



Town of Oxford  
**Committee of the Whole**  
Council Chambers and Zoom  
Wednesday, September 11, 2024  
6:00 pm

## **AGENDA**

1. Call to Order – Welcome
  
2. Approval of Agenda  
*Pages 1 - 2*
  
3. Approval of the Minutes – June 12, 2024  
*Pages 3 - 7*
  
4. Town Departments Reports
  - 4.1 Public Works Department – presented by Nick Purdy, Public Works Supervisor  
*Pages 8 - 10*
  
  - 4.2 Fire Department – presented by Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief  
*Pages 11 - 12*
  
  - 4.3 Administration Reports – presented by Linda Cloney  
*Pages 13 - 15 – Admin Assistant Report*  
*Page 16 – CAO Report*
  
  - 4.4 MPAL Report – presented by Mitch Hannigan, Interim MPAL  
*Submitting separately*
  
5. Council Committees and Boards Reports – presented by Linda Cloney
  - 5.1 Cumberland Public Library Committee Report  
*Pages 17 – 30 – Annual Report – 2023/2024*

5.2 Northern Region Waste-Resource Committee Report

*Pages 31 – 34 – April 12, 2024, approved minutes*

*Pages 35 – 36 – Divert NS Letter re: Readiness Report Feedback – June 24, 2024*

6. Items of discussion and correspondence – presented by Linda Cloney

6.1 Municipal Affairs and Housing Letter – Canada Community-Building Fund –  
July 18, 2024

*Page 37*

6.2 Municipal Affairs and Housing Letter – Municipal and Village Codes of  
Conduct – August 9, 2024

*Page 38 – 39*

6.3 Environment and Climate Change Canada – response to Mayor’s letter  
regarding volunteer emergency service – November 27, 2023.

*Page 40*

7. Adjournment



## Minutes of the Committee of the Whole Meeting

**Place:** Council Chambers, Zoom, streamed live to Facebook  
**Date:** Wednesday, June 12, 2024  
**Presiding Officer:** Deputy Mayor Arnold MacDonald  
**Councillors Present:** Mayor Greg Henley, Carla Black, Olivia Canning-Sweet, Brenton Colborne, and Chrystal McNutt.  
**Councillor Regrets:** Paul Jones

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

**Staff in attendance:** Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), Ruthann Brookins - Manager of Finance, and Mitch Hannigan, Interim MPAL leader.

**Presenters in attendance:** Nil

**Media in attendance:** Mark Rushton, Six Rivers News, Radio, and TV

**Gallery in attendance:** Jason Haughn, Municipal Advisor, Department of Municipal Affairs, Province of Nova Scotia.

### **1. Call to Order – Welcome**

At 6:40 PM, Deputy Mayor MacDonald called the meeting to order and welcomed all in attendance at the meeting.

### **2. Approval of Agenda, Pages 1 – 2**

Moved by Mayor Henley and seconded by Councillor Black that the agenda of the Committee of the Whole Meeting for Wednesday, June 12, 2024, be approved, as presented.

***Motion Carried***

**3. Approval of the Minutes – May 8, 2024, Pages 3 – 8**

***Approved by***

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**Arnold MacDonald, Deputy Mayor, Chair, on June 12, 2024**

**4. Town Departments Reports**

**4.1 Public Works Department** – presented by Linda Cloney, *Page 9*

**4.2 Fire Department** – presented by Councillor McNutt, *Page 10*

**4.3 Administration Report** – presented by Linda Cloney  
*Pages 11 - 12 – Admin Assistant Report*  
*Page 13 – CAO Report*

**4.4 MPAL Report** – presented by Mitch Hannigan, Interim MPAL, *Pages 14-15*

Deputy Mayor MacDonald thanked the Department Heads for their respective reports.

Councillor McNutt thanked the Public Works Department for their time with the installation of the graduation banners for 2024.

Mitch Hannigan left the meeting at 6:15 PM.

**5. Council Committees and Boards Reports** – presented by Linda Cloney

**5.1 Accessibility Advisory Committee, Verbal report**

Linda Cloney presented that the Accessibility Advisory Committee met on Monday, May 27, 2024, where Julie Glasser, the Municipal Accessibility Support Coordinator with the Association of Municipal Administrators, presented the Accessibility Audit Tool and its advantages to the committee.

A letter of resignation was accepted with regret from Jo MacDonald who stepped down as vice chair. An election for a new vice chair was called for and Councillor Canning-Sweet was elected through acclamation.

The Accessibility Advisory Committee further discussed the upcoming Municipal Election and voting process. The Accessibility Advisory Committee has recommended to the Council, to reconsider the format of voting for the 2024 Municipal Election and change from a paper ballot election to a hybrid election model consisting of electronic and paper ballot, which would provide accessibility options for all. The estimated cost for the hybrid model is approximately \$11,332.50. This information and motion will be shared with the Council at the next Council meeting for further consideration scheduled for June 27, 2024.

The Accessibility Advisory Committee also discussed concerns regarding the Water Street Crosswalk. The crosswalk is too close to the bridge. Due to the construction of the bridge, the visibility of the crosswalk is insufficient. A suggestion was to move the crosswalk down further from its current location for visibility. A recommendation was made for the Council to consider the purchase of flashing amber lights at the Water Street bridge crossing. This item will also be brought forward to the next Council meeting scheduled for June 27, 2024 with estimated costs.

### **5.2 Communities in Bloom Committee, Verbal Report**

Linda Cloney presented that a meeting was held on June 6, 2024. Apple and Cherry trees were planted along with blueberry bushes. Rain barrels were also purchased and installed in three different locations. A contest called "Plant the Town" was underway and posters were posted in various locations. A QR code on the poster is scannable to register to submit photos of your plantings for a chance to win prizes. The contest was open until the end of June 27, 2024, with the winner announced on June 28, 2024.

### **5.3 Audit Committee Report, Verbal Report**

Linda Cloney presented to the Committee of the Whole that at the last meeting of the Audit Committee, a letter of resignation was accepted with regret from Jo. The member of the public committee member is a required and mandated position.

The Audit Committee agrees that it is a difficult position to fill. The position should be filled by someone with financial expertise who can understand budgets and financial statements. Due to the skillset required, this position could be filled by someone that resides outside of the Town of Oxford.

#### **5.4 Cumberland Region Solid Waste Management Report**

*Pages 16 – 17 – May Report*

*Pages 18 – 19 – June Report*

Linda Cloney presented the reports, they are included in the Committee of the Whole package.

#### **5.5 Cumberland Central Landfill Community Liaison Committee**

*Pages 20 – 23 – November 22, 2023, approved minutes*

*Page 24 – concerning items found on the recycling line*

Linda Cloney reported that it was identified that a volunteer member was needed for the committee. The volunteer would be from the public at large and would preferably be an owner of commercial property interested in the committee's initiatives. The volunteer can reside anywhere in Cumberland County. This committee meets two times a year.

Linda presented the attached items in the package including the concern for items found in the recycling line in a recent audit.

Deputy Mayor MacDonald thanked the Council Committees and Boards for their respective reports.

### **6. Items of discussion and correspondence – presented by Linda Cloney**

#### **6.1 Cumberland Business Connector AGM – invitation, Page 25**

Linda Cloney presented to Council that an invitation has been extended to the Council by email for the June 19, 2024, AGM for the Cumberland Business Connector hosted at the Amherst Golf Club.

## **7. Adjournment**

Before adjourning the meeting, Deputy Mayor MacDonald reminded everyone that this was the last regular scheduled meeting for the Committee of the Whole until September 11, 2024, wishing everyone a safe and healthy summer.

The meeting adjourned at 7:05 PM.

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**Arnold MacDonald, Deputy Mayor, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

DRAFT

## **Public Works Report June 2024**

**Weekly water samples.**

**Monthly lagoon samples.**

**Weekly water checks.**

**Water break Waverly Street.**

**Water tank inspection on Little River Road tank and Pugwash Road tank.**

**Installed water meters on new homes.**

**Repaired broken water meters.**

**Painted cross walks, parking places around town.**

**Repaired Welcome to Oxford sign Lower Main Street.**

**Repaired lawn on Main Street after water leak.**

**Weekly garbage pick ups noting there was a lot of town garbage cans being used for household garbage.**

**Installed new cross walk signs.**

**Water break Little River Road.**

**Water break on Main Street.**

**Mowing and whipper snipping.**

**Calcium on trail.**

**Repaired fence on Waterloo Street.**

**Asphalt patching.**

**2<sup>nd</sup> water break Little River Road.**

**Installed new downtown sign on billboard by highway.**

**Broken power meter at theatre.**

**Installed new air release valve at shop.**

**Any questions feel free to reach out, Thanks**

**Nick Purdy  
Public Works Supervisor  
902-397-3002**

## **Public Works Report July 2024**

**Weekly water samples.**

**Monthly lagoon samples.**

**Weekly water checks.**

**Weekly mowing and whipper snipping.**

**Water meter reads.**

**Asphalt patching around town.**

**Whipper snipped poles, signs and hydrants around town.**

**Blakes Electric in to unhook power from old shop.**

**Installed culvert on Foundry Street.**

**Repaired water shut off on Pugwash Road.**

**Repaired water shut off on Eureka Street.**

**Repaired lawn on Birchwood Road from water leak.**

**Water break crescent Ave.**

**Filled watering containers weekly for community gardens.**

**Started generator at wells.**

**Located water shut offs on Foundry Street.**

**2 new tires installed on 624 loader.**

**Moved generator to well #3 while well #2 is down.**

**Installed grad banners.**

**Sidewalk maintenance.**

**Any questions feel free to reach out, Thanks**

**Nick Purdy**

**Public Works Supervisor**

**902-397-3002**

## **Public Works Report August 2024**

**Weekly water samples.**

**Monthly lagoon samples.**

**Weekly water checks.**

**Weekly mowing and whipper snipping.**

**Repaired broken water meters.**

**Bi-Weekly water barrels topped up for community gardens.**

**1 ton serviced and new front tires installed.**

**New water line being installed on Foundry Street.**

**Cleaned lagoon lights.**

**Added gravel to Seven Lee Way.**

**Cleaned edges of sidewalks around town.**

**Prepared ball field for baseball provincials.**

**Lost power at well field, generators had to be started.**

**Water break on Water Street.**

**House closing water meter reads.**

**Repaired sidewalks.**

**Touched up cross walks before school started.**

**Painted handicap parking spot on Main Street.**

**River Ave project.**

**Completed action list for theatre fire inspection.**

**Repaired access gate at lagoons.**

**Removed porta potty and garbage bin from soccer field.**

**Street patching around town.**

**New sidewalk installed on Water Street.**

**Electrical upgrade at Prince Willaim Street lift station**

**Any questions feel free to reach out, Thanks**

**Nick Purdy**

**Public Works Supervisor**

**902-397-3002**

Since our last report the fire department has responded to 26 emergency calls.

- 1 Medical call
  - 4 Fire Alarms
  - 6 Motor Vehicle Collisions
  - 3 Vehicle Fires
  - 1 Rubbish Fire
  - 1 Person trapped
  - 1 Assistance to Police
  - 7 Structure Fires
  - 1 Woods Fire
  - 1 Stand-by at another station
- 
- 5 Calls in Town
  - 13 Calls in our coverage area
  - 8 calls assisting other departments

Our Current membership is at 26.

#### Training:

Members have attended a training/information session with Maritimes Northeast Pipeline on the Natural Gas pipeline.

We have a planned information session with NS Power on Solar Panels on homes and large scale solar farms. This session will include the various hazards that we need to be familiar with.

Eleven members attended a Food Handlers Course for Volunteers.

Our FireFighters Association worked very hard and putting together a successful Horse Pulls again this year. We thank the Rink committee and everyone the helped in any way for helping us pull this together with the rainy weather we had.

We had a successful canteen at the fire station. This is an annual event/fund raiser during the Exhibition and it is a huge commitment for our membership. We thank everyone for the support!

#### Trucks:

Truck 1 & 2 have passed the annual pump test.

Truck 2 has a leaking foam tank and we have reached out to the manufacturer for repairs. I have been able to confirm that this should be under warranty. We are waiting for confirmation on a repair date. The company is coming from the USA.

Truck 5, our 1989, is coming up for the motor vehicle inspection. I can report more on this once I have more information on if it passed or what may be required.

I am currently working on updating the fire departments information/standing with the Fire Underwriters. This information has an impact on insurance rates within the town as well as the areas that we cover and even has an impact on our mutual aid partners ratings.

We are working on trying to get repairs completed to the dry hydrant at Black River. This should be a relatively inexpensive repair and would be a great addition to our fire protection for the town.

The Amherst Firefighters Association will be holding their Annual Memorial Parade for First Responders on Sunday, October 27<sup>th</sup> at 1 PM.

## August 2024

- Email domain troubleshooting – forwarding information to the website developer and Amherst IT who have likely done work with it in the past.
- Assist while the clerk is on holiday. Assist with answering questions for Cheryl when required.
- **FIR (2022/23 Consolidated Financial Statements)** – modified for Manager of Finance to include signature lines for both the Mayor and Manager of Finance as per the Auditors – Mayor and Manager of Finance to sign and update the statements and update/repost to website afterward.
- **Final Tax Bills Printed** – TownSuite invoicing issue resolved, printed Final Tax Bills August 20<sup>th</sup> and mailed out Friday, August 23. Assisted Clerk to pull tax bills to be emailed to banks and individuals as required.
- **Final Tax Bills – Prep Work** – Completed reconciliation of PVSC to TownSuite, creating and analyzing the Trial Levy. Reviewed the Trial Levy for missing SEWR codes and anomalies. Reviewed with the CAO, the reconciliation, and the Manager of Finance for the bill layout before formally starting the process to printing the bills. Worked with TownSuite to troubleshoot our billing process – TownSuite error in setting up the billing batch.
- **Payroll** - Mid-month reporting completed.
- **Team Viewer** – updated the subscription to assist Public Works. Configured updated licenses on PW Supervisor, Lead hand laptop, and SCADA computer. Set up Gordon Balcombe to connect to the SCADA to assist PW Supervisor.
- **Elections 2024** – assist with posting articles to Elections tab and news sections on our website, post for Nominations Open and Revision to the List of Electors Ads and posted the links to the PDFs for both to the Elections 2024 page and entered the dates into the Community Calendar on the website to assist CAO and the Returning Officer.
- **Monthly Interest** – Monthly Interest posted for July.



## July 2024

- WHMIS 2015 update completed for 2024 on July 30, 2024
- **Q1 Water Bills printed** July 25, 2024, due August 29, 2024. Assisted clerk to scan to email out as requested. Processed the manual Oxford Frozen Foods plant bills using the saved data sent to Public Works for the end of June for each plant.
- **Water Bills** – assist clerk and manager of finance in setting up to print the first quarter water bills for April 1 to June 30, 2024.
- **Website updates** – to update contact info for YREACH and Oxford Seniors Club, and update/posting of previous budget information as requested.
- **Updated payroll** to include the new MPAL and Horticulture students Kirsten and Shaneika. Updated/reviewed all employee records.
- **Q1 Water Bill prep** - assist and observe the Clerk and Manager of Finance with water meter accounts for readings that have come back from Public Works and for accounts that have had new meters installed or meters repaired.
- **Mid-Month reporting** for payroll completed for July.
- Assist Clerk with computer and program issues, and banking password resets.
- Coordinated adjustments to the office security system – alarm going off automatically.
- Monthly Interest posted for June.
- Updated the procurement policy to assist the CAO to reflect the changes approved at the July 27, 2024, Council meeting for the revisions to the thresholds.
- AC Units installed in office – went over the units with High Country Mechanical – all units working as of July 4, 2024. Major improvement!



## June 2024

- Assist High Country Mechanical workers to the locations for the heat pumps and coordinate office closure for July 3, 2024, for the morning for Brad's electric to install the new subpanel for the new heat pumps. Office was closed 9:00 AM to 1:00 PM.
- Work on the application for a rebate regarding the heat exchangers to be installed at Town Hall to assist the CAO.
- Water meter read sheets – print out to prepare for meter reads by Public Works to start the process for first quarter water bills.
- Medical Centre research to assist the CAO to find and get scanned plan drawings and as-built information to forward to Nova Scotia Health.
- The auditor requested information to assist the Manager of Finance – many items to scan, email or download from the bank and files..
- Installation of Council chambers sound deadening panels and microphone system. Testing and troubleshooting the system with Robert Manette prior to putting it into service.
- Receipting Oxford Fire Department Horse Pull funds to assist the clerk.
- Creating a final water bill and forwarding it to the lawyers for a house closing to assist the clerk.
- Tracking of CFL reported tonnages for solid waste monthly/yearly reporting for the Oxford Transfer Station to assist the CAO.
- Town pension plan contribution reporting to Manulife including analysis of yearly contributions and creation of a summary spreadsheet to assist the Manager of Finance.
- Salary update report for Auditors to assist the Manager of Finance.
- Assist Public Works Supervisor and CAO with compiling data to track Solid Waste tonnages by contractor GFL Environmental Inc for a 2022/2023 report. Started a tracking spreadsheet for tonnages for 2024/2025.
- Monthly Interest posted for June

## CAO Report – Highlights from June, July, and August

Continue to work with the Returning Officer to ensure a successful Election

Coordinating and organizing Foundry Street and River Avenue Water Main Projects regarding the administration side – grants requirements, status updates and procurement.

Continue to work with Public Works Supervisor on Approval requirements.

Assisted the MPAL (as this position is currently at a part-time position) with the summer students. We had Kristen Dupuis and Shaneika Robinson working with us. Shaneika's job (town horticulturist) was a first time for Oxford and if we have the MPAL in a full-time role by next year, it would be nice to see that come back to Oxford.

Continue to work with CAO's from Amherst and Cumberland and our Chief Librarian regarding making Cumberland Public Libraries more sustainable.

Continue to work on the ATV signage for the Town of Oxford, we are working along with grant guidelines and hope to have signage installed in September.

Met with Voyent, a communication app that currently the Town of Amherst and the County of Cumberland currently are subscribed to. It is a great tool to help communicate with the residents and business owners of Oxford, without relying so much on social media, the website, and mail outs with the billings.

Currently working on the heating system at the Theatre, we have received quotes and there is a grant we may be able to apply for with regards to the heat pumps. Still some research to be done on this.

Received the Water Cad Study and will present to Council.

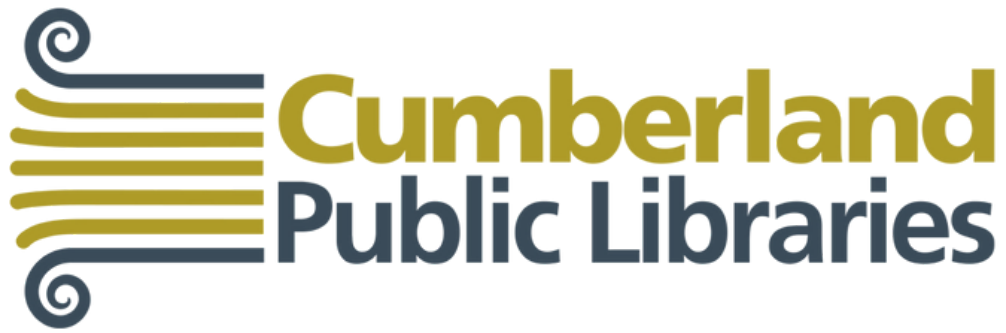
Proud to report that the Oxford Capital Theatre passed the Fire Inspection, there were a few mandated items that needed to be fixed, and Public Works was able to do all that work in time for the final inspection.

When alerting our Emergency Services about the parade for the Exhibition's parade, we were notified by our Staff Sergeant that there are requirements under the NS Motor Vehicle Act that state a permit is required for an event on Provincial Highway. The Exhibition is aware of this process now as well as our MPAL office. The turn around on an approval is at least 10 days, so time for that will now need to be part of the planning process.

The accounting office sent out tax sale notices on July 24 to the clients in arrears (2023 and prior years taxes). We started at \$48,132.64 with 49 properties. As of August 21, 2024, we are now at \$22,406.77 with 27 properties left owing. There is a plan to review this again at the end of September.

Respectfully submitted,

Linda Cloney  
CAO, Town of Oxford



2023- 2024

# Annual Report



Cumberland Public Libraries  
PO Box 220  
Amherst, NS  
B4H 3Z2

# Message From Library Chair



Councillor Dale Fawthrop  
Chair, Cumberland Regional  
Library Board

Serving on the Cumberland Regional Library Board is a source of pride and fulfillment for me. It is gratifying to be associated with such a beloved institution, and part of what makes the Cumberland Public Libraries great is the staff who keep things running smoothly.

In the spirit of diversity, inclusion, equity, and accessibility, the Library Board has been reviewing and approving personnel policies in the past year to ensure the Library staff have the framework they need to serve users of CPL. An audit of policies by Chrysalis Human Rights Agency has been instrumental in this work.

As I look forward to the year ahead, I'm excited to be part of the Provincial Library Funding review. I want to convey my appreciation and recognition of the Nova Scotia provincial government's understanding of the potential of public libraries in moving this review forward. We are striving for excellence so that Nova Scotians have public libraries that inspire hope and offer everyone opportunities to improve their lives in meaningful ways.

## Our Library Board

**Councillor Dale Fawthrop (Chair)**  
Municipal Unit: Town of Amherst

**Councillor Carla Black**  
Municipal Unit:  
Town of Oxford

**Councillor Dale Porter**  
Municipal Unit:  
Municipality of Cumberland County

**Stephanie Keilhack**  
Community Board  
Member

**Provincial Appointee**  
Vacant since Oct. 2020

**Provincial Appointee**  
Vacant since Dec. 2022

# Library Director's Message

Cumberland Public Libraries offer a treasure trove of opportunities, far beyond a place to get books, we strive to make our libraries a free and welcoming place for the community. Our goal is to meet the informational, and recreational needs of the residents of Cumberland.

The past year was one of ups and downs. Having to contemplate cutting library hours because the current funding is not sustainable is certainly not something I want to do as a Library Director. I am grateful that our municipal partners; the Municipality of Cumberland, and the Towns of Amherst, and Oxford, stepped in to aid us in maintaining hours and services by providing additional funding. We await the provincial Library Funding Review and hope that funding will be increased to a sustainable level in the next year.

While we have not reached pre-pandemic numbers with our programs, attendance is certainly on the rise. We hosted over 500 programs in 2023-2024 and had almost 7,800 attendees. This included everything from storytimes, to author readings, to discussions on menopause, and puppet shows.

The impact of the library's services and programs is immeasurable, but the effects in the community are clear. We see connections between families, and between strangers. We know the materials people borrow helps their lives, whether that's to help them measure Radon in their homes or to escape to a fantasy land. And we know that people come here to learn.

Take a look at some of the highlights of our past year and remember that public libraries are impactful to your community. Donate if you can, but most importantly, use your library.



Denise Corey  
Library Director,  
Cumberland Public  
Libraries

“

Take a look at some of the highlights of our past year and remember that public libraries are impactful to your community. Donate if you can, but most importantly, use your library.

2

# Our Team

## Headquarters and Amherst Branch Staff:

Library Director - Denise Corey  
Deputy Library Director - Chantelle Taylor  
Community Engagement Librarian - Charlotte Gallivan  
Systems Manager - Steve Weatherbee  
Administrative Assistant / Bookkeeper - Francis Ikpekhia  
Library Assistant - Adam Davies  
Youth Services Library Assistant - Julie Allison-Savage  
Interlibrary Loans Coordinator - Vanessa Sawatzky  
Little Readers Coordinator - Ellen Antrim  
Library Clerk - Lisa Strathearn  
Community Technology Trainer - Grace Belliveau-Perry  
Borrow by Mail Clerk - Dianna Lawless  
Library Clerk - Rhi Arlow  
Library Clerk - Cat Rector  
Shipping & Receiving Clerk / Delivery Driver - Aaron Doy  
Summer Students - Drew Bourgeois and Rhys Davies  
Early Literacy Student - Tory-Don Ross

## Branch Staff:

Advocate Harbour - Leslie Allen  
Oxford - Megan McNutt and Patrick Allaby  
Parrsboro - Amber Allard and Cindy Walker  
Pugwash - Mary Hartling, Archan Knotz, and Marsha Amanova  
River Hebert - Rosemary Ulch and Kathryn Richards  
Springhill - Cathy Canning and Henri Etta Stevens

Follow us on social media!



@cumberlandpublic  
libraries



@CumberlandPL



@cumberland\_pl



@cumberland\_pl

# Year in Review

## Reducing Period Poverty at the Library

This year, we received a one-time \$25,000 grant to help with period poverty in Cumberland County.

This money was immediately put to use by purchasing menstrual products for all CPL locations, providing period products to local organizations (such as IntheWorks: A Social Enterprise Network), and education initiatives.



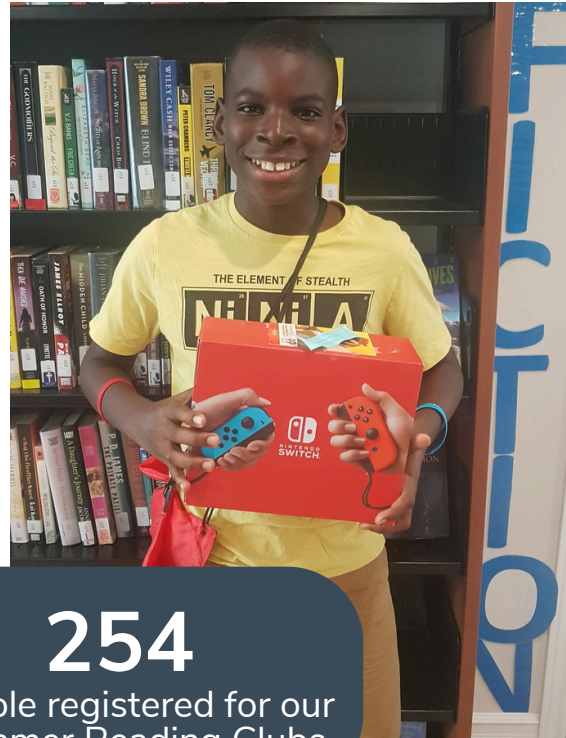
## Celebrating Lifelong Library Supporter Russell Fisher

During the month of July, a plaque dedication ceremony took place to honour Russell Fisher; a long time library supporter and board member. This recognition was to celebrate Mr. Fisher's role in the establishment and continuation of the library.

Family and friends, community members, the Mayor of Cumberland, and two local councillors, were present to applaud Russell for his contributions to libraries.

# Summer Reading Club 2023

Our Summer Reading Club (SRC) officially kicked off June 12th! For every 15 minutes of reading (30 minutes for teens), SRC participants filled out a ballot to win one of our major prizes: a Nintendo Switch, a bike (donated in part by The Bicycle Specialist), gift cards, and a museum pass. Programs included a tech tour, puppet shows, LEGO days, scavenger hunts, and much more!



254

people registered for our Summer Reading Clubs

Throughout the summer we held a total of 90 programs, and had 254 people register for our Summer Reading Clubs.

1,552

hours of reading completed by kids and teens during the SRC

## Improving Our Policies For the Better

In February 2023, we hired Chrysalis Human Rights Agency to audit our policies. The goal of this assessment was to provide CPL with guidance on how to improve our policies with respect to diversity, equity, inclusion, and accessibility (DEIA).

Chrysalis completed their audit of our Personnel and Operations Policies in September 2023, and provided us with a full report, recommendations for improvements, and an overview to share with our library board.

Rewriting of our Policies is ongoing, with updated policies being presented to our board quarterly for approval.

# Pugwash Grand Opening

The community of Pugwash has dreamed of having a new library and community space for over 20 years. In 2023 that dream became a reality.

We are extremely thankful to the countless volunteer fundraisers, contractors, and passionate community advocates who have made this new community space possible.



Our Pugwash Grand Opening Celebrations happened on Saturday, July 29th to coincide with the Village's Harbourfest celebrations. Throughout the day, community members joined us for the official ribbon cutting ceremony, tours of our new facility, activities for the kids, and more.



"Libraries are more than a place for books and to do research; they are community centers and hubs for people of all ages. Bravo, Cumberland Public Libraries!!"  
-S.R



# “Cumberland County deserves sustainable and affordable core library services in the region”

Due to ongoing financial difficulties, we made the difficult decision to reduce service hours at four of our seven library locations as of April 1, 2024. However, thanks to the amazing support of local representatives, hours were restored at all of our locations!

The Municipality of Cumberland, along with the Towns of Amherst and Oxford, have agreed to provide one time bridge funding in the amount of \$67,335 for the 2024/25 fiscal year. This bridge funding offsets our projected deficit.

Hours restoration would not have been possible without the dedication of our Municipal and Town Councilors, Mayors David Kogon, Murray Scott, and Greg Henley, and the countless members of their staff. They have shown that Cumberland County deserves sustainable and affordable core library services in the region.

We also want to thank our amazing patrons, who have been understanding and supportive during this difficult time. We will continue to provide exemplary service to the best of our ability.

“Libraries are the lifeblood of our communities. Please support them.”

–M.F.

“Love our library!”

–H.M.

“Libraries are vital to communities. They are not places ‘just for books’ anymore. They are community gathering spots, information holders, places for kids to learn, for author readings, movies.”

–S.G.

“Our small rural communities that are working so hard to survive need libraries to thrive.”

–D.B.

# Pugwash Artist Collective Partnership



We have partnered with the Pugwash Artist Collective to display different pieces of art at our Pugwash location each month.

The collective, currently numbering 13 local artists working in various mediums, has been a driving force of art in the village of Pugwash for over a decade. They are strong women driven by a passion to make art, share art and sell their art to patrons who are inspired by the works.

The partnership, which launched in December 2023, has seen four local artists display their work: Norene Smiley, Louise Cloutier, Cathy Dalton, and Archan Knotz.

## My Two Favourite Librarians 300th Episode

On February 26th, our radio show, My Two Favourite Librarians, aired it's 300th episode!

Whether you enjoy “depressing Canadian books” or “potato-shifter romance”, Denise and Chantelle take 107.9 CFTA listeners on a reading journey each week with their witty banter and Chantelle’s funny comments (because she is the funny one, not Denise).

My Two Favourite Librarians is proudly sponsored by The Copper Tree Boutique.





## Community Connections

We are constantly working to improve the quality of life for Cumberland County residents...we are more than just books!

During the 2023-2024 year, we hosted **576 free programs** that were enjoyed by **7,786 people**.

Some of the programs we hosted or participated in include:

- Rainbow Brunch and Rebecca Rose author reading with the Sexual Health Centre for Cumberland County,
- Free Movie days with The Amherst Theatre,
- Family Fort & Giant Game Nights with YReach,
- Student writing contest with the Amherst Veterinary Hospital,
- Holiday Happy Mail for seniors,
- Family Literacy Day,
- Reading With Royalty,
- and more!

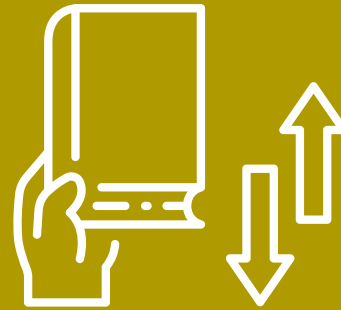
### Authors we welcomed to Cumberland County this year:

- Rebecca Rose
- Ken Cuthbertson
- Briana Corr Scott
- Jill MacLean
- Bruce Graham
- Sherri Aikenhead
- Lesley Crewe
- Richard Dittami

# Library Usage Snapshot



**10,497**  
Hours of Computer  
Sessions



**156,944**  
Items Borrowed



**10,225**  
Open Hours



**1,134**  
New Users



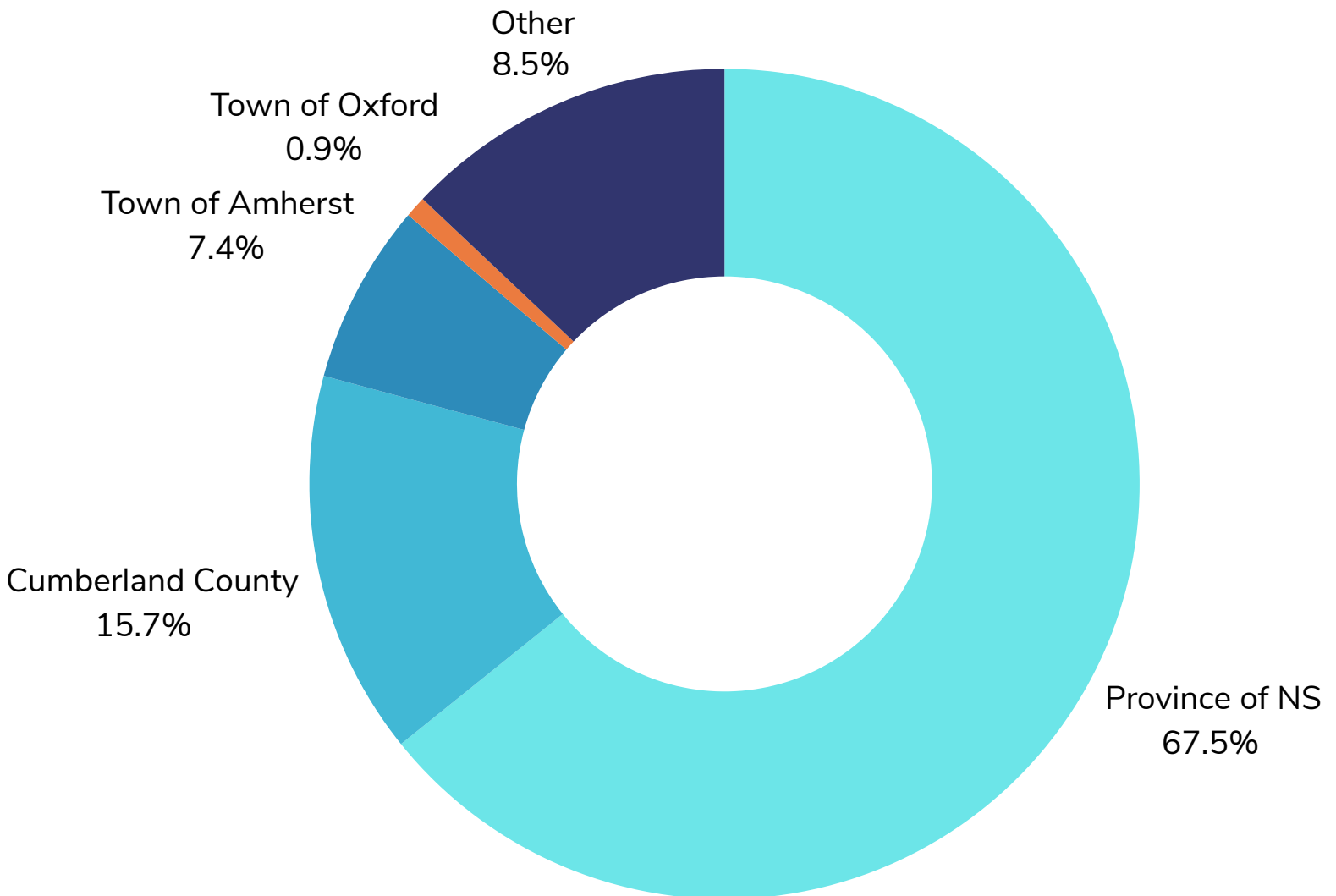
**66,918**  
Library Visits



**12,770**  
Information  
Questions Answered

# Budget

## Sources of Funding



|                         |           |
|-------------------------|-----------|
| Province of Nova Scotia | \$799,000 |
| Cumberland County       | \$186,267 |
| Amherst                 | \$87,300  |
| Oxford                  | \$10,334  |
| Other*                  | \$101,638 |

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**Subtotal** **\$1,184,539**

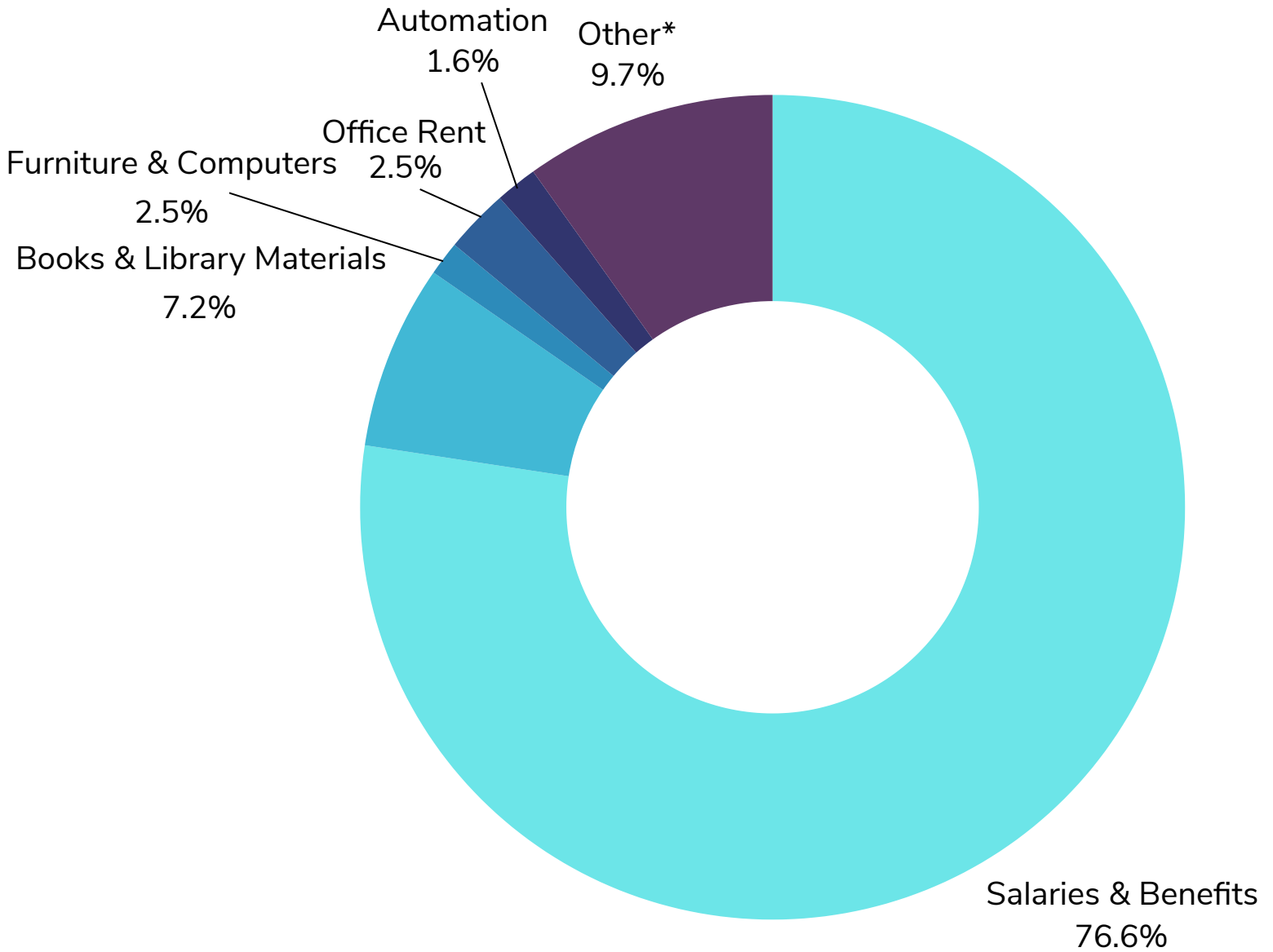
\*Other Includes:

- Donations
- Grants
- Fundraising

## Fundraisers We Hosted This Year:

- Knit-a-thons in Springhill, Amherst, and Pugwash,
- County-wide book sales,
- Sales of library merchandise,
- Library Silent Auction

# Expenditures



|                           |             |
|---------------------------|-------------|
| Salaries & Benefits       | \$1,025,670 |
| Books & Library Materials | \$95,887    |
| Office Rent               | \$33,344    |
| Service Contracts         | \$14,580    |
| Furniture & Computers     | \$17,791    |
| Automation                | \$21,780    |
| *Other                    | \$130,621   |

Total Expenditures = \$1,339,673\*\*

**\*Other Includes:**

- Programming
- Training
- Insurance
- Vehicle operations
- Phone & Fax
- Advertising
- Office Supplies
- Shipping & Postage
- Professional Fees

**\*\*\$155,134 was taken from reserve funds to balance our budget**

# Thanks!

We wish to thank the individuals, businesses, and organizations who made financial or in-kind contributions to the library during the past year:

Amherst Lions Club  
Sally E Austin  
Kim Babineau  
Lisa Baldwin  
Grace Belliveau-Perry  
The Bicycle Specialist and Sport  
Jena Bowes  
Stephanie Bowes  
Susan Bowes  
Evelyn Bradford  
Joan Cameron  
Colette Carter  
Chilton Living Trust  
Clare Christie  
Elizabeth Clinton  
Kathryn Conrad  
Irene D. Coombes  
Dale Davis  
Peter D'Entremont  
Richard Dittami  
Gillian Forward  
Eileen Geier  
Donna Glenn  
Laurie Glenn Norris

Alvin Hillhouse  
Wendy Iler  
Bob Janes  
Keep Garbage Beneficial Inc  
Sally Krueger  
Peggy Kuffner  
Shelley and Jerry Langille  
Margaret MacDonald  
Ian MacLean  
Maggie's Place-A Resource Centre for  
Families  
Judith Milner  
Heather Pedersen  
Lori Quinn  
Ann Read  
Marilyn A Read-Stark  
Rotary Club of Amherst  
Scotiabank  
Delphine Seto  
Marjorie Stone  
Lisa Strathearn  
Tantramar Chapter IODE  
Patricia Thompson  
Vincent Vanloo  
Claire Young



# NORTHERN REGION WASTE-RESOURCE COMMITTEE

Meeting Minutes: April 12, 2024

Present      Elected Officials

Chair Jennifer Houghtaling, Mun. of the County of Cumberland  
Eldon Hebb, Mun. of the District of East Hants  
Eric Boutilier, Mun. of Colchester  
George Baker, Town of Amherst (online)  
Chrystal McNutt, Town of Oxford (online)  
Rosanne Chapman, Town of Stewiacke (online)

Present      Staff

Jason MacDonald, Town of Amherst  
Brenda Rioux, Amherst, Oxford, & Mun. of Cumberland  
Phil Redden, Mun. of Colchester  
Robert Matheson, Mun. of Colchester  
Ishamar Senior Gentles, Mun. of Colchester  
Jessica Rushton, Mun. of Colchester  
Andrea Trask, Mun. of the District of East Hants  
Jesse Hulsman, Mun. of the District of East Hants

Regrets      Councillor Jim Flemming, Town of Truro

Call to order and welcome

1. Approval of Agenda

**Moved by Councillor Eldon Hebb seconded by Councillor George Baker to approve the agenda as circulated.**

Motion carried.

2. Approval of Minutes February 2, 2024

**Moved by Councillor Eric Boutilier seconded by Councillor Eldon Hebb to approve the minutes as circulated.**

Motion carried.

3. Northern Region Committee Year-End Update (Staff)

- Funding Allocations
  - Regional Diversion Credits = \$665,857.33 (divided by diversion rates)
  - Regional Coordinator Funds = \$43,285.72 (divided by 3)
  - Regional Enforcement Funds = \$99,733 (divided by 3)
  - Regional Education Contract Funds = \$67,185.03 ((divided by population; stipend by 3)
  - Regional MAP Funds = \$91,993.45 (divided by diversion rates)
- Regional Stats
  - Will provide next meeting when final reports are completed for Divert NS.
- Transition of Administrative Duties

The Northern Region rotates the administrative duties of our Regional Coordinators through the 3 regional solid waste staffed parties (Cumberland/Colchester/East Hants). Terms are 2-years. The schedule is as follows:

- East Hants      April 1, 2024 to March 31, 2026
- Colchester     April 1, 2026 to March 31, 2028
- Cumberland    April 1, 2028 to March 31, 2030

Andrea Trask will be the administrative Regional Coordinator, on behalf of the Municipality of East Hants.

Thank you to Brenda Rioux for the additional work on behalf of the Northern Region for the last term.

#### 4. Regional Chairs Updates

Councillor Houghtaling updated the committee on the last Regional Chairs meeting held Friday, March 22. Highlights from the meeting, outside of discussions later in the agenda included:

- Divert NS has been reorganizing and hiring in response to EPR oversight role for Nova Scotia
- Atlantic Canada Chapter of SWANA will be hosting a solid waste technical summit May 30-31 in Dartmouth (details will be shared via email)
- Divert NS reported that beverage containers (refundables) are showing an increase in blue bags curbside and decline at depots. Staff noted that during the pandemic curbside collection remained available and many haven't returned to the depot system. Additionally, the \$0.05/item is deemed less worthy for many considering costs to get items to depots.
- Compostable and bio-degradable plastics was a significant topic. Some items are acceptable but some are deemed a contaminant and the general public don't know, collection staff can't tell the difference at collection, and stores stock what they are instructed too by corporate offices. Councillor Houghtaling noted Town of Yarmouth has a bylaw in place that these items cannot be sold – it has never been tested in court.

#### 5. Regional Coordinators Updates - Staff

##### (a) Sharps Committee

Robert reported as a member of this sub-Committee of Regional Coordinators. He updated that the committee is working with stakeholders to understand pressure points for industry (who are responsible for the voluntary stewardship program) related to supply, education, and collection. There has been a reported decrease in the amount of material coming in through the program, which facilities can attest to with an increase in sharps arriving through both recycling (obviously found on the sort lines) and garbage (assumed but given no physical processing can't confirm). The sub-committee is hoping to see an updated province-wide campaign and improved education at the pharmacies.

##### (b) Climate Change & Solid Waste Summit

Jessica and Phil attended the session hosted by Divert NS. Copies of the session notes and presentations are being provided to our membership (Monday April 15 via email).

##### (c) Coastal Action: Adopt-A-Highway Program Management

Andrea reported that the management of the Adopt-A-Highway and Great Nova Scotia Pick-Me-Up litter programs are now with the not-for-profit Coastal Action. There will be no changes to website or contacts for the general public. Divert NS had been managing the programs for the last few years when staffing challenges for the original program team resulted due to covid.

(d) Presentation from EPRA: Expansion to NS electronics program

Andrea reported that staff from EPRA Nova Scotia came to the last Coordinator meeting and discussed their plans for education on the additional items that will be eligible for the program beginning June 1. Once the official updated promotional material is provided it will be sent to the membership. Some additional items will include: personal care appliances (ex. hair dryers) to counter-top cooking appliances (ex. toaster).

6. NS Manager/Directors Committee Update- Andrea Trask

(a) C&D Regulation Changes

East Hants hosted a 2<sup>nd</sup> in-person training session with Don MacQueen on the incoming regulation changes. This session included both municipal and private facility staff. A 3<sup>rd</sup> and final session is set-up as an online meeting, happening on April 29<sup>th</sup>.

(b) Landfill Audit (Divert NS) – Committee Rep Update (Jessica)

Jessica shared that the final report was just issued to members and they will be having a presentation from Divert NS and the consultant mid-April. A copy of the report will be provided to the membership (Monday April 15 via email).

7. Extended Producer Responsibility for Recycling (Staff)

Regional staff met with Circular Materials representative earlier in the day to discuss timelines and roll-out of the program in 2025. Feedback to the meeting is requested by Friday, April 26. Andrea will be providing the CAOs, Directors, and other staff the slide deck.

Key dates:

- October 1, 2024 Circular Materials must provide Divert NS their readiness report
- December 1, 2025 EPR for Recyclables comes into effect

Reminder: Circular Materials will be looking to engage in discussions and potential agreements with those municipalities that hold the curbside collection contracts and/or own waste management facilities.

8. C&D Regulation Changes (Staff)

Phil and Jessica shared that Colchester has transitioned to managing the pressure treated wood as of April 1. Operationally they are still seeking to find the best practices for placement of the chipped material in the balefill, likely to be used in spaces like corners as the design of the balefill is very specific and loose material does not work in the intended design. Tipping fee updates have been made to account for the change in management of materials.

Andrea report that East Hants started the enhanced sampling program in January to align with the calendar year scheduling. Contractors and the public have been informed changes are coming, but that the facility is still receiving. The operational setup is still being evaluated for launch mid-June. Tipping fees have been updated to account for the processing of materials through a 2<sup>nd</sup> generation landfill.

9. Regional Partners Education & Operational Programs (attached)

10. Proposed 2024-2025 Meeting Schedule

The following meeting schedule was proposed to the committee, understanding that there is a municipal election in October. Regional meetings tend to follow the Regional Chairs Committee meetings, so where possible that was taken into account. The following schedule was approved for

staff planning purposes, understanding any changes in membership may result in changes post-October election.

|   |
|---|
| Northern Region Meetings - Confirmed                  |
| Friday June 21 (virtual)                              |
| Friday September 27                                   |
| Northern Region Meetings - TBC Post Election          |
| Friday December 13 (alternatively Friday November 29) |
| Friday January 31                                     |
| Friday March 28                                       |

11. Other Business - None

12. Correspondence - None

13. Adjournment

**Moved by Councillor Eric Boutillier to adjourn the meeting.**

The meeting was adjourned at 3:10 p.m.

June 24, 2024

Alanna McPhee  
Executive Director, EPR Oversight  
Divert Nova Scotia  
via email: [amcphee@divertns.ca](mailto:amcphee@divertns.ca)



**Re: Readiness Report Feedback**

Dear Ms. McPhee,

Please accept this letter as our Region's collective feedback on the status of the draft *Readiness Report* being prepared by Circular Materials for your review this fall.

The team with Circular Materials completed in-person regional meetings throughout Nova Scotia this spring. They then followed up with two online meeting dates to share what they heard with those that participated in the regional sessions.

To ensure the oversight agency, Divert Nova Scotia, is aware of our feedback we wanted to share that directly with you.

The Process

While we appreciate that there are various components to implementing this initiative and that turn-around times to respond may be tight, there is concern that not all feedback is being captured.

Request for meetings in the spring were issued to Regions with limited dates for meetings and minimal turn-around time to confirm a date and preferred attendees' availability. Additionally there was some disconnect on who should be included in those meetings initially. When our regional staff were able to confirm a location and attendees the optional dates were no longer available for Circular Materials and we had to start the process again.

Our regional staff met with Circular Materials on April 12<sup>th</sup> and our partner municipalities individually provided feedback as requested by email. The follow-up *What We Heard* meetings were scheduled with 2 optional dates in June for all that participated in the earlier in-person meetings across Nova Scotia. Collectively the opinion from our staff is that there was little to no change found in information presented by Circular Materials from the first round of meetings to the second. Areas of concern or requested clarification was not present.

Regional Feedback

Our Region would ask that Divert consider the following as part of their review of the *Readiness Report*.

1. Municipalities have been clear that the Nova Scotia standard for curbside recycling needs to be maintained (no reduction) to ensure participation of not only this program but all waste reduction services. Further to that Municipalities recognize the following:
  - a. Industry is responsible to manage this system;

- b. Increase in costs are a challenge for all areas of responsibility (collection, transportation, processing);
- c. There is little interest to increase fees on products to offset program costs.



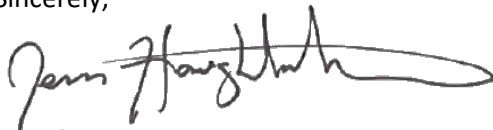
2. Municipalities would ask that Divert, and therefore Industry recognize that:

- a. This system is not paid for by Industry but rather the consumer of their products;
- b. Nova Scotians have been curbside recycling for over 20-years and any reduction in product acceptance curbside will be perceived as a reduction in services;
- c. Depot networks, private or public, have limitations in accessibility for all areas of the province;
- d. Industry is solely responsible for the design of their packaging and therefore effort to design for environment should be considered for the overall system, not just Nova Scotia, to have a greater improved environmental benefit;
- e. Same or like-products, regardless of generator, if collected curbside now should remain eligible for collection at the launch of this new program;
- f. There are local markets for materials for products both obligated and non-obligated, however Circular Materials has not attempted to have conversations with facilities to understand those options and therefore speak to those options in their report;
- g. Nova Scotia Environment & Climate Change, as well as Divert, have encouraged and in some cases funded additional products being added to the curbside collection programs over the years. This would include funding for technology and/or educational outreach. Therefore both have a responsibility to maintain that level of service for residents related to those products;

Nova Scotia has a disposal target goal of 300kg/capita by 2030. Based on the latest landfill audits conducted by Divert there is more work required to reach that goal, and any inconvenience to participate will have a negative impact on that goal. As our partner for years working on all aspects of waste reduction and specifically towards this regulation change, we hope that our feedback is weighted accordingly.

Our regional municipal partners understand that some of our wants may not be within the mandate of Industry. We would ask Divert to create some requirement for Circular Materials to fairly negotiate for those non-obligated areas reviewed with regions, even if for an agreed compensation rate to ensure the best EPR program in the country is achieved.

Sincerely,



Jennifer Houghtaling  
Chair – Northern Region

cc: Northern Region Committee  
Regional Chairs Committee  
Circular Materials



**Municipal Affairs and Housing  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

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July 18, 2024

Dear Mayors and Wardens:

I am pleased to inform you that the Province has signed a new 10-year agreement with the federal government under the Canada Community-Building Fund (CCBF). This agreement will provide \$318 million in the first five years to our 49 municipalities, offering up-front and predictable long-term funding to help address local infrastructure priorities.

The CCBF will continue to play a crucial role in upgrading the municipal infrastructure that our residents rely on. This includes projects related to drinking water, wastewater, public transit, and community energy. As you are aware, enhancing our infrastructure is a key component in addressing the housing crisis. With the renewal of this agreement, we can ensure that critical infrastructure will continue to be built, maintained, and expanded, fostering a more sustainable and resilient Nova Scotia.

Together with our municipal partners, we can build and revitalize the public infrastructure necessary to improve housing supply and affordability, foster economic growth, and enhance the quality of life for all Nova Scotians. The commitment of both the federal and provincial governments to this partnership underscores our collective dedication to the well-being of our communities.

If you have any questions or require further information, please do not hesitate to reach out to our office using the CCBF program email: [CCBF@novascotia.ca](mailto:CCBF@novascotia.ca). We look forward to continuing our collaboration to create stronger and more vibrant communities across Nova Scotia.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr  
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers



## Municipal Affairs and Housing Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

August 9, 2024

To All Nova Scotia Elected Officials and Chief Administrative Officers/Village Clerks:

I am writing to inform you of an update on the municipal and village codes of conduct. In January 2022, the Code of Conduct Working Group was established to develop a set of recommendations on the code of conduct framework, which included content to include in the code, sanctions that may be imposed if a breach occurred, and options for an investigator model. This collaborative working group included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH).

Following significant consultation with municipalities in September 2022, March 2023, and September 2023 on the code of conduct framework, the Code of Conduct Working Group developed 25 recommendations for me to consider as Minister. I am pleased to advise, after careful consideration, I am accepting all 25 recommendations presented by the Code of Conduct Working Group. The recommendations, along with the anticipated framework are appended to this letter for your reference.

The code of conduct framework will be coming into effect following the October municipal election. The legislative provisions require municipalities and villages to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations. As Minister, I will prescribe that all municipalities and villages must adopt the model code of conduct within 60 days following the October election and provide confirmation of their notice of adoption. Should a municipality or village fail to meet the above requirements, municipal funding will be withheld pursuant to the *Municipal Grants Act*. As one of the first items to discuss on your agendas, I trust this will bring an unequivocal understanding of the conduct to uphold as an elected official in Nova Scotia.

I understand and recognize that code of conduct training is an important component to make the framework successful. The NSFM will be the lead organization on the development of a robust code of conduct training module, and it is expected this module will be available in early 2025. To bridge the gap between when the regulations will be in place to when the robust training module will be ready in early 2025, the Department will provide municipalities and villages resources that can be shared with councils and commissions.

Page 2

As we move toward a new standard for elected officials following the election, I would encourage you to share the documents appended in this letter with all candidates running in the upcoming municipal election. Candidates should be notified about the new expectations surrounding the code of conduct.

In closing, I would like to thank the Code of Conduct Working Group members for their hard work and dedication to this initiative over the past two years. This initiative is a wonderful example of collaboration between the Department and our municipal partners.

Sincerely,



Honourable John A. Lohr  
Minister of Municipal Affairs and Housing

Attached

c: Code of Conduct Working Group  
Mayor Carolyn Bolivar-Getson, NSFM  
Juanita Spencer, CEO NSFM  
Kim Ramsay, President AMANS  
David Campbell, Executive Director AMANS



**AUG 16 2024**

His Worship Greg Henley  
Mayor of the Town of Oxford  
P.O. Box 338  
Oxford NS B0M 1P0

Dear Mayor Henley:

On behalf of the Honourable Steven Guilbeault, Minister of Environment and Climate Change, I am responding to your letter of November 27, 2023, in which you express the Town of Oxford's position that volunteer emergency service providers be granted an exemption from fuel charge rates under the *Greenhouse Gas Pollution Pricing Act*. I regret the delay in replying.

The matter you raise falls under the purview of the Department of Finance Canada. I am therefore forwarding a copy of your letter to the Office of the Honourable Chrystia Freeland, Minister of Finance and Deputy Prime Minister, for consideration.

Please accept my best regards.

Sincerely,

Lisa St-Amour  
Acting Manager  
Departmental Correspondence Unit

c.c.: Office of the Honourable Chrystia Freeland, P.C., M.P.