nation Communities

1. Is your community currently part of the Municipal and Mi'kmaw Physical Activity Leadership Program (MPAL)?
  - Yes     No
  - a. If yes, do you have a one-year implementation plan as part of MPAL?
    - Yes     No    If yes, include your implementation plan with this application form.
  - b. Do you have a multi-year plan (physical activity strategy) as part of MPAL?
    - Yes     No
  
2. If your community is not currently part of the MPAL program:
  - a. Do you have a one-year community wide physical activity plan?
    - Yes     No
  - b. Do you have a multi-year physical activity plan?
    - Yes     No
  
3. Is there a cross-sectoral leadership committee that supports your plan?
  - Yes     No

## Initiative Descriptions

Complete one plan table and one budget table for each initiative requiring funds. Additional tables can be added at the end of the first budget table.

### Initiative A

Initiative Name	Walk and Wheel Strategy- Main Street Connectivity
Brief Overview	<p>Oxford is surrounded by a network of well-used recreational trails (e.g., hiking, snowshoeing, cycling, mountain biking), including access to the Trans Canada Trail. These recreational routes can attract more people to the community and encourage more active lifestyles for community members.</p> <p>According to the Town's <i>Physical Activity and Recreation Strategic Plan (2019-2024)</i>, while walking is the top activity that residents wish to do more, the condition/maintenance of roadside and cycling infrastructure is considered a significant challenge to achieving physical activity goals (Town of Oxford, p. 4). Therefore, the Town seeks to make strategic investments in walking and wheeling infrastructure (e.g., sidewalks, bike lanes, safe pedestrian crossings, etc.) that enrich social and physical activity in and around the Town.</p>

# Active Communities Fund

Community Application



Initiative Time Frame		End date: <u>Mar 22, 2024</u>	Start date: <u>Oct 13, 2023</u>
Physical Activity Strategy Goal		Supportive physical environments for physical activity and recreation including quality facilities.	
Initiative Goal (Objectives as appropriate)		The goal of this work will be to provide supportive data that inform and strengthen proposals for future design interventions along public roads and trails.	
Socio-ecological Model (identify main category)	Setting (identify main setting)	Target Group (identify main target group)	
<input checked="" type="checkbox"/> policy <input type="checkbox"/> physical environment <input type="checkbox"/> social environment	<input checked="" type="checkbox"/> community <input type="checkbox"/> workplace <input type="checkbox"/> school <input type="checkbox"/> healthcare	<input type="checkbox"/> youth, 12-18 <input type="checkbox"/> ages 45+ <input type="checkbox"/> female, 12-18 <input type="checkbox"/> female, 45+ <input checked="" type="checkbox"/> those with less access <input type="checkbox"/> less active in general	
Who else will be impacted?		Less Structured Movement	
<input checked="" type="checkbox"/> youth, 12-18 <input checked="" type="checkbox"/> female, 12-18 <input checked="" type="checkbox"/> ages 45+ <input checked="" type="checkbox"/> female, 45+ <input type="checkbox"/> those with less access <input checked="" type="checkbox"/> less active in general (describe): <hr/> <input type="checkbox"/> other (describe): <hr/>		<input checked="" type="checkbox"/> walking <input checked="" type="checkbox"/> cycling <input type="checkbox"/> reducing sitting time <input type="checkbox"/> unstructured active play (describe): <hr/> <input checked="" type="checkbox"/> other (explain): <hr/> wheeling of any type (strollers, wheelchairs)	
Effective Targeting	This strategy committee will be a collective of various perspectives to ensure the final product addresses the needs of all Oxford community members. Oxford will be partnering with PEACH (Planning, Equity, Accessibility, Community Health) Research Unit to ensure an equitable lens is used throughout the planning and development of this document. A council member and public works employee will sit on the committee to ensure transferability of the product. Once completed and approved by council, Oxford will share with community partners/organizations and members.		
Low Barrier Movement	According to the Town's <i>Physical Activity and Recreation Strategic Plan (2019-2024)</i> , walking is the top activity that residents wish to do more. Walking or wheeling is considered a low barrier movement as you need minimal resources to partake.		

<p><b>Initiative Steps</b></p>	<ol style="list-style-type: none"> <li>1) To meet with PEACH for introductions</li> <li>2) PEACH to create a proposal of activities and cost</li> <li>3) Have first official walk and wheel committee meeting</li> <li>4) From November until January PEACH will implement community asset mapping and consultations</li> <li>5) PEACH will analyze data collection</li> <li>6) PEACH will engage committee with a draft of findings</li> <li>7) Committee will receive a finalized Walk and Wheel strategy and video</li> <li>8) MPAL will seek approval from council</li> <li>9) MPAL will create a plan to share approved strategy with key partners and community members</li> </ol>
<p><b>Evaluation: Indicators</b></p>	<p>All community engagement session(s) and other community based activities are complete by PEACH with support from committee. We have a final Walk and Wheel Strategy document. We have a 20-minute video walking through the strategy from PEACH.</p>
<p><b>Data Sources</b></p>	<p>the strategy document; the educational video</p>
<p><b>Partners and Resources</b></p>	<p>PEACH Research Unit          Public Works - Nick Purdy          Council Member- Chrystal McNutt          MPAL- Jimmy Ward</p>
<p><b>Need</b></p>	<p>With walking as the most popular activity in the Town of Oxford, there is a need for strategic direction for future participation in general as well as for Active Transportation, there is a significant opportunity to increase activity in this community by prioritizing support for walking. With smaller initiatives such as signage around town, and trail improvement's throughout the last few years, safe walking routes are still needed. Main street and surrounding neighborhoods is a major concern and most recently identified as high priority by the town due to uneven, patchy and unsafe sidewalks and intersections. By engaging experts such as PEACH to develop a strategy around walk and wheeling in Oxford, the MPAL role can feel confident in advising and implementing future community development projects related to walking and wheeling in Oxford, creating long-term change that supports safety and connectivity.</p>
<p><b>Sustainability</b></p>	<p>This strategy is the initial step to properly inform council and town employees of how to strategically improve infrastructure for walking and wheeling. By having a strategy outline actionable step-by-step process, it will allow the Town of Oxford to implement sustainable change to improve active transportation and walkability/wheelability in the town of Oxford. (For example: Increase safe access routes to go THROUGH town, as opposed to AROUND town to access services.)</p>

# Active Communities Fund

Community Application



## Budget Initiative A

### Expenses

Item Requiring Funding (from plan above)	Expenditure description	Amount
PEACH Consultants- Walk and Wheel Design	Hours (Consultant 1): 4050.00 Hours (Consultant 2): 4050.00 Gas/mileage (approx): \$700.00 Engagement session: \$100.00 (Please refer to attached proposal for in-depth description of the activities the consultant(s) will be doing)	\$8,900.00
Administration duties	Committee meeting's (five 2hr meetings) to guide consultants throughout the project: - Council member (10hrs x \$45.00)= \$450 - Public works (10hrs committee) (5hrs of on site time) x \$30.00= \$450 - CAO (5hrs x \$45.00)= \$225 Donating municipal space and food/beverage for community consultations (\$400)	\$1,525.00
<b>Total expenditures (A)</b>		<b>\$10,425.00</b>

### Revenue

Source	In-kind Describe	Value	Funding	Confirmed
Applicant contribution	Committee meeting's (five 2hr meetings) to guide consultants throughout the project: - Council member (10hrs x \$45.00)= \$450 - Public works (10hrs committee) (5hrs of on site time) x \$30.00= \$450 - CAO (5hrs x \$45.00)= \$225 Donating municipal space and food/beverage for community consultations (\$400)	\$1,525.00		<input checked="" type="radio"/> Yes <input type="radio"/> No
Partner contribution				<input type="radio"/> Yes <input type="radio"/> No
Other provincial or federal government sources				<input type="radio"/> Yes <input type="radio"/> No

# Active Communities Fund

Community Application



Source	In-kind Describe	Value	Funding	Confirmed	
Fees				<input type="radio"/> Yes <input type="radio"/> No	
Other				<input type="radio"/> Yes <input type="radio"/> No	
				<input type="radio"/> Yes <input type="radio"/> No	
<b>Amount requested from the Active Communities Fund</b> (A minus B)			<b>Total In-kind</b>	<b>Total Funding</b>	<b>Total Revenue (B)</b>
			\$1,525.00	<b>\$8,900.00</b>	\$1,525.00

# Active Communities Fund

Community Application



## Overall Budget

Expenses for all initiatives:

Initiative Requiring Funding	Initiative name	Amount
Initiative A	Walk and Wheel Strategy- Main Street Connectivity	\$10,425.00
<b>Total expenditures (A)</b>		<b>\$10,425.00</b>

Revenue for all initiatives:

Source	In-kind Value	Funding	Confirmed
Total other provincial or federal government contributions (total government contributions not to exceed 90%)			<input type="radio"/> Yes <input type="radio"/> No
Total applicant contribution (applicant + other contribution must = a minimum of 10%)	\$1,525.00		<input type="radio"/> Yes <input type="radio"/> No
Total other contributions (applicant + other contribution must = a minimum of 10%)			<input type="radio"/> Yes <input type="radio"/> No
	<b>Total In-kind</b>	<b>Total Funding</b>	<b>Total Revenue (B)</b>
	\$1,525.00		\$1,525.00
<b>Total amount requested* from the Active Communities Fund</b> (A minus B) (*no more than 75% of total costs)	<b>\$8,900.00</b>		

## Additional information

Is there anything else that we should know about the initiatives for which you are requesting funding?

Explain.

Include any additional documentation, with this application, that may help us to better understand your initiative.

I certify the following:

- I have signing authority for the organization named in this application.
- To the best of my knowledge, the information provided in this application represents the proposed budget and activities for this initiative.
- The organization named in this application understands the Active Communities Fund Guidelines and endorses this application.

Signature:  Date: Nov 2, 2023

Name: Jimmy Ward

Position in organization: Municipal Physical Activity Leader

Email: mpal@oxfordns.ca Work phone: (902)694-5928

## Submitting Your Application

**BEFORE** you submit an application, contact the CCH office nearest you (see below) to discuss the proposed initiatives and the application requirements.

Submit your application by email, mail or courier to the regional office closest to you. Be sure to include all required additional documents, indicated throughout this form.

### Regional Offices

#### Cape Breton Region - Serving Cape Breton Island

Phone: 902-578-4813 Email: [Larry.Maxwell@novascotia.ca](mailto:Larry.Maxwell@novascotia.ca)  
Mail/Courier: 850 Grand Lake Road, Suite 15, Sydney, NS B1P 5T9

Submit

#### Central Region - Serving Halifax Regional Municipality (HRM)

Phone: 902-456-5908 Email: [CentralRegion@novascotia.ca](mailto:CentralRegion@novascotia.ca)  
Mail: PO Box 456 Halifax, NS B3J 2R5 Courier: Homburg Bld, 3rd Floor, 1741 Brunswick Street

Submit

#### South Shore Region - Serving Yarmouth, Shelburne, Queens, Lunenburg Counties and District of Argyle

Phone: 902-930-2872 Email: [Anna.Haanstra@novascotia.ca](mailto:Anna.Haanstra@novascotia.ca)  
Mail: PO Box 9000, Lunenburg, NS B0J 2C0 Courier: 312 Green Street

Submit

#### Fundy Region - Serving Cumberland, Colchester Counties, and Municipality of East Hants

Phone: 902-324-8392 Email: [FundyRegion@novascotia.ca](mailto:FundyRegion@novascotia.ca)  
Mail/Courier: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

Submit

#### Highland Region - Serving Guysborough, Antigonish and Pictou Counties

Phone: 902-870-7278 Email: [Rae.Gunn@novascotia.ca](mailto:Rae.Gunn@novascotia.ca)  
Mail/Courier: 149 Church St., Suite 4, Antigonish, NS B2G 2E2

Submit

#### Valley Region - Serving Municipalities of West Hants, Clare, Annapolis, Kings and Digby Counties

Phone: 902-698-9407 Email: [Anna.Sherwood@novascotia.ca](mailto:Anna.Sherwood@novascotia.ca)  
Mail/Courier: 10 Webster St., Suite 200, Kentville, NS B4N 1H7

Submit

### Provincial Initiatives

Elaine Shelton,  
Manager of Physical Activity

Phone: 902-424-7629 Email: [elaine.shelton@novascotia.ca](mailto:elaine.shelton@novascotia.ca)  
Mail/Courier: PO Box 456 STN Central Halifax, NS B3J 2R5

Submit

## Definitions

**Community members who may have minimal access to physical activity opportunities:** people who experience barriers to accessing physical activity opportunities. Such barriers may include cost, transportation, safety concerns, lack of comfort in the environment, and so on.

**Community-wide approaches:** physical activity initiatives that take place across different settings and sectors. Such initiatives will be more successful in reaching many people and increasing physical activity than a single program, project or organizational plan. Municipalities, First Nations communities, schools, workplaces, and healthcare settings are good places to include in a community-wide approach. Targeted approaches, those that focus on a type of physical activity or a specific group, may be more effective.

**Cross-sectoral leadership committee:** a committee of decision-makers from a range of organizations within the community. These are some organizations that may provide members for such a committee:

- the local chamber of commerce
- the local centre for education
- the local municipal recreation department
- the local municipal planning department
- the municipality as a whole
- the local zone of the Nova Scotia Health Authority

**Cross-sectoral partnership:** a partnership with representatives from a range of organizations within the community (see examples listed above).

**In-kind contributions:** Goods or services required for the initiatives and contributed by the applicant or partner organizations. An example could be the contribution of recreation coordinator staff time to take registrations for a walking group. Information to explain how a dollar figure was determined should be included (e.g. 20 hours at \$20/hour = \$400). For this fund, MPAL time is not considered an eligible in-kind contribution.

**Indicators:** Markers of progress. Indicators should be specific, measurable and allow you to show progress with your goals and objectives. For example, for the goal of increasing engagement in play for adolescents, indicators could include number of adolescents who participated in X initiative, types of active play adolescents engaged in during X initiative, number of adolescents who reported engaging in play outside of X initiative etc.)

**Initiative:** In this context, initiative refers to the intervention for which you require funds. It could be a straightforward project (e.g. introducing play boxes) but it may have more elements (e.g. a play campaign that includes play boxes, a social media campaign, a junior high play partnership etc.)

**Less active adult population (in general):** Nova Scotian adults who have reported in citizen surveys that they are physically active 2 days a week or less. Data from the surveys show that less active adults are male and female and come from a variety of income brackets. They mainly get their physical activity through active household tasks and walking. They greatly prefer walking for recreation and active transportation, over any other form of physical activity, when they think of becoming active in the future. While most Nova Scotians prefer walking, less active adults prefer it more than the general population. The most common challenges to being active, according to this group, are lack of time, lack of social support, lack of interest in programming, the built environment, and health issues.

**Less-structured movement:** in this context, types of activities that are low barrier and can fit into daily life in a minimum of small amounts. Examples include reducing sitting time, gardening, unstructured active play, cycling, and walking.

**Municipal and Mi'kmaq Physical Activity Leadership Program (MPAL):** a program that pays for a staff person to develop and oversee the implementation of a community-wide physical activity strategy. The Province of Nova Scotia and participating communities share the cost of that person's salary.

**Physical environment:** includes the natural environment and the built environment. These environments influence how much people move by making it easier or harder to move more. In the context of this fund, equipment that encourages less structured daily movement (as described above) is eligible for funding in this category. These are some low-cost ways to make physical environments more activity-friendly:

- improve stairwells
- install or improve play boxes
- create community gardens
- stock a pedometer loan program
- paint games like hopscotch on pavement

**Policy:** in this context, the written policy or priorities of municipalities, First Nations communities, schools, or workplaces that encourage movement. Examples include policies that encourage access to recreation, walking meetings, active transportation, etc. Action to advance policy like education and awareness-building may be eligible for funding through this grant.

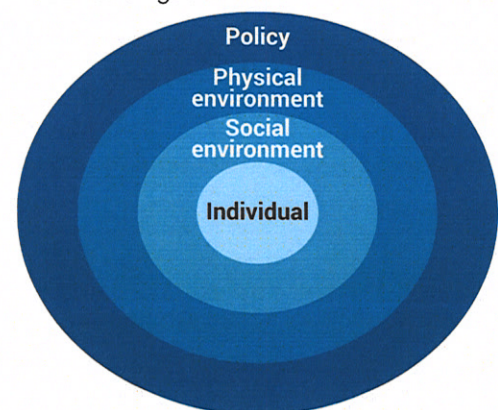
**Programs:** In the context of this grant, programs eligible for funding will be flexible for participants and encourage daily physical activity over the long term. Up to \$5000 per applicant will be available for this purpose.

**Reducing sitting time:** In addition to encouraging Nova Scotians to be more active, it is important to encourage the reduction of time spent sitting. It is possible to meet the guidelines for physical activity, but to spend too much time sitting. For the purposes of this grant, initiatives that fall into the "reducing sitting" category are those that specifically focus on breaking up sitting behavior (e.g. a workplace campaign to prompt standing at frequent intervals, a junior high school initiative to integrate movement during class time)

**Social environment:** There are many ways to promote a social environment that encourages movement. To qualify for this fund, social environment initiatives should aim for larger reach. One example is an initiative that encourages communities of volunteers to create social networks that support walking, play, or cycling. Another is to make use of existing campaigns aimed at changing social norms.

**Social marketing:** in this context, marketing to encourage health behaviours such as decreasing sitting and increasing physical activity. Tools to achieve this may include social media, paid advertising on television, radio, and in print, and community-based activities. Effective social marketing uses coordinated messaging and uses multiple tools to encourage behaviour-change.

**Socio-ecological model:** a way to understand and address what contributes to physical activity or sedentary behaviour. It recognizes the importance of the individual, the social and physical environments, and policy in encouraging more movement.



# ‘Walk and Wheel’ Project Proposal

## A Scoping Assessment

Submitted to the Town of Oxford, Nova Scotia

Sept 20, 2023

---

This proposal is being submitted by two members of the PEACH Research Unit team, who are offering their time as independent consultants to complete the proposed project work. The Basis for Proposal written below describes our understanding of the project, ascertained from an initial meeting with Oxford’s Municipal Physical Activity Leader and the Regional Physical Activity Consultant for Fundy Region in August 2023.

### Basis for Proposal

The Town of Oxford is located along the Trans-Canada Highway which brings travelers to the edge of town as ‘a stop along the way’. However, the Town has a desire to be a vibrant and active destination for more people.

Oxford is surrounded by a network of well-used recreational trails (e.g., hiking, snowshoeing, cycling, mountain biking), including access to the Trans Canada Trail. These recreational routes can attract more people to the community and encourage more active lifestyles for community members.

According to the Town’s *Physical Activity and Recreation Strategic Plan (2019-2024)*, while walking is the top activity that residents wish to do more, the condition/maintenance of roadside and cycling infrastructure is considered a significant challenge to achieving physical activity goals (Town of Oxford, p. 4). Therefore, the Town seeks to make strategic investments in walking and wheeling infrastructure (e.g., sidewalks, bike lanes, safe pedestrian crossings, etc.) that enrich social and physical activity in and around the Town.

To meet the needs of current and future generations, targeted infrastructure improvements that consider the accessibility and age-friendliness of active transportation routes are likely necessary. Therefore, we propose that a first step to achieving these goals lies in a scoping assessment of the active transportation assets and challenges present in the Town of Oxford.



# Scope of Work

We will perform a series of community assessments that inform the state of active transportation infrastructure in the Town of Oxford and its suitability for persons who experience a range of (dis)abilities.

These assessments will be informed by federal and provincial accessibility standards for the built environment and environmental indicators of age-friendly and accessible physical activity spaces compiled from tested neighbourhood assessment tools such as the Rural Active Living Assessment Toolkit (RALA), Senior Walking Environmental Assessment Tool (SWEAT-R), Stakeholder Walkability/Wheelability Audit in Neighbourhoods (SWAN), and the World Health Organization's Checklist of Essential Features for Age-Friendly Cities.

We will conduct assessments both in-person using a sampling method to audit the quality of select streets and trails, and remotely by performing spatial analyses using available GIS datasets. Outputs will include a final report and a video summary of the project methods, findings, and recommendations for future infrastructure projects.

The goal of this work will be to provide supportive data that may strengthen proposals for future design interventions along public roads and trails.

Findings may include:

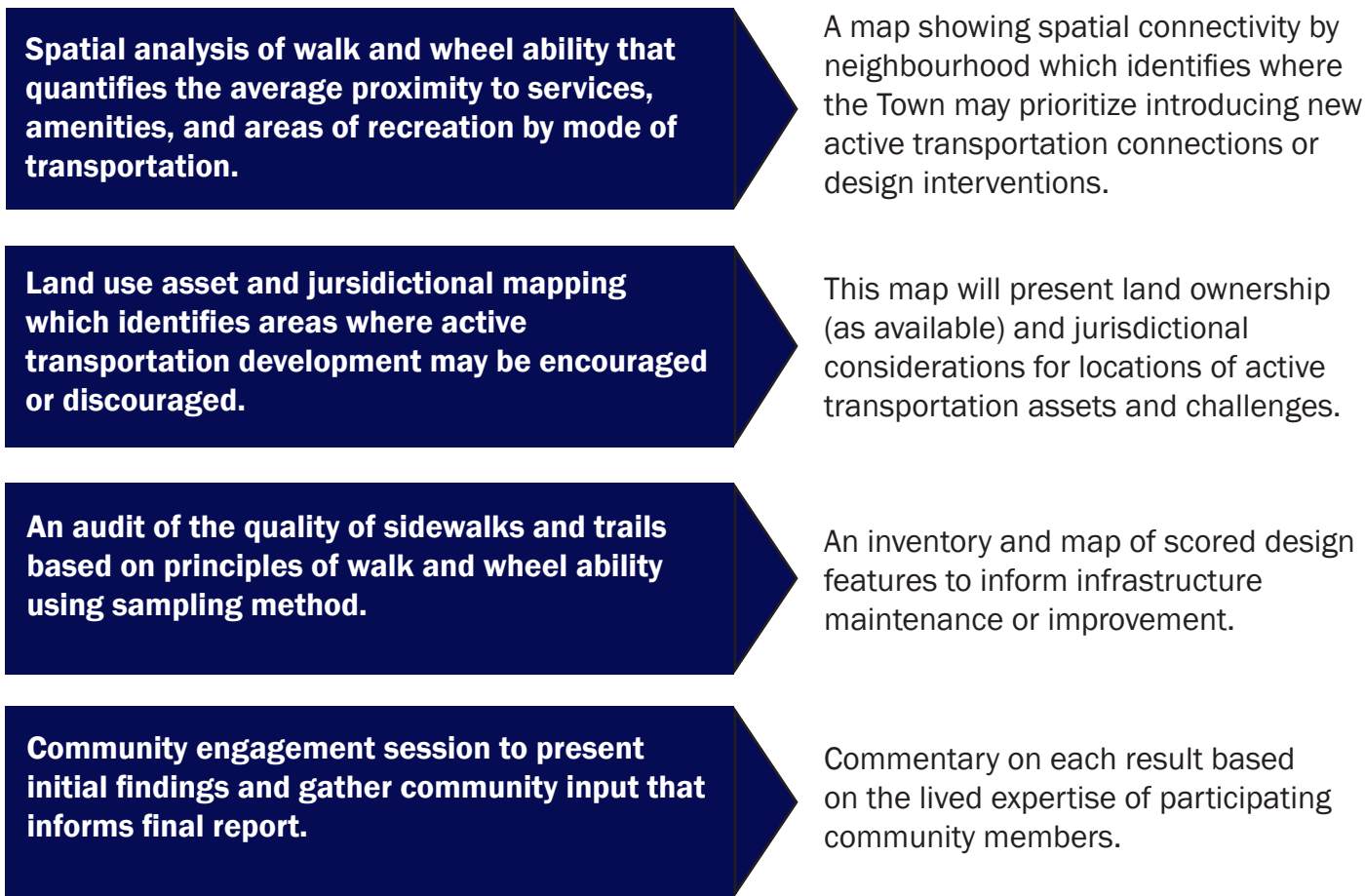
- areas of interest (e.g., where infrastructure development may be directed or avoided);
- top priorities for maintenance or improvement of active transportation/recreation routes based on quality scores;
- average distance to services and amenities to suggest where additional pedestrian and/or cycling connections may be of benefit; and,
- accessibility requirements for pedestrian infrastructure to include in later design projects.

Our expertise does not qualify us to directly recommend public works projects in the Town of Oxford. Therefore, the proposed report will not include specific site designs for application in Oxford, nor will it provide costing for site design options. This report will offer an information resource, but will not serve as a plan or strategy in itself.



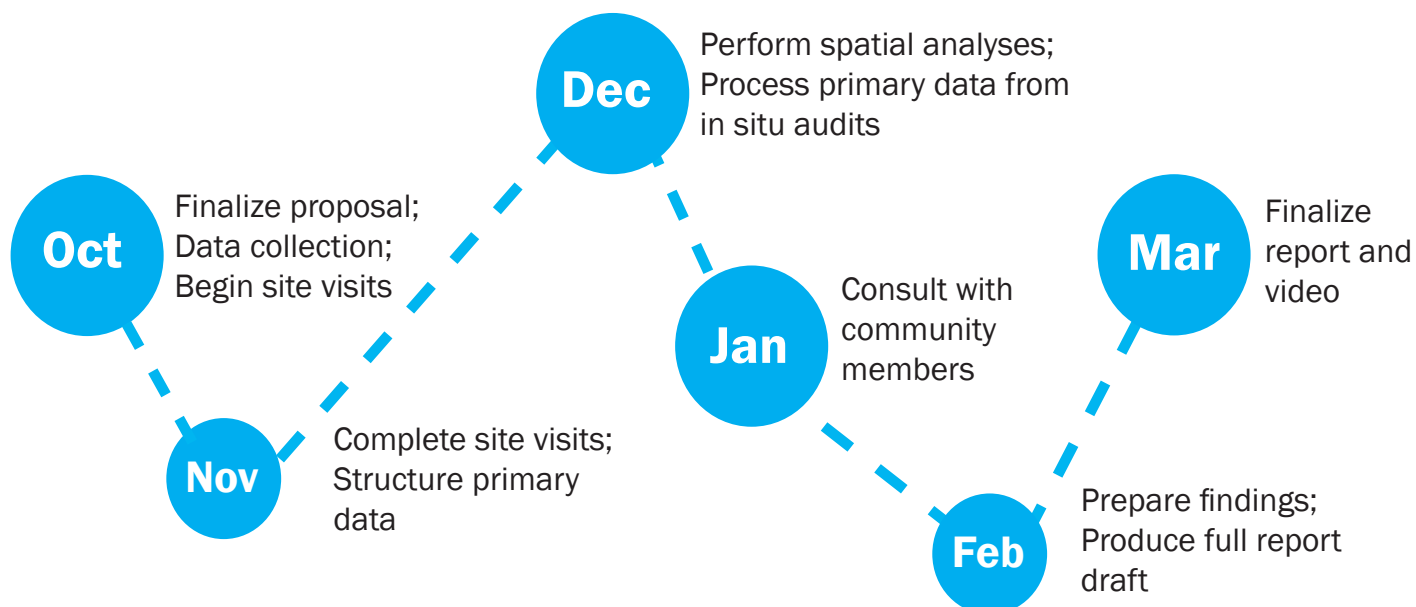
# Proposed Activities

The following specific activities and their products are proposed:



## Timeline

Please note: Exact dates for deliverables to be identified later.





## Data Availability

The deliverables of this report are dependent upon the availability and reliability of some existing data sources, such as road network data and classifications, trail network data, and other spatial information. We look forward to discussing the details of this proposal with you further.

## Estimated Budget

**Hours (Clark): \$4,050**  
**Hours (Deturbide): \$4,050**  
**Gas/mileage (approx.): \$700**  
**Engagement session: \$100**

**Total = \$8,900**

## Qualifications

### Kate Clark

Researcher & Project Management Professional

Kate Clark (MPlan) has over six years of experience performing consultation, community assessments, and best practice reviews for accessibility and age-friendliness in the built environment. Formally educated as an urban planner, Kate has built her knowledge of strategies that shape cities that are inclusive, healthy, and designed for people of all ages and abilities.

Kate is a qualified Accessibility Professional with the Rick Hansen Foundation's Accessibility Certification (RHFAC) and a certified Women's Safety Assessor through the UN Women's Safe Cities and Safe Public Place programme.

### Katherine Deturbide

Research Analyst & GIS Specialist

Katherine Deturbide (MPlan) has over four years of experience of working with GIS mapping software, particularly for analyses related to community health and accessibility. She also has extensive experience with conducting community health research and writing and facilitating community engagement activities.

With a background in both urban planning and architecture, Katherine is interested in learning about how accessibility-related data can better inform urban design practices to develop more active, healthy, and inclusive communities. Katherine is a qualified Accessibility Professional with the Rick Hansen Foundation's Accessibility Certification (RHFAC).



Town of Oxford 18th Annual

# CHRISTMAS PARADE



This year's theme is

*Popular Christmas Movies*

FRI, NOV 24TH AT 6:30  
RAIN DATE - SAT, NOV 25TH





## Town of Oxford 18<sup>th</sup> Annual Christmas Parade Guidelines

1. **Deadline of Application** – All applications must be in by Wednesday, Nov 22<sup>nd</sup>
2. **Cancellation** – In the event of inclement weather an announcement will be made via the Town of Oxford Facebook site. The parade will be rescheduled to the following day – Saturday, November 25<sup>th</sup>.
3. **By-laws** – There will be no treats or promotional materials handed out in any way during the parade – **no tossing or handing out – no treats at all.**
4. **Sensory Friendly Area** – In partnership with Autism Nova Scotia, we are asking all parade floats to refrain from blowing horns and sirens starting on Water St. from the M&N Marvelous Pets until Waverly St.
5. **Floats** – All floats should have the name of the organization/business displayed on the DRIVER'S SIDE to help the judges identify you  
All floats must have proper construction to prevent any chance of breakdown during the parade, allow proper vision and ventilation for the driver.  
Drivers must always stay with their floats  
No one may get on or off a float once the parade has started  
All entrants are encouraged to keep with the *Popular Christmas Movies* theme  
Festive music is encouraged on the floats  
When the parade is over all floats must exit the parade route – there will be no stopping allowed on Waverly St. to let float participants off a float
6. **Solicitation** – There will be NO solicitation for cash and/or ticket sales along the parade route
7. **Mr. & Mrs. Claus** – No float shall have a person in a Mrs. Claus or Santa Claus costume
8. **Keep Pace** – Please keep a safe space of 30 feet behind the entry in front of you to ensure the procession moves smoothly. We need your help in maintaining the pace!

If you have any questions regarding the above guidelines, please contact  
Chrystal McNutt at 902-694-4032 or [cmcnutt@oxfordns.ca](mailto:cmcnutt@oxfordns.ca) or by messenger.



**October 2023**

- **EMO Information Session** in Truro with CAO, Fire Chief and Public Works Supervisor
- **Account Arrears notices** – assisted the Clerk in assembling, folding, and preparing account arrears notices to be mailed out.
- **Technology Policy updates** – updated Oxford Technology Devices Policy and Information Communications Technology Policy for additional wording, punctuation, and grammar changes.
- **Payroll Provider Investigation** – ongoing research into payroll providers including inquiries to other municipalities and researching internal options including bringing payroll in-house by using Sage50.
- **Robert’s Rules of Order refresher session** in Port Hawkesbury on *October 13, 2023*, with CAO.
- **Water Bills (Q3)**
- **Tax and Water Collection Policy** – working with CAO and Senior Accountant on a revision to the Tax and Water Collection.
- **Accessibility Report Card** – created a draft of an Accessibility Report Card that can be used to accompany the Town of Oxford’s Accessibility Plan to be discussed at the next Accessibility meeting.
- **Monthly Interest Posting** in TownSuite for Property and Water taxes completed.
- **Online Social Media Posting:** Town & Provincial-Related articles, news, alerts, proclamations, minutes, notices, surveys, and updates to the Oxford website and Oxford Facebook Pages.
- **Accounts payable** - paying bills online via Scotia Bank.
- **Deposits** – Posting in Sage50 for General & Water Operating, assisting when required to set up deposit batches for the clerk in her absence.
- **Bill Posting** - in Sage50 bills are paid online, by Visa, by cheque, and bills due to Water Operating account 1303/58xx.
- **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 and Maintenance for:**
  - **Hardware and devices** – Troubleshooting, updates to software and firmware, and maintenance to printers, computers, laptops, cell phones, tablets, and other devices.
  - Updates to Microsoft Windows 11, Microsoft Office 365, Sage50 Accounting, TownSuite, Adobe Acrobat, system drivers, and other software.
  - **Daily Backup** - Maintaining a daily backup of server data to external hard drive. Stored daily in the safe.
- **Payroll:**

- Timesheet entry & analysis as submitted by all employees bi-weekly into payroll spreadsheet. Requested information from Connie's Financial Services and from employees regarding hours and other payroll information when required.
  - Submission of payroll timesheet 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.
  - **Various Committee and Council/COW meetings:** Assisting in assembling and printing agenda packages, recording minutes, updating action items, scanning, and uploading minutes and related information to the 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 ongoing.**



## Minutes of the Accessibility Advisory Committee

**Place:** Council Chambers  
**Date:** Wednesday, September 27, 2023  
**Presiding Officer:** Josephine MacDonald  
**Members present:** Tracy Briggs, Deputy Mayor Arnold  
MacDonald, Mandy Blake, and Danielle Laurie.  
**Regrets:** Kirsten Hiltz and Megan Marchant.

*A quorum was present throughout the meeting.*

**Staff in attendance:** Linda Cloney – CAO and Stan McDougall (recording secretary)

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

Chair Josephine MacDonald called the meeting to order at 5:58 PM.

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

Moved by Deputy Mayor MacDonald and seconded by Danielle Laurie that the agenda of the Accessibility Advisory Committee for September 29, 2023, be approved, as presented.

***Motion Carried***

### **3. Approval of Minutes – June 28, 2023**

*Approved by* \_\_\_\_\_

*Josephine MacDonald, Chair, on September 27, 2023*

Chair Josephine reviewed with the committee that the Oxford Town Council has approved the Town of Oxford Accessibility Plan which was appreciated as a significant milestone for the committee.

### **4. Business**

#### **4.1 Where do we go from here?**

##### **4.1.1 Report Card - reference Wolfville: Access By Design – An Accessibility Plan for 2022-2025**

Chair Josephine discussed with the committee the need to have a report card ready to present to council with the progress of the plan by March 31, 2024.

The example report card produced by Wolfville outlines the action items which are the top priorities in each category with status for each and comments to discuss the progress.

The committee agreed that a similar report card template is to be created for Oxford to begin working on at the next meeting.

##### **4.1.2 Low bearing fruit for the committee to start with**

Committee agreed that a good start is the blank report card template for the Accessibility Plan to aid in delegating parts of the plan.

The CAO discussed completing work that is part of grant money received including, crosswalk enhancements including painting and repairs to sidewalks.

## **5. Items of discussion**

### **5.1. Terms of Reference**

The Terms of Reference was reviewed by the committee regarding membership, size of committee and maximizing the meeting attendance to maximize the participation.

Discussion regarding time of day, day of week, meeting location, etc.

An election for Chair and Vice chair is coming up. To be discussed further at the next meeting.

The option was tabled to allow for the existing Chair and Vice Chair remain the same for another year for consistency and continuity of the process.

The CAO will send out an email to the committee to include those that were not in attendance at the meeting.

Chair Josephine tabled the option of recruiting more committee members to the committee. It was noted that

committee members do not need to live within the Town of Oxford.

If nominations for Chair or Vice Chair have no nominations, the existing Chair and Vice Chair will remain in their positions until one is nominated.

## **5.2. Nominations for Chair and Vice Chair for October's meeting.**

*Deferred until the next meeting.*

## **5.3. Wayfinding Sign**

Discussion of signage directing visitors and public to town locations was discussed at the committee with the example of the Pine Grove Cemetery displayed.

The committee discussed that these signs legally are not allowed to be posted on telephone poles, but the idea is good provided other means of displaying them could be achieved.

## **5.4. Accessible Office Tour**

The CAO reviewed as part of the Accessibility Directorate, the sharing of a virtual tour of the Accessibility Standards Canada offices as an example of how to achieve accessibility within office spaces. On the website provided, users can take a self-guided tour in 3D and/or watch a video of the offices.

## **5.5. Accessible Park Survey and Results**

The CAO discussed with the committee a survey that was put out by the Town of Amherst for people with disabilities, their loved ones, and caretakers regarding barriers to parks and outdoor spaces. A similar survey could be conducted on parks and green spaces within Oxford.

This tool was provided as an example and reference for future surveys should the committee wish to conduct one.

## **5.6. Built Environment Public Review – 2 documents**

Provided for committee information, an email and document to explain what the Built Environment Accessibility Standard is, grants that could be applied for buildings and outdoor spaces.

The province is seeking input on this proposed Accessibility Standard until October 30, 2023.

More discussion on this at next meeting and possible input from the committee by the deadline of October 30, 2023.

## **5.7. Disability Employment Awareness Month**

The CAO discussed that as part of Team Cumberland, CANSA and Nova Scotia Works have put together the Disability Employment Awareness Month for October 2023.

Moved by Mandy Blake and seconded by Tracy Briggs to have Mayor Henley proclaim for the Town of Oxford that the month of October 2023 is National Disability Employment Awareness Month. ***Motion Carried***

## **5.8 Oxford Walk and Wheel Proposal**

Oxford Walk and Wheel Proposal was presented to the committee by the CAO as an item that was approved by town Council at the last council meeting as brought forward to Council by the MPAL (Municipal Physical Activity Leader), Jimmy Ward.

The members of PEACH (Planning Equality Accessibility and Community Help) developed this following provincial and federal standards the plan aims to conduct assessments through GIS and sampling to produce a final report on walk and wheel-ability for the Town. The goal is to start in October and finalize a report and video by March of 2024.

The budget is estimated at around \$8900 and will be funded primarily by a grant and the Town of Oxford MPAL budget.

As this proposal ties into accessibility, it was agreed by the

committee to have Jimmy discuss this plan further with the committee on the progress of this proposal in November.

A future meeting may also involve the Welcoming Committee to help inspire collaboration.

### **5.9 Discussion on flashing lights and pedestrian signage**

The admin assistant discussed solar flashing lights and cross walk signage with flashing lights with the committee and details regarding a Halifax vendor who works with the Department of Transportation and province closely which has been discussed with council to enhance the visibility initially of our 3-way intersection at Water and Main Streets.

The admin assistant discussed that exploration for accessible grants has been inquired about to help pay for enhancements to the intersection and potentially future crosswalk enhancements.

### **6. Date, time, and place of next meeting**

The next meeting was scheduled for Thursday October 26, 2023, at 6 PM.

### **7. Adjournment**

The meeting adjourned at 6:50 PM

---

**Josephine MacDonald, Chair**

---

**Linda Cloney, Recording Secretary**

---

**Date Approved**

DRAFT

**From:** [Black, Mary](#)  
**To:** [Black, Mary](#)  
**Subject:** Fall update- NS-NB Reliability Tie  
**Date:** October 26, 2023 12:09:51 PM

---

Good afternoon,

Today is an important milestone for Nova Scotia Power as we have registered a Class 1 Environmental Assessment (EA) to Nova Scotia Environment and Climate Change for the construction and operation of the Nova Scotia portion of the NS-NB Reliability Intertie. As a reminder, NS-NB Reliability Intertie is a new 345 kV transmission line twinning an existing line to New Brunswick. The line will traverse approximately 96 km from Onslow, Nova Scotia to the New Brunswick border. The route will parallel an existing 345 KV transmission line, and this new transmission line will be strung on separate steel towers located in a parallel corridor.

The EA is an important process that demonstrates our diligence in evaluating and addressing any environmental risk as part of the project. The process leading up to the filing has included engagement with the Mi'kmaq, local communities, environmental and other special interest groups, landowners, government and other stakeholders through one-on-one meetings, open houses, and surveys.

To date, conceptual engineering has been completed for the project as well as geotechnical investigations in preparation for filing of the EA. Next steps will be to commence detailed engineering with line construction planned to be completed by the end of 2027.

The EA is open to the public for review and comment until Saturday, November 25<sup>th</sup>. To view this document, visit [Environmental Assessment | Environmental Assessment \(novascotia.ca\)](#).

I hope that you find this update helpful.

Thanks,

Mary

**Mary Black** | Stakeholder Lead | **Nova Scotia Power**

T: 902-428-6082

E: [mary.black@nspower.ca](mailto:mary.black@nspower.ca)

[www.nspower.ca](http://www.nspower.ca)

Follow us on [Twitter](#)





## TOWN OF OXFORD POLICY

PAGE 1 OF 4

**DEPARTMENT:** Council and All Departments

**TITLE:** Information/Communication Technology Usage Policy

Minutes reference date: 16 May 2022 PAGES \_4\_  
POLICY Adopted: 20 June 2022

### PURPOSE:

The Town of Oxford provides internet access and electronic communications to increase the efficiency and effectiveness of overall business operations. Information/Communication Technology is used as a tool to support the delivery and enhancement of services to the public. This policy will provide users with [general] guidance as to the [for the] appropriate use of information/communication technology thereby enhancing [with the goal of increasing] the productivity of Town [of Oxford] employees.

### POLICY STATEMENT:

The Information/Communication Technology network of the Town of Oxford, including all electronic documents generated within this network, is the property of the Town of Oxford. Members of the Council and Staff with of the Town of Oxford are provided access to information technology to assist them in the performance of their duties. Users may be afforded the privilege of accessing various forms of technology including computers, printers, other peripherals, internet, email, intranet, telephones, cell phones and fax machines. These users have a basic responsibility to ensure that technology is used in a professional, lawful, and ethical manner. As required, separate policies and usage guidelines will be provided to help establish guidelines for proper use, care, maintenance, and loss prevention. As such, this policy should be read in conjunction with the **Laptop/Notebook policy** [Oxford Technology Devices Policy].

### ACCEPTABLE USAGE:

Town of Oxford users will be provided with access to various forms of technology based on the job requirements of each individual employee, to perform the duties of his/~~or her~~ [the] position. Information/Communication Technology equipment and programs should be used in a manner which is consistent with the requirements of overall operations in the Town of Oxford. Employees who remove communication devices from Town property to use at home or other sites must have authorization from the CAO or their Director/Manager [supervisor] and must exercise caution in accordance with policies that these devices always remain in their custody and control. While Information/Communication Technology generally must be used only for activities related to Town business, minor personal usage during business hours is acceptable contingent on the following guidelines:

- Activity does not interfere with responsibilities and duties related to job performance.
- Activity does not require excess system resources that will negatively impact on operations.

PAGE 2 OF 4

- Activity is not related to personal business ventures.

After normal business hours, employees may enjoy personal usage of the Town's [of Oxford] Information/Communication Technology equipment and programs in a professional, lawful, and ethical manner and in accordance with this and other related policies, so long as there is not an incremental cost to the Town.

#### **UNACCEPTABLE USAGE:**

The Town of Oxford has a limited amount of bandwidth and storage available to it. Therefore, users must not perform acts that waste or dominate these resources. The following usages are prohibited:

- Spending excessive amounts of time during normal business hours on the internet for [non-municipal] non-Town purposes.
- Playing online games.
- Excessively using personal on-line messaging (Facebook, Twitter, MSN, Yahoo, etc.); the determination of what constitutes excessive usage shall be left to individual Department Heads [supervisors or the CAO]
- Downloading large files for personal use.
- Accessing high bandwidth streaming audio and/or video files for non-work [non-municipal] related purposes, without authorization of the Technology Officer or CAO; (i.e.: radio broadcast, video such as YouTube, Facebook, CNN or TSN).
- Making, sharing and/or distributing unauthorized copies of software used by the Town.
- Any use which is contrary to the laws of Canada and/or the Province of Nova Scotia.

#### **OFFENSIVE MATERIALS:**

Participating in sexual, ethnic, and racial harassment by way of e-mail, the internet or any other form of Information/Communication Technology provided by the Town of Oxford is prohibited. Users are prohibited from actively searching out, storing, sharing, or intentionally authoring and/or viewing this type of material. Even with the filtering systems in place, with the amount of information contained on the internet, it is difficult to avoid receiving e-mails or attaining search results on the internet without sometimes being directed to materials that are sexually explicit or are offensive for some other reason. Should this type of material be encountered, it shall be deleted immediately. If difficulties are encountered in deleting this material, the IT department must be contacted immediately for assistance.

#### **PRIVACY:**

Users who have been granted access to Information/Communication Technology to assist them with their jobs should have no expectation of privacy in anything they create, store, send or receive using the Town's Information/Communication Technology. The Town of Oxford has the ability, and reserves the right, to monitor and maintain records on all aspects of its computer system including internet usage, file storage, participation in online discussion groups, file downloads, messaging, and any other electronic communications deemed necessary.

#### **SECURITY:**

Users are not permitted to download or install software without the authorization of the ~~Technology Officer~~ [IT] or the CAO. Certain primary programs as outlined in appendix "A" attached may be updated by users as required. Users are not permitted to disable or alter in anyway the Town's anti-virus software. Each user will be assigned a username and password for the applications that are necessary to perform their duties. This information must remain confidential and should not be shared with others at any time. Users are to ensure that they log off all software programs such as ~~Simply Accounting~~ [Sage50 Accounting], TownSuite, network, and Internet-based applications at the end of the day and all information systems are to be secured prior to ending their workday.

---

Linda Cloney, CAO  
Town of Oxford  
Dated: 20 June 2022

DRAFT

**Information/Communication Technology Usage Policy “Appendix “A”**

- |   |                                      |
|---|--------------------------------------|
| 1. Antivirus Software   | Automatic Updates/Annual Renewal     |
| 2. Spyware/Adware Software                                    | Automatic Updates/Annual Renewal     |
| 3. *Adobe Acrobat   | Regular Updates/Annual Renewal       |
| 4. Microsoft Office   | Regular Updates/Monthly Renewal      |
| 5. Windows 10/11  | Regular Updates (**Windows 10 only). |
| 6. TownSuite  | Updates as per TownSuite             |
| 7. Sage[50 Accounting] <del>Simply Accounting</del><br>Sage50 | Updates as per                       |

\* For those that have the Adobe Acrobat application.



---

**DEPARTMENT:** Council and All Departments

**TITLE:** Technology Devices Policy

Minutes reference date: 16 May 2022

---

## PURPOSE:

The Town of Oxford recognizes the role technology plays in providing municipal services [and the need for technology to aid in efficiency and quick access to information is critically important]. To allow staff to work together in an environment where learning, informed decision making and innovation is [are] key, the Town of Oxford provides devices to some of its staff. Devices can be devices/notebooks [laptops], tablets, [storage devices including external hard drives and USB drives], and/or cell phones. The purpose of this policy is to outline the acceptable use and care of these devices and the employee's role in ensuring municipal assets, information and network systems are protected.

## SCOPE:

This policy applies to all municipal [Town of Oxford] employees who are issued devices and applies to device use on and off municipal premises. This policy should be read in conjunction with the **Information/Communication Technology Usage Policy**.

All employees who are issued a device will be asked to sign for receipt of the device and to acknowledge that they have read, understood, and will comply with this Policy and the **Device Use Guidelines**.

## DEFINITIONS:

Term	Definition
<b>Municipal location</b>	Any property owned by the Municipality [Town of Oxford]
<b>Off-Site</b>	Any place that is not a municipal [Town of Oxford] premise
<b>VPN</b>	Virtual Private Network— Enables a secure network connection over the internet
<b>Device</b>	Any technology device including devices/notebooks, [laptops], tablets, and cell phones, [storage devices including external hard drives and USB drives].
<b>[IT]</b>	[Information Technology or also referring to the Information Technician in charge of setup and maintenance of devices.]

**POLICY STATEMENT:**

To safeguard municipal [Town of Oxford] assets, information and network systems/services, employees are responsible for the care and security of the device issued to them. Employees should take good care of the device and ensure that it is not damaged, lost or stolen. Employees will familiarize themselves with the **Device Use Guidelines** and direct any questions to the CAO, [or person in charge of] IT Department or designate.

In order to [To] maintain security over the devices and a healthy work-life balance for our employees, it is the policy of the Municipality [Town of Oxford] that, ~~except were outlined herein~~ [unless in the cases outlined below, all] devices should remain in the workplace. Being provided [with] a device does not imply that employees can use them outside of the workplace. Express permission to remove devices from the workplace must be received from the employee's supervisor/Director or the CAO.

It is the policy of the Town of Oxford that employees will act in accordance with the following:

**1. Use of Devices**

**Devices may be removed from the premises in the following circumstances:**

- 1.1. Staff are attending a meeting, training session, or gathering at a Municipal location where their device is required for training or operational purposes.
- 1.2. Staff are required to work off-site at the direction of their supervisor [or the CAO] (off-site presentations, on-call, overtime, etc.) – ~~in these instances, staff must sign out the device through their supervisor using the Device Sign-out Form.~~
- 1.3. Staff are asked by their director to take their device to facilitate workflow in non-routine circumstances (i.e., working from home [for any length of time], ~~extended work-related absence where contact through the VPN is necessary~~) – ~~in these instances, staff must sign out the device through their director using the Device Sign-out Form.~~

**Devices are not to be off-premises during unpaid leave without express permission of [the supervisor or] the CAO and signing of the appropriate form [where required]. [Otherwise], in all circumstances of an extended leave, the Municipality [Town of Oxford] may require the device to be returned [prior to or] during that leave.**

- 1.4 ~~Staff at the Officer, Manager, or Director level is exempt from the portability restrictions of this policy. [All Supervisors, the CAO, the Senior Accountant, and IT are exempt from this policy unless directed by the Town of Oxford Council].~~

**2. Care of Devices**

Employees are responsible to ensure compliance with the following:

- 2.1 Devices are only to be used for municipal [Town of Oxford] use. Friends or family members shall not use devices.

2.2 Devices shall never be checked as luggage at the **[any]** airport.

2.3 Devices shall never leave Canada without the express permission of the CAO to ensure compliance with the Government of Nova Scotia Bill No. 19 – Personal Information International Disclosure Protection Act (PIIDPA).

2.4 Devices must be carried in a **[protective]** device carrying case when leaving the workplace – the device must be turned off **[and allowed to cool down]** properly before **[being]** placed in the carrying case.

2.5 Devices must be protected from extreme temperatures, food, drink, and dirt (from hands or the environment) – employees will never clean the device with water or chemicals except those designed specifically for that purpose: and,

2.6 All errors or unexpected behaviours **[operation]** with devices must be reported to the ~~IT Department or designate~~ **[IT]**, describing the error, conditions, or unexpected behaviours.

**\*\* Due to warranty requirements, devices in need of cleaning or repair must be returned to IT [unless other arrangements are arranged through IT] ~~Department or designate~~. Staff must not attempt to repair any hardware or software faults under any circumstances.**

### 3. Security of Devices

3.1 Devices shall never be left in an area where they are vulnerable to theft.

3.2 Devices shall never be left in an unlocked vehicle, regardless of whether it is in a private driveway or garage. If it is necessary to leave the device in a vehicle, devices shall be locked in the trunk or, if there is no trunk, hidden from plain view and the vehicle **[shall be]** locked **[and parked in a location, where possible, to be visible to the driver]**.

3.3 Employees shall only connect to trusted Wi-Fi connections and where possible users should notify ~~IT Department or designate~~ when planning to connect through Wi-Fi outside of normal conditions (e.g., while travelling out of province).

3.4 Devices shall never be left unattended in an unsecured area in the workplace.

3.5 ~~User accounts~~ **[Devices]** must always be locked **[or powered off]** when ~~the device is~~ unattended: and,

3.6 Employees are not permitted to connect any equipment, e.g., personal printers, cameras, scanners, USB flash drives, cell phones etc. without the permission of ~~the IT Department or designate~~. **[unless those devices were supplied by the Town of Oxford]**.

**Lost or Stolen Devices:**

If a device is lost or stolen, immediate action should be taken to prevent loss of or malicious access to information and network resources by calling the CAO. The CAO will notify the Police [policing service] and provide asset tracking support with the assistance of IT Department or designate.

4. **[Employees in Lay-off, Retired, or Leaving Employment of the Town of Oxford]**

[When an employee leaves the employment of the Town of Oxford for any reason, the employee, unless otherwise permitted by the CAO, must return all devices to the CAO of the Town of Oxford upon their exit interview or leave. This allows the Town of Oxford to maintain the security, confidentiality, and integrity of the data contained on the devices, and the data of the Town of Oxford to maintain security and access to sites, applications, and locations the employee has had access to have continued workflow. All passwords, unlock codes, and security question answers for multi-authentication factor websites and apps are to be supplied with the device being returned. All adaptors, cases, accessories, and cables that were purchased by the Town of Oxford included with the device, must also be returned.]

[Devices will be securely erased for reuse within the Town of Oxford when deemed ready. Where the devices are unviable for re-use, devices will be destroyed or made inoperable to prevent any level of wiping or formatting of hard drives from being reversed in any way.]

5. **Guidelines & Accountability**

In conjunction with this policy, a set of Device Use Guidelines will be maintained. These are subject to review and approval of the CAO.

Staff ~~will~~ [may] be required to sign a Device Agreement prior to being issued a device for their municipal [Town of Oxford] use.

**ROLES AND RESPONSIBILITIES:**

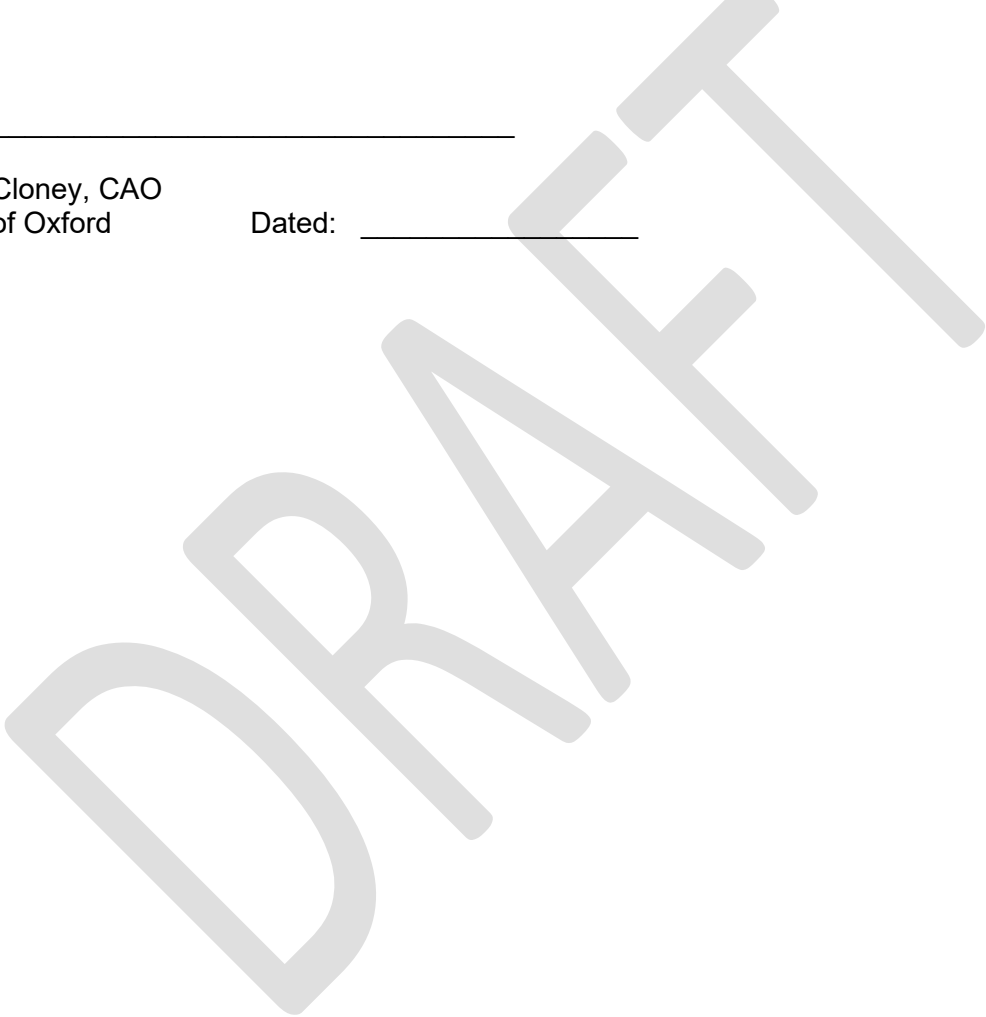
Title/Role	Responsibilities
Directors & Supervisors	<b>The Directors/Supervisors will:</b> <ul style="list-style-type: none"> <li>● Ensure this policy is being adhered to</li> <li>● Provide employees with adequate direction on when a device can leave the premise</li> </ul>
Employees	<b>The Employees will:</b> <ul style="list-style-type: none"> <li>● Ensure this policy is adhered to</li> <li>● Protect the device issued to them</li> </ul>
Office Assistant or designate	<ul style="list-style-type: none"> <li>● Review the policy on a yearly basis for relevancy and potential updates.</li> <li>● Maintain the Device Use Guidelines</li> </ul>
IT	<b>IT will:</b> <ul style="list-style-type: none"> <li>● Repair and or replace faulty equipment</li> <li>● support the RCMP [policing services] investigation in the case of a stolen device [where applicable]</li> </ul>
CAO	<b>The CAO will:</b> <ul style="list-style-type: none"> <li>● Notify the Police [policing service] and the IT Department in the case of a stolen device</li> <li>● Ensure this policy is adhered to</li> <li>● Approve changes to the device use guidelines</li> <li>*This policy is subject to the approval of the CAO</li> <li>● [Provide employees with adequate direction on when a device can leave the premise]</li> </ul>

**RELATED DOCUMENTATION:**

<b>Document Name</b>	<b>Document Type</b>
<b>Information/Communication Technology Policy</b>	Policy
<b>Device Agreement</b>	Contract
<b>Device/Notebook Sign-out Form</b>	Form
<b>Device Use Guidelines</b>	Form
<b>Personal Information International Disclosure Protection Act (PIIDPA)</b>	Legislation

\_\_\_\_\_  
Linda Cloney, CAO  
Town of Oxford

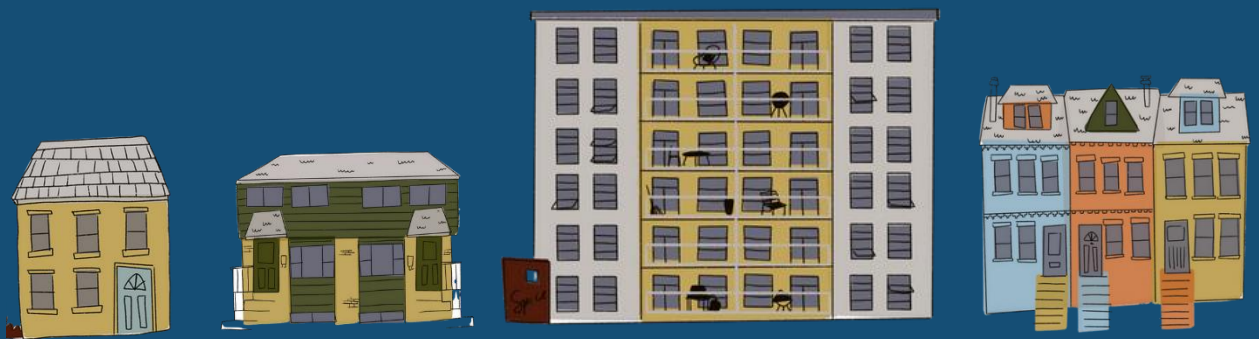
Dated: \_\_\_\_\_



# Town of Oxford

## Municipal Housing Needs Report

2023



## TABLE OF CONTENTS

1	Introduction .....	1
2	Key Findings .....	2
3	Housing Supply .....	4
	3.1 Market Housing .....	4
	3.2 Non-Market Housing.....	9
	3.3 Short-Term Rentals (STRs).....	10
4	Housing Shortage .....	12
5	Housing Affordability.....	13
	5.1 Homeownership .....	13
	5.2 Rental Market.....	15
6	Housing Need .....	18
	6.1 Housing Need by Tenure .....	18
	6.2 Housing Need by Household Type.....	19
7	Demographic Profile .....	21
	7.1 Population .....	21
	7.2 Households .....	23
8	Conclusion .....	26

# 1 Introduction

The purpose of a housing needs assessment is to understand the current and anticipated housing conditions across a given geography, in the case of this and accompanying reports, the conditions across the province of Nova Scotia and its municipalities. Generally, this work strengthens the ability of local stakeholders and governments to:

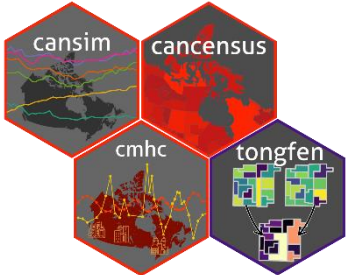
- Identify current and future housing needs and
- Identify existing and projected gaps in housing supply

Empowering municipalities and the province to become effective partners in housing provision requires reliable data to identify the stock necessary to meet current and future needs and how to drive related policy and investment. The insights generated by a needs assessment can help to inform ongoing land use and social planning initiatives at the local level, as well as provide hard evidence in support of advocacy to more senior levels of government.

The goal of this municipal report is to share appropriate, available, and accurate data to municipal governments so that they further understand their current housing situation and what they might anticipate. It is important to note that the same data methodologies and calculations are applied across each municipality, based on available data. This means that reports cannot consider all the nuanced conditions of individual communities that would be known best by municipal staff, stakeholders, and residents.

The report should be considered a form of base knowledge, intended for local review and discussion. Municipalities should use local information to provide additional context and information for discussion and decision-making as they see fit. For more details about methodologies, provincial trends, and definitions, please refer to the **Provincial Report**.

Note that all data references the municipality unless noted otherwise. There were fewer than 20 public survey respondents from the Town of Oxford and cannot be included. Data for all municipalities with fewer than 20 respondents is not reported publicly, to ensure the confidentiality of individual identities as well as to avoid statistically unreliable results.



## 2 Key Findings

### **Housing shortage**

As of the end of 2022, there was a gap between demand for housing and the available housing supply of about 10 units, including both market and non-market housing.

Projections suggest that to keep pace with population growth, the municipality will need 15 new units by 2027 (including the existing shortage of 10) and 20 by 2032.

*"Not a place to live left, not an empty house, no rooms to rent even."*

### **Population**

The municipality's population decreased 2% between 2016 and 2021, compared to the province's population growth of 5%. Even so, there was particularly strong growth (based on relative change) among 0-to-14-year olds and 65-to-84-year-olds.

Finance and Treasury Board (FTB) estimates suggest that the 2022 total population was 1,180, with a projected increase of 1% between 2022 and 2027. Senior populations should increase during that time, with decreases mostly occurring among non-senior populations - though, total 25- to 44-year-olds may expand 2% over the next five years.

However, between 2027 to 2032, there is an anticipated 2% contraction of the population.

### **Households**

Between 2016 and 2021, there was an overall 1% increase in households, with tenures split into 67% owners and 33% renters. Noteworthy is the 21% increase in non-census families (i.e., single persons or roommate households) given their significant cohort size (230 total).

Estimates suggest that total households reached 540 in 2022, with a potential decrease of 2% from 2022 to 2027 (10 total). Household losses should predominantly occur among older working professional led households (45- to 64-year-olds). The greatest rate of growth should be among senior-led households. Similar magnitudes of decline may continue from 2027 to 2032.

### **Non-market housing**

As of January 2023, Oxford has a public-housing inventory of 35 units, all of which were for seniors housing.

## **Shelter costs**

Average rents reported by the Property Valuation Services Corporation (PVSC) increased 1% from 2020 to 2021, following a 9% increase between 2019 and 2020, even as the local vacancy rate appears to have increased from 7.4% to 7.8%, rising above the healthy vacancy range of 3% to 5% reported by PVSC across Nova Scotia.

Median municipality home prices increased 82% from 2019 to 2022, following a 14% increase between 2016 and 2019. The rapid rise in prices is a combination of increased demand and low interest rates (until recently) .

## **Affordability**

About 25% of all couples, 51% of all lone-parent households, and 82% of all single person households earned below the estimated income required to afford the 2022 median sale price of a local dwelling. For rentals, at least 18% of **renting** couples, 33% of **renting** lone-parents, and 78% of **renting** single persons earned below the estimated income required to afford the 2021 average local rents.

## **Housing need**

When a household lives in a dwelling that requires more than 30% of its before-tax household income, is overcrowded, and needs major repairs - and no alternative exists - it is in Core Housing Need. In 2021, about 15% of the municipality's households (80 total) lived in Core Housing Need. Need is particularly prevalent among:

- 30% of renter households (50); and
- 27% of single persons / roommate households (60)

Generally, the number of people in and rates of Core Housing Need across segments has increased or decreased since 2016. However, comparing 2021 to 2016 rates (particularly for affordability) is difficult given the influence of the Canada Emergency Response Benefit (CERB) on incomes. Overall, the municipality reported a higher rate of core housing need than Nova Scotia overall (10%).

### 3 Housing Supply

#### 3.1 Market Housing

As of the 2021 Census, there were 576 private dwellings across the Town of Oxford, 93% of which were occupied by usual residents (those who live in the town permanently). In other words, 7% of the dwelling inventory is not categorized as being used for permanent tenancy. For instance, many may be used as recreational properties like cottages, whether owned by Nova Scotia residents, residents from other provinces, or foreign residents. Some of the dwellings may also be considered unoccupied. Unfortunately, specific data about the remaining 7% is not available.

For those dwellings occupied by usual residents, Table 3-1 summarizes the totals and distribution by structure type for the municipality. The greatest share of the current supply is currently held by single-detached homes at 73%.

Table 3-1: Total & Share of Dwellings Occupied by a Usual Resident by Structure Type

Total	Single-detached	Semi-detached	Row house	Duplex apt	Apt (< 5 storeys)	Apt (5+ storeys)	Movable	Other
535	390	5	10	5	100	0	20	5
100%	73%	1%	2%	1%	19%	0%	4%	1%

Source: 2021 Census

*“People are building homes on gravel roads, and the [the Town of Oxford] doesn't know how they will finance the servicing of those homes.”*

#### 3.1.1 Construction Activity

The pace of construction is represented by the annual total units permitted, units started, and units completed - these are separate but related phases of the same unit construction process.

A permit signifies the anticipated future housing to be built, a start reflects how many permits led to a shovel in the ground, and a completion represents how many units were actually added to the occupiable supply. Construction takes time and its pace varies depending on building type. Consequently, the number of units permitted in one year cannot be directly linked to starts or completions in another. The **Provincial Report** offers a detailed explanation of each element.

Permit activity refers to the total units permitted by a municipality. Table 3-2 shows the number units permitted in Oxford between 2010 to 2022 (note that 2022 data reflects an extrapolated September 2022 total, negative numbers mean there were more demolitions in a year than new builds, and units started and completed data is not

available). Units permitted data demonstrates an increase in permit volumes in 2022 (based on extrapolated data), potentially reaching 13 units.

Table 3-2: Permit Activity by Dwelling Type

Units permitted							
	2010	2017	2018	2019	2020	2021	2022*
Total	-2	1	1	1	-1	5	13
Single	-2	1	1	1	-1	5	13
Semi	0	0	0	0	0	0	0
Row	0	0	0	0	0	0	0
Apartment	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0

\* 2022 data extrapolated from September 2022 data to end of year 2022.

Source: Statistics Canada Custom CSD Tables 34-10-0001, 34-10-0066

*"The biggest issue is land. There's not enough land in the town limits to really build any more homes, and we need to build our tax base."*

Table 3-3: Change in Units by Size & Tenure between Census Periods

	Total	Studio / 1-bedroom	2-bedroom	3+ bedroom
<b>Owned dwellings</b>				
Owned (2016) - 74% of total HHs	390	20	110	260
Owned (2021) - 67% of total HHs	350	15	80	255
Change in units	-40	-5	-30	-5
Share of change	100%	13%	75%	13%
<b>Rented dwellings</b>				
Rented (2016) - 26% of total HHs	140	50	75	10
Rented (2021) - 33% of total HHs	175	75	65	40
Change in units	35	25	-10	30
Share of change	100%	38%	15%	46%

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

Table 3-3 summarizes the change in unit size and tenure between the 2016 and 2021 Censuses. The distribution of new units shows what sizes are most occupied by renter

and owner households. These Census results indicate that the long-term rental supply is growing at a faster pace than ownership relative to percent change - owned dwellings decreased 10% and rented dwellings increased 25%.

Note that not all additional units in the table necessarily reflect a new unit, and some may represent conversions from rental to ownership or vice versa. Between 2016 and 2021, total dwellings (not only occupied by a usual resident) decreased from 597 to 576 - a 21-unit decrease. While the total number of dwellings decreased, the number of permanent households remained about the same, resulting in a higher share of the inventory being used as long-term tenancy.

Table 3-4: Change in Total Dwellings versus Dwellings Occupied by Usual Residents

Dwellings	2016	2021	% change
Total dwellings (a)	597	576	-4%
Dwelling occupied by a usual resident (b)	530	535	1%
Share (b / a)	89%	93%	

Source: Statistics Canada 2016 & 2021 Census

### 3.1.2 Housing Accelerator Fund Considerations

The Housing Accelerator Fund (HAF) is a program introduced by the Canada Mortgage & Housing Corporation (CMHC) with the objective to bolster the housing supply at an accelerated pace. Local governments within Canada - including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals - are eligible to apply to the HAF. Interested municipalities can find the HAF’s pre-application reference material [here](#). Note that a Housing Needs Assessment (such as this one) is required as part of a complete application (though not needed immediately for the initial submission).

An applicant is required to provide two projections to CMHC. The applicant must calculate their own projections based on reasonable assumptions and data sources, including Statistics Canada and/or its own administrative data. There is no prescribed formula; however, projections should be based on a three-year period ending September 1, 2026. The two projections are:

- The total permitted housing units projected without program funding.
- The total number of permitted housing units projected with program funding. This second projection is known as the “housing supply growth target.”

The data shared in this overall section (e.g., permits, starts, completions, and historical changes in dwelling sizes) can be used to inform local decisions related to projected permits by September 2026.

For additional guidance, Table 3-5 summarizes the growth by unit type (more closely defined with HAF application requirements) and tenure between 2016 and 2021.

Table 3-5: Unit Change by Estimated HAF Dwelling Type & Tenure, 2016 & 2021 Census

	Total	Single <sup>a</sup>	Missing middle <sup>b</sup>	Multi-unit <sup>c</sup>
<b>Total dwellings</b>				
Total (2016)	530	400	140	0
Total (2021)	525	385	155	0
Change in units	-5	-15	15	0
Share of change	100%	50%	50%	0%
<b>Owned dwellings</b>				
Owned (2016)	390	365	25	0
Owned (2021)	350	335	25	0
Change in units	-40	-30	0	0
Share of change	100%	100%	0%	0%
<b>Rented dwellings</b>				
Rented (2016)	140	35	115	0
Rented (2021)	175	50	130	0
Change in units	35	15	15	0
Share of change	100%	50%	50%	0%

<sup>a</sup> Single means single-detached homes, which are buildings containing 1 dwelling unit, which is completely separated on all sides from any other dwelling or structure.

<sup>b</sup> Missing middle refers to ground-oriented housing types that exist between single-detached and mid-rise apartments. This includes garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing, low-rise apartments (less than 4 storeys). Note that this definition for low-rise does not match the Statistics Canada cut off less than 5 storeys.

<sup>c</sup> Multi-unit refers to apartments that are 4-or-more storeys. The HAF further defines these by whether they are in close proximity to rapid transit or not, which is not possible to summarize based on the data available.

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

CMHC does not prescribe a formula for projections, leaving this decision up to the municipality who would know best about on the ground construction activity (not only by the numbers but also through discussions with local builders/developers).

A simple example includes using most recent permitting data (the five-year average between 2017 and 2021), applying the historical shares of new construction between 2016 and 2021, and comparing the potential units permitted to the estimated total demand over the three years (based on Housing Shortage data - Section 4). The results, shown in Table 3-6, are for discussion purposes and not a prescribed logic - the

municipality can form its own approach based on other data provided and internal resources.

Note that the final column provides the straight-lined shortage anticipated by the end of the HAF. This may not represent the total possible intervention by the HAF, as this depends on the choices made by the municipality. Rather, it highlights the total shortage the HAF can help reduce. Furthermore, values are rounded to the nearest 5.

Table 3-6: Example of Simple HAF Permit Projection

	Historical share of new housing	Possible annual units permitted	Estimated 3-year units permitted <sup>a</sup>	Estimated 3-year unit demand <sup>a</sup>	Gap that HAF can help reduce
Total	100%	0	(A)	10 (B)	10
Single	50%	0	0	5	5
Missing middle	50%	0	0	5	5
Multi-unit	0%	0	0	0	0

Relationship between units permitted and shortage	
C: Estimated September 2023 housing stock: <sup>b</sup>	585
Projected permitted unit growth over 3 years without HAF (A / C x 100):	0.0%
Projected permitted unit growth over 3 years needed to meet demand (B / C x 100):	1.7%
% increase in units permitted to meet shortage (B / A - 1): x 100	n.a.

Relationship between units permitted and HAF requirements (rounded up to nearest 5)	
D: Estimated September 2023 housing stock: <sup>b</sup>	585
E: Projected annual units permitted (based on '16-'21 average - see Table 3-2)	0
Required units permitted over 3 years to meet minimum 1.1% average annual growth rate <sup>c</sup> (D x 1.1% x 3 years)	20
Required additional units permitted over 3 years to meet minimum 10% increase <sup>d</sup> over historical average (E x 10% x 3 years)	0

<sup>a</sup> Units permitted between September 2023 and September 2026; 3-year unit demand includes 2022 shortage

<sup>b</sup> 2021 Census (Statistics Canada) + 2021 permits + 2021 permits x 2/3 (September 2023 estimate)

<sup>c</sup> Average annual units permitted (min. 1.1%) = Total number of units permitted with HAF support / 3 years / Total dwelling stock (results rounded up to nearest 5)

<sup>d</sup> Increase in units permitted (min. 10%) = (Projected average housing supply growth rate with HAF) / Projected average housing supply growth rate without HAF - 1 (results rounded up to nearest 5)

## 3.2 Non-Market Housing

### 3.2.1 Public Housing

Of the 11,200 total inventory of publicly owned dwelling units (as administered by the Nova Scotia Public Housing Authority), 35 are located in Oxford. None of these units are reserved for families, while 35 are for seniors housing. All units are 1-bedroom apartments, due to the high volume of senior-specific units.

About 49% of Oxford's public housing tenants have lived in public housing for more than 5-years, with the most having lived in public housing between 1 and 5.

Table 3-7: Public Housing Inventory, January 2023

		Total	Family	Senior
Total unit inventory		35	0	35
Inventory by unit size	Studio	0	0	0
	1-bedroom	35	0	35
	2-bedroom	0	0	0
	3+ bedroom	0	0	0
	Not reported	0	0	0
Inventory by dwelling type	Single family	0	0	0
	Row	0	0	0
	Apartment	35	0	35
	Not reported	0	0	0
Length of tenure in public housing	Less than 1 year	17%	-	17%
	1 to 5 years	34%	-	34%
	5 to 10 years	23%	-	23%
	10+ years	26%	-	26%
Household income	Median income (mth)	\$1,755	\$0	\$1,755
	Median income (ann)	\$21,060	\$0	\$21,060

Source: Derived from Ministry of Municipal Affairs & Housing data

### 3.2.2 Rent Supplements

As of March 2023, 220 households across the Cumberland Census Division (no data is specifically available for Oxford ) were receiving rent supplement support, equivalent to 337 total people. About 22% were families, 43% were seniors, and 34% were classified as non-elderly households. Table 3-8 further details the percentage share of rent supplements that served a specific vulnerable population.

Table 3-8: Rent Supplement Demographics, Cumberland Census Division, March 2023

	Total	Family	Senior	Non-elderly
Total rent supplements	220	49	95	75
People benefiting	337	150	103	82
Average HH size	1.5	3.1	1.1	1.1
Average dependents	0.4	1.8	0.0	0.0
Share of supplements serving a vulnerable group:				
Indigenous person(s)	1%	0%	0%	4%
Person(s) w/ a disability	24%	14%	22%	32%
At risk of homelessness	20%	18%	12%	31%
Homeless	1%	2%	0%	1%
Newcomer(s)	0%	0%	0%	0%
Mental health / addictions	18%	14%	8%	32%
Racialized person(s)	2%	4%	2%	1%
Veteran(s)	0%	0%	0%	1%
Fleeing domestic violence	4%	12%	0%	4%
Young adults	4%	8%	0%	5%

Source: Derived from Ministry of Municipal Affairs & Housing data

### 3.2.3 Non-Profit & Co-operative Housing and Shelters

Formal datasets related to third-party affordable housing organizations and their unit inventories are limited. The **Provincial Report** offers some discussion about what shelters exist provincially, with some detail by Economic Region.

### 3.3 Short-Term Rentals (STRs)

Between 2018 and 2022, there have been few dwellings used as STRs in the Town of Oxford – only 1 active unit existed in its boundaries in 2022. Said unit does not appear to have been used as a “commercial”<sup>1</sup> unit – meaning it was available or reserved more than half of the year.

<sup>1</sup>Noted as “potentially” since 2022 data is only up to September.

Table 3-9: Short-Term Rental Activity & Inventory

	Data by year			
	2018	2020	2021	2022**
Total unique STRs	3	2	2	1
Entire home/apt	2	1	1	1
Hotel room	0	0	0	0
Private room	1	1	1	0
Shared room	0	0	0	0
Avg annual revenue	\$6,802	\$2,070	\$0	\$0
Total market ('000s)	\$20	\$4	\$0	\$0
Commercial STRs*	1	0	0	0

\* A commercial STR is one that was listed as available and/or has been reserved more than 50% of the days in a calendar year.

\*\* 2022 data reflects as of September 2022. Commercial STRs use 9 months for their calculations versus a full year.

Source: derived from AirDNA data

## 4 Housing Shortage

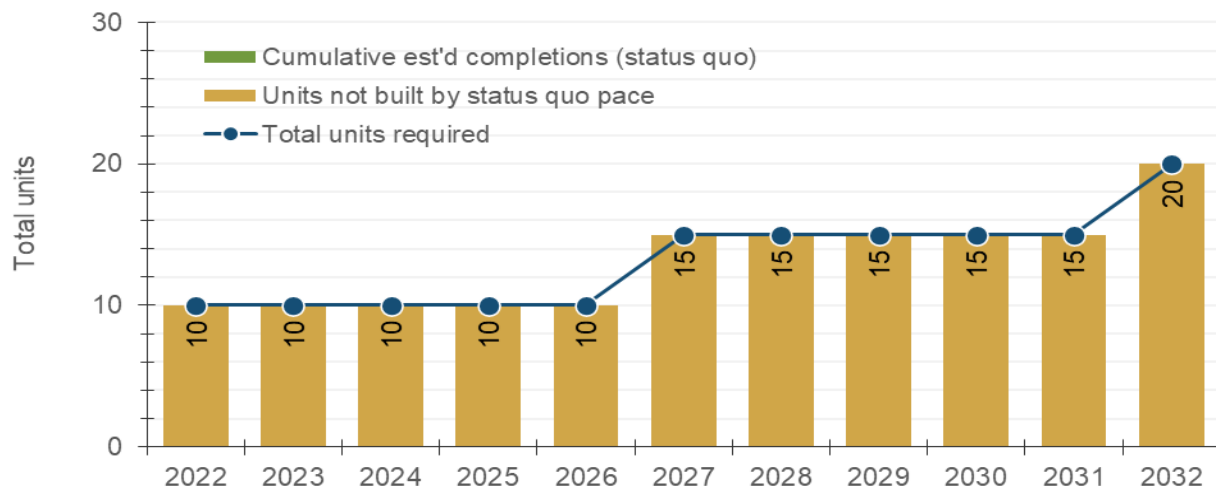
Based on demographic modeling results (see **Provincial Report** for details), the municipality’s potential housing shortage (as of the end of 2022) may be 10 units.<sup>2</sup> Note that this estimate represents the sum of all units, be they rented or owned in terms of their tenure, or market or non-market housing.

Figure 4.1 offers a summary of the trajectory of the housing shortage over the next decade under a base population growth scenario provided by Nova Scotia’s Department of Finance and Treasury Board.

In five years, the municipality may have a total dwelling demand (existing shortfall plus anticipated demand) of about 15 units, which could grow to 20 by 2032

Based on the recent pace of construction, demand could outpace anticipated new supply. No new units are anticipated to be completed annually over the next decade, if recent pace of status quo construction continue, it will leave the remaining gap of 15 units by 2027 and 20 units by 2032. Note that status quo construction follows the method used in the provincial report, being average historical permits adjusted by 5% to account for permit withdrawals or cancellations. Results are rounded to the nearest 5.<sup>3</sup>

Figure 4.1: Anticipated Unit Gap based on Total Units Required and Estimated Completions, Demographic Model Results



<sup>2</sup> The allocation of unit shortages is based on results for the Census Division, apportioned to its respective municipalities based on their share of local household change between 2016 and 2021.

<sup>3</sup> All municipalities use the same approach for consistency. However, for smaller municipalities, the combination of fewer units permitted and rounding practices can under or over represent anticipated construction activity. As such, greater attention should be directed to the projected demand, instead of anticipated supply, which can be later cross-reference with internal municipal data.

# 5 Housing Affordability

## 5.1 Homeownership

Housing is becoming more expensive. This is not simply a claim of observing the appreciation of property as a commodity but also as an increase relative to other periods, levels of income, and availability.

### 5.1.1 Market Activity

Median sale prices across Nova Scotia have seen increases since 2016, with significant increases since 2019. Oxford’s median sale price has increased from \$83,000 to \$172,500 between 2016 and 2022. This represents a 108% increase in median price.

Table 5-1: Median Sale Prices by Dwelling Type & Select Years

	Price				Percent Change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Total	\$80,000	\$83,000	\$95,000	\$172,500	+4%	+14%	+82%
Single	\$76,250	\$85,000	\$95,000	\$175,000	+11%	+12%	+84%

Source: NSAR MLS®

The increase in price can, at least in part, be attributed to an increase in demand. Figure 5.1 illustrates the sale-to-list-price ratio compared to the median days a dwelling was on the market. The number of days on the market is a general indicator of market demand (fewer days means more interest and more days means less interest). As the number of days on the market decreases, there is generally a rise in sale prices (and sale to list price ratios). This is no different for Oxford. With recent declines in the median days on the market, the median sale to price has become about equal to the median listing price.

Figure 5.1: Historical Median Days on Market vs. Median Sales-List Price Ratio



Source: NSAR MLS®

### 5.1.2 Homeownership Affordability

Table 5-2 details the percentage share of households, separated by household types, that could afford a home based on their respective income levels versus the median sale prices from 2022. The affordability threshold is the same used by Statistics Canada and CMHC - 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and in direct costs related to shelter. More detail is provided in the **Provincial Report**. Note that income bracket distributions are based on Census Division data.<sup>4</sup>

Table 5-2: Estimate of Sales Affordability by Income Level (All Households)

		2022 median sale price:			\$175,000
		% of HHs below income level			Single-Detached Dwelling
Income level	Attainable sales price	Couples	Lone parents	Single persons	
\$20,000	\$60,000	2%	3%	17%	no
\$25,000	\$74,500	2%	8%	39%	no
\$30,000	\$89,500	3%	12%	50%	no
\$35,000	\$104,500	7%	17%	58%	no
\$40,000	\$119,500	12%	24%	65%	no
\$45,000	\$134,500	17%	34%	71%	no
\$50,000	\$149,500	20%	42%	77%	no
\$55,000	\$164,500	25%	51%	82%	no
\$60,000	\$179,500	30%	59%	86%	yes
\$65,000	\$194,500	34%	65%	88%	yes
\$70,000	\$209,500	40%	71%	91%	yes
\$75,000	\$224,000	45%	75%	92%	yes
\$80,000	\$239,000	48%	79%	93%	yes

Homeownership	Total Dwellings	Single-detached Dwelling
Est'd income needed to buy median home	\$57,700	\$58,500
<b>% of total households below income</b>	<b>46%</b>	<b>46%</b>

Source: Derived from Statistics Canada tables (see Provincial Report), Bank of Canada, NSAR MLS®

<sup>4</sup> Since Census Division data is used, readers will notice estimate similarities between municipalities belonging to the same Census Division.

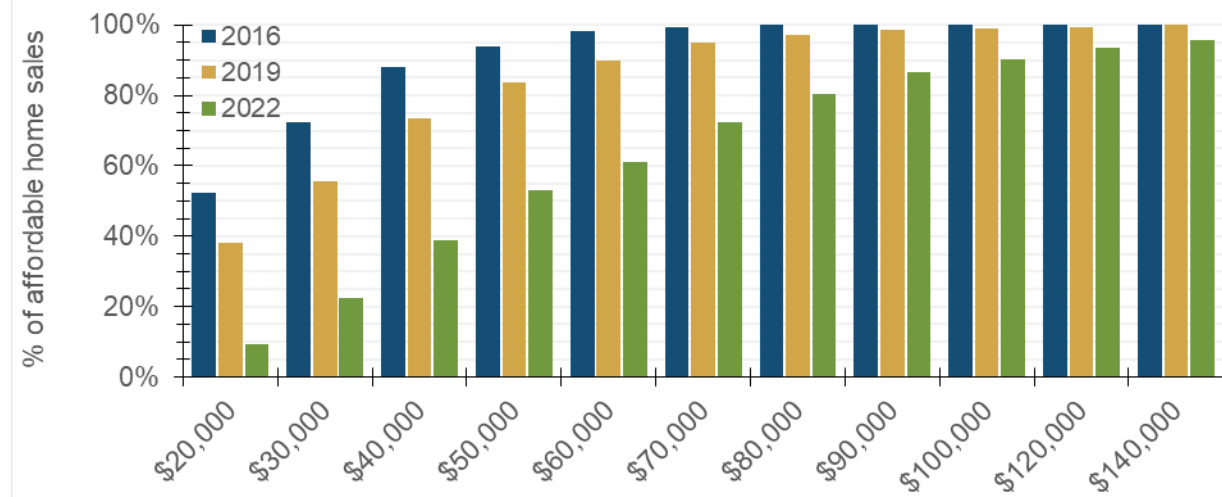
Lone parents and single persons are least likely to have income levels necessary to afford to own a home. Single-detached homes are the most attainable types of dwellings based on value, but 51% of lone-parent households and 82% of single-person households fall below the income levels necessary to afford a median single detached local home.

About 46% of all local households earned an income below what would be needed (around \$57,700) to purchase the median home in 2022. This highlights the importance of housing interventions to address the shortage identified above in order to reduce typical housing prices to reasonably affordable levels.

Figure 5.2 presents the levels of affordability for respective household income levels for 2016, 2019, and 2022 for the Cumberland Census Division (no data is specifically available for Oxford). It illustrates the percentage of home sales in each year that would be affordable (30% of household income) at a given income level.

While there were already signs of decreasing affordability from 2016 to 2019, the municipality suffered a significant shock from 2019 to 2022. For instance, a \$70,000 income could afford 95% of home sales in 2019. In 2022, this fell to 72%.

Figure 5.2: Estimated % of Households that Can / Cannot Afford Typical Sale Prices, Cumberland Census Division



Source: Derived from Statistics Canada Custom Census 2021 Tables, Bank of Canada, NSAR MLS®

## 5.2 Rental Market

### 5.2.1 Market Activity

Table 5-3 reports the rental data for Oxford. The overall average rent in 2021, per PVSC data (based on rates from the combined area of Amherst and Springhill), was \$673. This is an increase of 10% from 2018. There has been a 10% increase for studio units,

an 8% increase for 1-bedroom units, a 6% increase for 2-bedroom units, and a 7% increase for 3+ bedroom units over the same period.

Table 5-3: Average Rents by Unit Size and Select Years

	Price				Percent Change		
	2018	2019	2020	2021	'18-'19	19-'20	20-'21
Total	\$612	\$612	\$667	\$673	0%	+9%	+1%
Studio	\$502	\$502	\$540	\$551	0%	+8%	+2%
1-bed	\$603	\$603	\$643	\$653	0%	+7%	+2%
2-bed	\$718	\$718	\$771	\$760	0%	+7%	-1%
3 bed	\$803	\$803	\$849	\$857	0%	+6%	+1%
Vacancy	7.4%	7.4%	7.6%	7.8%			

Source: PVSC Custom Tables

Oxford's vacancy rate increased from 7.4% to 7.8% between 2018 and 2021. This is above the healthy range of 3% to 5%.

### 5.2.2 Rental Affordability

Table 5-4 details the percentage share of **renter** households, divided by household type and income levels, that can afford 2021 average rent for various unit types. As with ownership, lone-parent and single person households face the highest income barrier to affordability. About 21% of lone-parent households and 62% of single person households fall below the income level required to afford the average rent for a studio apartment in 2021.

It should be noted that the affordability reported is based on the ability to afford the rent for the entire unit, not split between tenants. Furthermore, the affordability threshold is the same used by Statistics Canada and CMHC - 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and indirect costs related to shelter. More detail is provided in the **Provincial Report**.

Table 5-4: Estimated Rent Affordability by Income Level (Renter Households)

		2021 average rent:			\$551	\$653	\$760	\$857
		% of HHs below income level			Studio	1-bed	2-bed	3+ bed
Income level	Attainable rent	Couples	Lone parents	Single persons				
\$20,000	\$330	4%	4%	25%	no	no	no	no
\$25,000	\$420	4%	15%	50%	no	no	no	no
\$30,000	\$500	4%	21%	62%	no	no	no	no
\$35,000	\$590	10%	25%	71%	yes	no	no	no
\$40,000	\$670	18%	33%	78%	yes	yes	no	no
\$45,000	\$750	24%	48%	83%	yes	yes	no	no
\$50,000	\$840	27%	57%	87%	yes	yes	yes	no
\$55,000	\$920	32%	66%	90%	yes	yes	yes	yes
\$60,000	\$1,000	40%	75%	92%	yes	yes	yes	yes
\$65,000	\$1,090	45%	81%	94%	yes	yes	yes	yes
\$70,000	\$1,170	49%	86%	95%	yes	yes	yes	yes
\$75,000	\$1,260	56%	89%	96%	yes	yes	yes	yes
\$80,000	\$1,340	56%	89%	96%	yes	yes	yes	yes

Renting	Average	Studio	1-bed	2-bed	3+ bed
Est'd income needed to rent average unit	\$40,200	\$32,900	\$39,000	\$45,400	\$51,200
<b>% of renter households below income</b>	<b>55%</b>	<b>40%</b>	<b>48%</b>	<b>62%</b>	<b>67%</b>

Source: derived from Statistics Canada Custom Census 2021 tables, PVSC

Approximately 55% of local renter households earned an income below what would be needed (about \$40,200) to afford the average rental unit. Readers will notice that the financial barriers to own appear to be significantly higher than to rent. While this may be the case, it is important to recognize the data source impacts to this discussion.

Sales data for homeownership only considers asking prices, not the existing mortgages held by homeowners at the same time. Rental data includes both asking and occupied rents, meaning that the rents reported underrepresent what households would pay changing units.

## 6 Housing Need

Three housing indicators are used to evaluate housing need: adequacy (housing condition), suitability (enough space), and affordability. Core housing need is a specific condition of housing where a household falls under one of the aforementioned indicators and cannot find reasonable housing without spending 30% or more of their before-tax income.

Deep unaffordability (also known as “severe” unaffordability) is when a household is spending 50% or more of their before-tax income on housing.

Generally, housing indicators and Core Housing Need data demonstrate the number and share of households particularly impacted by precarious living conditions. These are the households that increased supply or non-market interventions would positively impact most, as many might not have the means or supports to escape these conditions without intervention.

*“[Companies are] building prefab mini homes to sell to employees.”*

### 6.1 Housing Need by Tenure

Table 6-1 shows the share of households currently living in conditions that meet the three housing criteria, separated by tenure.<sup>5</sup> Note that suitability data is not available.

In Oxford, overall households living in unaffordable dwellings decreased by 45% between 2016 and 2021. Those living in inadequate dwellings decreased by 13%. Notwithstanding a 18% decrease between census periods, 27% of all renter households lived in unaffordable dwellings as of 2021.

---

<sup>5</sup> Note that numbers expressed in the housing need tables may differ from those reported by Statistics Canada on individual community Census Profiles. This is because the custom data table applies a different universe than the Census Profile. More information can be found in the Provincial Report.

Table 6-1: Housing Need Criteria by Tenure, 2021

		Total	Owner	Renter
Total Households:		520	355	165
Households living in <b>inadequate</b> conditions	Total households	65	55	-
	<i>Change since 2016</i>	-13%	0%	-
	Share of households	13%	15%	-
Households living in <b>unaffordable</b> conditions	Total households	60	15	45
	<i>Change since 2016</i>	-45%	-73%	-18%
	Share of households	12%	4%	27%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

Table 6-2 shows the municipality's households currently meeting the conditions of Core Housing Need and those in deep unaffordability, as well as the changes in those categories between 2016 and 2021. Since 2016, there has been a 24% decrease in overall Core Housing Need, with decreases across the tenure. Notwithstanding, 15% of all households faced core need in 2021.

Since 2016 there has been no change to households living in deep unaffordability, but 15% of all renter households remain in these conditions.

Table 6-2: Core Housing Need & Deep Unaffordability by Tenure, 2021

		Total	Owner	Renter
Total Households:		520	355	165
Households living in <b>Core Housing Need</b>	Total households	80	30	50
	<i>Change since 2016</i>	-24%	-40%	-17%
	Share of households	15%	8%	30%
Households living in <b>deep unaffordability</b>	Total households	30	-	25
	<i>Change since 2016</i>	-	-	-
	Share of households	6%	-	15%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

## 6.2 Housing Need by Household Type

Table 6-3 and Table 6-4 present information related to housing indicators and Core Housing Need, respectively, by household type.

Generally, renter and single person / roommate households experience parallel issues when it comes to housing. About 20% of single person / roommate households faced financial challenges related to shelter in 2021.

Couples with children also faced considerable housing challenges, reporting the highest rate of inadequacy (14%).

Table 6-3: Housing Need Criteria by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		130	110	35	220
Households living in <b>inadequate</b> conditions	Total households	20	15	-	15
	<i>Change since 2016</i>	-	-25%	-	-57%
	Share of households	15%	14%	-	7%
Households living in <b>unaffordable</b> conditions	Total households	-	-	-	45
	<i>Change since 2016</i>	-	-	-	-25%
	Share of households	-	-	-	20%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

Since 2016, single persons / roommate households living in Core Housing Need decreased 8%, reaching a 27% share of all related households in 2021. Further, 9% of single persons lived in deeply unaffordable conditions as of 2021, with no change between censuses.

Table 6-4: Core Housing Need & Deep Unaffordability by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		130	110	35	220
Households living in <b>Core Housing Need</b>	Total households	-	-	-	60
	<i>Change since 2016</i>	-	-	-	-8%
	Share of households	-	-	-	27%
Households living in <b>deep unaffordability</b>	Total households	-	-	-	20
	<i>Change since 2016</i>	-	-	-	-
	Share of households	-	-	-	9%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

# 7 Demographic Profile

## 7.1 Population

### 7.1.1 Current Population

Between 2016 and 2021, the population of Oxford decreased by 2%, compared to the provincial growth rate of 5%. Table 7-1 below illustrates the municipality’s population change compared to provincial changes.

*“[The Town of Oxford is] losing valuable community members as seniors move to bigger centers with retirement housing. This impacts our community in a big way. Community organizations rely on these folks, like the fire department and other volunteer organizations.”*

The municipality grew across three of the defined age cohorts between 2016 and 2021, with particularly strong growth (based on relative change) among 0-to-14-year olds and 65-to-84-year-olds.

Table 7-1: Total Population by Age Cohort (2021) & Five-Year Percent Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Nova Scotia	Total	136,710	106,185	234,180	276,990	192,285	23,035	969,380
	Share	14%	11%	24%	29%	20%	2%	100%
	5yr %Δ	+2%	-1%	+9%	-2%	+19%	+6%	+5%

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Town of Oxford	Total	205	115	250	340	230	30	1,170
	Share	18%	10%	21%	29%	20%	3%	100%
	5yr %Δ	+11%	-12%	+2%	-9%	+10%	-14%	-2%

Source: Statistics Canada Census 2016 and 2021

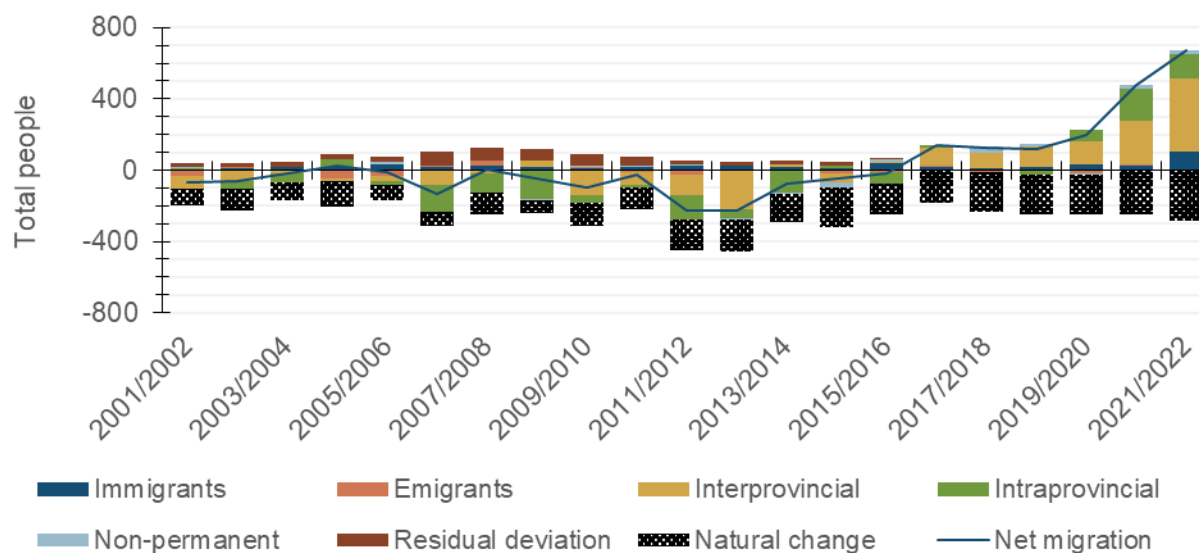
### 7.1.2 Migration

Shown in Figure 7.1 is the net-migration for the Cumberland Census Division (data is not available at the municipal level - the entire Census Division includes all related urban and rural municipalities) between 2001/02 and 2021/22, inclusive of totals for intra-provincial and international migration, as well as emigration.

Between 2016 and 2021, the Census Division’s net-migration steadily increased to a two-decade high in 2021/2022 with a total of 671 newcomers. Not all newcomers will move to one place and could be distributed across the region.

Net natural change in persons (i.e., annual births minus deaths) were particularly influential on the region’s population over the last two decades.

Figure 7.1: Historical Components of Migration, Cumberland Census Division



Source: Statistics Canada Table 17-10-0140

### 7.1.3 Anticipated Population

The municipality’s anticipated population is derived from applying the historical share of local total populations by age cohort to the regional projections by age cohort produced by the Department of Finance & Treasury Board (FTB) in February 2023. In other words, results assume that the municipality will represent the same share of the region’s population over the projection horizon.<sup>6</sup> This does not consider nuanced population changes by community.

Estimates suggest that the total 2022 population was 1,180 (0.9% increase from 2021), with a projected increase of 1% between 2022 and 2027. Senior populations should increase during that time, with decreases mostly occurring among non-senior populations - though, total 25- to 44-year-olds may expand 2% over the half-decade.

<sup>6</sup> Since a municipality represents the same share of its region (i.e., Census Division) over time for projections (population and households), similar rates of growth will exist for each of the municipalities within the region. Therefore, readers reviewing multiple reports may notice a likeness between them.

Table 7-2: Anticipated Total Population by Age Cohort and Five-Year Percent Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	205	110	265	315	265	35	1,195
	Share	17%	9%	22%	26%	22%	3%	100%
	5yr %Δ	+0%	-4%	+2%	-6%	+13%	+17%	+1%

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	205	105	255	295	275	40	1,175
	Share	17%	9%	22%	25%	23%	3%	100%
	5yr %Δ	+0%	-5%	-4%	-6%	+4%	+14%	-2%

Source: derived Department of Finance & Treasury Board February 2023

Population changes from 2027 to 2032 may revert back to a decline of 2% - growth should still continue among senior populations, but not enough to sustain the total population. Most important to note is that total 25- to 44-year-old person are not anticipated to continue to expand.

## 7.2 Households

### 7.2.1 Current Households

Table 7-3 illustrates the various characteristics of households in Oxford. The tables show tenure splits for maintainer by age cohort, household types, and household sizes respectively, as well as the 5-year percent change in those populations. The primary household maintainer is the person within a household who pays the rent, mortgage, taxes, or other major expenses for the dwelling. For households in which multiple incomes are present, the first name listed on a census questionnaire is taken to be the primary maintainer.

*"If we had capacity for seniors to stay in Oxford, like nice seniors apartments, it would free up larger homes for families."*

Between 2016 and 2021, there was an overall 1% increase in households, with tenures split into 67% owners and 33% renters in 2021. Noteworthy is the 21% increase in non-census families (i.e., single persons or roommate households) given their significant cohort size (230 total).

Although households in Oxford may appear to be getting larger with 14% and 33% increases in 4- and 5+ person households, respectively, between census periods, there was more absolute growth in single persons during the same time.

Table 7-3: Households by Tenure & Characteristics (2021) & Five-Year Percent Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Household Maintainer Age	Total	0	120	240	170	0	535
	Owner	-	71%	70%	65%	-	67%
	Renter	-	29%	30%	35%	-	33%
	5yr %Δ	-100%	+20%	+4%	+6%	-100%	+1%

		Couple w/o Child	Couple w/ Child	Lone Parent	Non-census*	Other**	Total
Household Type	Total	135	115	35	230	25	535
	Owner	100%	83%	100%	39%	100%	67%
	Renter	0%	17%	0%	61%	0%	33%
	5yr %Δ	-4%	0%	-46%	+21%	+67%	+1%

		1-person	2-person	3-person	4-person	5+ person	Total
Household Size	Total	205	180	70	40	40	535
	Owner	37%	89%	100%	63%	100%	67%
	Renter	63%	11%	0%	38%	0%	33%
	5yr %Δ	+14%	-3%	-30%	+14%	+33%	+1%

\* Non-census means single persons or persons living with a roommate

\*\* Other households are one-census-family households with additional persons or multiple-family households

Source: Statistics Canada Custom Census 2016 & 2021 Tables

Note that the percent change of households can increase faster than population (or even if there is population decline). As residents age, their likelihood of forming or leading a household increase. For instance, a child growing up and moving out of their family home turns one household into two. This can also occur if there is notable growth among smaller household sizes.

### 7.2.2 Anticipated Households

A similar apportionment as for the anticipated population is performed for anticipated households. Note that anticipated households are a major input to housing demand calculations, but do not equate exactly to demand. Housing demand projections

incorporated adjustments to reflect total dwellings (not only those occupied by a usual resident which projections would solely consider).

Estimates suggest that total 2022 households reached 540, with a potential decrease of 2% from 2022 to 2027 (10 total). Household losses should predominantly occur among older working professional led households (45- to 64-year-olds). The greatest rate of growth should be among senior-led households.

Similar magnitudes of decline may continue from 2027 to 2032. Senior-led households (particularly those with a maintainer aged 85+) should remain the cohort with greatest relative growth. From 2022 to 2032, about 10 new senior-led households might choose to live in the municipality.

Table 7-4: Anticipated Households by Maintainer Age and Five-Year Percent Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	0	125	220	185	0	530
	Share	0%	24%	42%	35%	0%	100%
	5yr %Δ	-	+0%	-8%	+6%	-	-2%

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	0	125	210	185	0	520
	Share	0%	24%	40%	36%	0%	100%
	5yr %Δ	-	+0%	-5%	+0%	-	-2%

Source: derived from Statistics Canada 2016 Census, Department of Finance & Treasury Board February 2023

## 8 Conclusion

The above information provides context for Oxford's housing conditions. Increased demand has resulted in higher-than-expected local housing prices.

The current estimated unit shortage for the municipality is 10. Demand, including the shortage, is estimated to increase to 15 by 2027. Using current construction trends, no new units may be introduced into the market annually over the next 5 years. Unless completions increase, ongoing market trends may continue.

## MUNICIPAL REGISTRATION: EPR for PPP

### October 24, 2023

This is the first of a series of updates for municipalities about the transition to Extended Producer Responsibility for Packaging, Paper Products and Packaging-like Products (EPR for PPP).

#### BACKGROUND

The new EPR for PPP program is part of Nova Scotia's plan to reduce waste disposal rates and cut greenhouse gas emissions. Under the new program, producers of packaging and paper products will have to meet recycling targets that, over time, will encourage more eco-friendly packaging and reduce single-use plastics. The diversion targets attached to the EPR for PPP program are some of the highest in the country in recognition of the strong performance of existing curbside recycling programs in Nova Scotia.

The program will also standardize recycling programs across Nova Scotia and incentivize producers to reduce consumer packaging. EPR for PPP moves the physical and financial obligation of collecting, sorting, and processing curbside recyclables to producers and away from municipal governments and taxpayers, saving Nova Scotia municipalities an estimated \$20-25 million annually.

The blue bag programs currently operated by municipalities will be assumed by a Producer Responsibility Organization (PRO) that will act on behalf of the various packaging producers. Divert NS was appointed by the Province to administer and provide oversight for the EPR for PPP program.

#### REGISTRATION REQUIREMENTS

Transitioning to the new industry-led program will take about two years, so a phased approach will ensure our plan is workable for all stakeholders. The first phase of the transition to EPR for PPP is focused on preparing the foundations for the program. For municipalities, this means registering and providing data on their curbside recycling programs to Divert NS. **The deadline for these actions is January 1, 2024.**

The registration and data collection process will require municipalities to indicate if they will opt in to the EPR for PPP program or if they will continue to run their curbside recycling program at their own cost.

Over the coming weeks, we will be providing municipalities with further information about the registration process. Divert NS will provide resources and assistance to support municipal staff in the data collection process.

Below you will find some frequently asked questions for municipalities. If you have any additional questions, please send them along by emailing us at [EPResupport@divertns.ca](mailto:EPResupport@divertns.ca).

## FREQUENTLY ASKED QUESTIONS

### ***How can municipalities determine whether they should opt in to the EPR for PPP program?***

With EPR for PPP the cost and responsibility of operating curbside recycling programs will be transferred from municipalities to producers. Across the province, municipalities spend an estimated \$20-25 million annually on curbside blue bag programs, so there are significant cost savings for municipalities that opt in to EPR for PPP.

Municipalities who opt out of the EPR for PPP program will continue to operate their own blue bag programs at their own cost.

### ***What is required to register with Divert NS? What type of data does Divert NS need?***

Registering is a simple matter of providing basic information about the municipality.

The data required is focused on each municipality's existing blue bag program, such as number of households served, tonnage of material collected, type of materials collected, etc. Municipalities may also choose to provide financial data during registration, but it is not required.

Municipal data is intended to support the PRO in preparing the foundations for the EPR for PPP program. Good quality data will help the PRO better understand the size and scope of curbside recycling programs across Nova Scotia and enable a smoother transition to an industry-run program.

### ***How and when can I get data to Divert NS?***

An excel spreadsheet will be distributed by Divert NS to key municipal stakeholders by October 27. The deadline to submit your data is January 1, 2024.

### ***Who owns this data? Who gets to see it? How will Divert NS ensure that the data is protected?***

The data will be shared with the PRO. Divert NS will take all necessary steps to receive and transfer municipal data in a secure manner. Additional information about this will be available over the coming weeks.

### ***How will the PRO use this data?***

The data provided by municipalities will help the PRO design a standardized and efficient curbside recycling program to replace the one operated by municipalities. Data provided by municipalities will be critical to create an effective program that will achieve the goals of reducing waste disposal rates and cutting greenhouse gas emissions.

***Were municipalities consulted on EPR?***

Yes, municipalities were consulted, both through direct engagement and through the Nova Scotia Federation of Municipalities.

***What support and assistance will be provided to municipalities to register and submit the needed data?***

Divert NS will be supporting municipalities through a webinar and other resources.

More information is available on Divert NS' [EPR web page](#), which will be updated regularly. We encourage municipalities to check this page frequently.

If you need help or support, please email us at [EPRsupport@divertns.ca](mailto:EPRsupport@divertns.ca)

***What if we miss the January 1, 2024 deadline?***

If you do not think your municipality will be able to meet the deadline, please get in touch with us at [EPRsupport@divertns.ca](mailto:EPRsupport@divertns.ca)

---

DEPARTMENT: OPERATIONS

TITLE: **SNOW AND ICE MANAGEMENT POLICY**

Date: 17 January 2023

Revised: 22 November 2023

---

### PURPOSE:

The purpose of this policy is to provide direction to staff involved in snow and ice management operations to ensure streets, sidewalks, fire hydrants, fire exits, and parking lots are cleared in a safe and timely manner.

### POLICY STATEMENT:

1. Snow and ice management operations will commence after **5—10 [2 – 5]** cm of snow has fallen, and snowfall is continuing.
2. Salting of streets on the 'salt route' will commence when conditions warrant and salting of remaining streets not on the salt route will occur as needed.
3. Upon completion of the public streets, sidewalk operations will commence.
4. Priority will be given to heavily travelled streets and sidewalks, as defined in this policy.
5. Safety of the public and our operators is paramount in all aspects of our work.
6. Additional street widening and intersection clearing will occur upon the completion of the priority operations and as time and budget allow.

### SERVICE LEVEL EXPECTATIONS

#### Level of Service for Roadway Types

**The objective is that all streets will be cleaned of snow within 6 hours from the end of a snowstorm of up to 30 centimeters.**

#### Street Priority 1 (Main Streets)

- Plow continuously during storm, visibility permitting
- Plow to bare pavement, whenever possible
- Normally plow curb to curb within 4 hours after storm ends

#### Street Priority 2 (Secondary Streets)

- Plow continuously during storm, visibility permitting
- Salting of hills, intersections, as needed
- Normally plow curb to curb within 6 hours after storm ends

### Level of Service for Sidewalk Types

**The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations, for snowstorms up to 30 centimeters.**

#### Sidewalk Priority 1 (Cleared within 12 hours)

- Sidewalks in school zones
- Medical Centre
- Sidewalks in the Core Area District (Downtown)
- Arterial streets

#### Sidewalk Priority 2 (Cleared within 24 hours)

- Collector streets
- Local streets

Sidewalks will generally be maintained with salt to remove excess snow and ice. However, sand may be used under certain ice and temperature conditions under which salt is not effective.

While sidewalk clearing generally commences after street snow clearing operations have been completed, staff will make an initial pass along sidewalks on Main Street, Lower Main Street and Water Street DURING street clearing operations to improve pedestrian accessibility in these areas whenever possible.

### Level of Service for Fire Hydrants

**The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations, for snowstorms up to 30 centimeters.**

The Public Works Supervisor will decide if the accumulation of snow around the fire hydrants, and/or the snowbank along the street in front of the fire hydrant, warrants the clearing operation to be activated.

Town crews are available to clear hydrants in an emergency, whenever required.

## MAJOR STORMS

**A major storm will be declared by the Public Works Supervisor, or on-call supervisor, when snow clearing crews are no longer able to keep all Town streets cleared of snow and the storm continues.**

During a major snowstorm, crews will attempt to keep at least one lane of the following streets open:

- Main Street
- Water Street
- Lower Main Street
- Pugwash Road
- Little River Road
- Waverly Street
- Foundry Street (from intersection of Birchwood Road to the end of Foundry Street)
- Birchwood Road
- Duke Street

During a major snowstorm, the Town Hall Parking Lot and Fire Station parking lots will be kept open to allow emergency off-street parking.

To provide quick response in an emergency, a “storm line” will be activated during major storms (902-397-3002). This line will be monitored 24 hours a day until all the streets have been opened.

As snowfall intensity decreases, Town equipment will commence snow plowing operations on other streets.

**PRIORITY STREETS – BARE PAVEMENT**

**Town snow clearing crews will attempt to create a “bare pavement” condition within 12 hours following a snowfall event of up to 30 cm on the following streets:**

- Main Street
- Lower Main Street
- Little River Road
- Water Street
- Birchwood Road
- Pugwash Road
- Foundry Street (from civic number \_\_\_\_\_ to civic number \_\_\_\_\_)

For the purposes of this policy, bare pavement conditions refer to winter road conditions where all travel lanes of the roadway are primarily clear of snow and ice build-up that could impair safe travel on the road.

---

**TOWN OWNED PROPERTY**

**Town staff will take necessary steps to minimize public hazards due to snow/ice conditions on Town-owned/leased property.**

Public Parking Lots

The Public Parking Lots will be checked for slippery conditions by Town staff and appropriate measures taken, using salt and or sand to alleviate any hazard to the public. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Medical Centre
- Library
- Arena
- Transfer Site
- Fire Station
- ~~Theatre~~ [Gazebo]
- OPH Club

Public Buildings

The public entrances and adjacent sidewalks to Town operated facilities will be checked by Town staff for hazardous snow and ice conditions each day before the building is open to the public. Excess snow will be removed, and slippery conditions will be addressed using salt, sand, and other suitable ice control material. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Medical Centre
- Fire Station
- Library
- Works Garage
- Arena
- Theatre
- OPH Club
- Transfer Site

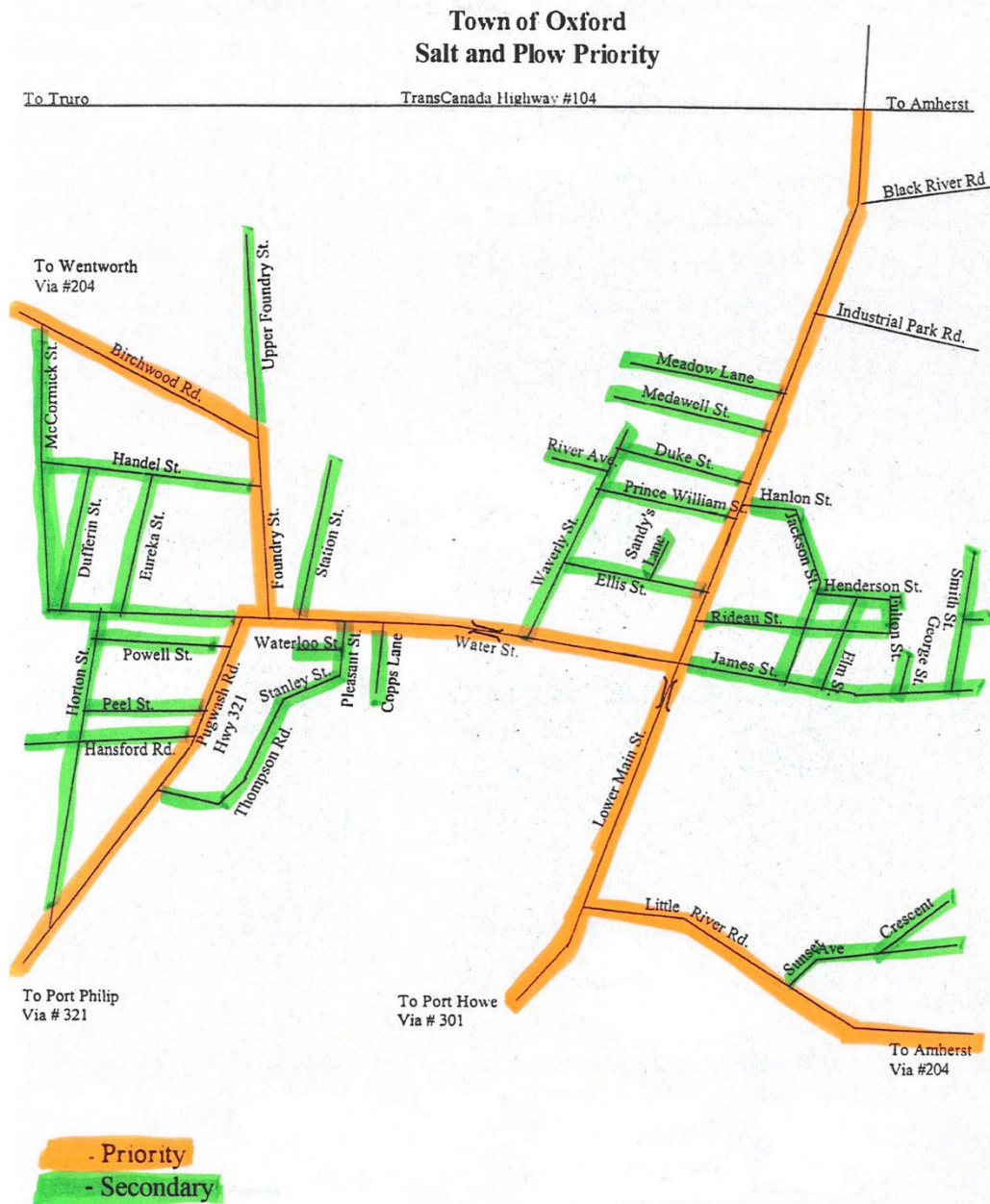
**SALT MANAGEMENT**

**The Town of Oxford is committed to the efficient management of its road salt, while continuing to provide effective winter maintenance for the safety of motorists and winter maintenance workers.**

The Town will demonstrate environmental responsibility by implementing and maintaining a Salt Management Plan (SMP) and associated best management practices.

To ensure the Town successfully meets its commitment, it will:

- Conduct operational activities in a manner that protects the environment and prevents or minimizes pollution;
- Continue to provide snow and ice control on Town streets so that service level standards are achieved;
- Address concerns raised by the federal government’s review of road salts and their effect on the environment;
- Comply with environmental legislation, relevant standards, and industry codes of practice that apply to the Town’s facilities and operations;
- Provide all winter maintenance personnel with appropriate training and resources so they are able to complete their assigned tasks in a manner that is consistent with the requirements of this Policy;
- Establish and track objectives and targets to verify effectiveness and identify opportunities for continual improvement of processes and operations;
- Monitor operations and implement appropriate corrective and/or preventive actions to improve performance;
- Communicate the requirement of this Policy and the Salt Management Plan to all employees



- Add Seven Lee Way to this Map

**Examples**

**Storm Cleanup Example – Water Street**

