



Town of Oxford
Committee of the Whole
Council Chambers and Zoom
Wednesday, April 9, 2025
6:00 pm

AGENDA

1. Call to Order

2. Approval of Agenda

Pages 1 -2

3. Presentation

3.1 Cumberland Chamber of Commerce - presenter Beth Peterkin, General Manager

Pages 3 – 12 – a copy of the presentation

3.2 Cumberland Forestry Advisory Committee (CFAC) – presenter Ron Furlong, Secretary / Treasurer for CFAC

Pages 13 – 24 – a copy of the presentation

4. Approval of the Minutes – March 12, 2025

Pages 25 - 28

5. Town Departments Reports

5.1 Public Works Department – presented by Nick Purdy, Public Works Supervisor

Pages 29 - 31

5.2 Fire Department – presented by Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief

Pages 32 - 33

5.3 Municipal Physical Activity Leader (MPAL) Report – presented by Councillor Canning-Sweet
Pages 34 - 37

5.4 Administration Reports – presented by Linda Cloney
Pages 38 - 40 – Administrative Assistant Report
Pages 41 - 42 – Revenue Officer

6. Council Committees and Boards Reports

6.1 Equity, Diversity & Inclusion Advisory Committee – Councillor Canning-Sweet
Pages 43 – 46 – Approved January 15, 2025, Minutes

6.2 All Saints Community Health Care Foundation Committee – Stan McDougall
Pages 47 - 48 – Approved January 14, 2025, Minutes

6.3 Northern Region Solid Waste Committee – Linda Cloney
Pages 49 - 50 – Approved January 17, 2025 Minutes

6.4 Regional Emergency Measures Organization Advisory Committee (REMO) – Linda Cloney
Verbal Report

6.5 Communities in Bloom Meeting – Deputy Mayor Black
Verbal Report

6.6 Accessibility Advisory Committee Meeting – Linda Cloney
Verbal Report

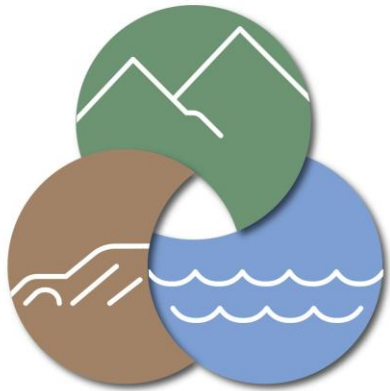
7. Items of discussion and correspondence
Nil

8. Adjournment

Cumberland Chamber of Commerce

Presentation to Town of Oxford Council

April 9, 2025



Cumberland
Chamber of Commerce

MISSION STATEMENT

To unite the business and professional communities of Cumberland County and represent our members in order to promote positive economic growth.



ORGANIZATIONAL STRUCTURE

- ▶ Registered as a Not-For-Profit under the Boards of Trade Part II
- ▶ Volunteer Board of Directors
- ▶ One P/T Employee (24 hours per week)

NOTE: The Amherst and Area Chamber of Commerce was registered on 1994-02-04. Over the past several years, the organization has been working with other Chambers and Boards of Trade within Cumberland County to come together under the name of the Cumberland Chamber of Commerce.

BOARD REPRESENTATION

- ▶ Keith Thompson - Amherst
- ▶ Wayne McConnell - Nappan
- ▶ Cindy Costin-Fury - Amherst
- ▶ Brent Noiles - Amherst
- ▶ Julie Hoeg - Pugwash
- ▶ Wade Adshade - Oxford
- ▶ Andrew Gilroy - Amherst
- ▶ David Beattie - Parrsboro
- ▶ Sandra Currie - Port Greville
- ▶ Bill Dowe - Tidnish

COLLABORATIONS

- ▶ Team Cumberland
- ▶ Cumberland Community Health Boards
- ▶ Mind Your Business
- ▶ Atlantic Chamber of Commerce
- ▶ Canadian Chamber of Commerce



PROGRAMS AND EVENTS

Coming Up:

Celebrating Abilities, Creating Opportunities.



April 16, 2025 in Fox Harb'r

Breakfasts with Elected Officials (2024)

Parrsboro, Springhill, Amherst

All Candidates Meetings for Municipal and Provincial Elections (2024)

Amherst, Truemanville,
Parrsboro, Springhill, Oxford

Annual General Meeting

Parrsboro 2024; Amherst 2025

Business Awards Gala during Small Business Week (2024)

Pugwash

PHOTOS



BUSINESS AWARDS GALA



ADVOCACY

- ▶ U.S. Tariff Issue
- ▶ Chignecto Isthmus
- ▶ Policing
- ▶ Homelessness and Housing
- ▶ Tourism/Economic Development
- ▶ Fire Halls and Libraries

CONTACT INFORMATION

Office:

- ▶ CCUBIC Building, 5 Ratchford Street, Amherst

Mailing Address:

- ▶ PO Box 283, Amherst, NS, B4H 3Z2

Email:

- ▶ gm@cumberlandchamber.ca

Forestry in Cumberland County


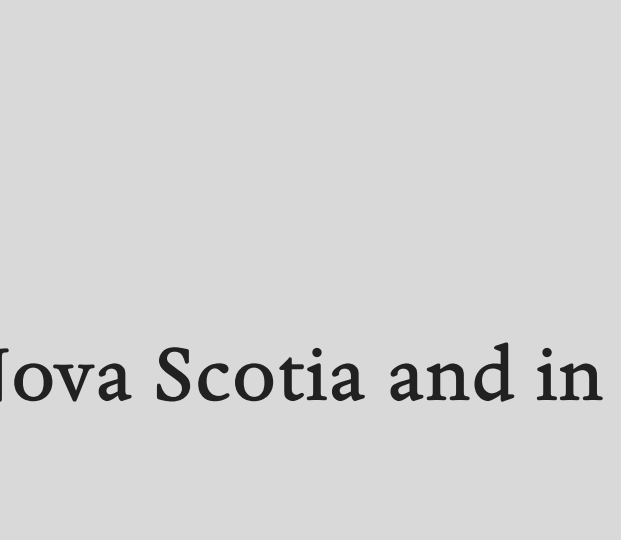


CUMBERLAND
FORESTRY
ADVISORY
COMMITTEE





AGENDA

- ❑ Who is CFAC (Cumberland Forestry Advisory Committee)
 - ❑ What is a Working Forest
 - ❑ What does a Forest Provide
 - ❑ The People in Forestry
 - ❑ The Future of Forestry in Nova Scotia and in Cumberland County
- 
- 



CUMBERLAND FORESTRY ADVISORY COMMITTEE

A Community Led Planning Process

Our Vision is to transform our forest industry into a champion of climate that utilizes human and natural resources. We will manage and nurture a forest ecosystem rich in biodiversity that will support economics for future generations.

cfac2021@gmail.com
email contact / register for our newsletter
<http://eepurl.com/hsp315>

What Have We Done?

- ✓ 35 Strategies to improving the forest industry in Nova Scotia have been identified.
- ✓ The Nova Scotia Forestry Contractors Association grew out of applying our lessons-learned to the industry across the whole of Nova Scotia.
- ✓ Our current focus is on educating the public. (This presentation is an example of that.)

Canadian Forests / Working Forests

CANADA

Total Forest – 24.0%

- 2,400,000 km²
- 593,052,000 Acres

Working Forest – 23.7%

- 2,370,000 km²
- 585,638,850 Acres

NOVA SCOTIA

Total Forest – 58.6%

- 32,375 km²
- 8,000,000 Acres

Working Forest – 57.3%

- 31,656 km²
- 7,822,355 Acres

CUMBERLAND COUNTY

Total Forest – 75.8%

- 3,237 km²
- 800,000 Acres

Working Forest – 66.3%

- 2,832 km²
- 700,000 Acres

How Cumberland County's Harvest is Unique

Land Type	Provincial m ³	Cumberland County m ³	% of Provincial Harvest
Crown	956,182	38,296	4.0%
Industrial	305,730	88,075	28.8%
Private	2,030,613	394,458	19.4%
Total	3,292,525	520,829	

What do NS Forests Provide?

\$1.8 billion economic impact / 6,400 FTE jobs / 84 million in NS taxes

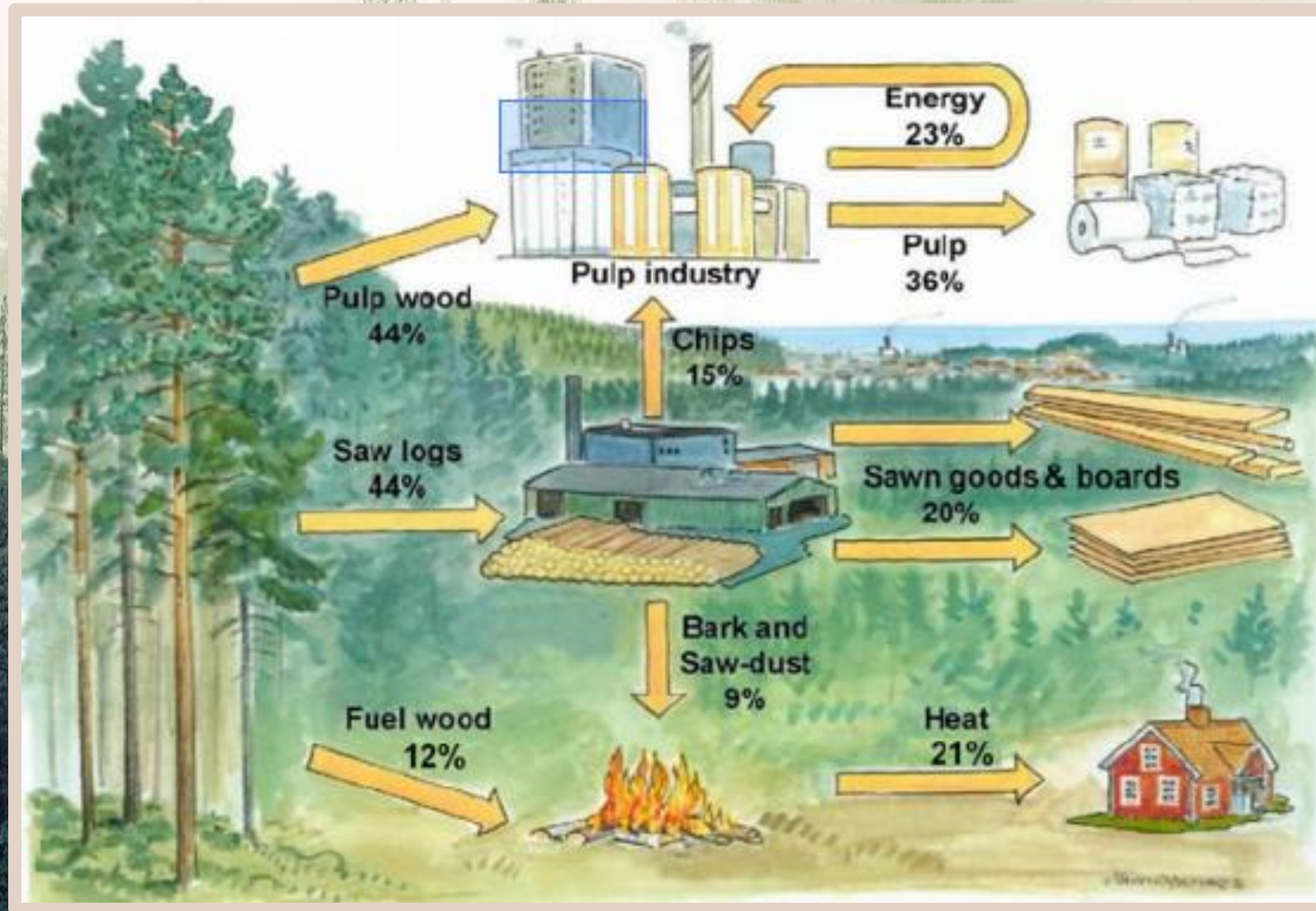
Wood Products

- Solid Wood
- Pulp & Paper
- Chemicals
 - ✓ Cellulose
 - ✓ Lignin
- Fuel
 - ✓ Wood
 - ✓ Biodiesel

Other Benefits

- Road Network
 - ✓ Driving
 - ✓ Hiking
 - ✓ RV Trails
- Forest Management
 - ✓ Mitigates Fire Risk
- Employment
 - ✓ Silviculture
 - ✓ Harvesting
 - ✓ Transportation
 - ✓ Processing
 - ✓ Wholesale & Retail
 - ✓ Carpentry
 - ✓ Woodworking
 - ✓ Manufacturing

How Harvested Trees are Used



Forestry Management Focus 50 Years Ago vs. Current

Primary Ecosystem Services the Forestry Managed for 50 Years Ago



Stewardship
Wood
Clean Water

Primary Ecosystem Services Society Wants from Forestry Today



Stewardship
Wood
Clean Water
Habitat

Biodiversity
Aesthetic
Recreation
Store Carbon

People in Forestry

- Employment
 - ✓ Administration
 - ✓ Carpentry
 - ✓ Harvesting
 - ✓ Processing
 - ✓ Silviculture
 - ✓ Transportation
 - ✓ Wholesale & Retail
 - ✓ Woodworking

What Does the Future Hold for Forestry in Cumberland County?



Thank you

Questions?





Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, March 12, 2025
Presiding Officer: Deputy Mayor Carla Black
Councillors Present: Olivia Canning-Sweet, Chrystal McNutt, Brenton Colborne, Mayor Greg Henley, and Paul Jones
Councillor Regrets: Padraic Moore

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney – CAO (via Zoom), Stan McDougall – Admin Assistant / Recording Secretary, Nick Purdy – Public Works Supervisor (via Zoom), and Marion Abbott (MPAL).

Presenters in attendance: Nil

Media in attendance: Mark Rushton - Hello Oxford/Radio for Hope Centre.

Gallery in attendance: Nil

1. **Call to Order**

At 6:00 PM, Deputy Mayor Carla Black called the meeting to order and welcomed Mark Rushton – Hello Oxford/Radio for Hope Centre in attendance in the Gallery.

2. **Approval of Agenda, Pages 1 -2**

Moved by Mayor Henley and seconded by Councillor Jones that the agenda of the Committee of the Whole Meeting for Wednesday, March 12, 2025, be approved, as presented.

Motion Carried

3. **Approval of the Minutes – February 12, 2025**, Pages 3 – 6

Deputy Mayor Carla Black, Chair, on March 12, 2025

4. **Town Departments Reports**

4.1 **Public Works Department** – presented by Nick Purdy (Public Works Supervisor – via Zoom), Pages 7 – 8

4.2 **Fire Department** – presented by Councillor McNutt.
Regrets by Bruce Rushton and Kyle Purdy, Pages 9 - 13

4.3 **Municipal Physical Activity Leader (MPAL) Report** – presented by Marion Abbott (MPAL), Pages 14 - 16

4.3 **Administration Reports** – presented by Linda Cloney
Pages 17 - 18 – Administrative Assistant Report
Pages 19 - 20 – Revenue Officer

Deputy Mayor Carla Black thanked all Town Departments for their respective reports.

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

5.1 **Accessibility Advisory Committee Report** – Verbal report

Linda presented to the Committee of the Whole that on February 10, 2025, the Accessibility Advisory Committee met and welcomed new committee members, Padraic Moore and Teresa Ryan.

An accessibility report on the work of the committee regarding the Accessibility Plan for the Town of Oxford will be shared with the Council in the future.

The Accessibility Committee had also been notified that municipalities must provide an update to the Accessibility Plan prior for 2025. This will be

presented along with the updated Accessibility achievements report in the coming months.

5.2 Fire Department Committee Report – Verbal report

Linda presented to the Committee of the Whole that the process of the sale of the surplus firetruck is nearing completion. Payment has been received, and the final paperwork is being processed.

5.3 Town Buildings Committee Report – Verbal report

Linda presented to the Committee of the Whole that a joint meeting was held with the Town Buildings Committee, Public Works Committee, and the Source Water Protection Committee following the Committee of the Whole meeting on February 12, 2025. The main topic of the meeting was the Asset Management Plan and 2025-26 Budget priorities process. A follow-up meeting is being scheduled to review the Asset Management Plan which is currently in the update process. The meeting will focus on Identifying areas of priority for the upcoming budget. Areas of concern include source water protection, town buildings, and public works infrastructure.

Deputy Mayor Carla Black thanked all Council Committees and Boards for their respective reports.

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

6.1 2024-25 NSCC Fall Student Award Update – Ben Trenaman and Haley Jacklin, Pages 21 - 28

NSCC contribution awards included local resident Haley Jacklin. The end of contract for the NSCC, a five-year obligation, has been completed as of this year.

6.2 Draft Equity and Anti-Racism Plan – presentation to Council Pages 29 - 43

Linda encouraged the Council to review the draft plan included in the package and feedback on the plan and further discussion is scheduled for the next Council meeting.

7. Adjournment

The meeting adjourned at 6:19 PM.

Mayor, Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

DRAFT

Public Works Report March 2025

Weekly Water samples.

Monthly Lagoon samples.

Weekly water checks.

Weekly garbage collection.

Cleaned lift station floats.

Filled potholes around town, please report them using our online request forms or in-person at the town hall.

Water break on Pugwash Road (service clamp was tightened down)

Street salting and plowing as needed.

SCADA upgrades (new antennas, new radios (communication)).

Generator was moved from well #2 to well 3# (issues with well 2 pump)

Blakes Electric had to wire up generator at well #3

Sewer issue at a business on Main Street

Sewer tie at a residence on Water Street.

Removed and replaced damaged sidewalk on Water Street. (replaced with gravel)

Annual inventory sheet for Ruthann.

Water break on Waverly Street between cattle barns.

All equipment was greased.

Bridge repaired in Black River Park.

Nova Scotia flag installed at Wild Blueberry Corner.

Gathered garbage from Town hall upstairs, MPAL project to organize stored used equipment.

Water meter installs and repairs.

Removed four rows of seats at theatre for accessibility.

Shop clean up.

More gravel added to new shop.

Topped up water break patches.

Cleaned up a load of garbage by the compactor.

Worked with Linda on approval reporting (lagoon and water distribution), there were three reports to be done.

Installed "watch for falling ice and snow" signs at townhall.

Power outage at well #2

Local flooding around town (installed water over road signs)

Brought in wood (weekly)

Justin/Nick to Bedford to investigate a used trackless.

Cleared storm drains before heavy rain fall.

Repaired leak at chlorine building.

Took hydrant markers down.

Located water shut off at 80 Horton Street.

Installed NO PARKING sign on Ellis Street.

Installed missing street signs around town.

Buried SCADA communication cable at tank out Little River.

Back drag ball field parking lot.

Back dragged and filled potholes on gravel streets (Station, Sunset Ave, Meadow Lane)

Blakes Electric in to look at Little River lift station, reset module.

Respectfully submitted by,

Nick Purdy

Public Works Supervisor

902-397-3002

The fire department has responded to 11 emergency calls in March...*42 calls since Jan 1st.*

- 4 Motor Vehicle Collisions
- 2 Medical Calls
- 1 Fire Alarm
- 3 Possible Structure Fire
- 1 Commercial vehicle fire on highway 104

- 3 Calls in Town
- 5 Calls in our coverage area
- 3 call assisting other departments (mutual aid)
- Note – 4 calls were on highway 104

Medical calls have dropped by 75% since February...this is due to the correction in our response level.

At the commercial vehicle fire on highway 104, several vehicles were still traveling too fast through an emergency scene. I spoke with the RCMP regarding this, and they are looking at taking measures to help us with this. ***Please folks, slow down when traveling through an emergency scene!***

Training:

We have our regular training session this Thursday evening so folks will see our trucks and firefighters out around town.

One member will soon be completing the Firefighter Level I course held in Pugwash.

- This has taken her 21 days (168 hours), traveled more than 1100 kms between Oxford and Pugwash to attend the training.
- This was completed over 11 weekends. We've had 4 firefighters complete this over the past couple of years.
- This is a huge commitment by our volunteer firefighters!

We 13 members attend an excellent tour of Oxford Frozen Foods on Saturday, March 22nd.

- This included Plant 1, Plant 2, the Foundry as well as the former Stanfields building.

Oxford Frozen Foods have invited us to take part in the Progressive Agriculture Safety Day on Friday, April 25th.

We attended the Chiefs meeting on Monday, March 10th, that the Municipality holds at Council Chambers in Nappan.

A couple of reminders for residents...

Wildland fire season is now in place...some areas of the province have already had grass fires. DNNR – wildland fire season started March 15th...permits are required if you plan to burn.

The Town of Oxford has a burning by-law whereby if you want to have a fire in your yard, it must be in an approved appliance and you must follow Provincial Fire Regulations as I just noted.

Respectfully submitted,

Fire Chief, Bruce Rushton
Deputy Chief, Kyle Purdy

It's been a whirlwind of a time!

I've included a daily list of my activities and tasks for your reference.

I'll highlight four areas at this time: March Events Recap, Sprucing Up The Theatre, Relationship Building and What's Ahead For April.

March Events Recap

I lead three events in March - the Shamrock Challenge, the teeny tiny St Paddy's Day Party and the #OxfordMovesInMarchChallenge

63 children completed the Shamrock Challenge and claimed their 'pots of gold'.

Between 30 and 40 people attended the tiny St Paddy's Day Party. (I lost count! :P)

There were 51 entries in the #OxfordMovesInMarchChallenge on Facebook and we saw a variety of activities, age brackets and Oxford spaces represented. The three draw winners were Emma Sellers, Allie Clarke and Chris Rogers. We gave special recognition prizes to Rayliene Thompson-Conrad and Stephen Murray along with his fashionista dog Stewie. There was great energy and support surrounding this challenge and many people have asked for another one to complete this month. I'm pondering one called #OxfordAprilShowers - stay tuned!

Considering how little time I was able to devote to prepping and promoting these events, I'm very pleased with the numbers of participants and the sense of momentum and energy in the community that they've created.

Sprucing Up the Theatre

Without thousands upon thousands of dollars, we can't give the theatre the renovations it needs to be fully accessible. In the meantime, we will do what we can with what we have.

To that end, via conversations with Kaden Mattinson and the Main St Music Society, Alan Legere and the Cumberland Performing Arts (with Leta MacDiarmid) and consultation with Amanda Purdy with the Sunset Community, we have made some changes and improvements.

The Concession area has been fully cleared up and cleaned up. Nina is working her deep clean magic to finish up the task. Paper signs have been updated.

The back three rows of seats have been removed and replaced with three moveable larger chairs, and a bench that meets accessibility standards for those unable to navigate the rows of seats comfortably. We've also removed the row of seats beside the outside side door. This will be delineated for those with mobility devices. They can sit and keep their devices within easy reach during their time in the theatre.

I'm so grateful to Nick and his Public Works Team and Amanda Purdy's suggestions in making these changes happen.

We will continue to clear out garbage and damaged items and Nina will be right behind me, cleaning until the theatre sparkles again. :)

Relationship Building

As highlighted in my last report, I've concentrated on meeting as many groups and entities from the community as possible to find out how I can support the work that they're doing. Since then, I've met with the following:

Oxford Seniors Club - Sharon Rogers

The Food Bank Executive

Fundy Region Physical Activity Consultant

Fellow MPALS from the region

OREC - principal, teachers and school councillor

Theatre - Alan Legere

Oxford Arena Association

As noted in the theatre updates, I am working to implement the information gleaned from these meetings as quickly as possible.

An example is after speaking to Amanda Purdy about how to include the Sunset Community even more, we created a partnership that will see their membership decorate the Town Hall every season. With some leftover grant money, we were able to purchase a skate assist device for the arena. This will provide support to those who want to skate but need a more substantive support tool. It's already been used during the last few skates of the season and the community is thrilled to be able to include more of their members in skating events. We are stronger when we work together and I'm excited about what the future holds.

What's Ahead for April

For the first time in a long while, we were able to create and distribute an April Newsletter, highlighting some of the events this month and share Greg's Message from the Mayor. The initial response to the newsletter has been overwhelmingly positive and supportive.

For Easter we're hosting two events - Magical Gardening for children ages 1-4 and their parents and The Easter Games for children of all ages and their parents. Please check the paper flyers, Facebook or the Oxford Community Calendar for more details. **I am actively recruiting volunteers to help run the games - if you're interested, let me know - I promise it will be a fun time!**

In consultation with Shannon Hanna, the school staff, YReach and the Arena Association, I created a set of programs set to run from April/May to mid June. The response so far has been very positive. Thanks to OREC's support, we were able to send home notices about these programs (and the April newsletter) with all elementary age children. At the time of writing this report, we've processed 35 registrations. You can find all the info and links to registration forms on the town website under Recreation. You can also find paper copies of all info and registration forms at the Town Hall.

This month will include our Volunteer Recognition, Earth Week Clean Up Challenge, Comedy Night at the theatre in support of the Community Centre and the first performance of the Churchmouse Player's Spring play. It's a jam-packed month and I am excited for it! Keep checking Facebook, the website and the Oxford Community Calendar for details.

Wrapping Up

Now that this initial month and a half of getting acclimated to the role and getting things organized (and remembering all the new passwords for all the new accounts!) I look forward to establishing a more consistent and steady rhythm of work and continuing to serve the Oxford community.

Yeehaw!

Marion Abbott

MPAL

March 2025

- Interest posting completed and posted for February 2025.
- Assist Mayor Henley by creating a certificate for Big B's Variety (new business) certificate to present to the new owners of "Lower Main Market"
- Assist clerk with moving archive paperwork into the safe as part of the year end process.
- Installed new Canadian Flag in Council Chambers.
- Assist the Accessibility Advisory Committee, CAO and MPAL to review and revise the Accessibility Plan to address plain language, grammar and readability. Condensed the plan from over 40 pages to under 20 and organize items that are actionable and organize information for an Accessibility Achievement report for review by the committee at the next meeting. Reviewed the updated draft plan and lists with the CAO and MPAL.
- Assist Mayor Henley with typing up a letter to be sent on behalf of the Oxford Town Council to Minister Lohr regarding the lifting of fracking restrictions in Nova Scotia.
- Assist staff with sourcing and ordering office supplies.
- Assist CAO to search archives for information on flood plans from archives.
- Assist Clerk with TownSuite Support regarding setting up water accounts.
- Research and test remote connection software for work from home option.
- Assist CAO to hand deliver notifications for the development process off Main Street by the RCMP office.
- Assist CAO with research regarding Roberts Rules of Order for meeting procedure regarding motions (amend and postpone).
- Emailed the province the link to the approved Equity Diversity and Inclusion plan that was approved at the March 26, 2025, Regular Council Meeting. CC'd the EDI lead at AMANS and the CAO.

- 4th Quarter Water Bill preparation – printed water meter read sheets for Public Works.
- Accessibility Committee – review of information regarding accessibility report (report card) of achievements of the accessibility plan and committee since its adoption.
- **Website, Social Media, Proclamation – Posts for:**
 - Employee Appreciation Day March 3, 2025.
 - Watermain and sewer repair jobs, etc., for public works.
 - “DO NOT FLUSH”. Put up posting on Townhall windows, website and social media.
 - Nova Scotia Burn Safe Burn Ban takes effect March 15, 2025
 - **Proclamations:**
 - Assist the mayor and CAO to put together a proclamation for March for Amyloidosis and post to the website and social media.
 - Purple Day – March 26, 2025, Proclamation
 - Posted the picture of the Council showing support for Purple Day
 - Public Works General Labourer term position (6-months).
 - Assist CAO and Mayor to research and type up proclamations for consideration for the month of April 2025 including Administrative Professionals Week, Autism Acceptance Month, National Day of Mourning, National Dental Hygienists Week, and Parkinson’s Awareness Month.
 - **Cumberland Region Solid Waste Services:**
 - Shared What Goes Where – Envelopes”
 - Shared Divert Nova Scotia Champion of the Environment Scholarship
 - Shared “What Goes Where – Recycling Right Matters”
 - **Policy & Plan Updates:**
 - Updated Snow and Ice Management Policy on the website, saved digital copies to the server and filed paper copies.

- Updated Travel and Expenses Policy on the website, saved digital copies to the server and filed paper copies.
 - Uploaded the Equity Diversity and Inclusion Plan to the website as approved at the March 26, 2025, Council meeting.
- **Payroll/HR:**
- Submitted subcontractor amounts to payroll provider for mid-month reports.
 - Mid Month reporting completed for February
 - Assist Manager of Finance to update Salaries document sent yearly to the Auditors for new employees and changes since last year.

Office Report March 2025 Revenue Officer/ Reception Clerk

Daily duties include:

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

Opening office procedures. Distribute calls to various departments.

Serve Customers

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

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

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

Complete deposits and deliver to the bank.

Summary of other tasks completed:

Walk ins for bill payments – 33

Property Valuation Changes entered in Townsuite software – 12

Transfer Cards issued – 8

Tax certificates created – 2

Dog Tags issued – 2

House Closing – 1

Property information from lawyer request - 1

March month end payments processed.

Two calls from property owners to report a water break on Foundry Street. Public works fixed the break.

Set up for Y Reach Meeting in council chambers.

Organized the 2025 / 2026 filing and put away the 2024 / 2025 filing

Property owner in concerned about high consumption on water bill. Public Works investigated this.

Assisted the MPAL with 28 kids in for St. Patrick's Day challenge pot of gold prizes.

Property owner in with complaint form concerning Handle Street Road conditions.

Towns person came in to ask about pickle ball information.

Property owner requested all tax and water bills and receipts for the 2024 year for accountant for two properties.

Towns person called about why no accessible parking on Ellis Street for Seniors Cub.

Working with Town Suite on how to do a new owner water account rollover from prior property owners, sent instructions.

Called companies for missing invoices to be email to us.

Call for food bank contact information.

Call in concerning where to get a civic # sign.

Property owner called to find out how much taxes were owing on their account and how much approximately will next interim bill for. When will interim bills be mailed out when due?

Call asking how to change a commercial property to residential property gave them PVSC contact.

Put in cleaning supply order for Town Hall, Library, Fire Department, Medical Centre and Theatre.

Property owner called complaining about two barking dogs asking about what the dog bylaw was for barking dogs in town.

Tax Certificate request from DCL Law in Dartmouth for ma refinance on a property.

Respectfully Submitted by,

Catherine Smith

Revenue Officer

Town of Oxford



Minutes of the Equity, Diversity & Inclusion Advisory Committee

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, January 15, 2025
Chair: Linda Cloney
Members Present: Millisa Ellis, Olivia Canning-Sweet, Carla Black, Padraic Moore, Jagjot Singh, Anas Alawar, Emma Brown, Chris King-Tower, Virginia King-Tower, and Marion Abbott
Councillors Regrets: Nil

A quorum was present throughout the meeting.

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

1. Call to Order / Welcome

Chair Linda Cloney called the meeting to order at 6:05 PM with round-table introductions to welcome all in attendance at this first official meeting of the Equity, Diversity, and Inclusion Advisory Committee Meeting.

2. Introduction to the Equity, Diversity and Inclusion Advisory Committee

Linda Cloney reviewed the purpose of the Equity, Diversity, and Inclusion Advisory Committee with members. A chair and vice chair would be discussed later in the agenda.

The purpose of the EDI Advisory Committee is to provide advice to Council on identifying, preventing, and eliminating discrimination based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, and sexual orientation in municipal services.

The committee will play a pivotal role in helping the town become a more

inclusive service provider in accordance with the Nova Scotia Dismantling Racism and Hate Act. It will also increase connections across the county and province between government, administrators and citizens.

3. Appointment of a Chair and Vice Chair

Olivia Canning-Sweet volunteered to chair the EDI committee.

Moved by Emma Brown and seconded by Carla Black to appoint Olivia Canning-Sweet as chair for the EDI committee.

Motion Carried

A Vice Chair election was tabled to the next meeting.

Linda Cloney continued as chair for the remainder of the meeting. Olivia Canning-Sweet will chair the next meeting.

4. Draft Terms of Reference – Town of Truro and the Municipality of the County of Cumberland for examples.

Linda Cloney presented to the EDI committee two examples of Terms of Reference from the Town of Truro and the Municipality of the County of Cumberland for the committee to review for the next meeting with the goal of developing a Terms of Reference for the Town of Oxford Equity, Diversity, and Inclusion Advisory Committee.

5. Review of Provincial mandate and tight timeline by April 1, 2025

Linda Cloney discussed both items 5 and 6. A draft Equity, Diversity, Inclusion and Anti-Racism Plan must be presented to the Council for approval on February 26, 2025. This initial plan is Oxford's initial plan and will be considered a living document with regular updates. The deadline to submit the approved plan is March 31, 2025, to the province.

A draft message from the mayor will be added to the plan regarding the Town of Oxford's commitment to EDI.

Experts are also in receipt of and reviewing the draft plan from the Association of Municipal Administrators of Nova Scotia.

The draft plan was created using tools and information obtained through training from AMANS and using templates and examples. The draft plan was discussed with the committee and items discussed included addition of pictures of local events such as Connecting Cultures and asked members to take the draft plan home and review it for the following meeting to discuss, make revisions, suggestions, and recommendations for additional information.

Public consultation is also a goal for additional input and connection with the committee and the municipality.

6. Develop an Equity, Diversity, Inclusion and Anti-Racism Plan

6.1 Present Draft Equity, Diversity, Inclusion, and Anti-Racism Plan organized by staff utilizing resources provided.

The EDI plan will also have a lens of accessibility and plain language. The Oxford Accessibility Plan will be kept separate from the EDI plan.

A workshop was held by AMANS in November on EDI, plain language and accessibility, which helped steer all municipal units on the right track to developing a draft plan.

7. Land Acknowledgement Discussion

A draft Land Acknowledgement for the Town of Oxford was presented and discussed with the committee. Land acknowledgement wording and the effectiveness of land acknowledgements in general was discussed with committee members agreeing that they will take home the draft acknowledgement to review and discuss further at the next meeting.

8. Confirm the next meeting date (February 19 at 6 pm?)

The next meeting was tentatively scheduled for February 19, 2025, at 6:00 PM.

9. Adjournment

The meeting adjourned at 6:35 PM

Olivia Canning-Sweet

Olivia Canning-Sweet, Chair

Stan McDougall
Stan McDougall, Recording Secretary

MARCH 5, 2025

Date Approved

ALL SAINTS COMMUNITY HEALTH CARE FOUNDATION

**Regular Meeting
January 14th, 2025
9:30am**

Board Room, All Saints Hospital

Present: Doug Marshall, Bob Spence, Mary-Lou Bourgeois, Richard Harrison, Rev'd Dr. Brian Spence, Linda Cloney, Carol Brown, Stan McDougall

Regrets: Archie St.Peter, Dr. Colette Sauveru, Eric Johnston, Wanda Smith, Ken Brownell

1) Call to order: Chairman Doug Marshall called the meeting to order at 9:40am and welcomed Stan McDougall.

2) Approval of Agenda

MOTION

Richard Harrison/Linda Cloney

To approve Agenda as presented

CARRIED

3) Approval of Minutes:

MOTION

Carol Brown/Mary-Lou Bourgeois

To accept the minutes of November 12th, 2024, as presented

CARRIED

4) Business arising from the minutes

- a) **Equipment Purchase Update** – Melissa received the invoice for the TV's along with the new above and beyond pins replacing the I care ones, but for the wrong amount. Melissa is waiting on the correct invoice and that will also deplete the Auxiliary deferred revenue pot.
- b) **Foundations 50/50 Report** – Attached
- c) **Deferred Revenue Contributions** – The X-Ray money (\$503.49) Melissa thinks something was ordered to deplete these funds but has not received a bill yet. All the gas cards for the cancer support funds have been purchased and the funds have been depleted.

5) Reports:

- 1) **Chairman** – Doug reported on a Facebook post by Elizabeth McCrossin surrounding the wifi installation for the ASSH that was incorrect information. Doug is going to look into this.
- 2) **Treasurer** – Mary-Lou reported on the Foundations finances.

MOTION

Bob Spence/Richard Harrison

To accept the financial report as presented.

CARRIED

- 3) **Coordinator** – Melissa reported the brochures were sent out late due to the postal strike and donations are slowly trickling in totaling \$2,205.00 as of today. Book money for the year generated \$630.00. Melissa will leave the donation program set to 2024 until the end of January in case of anymore later donations that need to be marked 2024.
- 4) **Eric Johnston** – No Report

6) Correspondence: AGM – Selena reached out to Melissa about changing the AGM date to later in April. This will make things easier for our auditors when doing our investment statements and help keep the cost down a little. The board don't see any issues with this and have set the date for April 29th pending it works ok for the auditors.

7) New Business: As chairperson of the nominating committee, Carol Brown moved a motion to welcome Stan as Linda's replacement and thanked Linda for her time served on the Board. We are sad to see her go.

MOTION

Carol Brown/ Rev'd Dr. Brian Spence

To welcome Stan McDougall as Linda's replacement on the board.

CARRIED

8) Other: Next meeting is Tuesday March 11th, 2025 @ 9:30am.

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

NORTHERN REGION WASTE-RESOURCE COMMITTEE

Meeting Minutes: January 17, 2025

Present Elected Officials
Eldon Hebb, Mun. of the District of East Hants
Paul Weatherby, Mun. of Colchester
Nic Furlong, Town of Amherst
Chrystal McNutt, Town of Oxford
Fred Gould, Mun. of Cumberland
David LeBlanc, Town of Stewiacke

Present Staff
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
Jesse Hulsman, Mun. of the District of East Hants
Justin Waugh-Cress, Mun. of Cumberland
Nick Purdy, Town of Oxford
Mark Sequin, Town of Stewiacke
Jared Bent, Town of Truro
Andrew MacKinnon, Town of Truro

Regrets Andrea Trask, Mun. of East Hants

Call to order and welcome

1. Approval of Agenda
Moved by Councillor Eldon Hebb seconded by Councillor Paul Weatherby to approve the agenda as circulated.
Motion carried.
2. Northern Region Committee Election of Chair & Vice Chair
Due to the previous Chair and Vice Chair not returning to their roles after the fall 2024 municipal election both were needed. Staff provided an overview of the responsibilities with both roles. With agreement from the elected members staff managed the call for nominations.

Call for Nominations – Chair

Councillor Paul Weatherby was nominated. After a call for nominations three times nominations ceased. Councillor Paul Weatherby was appointed through acclamation.

Call for Nominations – Vice Chair

Councillor Nic Furlong was nominated. After a call for nominations three times nominations ceased. Councillor Nic Furlong was appointed through acclamation.

3. Member Orientation

Staff provided a PowerPoint presentation on the history of waste management in Nova Scotia, the various committees related to waste in Nova Scotia, and an overview of priority topics. The slides are being provided with a copy of these meeting minutes for future reference.

4. Regional Partner Updates

Staff provided updates from their areas of the region – Cumberland, Colchester and East Hants. Those updates are also being provided for reference with the meeting minutes.

5. Next Meeting: Friday, March 7th at 10am (zoom)

6. Correspondence – none

7. Adjournment

Motion to adjourn at 11:45 a.m.