



Town of Oxford
Committee of the Whole
Council Chambers and Zoom
Wednesday, September 10, 2025
Start time: following 6 pm Special Council Meeting

AGENDA

1. Call to Order
2. Approval of Agenda
Pages 1 -2
3. Approval of the Minutes – June 11, 2025
Pages 3 - 6
4. Town Departments Reports
 - 4.1 Public Works Department – presented by Nick Purdy, Public Works Supervisor
Pages 7 - 12
 - 4.2 Fire Department – presented by Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief
Pages 13 - 14
 - 4.3 Municipal Physical Activity Leader (MPAL) Report – presented by Marion Abbot, MPAL
Pages 15 – 16
 - 4.4 Bylaw Enforcement Officer Report – presented by Paul Macdonald
Page 17
 - 4.5 Administration Reports – presented by Linda Cloney
Pages 18 – 25 – Administrative Assistant Report
Page 26 – Boards and Committees
Pages 27 – 28 – Deputy Mayor Policy

5. Council Committees and Boards Reports – Linda Cloney presenting

5.1 Planning Committee Meeting – August 13

Pages 29 – 33 – Staff Report to Committee for recommendations

5.2 Public Works Committee Meeting – August 26 and September 2

Verbal presentation

5.3 Library Board

Pages 34 - 35

5.4 Cumberland Municipal Alcohol Project Committee

Page 36

5.5 Northern Region Waste-Resource Committee

Pages 37 – 43 – Cumberland Region Solid Waste Services Report

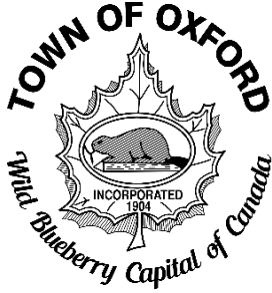
6. Items of discussion and correspondence

6.1 Email from NS Accessibility Directorate, Department of Justice re: congratulations on compliance with the Accessibility Act.

Pages 44 – 45

7. Adjournment

Note: The regular Council meeting date has been changed to Wednesday, September 17.



Minutes of the **Committee of the Whole Meeting**

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, June 11, 2025
Presiding Officer: Mayor Greg Henley
Councillors Present: Olivia Canning-Sweet, Brenton Colborne, Chrystal McNutt, and Paul Jones
Councillor Regrets: Deputy Mayor Carla Black, and Padraic Moore

A quorum was present throughout the meeting.

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

Presenters in attendance: Bruce Rushton – Fire Chief and Kyle Purdy – Deputy Fire Chief of the Town of Oxford.

Media in attendance: Nil

Gallery in attendance: Nil

*Nick Purdy left the meeting at 6:02 PM

*Bruce Rushton and Kyle Purdy left the meeting at 6:10 PM

1. **Call to Order**

At 6:00 PM, Mayor Henley called the meeting to order and welcomed all in attendance.

2. Approval of Agenda, Pages 1 -2

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Committee of the Whole Meeting for Wednesday, June 11, 2025, be approved, as presented.

Motion Carried

3. Presentations – Nil

4. Approval of the Minutes – May 14, 2025, Pages 3 – 7

Mayor Greg Henley, Chair, on June 11, 2025

5. Town Departments Reports

5.1 Public Works Department – presented by Nick Purdy, Public Works Supervisor, *Pages 8 – 9, via Zoom*

5.2 Fire Department – presented by Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief, *Page 10*

5.3 Municipal Physical Activity Leader (MPAL) Report – Video presentation by Marion Abbott, MPAL, *Pages 11 – 13*

5.4 Administration Reports – presented by Linda Cloney, *Pages 14 - 16 – Administrative Assistant Report*

Mayor Henley thanked all town departments for their respective reports.

6. Council Committees and Boards Reports – Linda Cloney presenting all reports

6.1 Audit Committee - *Pages 17 – 19 – May 28, 2024, approved minutes*

6.2 Accessibility Advisory Board - *Pages 20 – 21 – February 10, 2025, approved minutes*

6.3 Road Trails Act Review Committee - Verbal presentation

Linda reviewed with the Committee of the Whole that the Road Trails Act committee met on May 28, 2025, and some highlights of the meeting were that the committee is exploring the option based on expressed interest in adding a few more streets to the Road Trails Act so ATVs can access the Arena and Legion. ATVANS is being consulted. Full ATV friendly town had also been discussed with all streets accessible.

Mayor Henley commented that to date he hasn't heard any negative information regarding ATV access.

Linda discussed that there had been some concern brought forward related to sound and parking concerns but so far it has been minimal.

6.4 Cumberland Municipal Alcohol Project Committee

Page 22 – June 3, 2025, draft minutes

Page 23 – Province Looks at Where Alcohol Sold, Consumed – News release

Pages 24 – 26 – Alcohol Availability and Access – Current Evidence

Pages 27 – 29 – Alcohol Use and Impacts

Pages 30 – 32 – sample letter template for stakeholders

6.5 Northern Region Waste-Resource Committee

Pages 33 – 36 – March 7, 2025, approved minutes

Mayor Henley thanked all Council Committees and Boards for their respective reports.

7. Items of discussion and correspondence - Nil

8. Adjournment

The meeting adjourned at 6:45 PM.

Approved by Mayor Henley June 11, 2025

Stan McDougall, Admin Assistant

Date Approved

DRAFT

Public Works Report June 2025

Weekly Water samples.

Monthly Lagoon samples.

Weekly water checks.

Weekly garbage collection.

Cleaned lift station floats weekly

Weekly mowing and whipper snipping

House closing water meter reads

Hung up grad banners around town

Installed new water meters

Added dog waste containers on the south side of town

Painted cross walks around town

Painted parking places around town

Filled rain barrels weekly

Replaced sewer lateral on Sunset Ave

Loaded furniture in roll off bin at transfer site

Followed up about bridge on Water Street (waiting on timeline)

Inspected a sewer connection at 306 Water Street

Large water leak on Waverly Street (old cast line)

Clean up from water main break on Waverly Street

Repaired water leak on Horton Street

Monthly UV cleaning at lagoons

Repaired bleachers at the ballfield

Located water shut off at a residence on Little River Road

Repaired sewer lateral on Black River Road.

Cleaned up garbage at Black River Park
Changed chlorine cylinder at chlorine building
Asphalt prep for water break patches
Inspected lift station pumps
Installed air conditioner at the transfer site
Filled potholes with cold patch
Ditching request on Powell Street
Dust control at transfer site, trails, Seven-Lee Way, Station Street and Meadow Lane
Repaired broken water line at the town hall
Repaired water leak on Main Street
Repaired sewer main break on Meadow Lane
Repaired a water leak on Birchwood Road
Monthly generator checks
Dropped off barricades for street dance

Nick Purdy

Public Works Supervisor

902-397-3002

Public Works Report July 2025

Weekly Water samples.

Monthly Lagoon samples.

Weekly water checks.

Weekly garbage collection.

Cleaned lift station floats weekly

Weekly mowing and whipper snipping

Repaired water leak on a property on Birchwood Road twice

Quarterly water meter reads.

Monthly generator checks (well field and Prince William Lift Station)

Repaired water leak under sink at Town Hall.

Weekly calcium on trails, gravel street and transfer site.

Filled water containers weekly.

Replaced broken water meters ongoing

Large water main leak on Pugwash Road (old cast line)

Clean up from water break.

Hot asphalt in water break patches.

House closing water meter reads.

Built and painted new picnic tables.

Cleared brush between trail and Station Street.

Mowed old tank road.

Removed pile of fill on Water Street.

Flushed Sunset Ave sewer main, large amount of grease in sewer main.

Repaired plumbing at well #2.

Nick Purdy

Public Works Supervisor

902-397-3002

Public Works Report August 2025

Weekly Water samples.

Monthly Lagoon samples.

Weekly water checks.

Weekly garbage collection.

Cleaned lift station floats weekly

Weekly mowing and whipper snipping

Prep work for sidewalk repairs on Waverly and Lower Main Streets.

Poured concrete for damaged sidewalks (will be doing more in September)

Fixed damaged sign on Water Street.

Worked with Nova Scotia Power to replace power pole on Waverly Street.

Greased and cleaned equipment.

Cleaned vehicles.

Moved generator from Well #3 to Well #2.

New VFD installed at well #2.

Formed up sidewalk on water street, Removed damaged sections.

Poured concrete at Water Street sidewalk.

Replaced ball valve at pressure reducing station.

Water leak on Main Street by Meadow Vista.

Water leak on New Hansford Road.

Hose closing water meter reads.

Repaired door handle at Library.

Water leak on Station Street.

Water break on Crescent Ave.

Water break on Foundry Street.

Water meter installs.

Changes at transfer site, inspecting bags etc.

Repaired the end of a driveway on Pugwash Road.

Problems with Little River Lift Station, pumps plugged with shop towels and blew all the fuses.

Cross walk painting by Town Hall.

Second water main leak on Main Street by Meadow Vista.

Replaced unsafe steps at town shop.

Hot asphalt patching.

Pulled sewer pumps at Little River lift station to remove rags.

Turned water on to a property on Water Street.

Shut water off at a property on Ellis Street.

Picked up large pile of garbage at the transfer site.

Replaced a sewer float at Prince William Lift Station.

Nick Purdy

Public Works Supervisor

902-397-3002

The fire department has responded to **40 emergency calls** since our June meeting...

- 6 in June
- 11 in July
- 23 in August

- 10 Motor Vehicle Collisions
- 6 Medical Call
- 5 Investigation/smoke sighting
- 3 Structure Fire
- 11 Grass/Woods Fires
- 2 vehicle fires that also got into the grass/woods area
- 2 Public assistance calls
- 1 Garbage can fire within a building

- 7 Calls in Town
- 15 Calls in our coverage area
- 18 call assisting other departments (mutual aid) = 45% of our calls
- Note – 5 calls were on highway 104

That puts the department at 96 calls since Jan 1st.

I want to thank our mutual aid partners for their amazing work in assisting this department and our communities

Especially this past month where we had volunteers from 9 fire departments assisting at a woods fire on Birchwood Rd.,

We had Wallace and Amherst fire standing in at our station.

Also on scene were EHS, DNRR, Dept of Transportation/Public Works, RCMP, and private contractors working with us.

The support from these departments, other agencies and our members spouses/partners along with so many community members and businesses were incredible,

This fire could have been much worse if it weren't for the quick response and support from so many!

THANK YOU!

Training:

We have our regular training session this Thursday evening.

Several members attending a training session on a new type of fire nozzle...HEN nozzle, which was hosted by Pugwash Fire.

A few members will be attending a CN Rail training session in Dartmouth in early October.

Membership:

We have 2 new applicants.

We attended the Chief's meeting with the County chiefs on Monday evening, Sept 8th.

Kyle and I attending the Maritime Fire Chiefs Conference in Summerside back in July.

The department and public works attempted to connect the old dry hydrant off Black River. This did not work out as planned. We are hoping to attempt the repair again before winter as this would alleviate some pressure off the town water system if a major water supply were needed.

Truck 4 (tanker) – we are having issues lately with this truck in terms of the transmission which turned into issues with the pump throttle and a few switches. Transmission issues were resolved, switches are ordered, and we hope to have all repairs completed in the come week or so.

We had our annual horse pulls coming up on June 14th.

Our Association had a very successful canteen during exhibition week. We thank everyone for their tremendous support.

The fire ban is still on along with the woods being closed.

Respectfully submitted,

Fire Chief, Bruce Rushton and Deputy Chief, Kyle Purdy

Hello! I've just been on a fabulous vacation time of rest of rejuvenation and I'm ready to jump back in!

The summer was excellent but challenging. The unexpected death of my father made everything more challenging as I struggled with energy levels and depression. This resulted in my not being able to do a number of things that I had planned but overall, the summer was still a big success in a variety of ways and I'm already planning how to make things bigger and better next summer.

In partnership with the Canadian Government, we hired a student to help with everything and anything. The interviews were such a positive introduction to some of the young leaders we have in our community, but ultimately, we chose Keegan McLary. Keegan was excellent. He was prompt, he was polite, he was kind, and he worked very hard!

However, Linda and I both feel that with the amount of work we had for him to do, we would like to apply for two students next year to help with summer programming, as well as a horticultural student to assist with the community gardens. We will work toward that this upcoming year.

In the first 24hrs of releasing the summer program registrations, we had over 100 registrations. In total we had 215 and from there, we had approximately 189 participants in soccer, Games in the Park and the day camps.

Highlights include an amazing team of young soccer coach volunteers who looked amazing in their blue coach vests, kids learning about surrealism and painting the most extraordinary images using pointillism, the Superheroes camp defeated the evil villain Mrs. Smashberry by completing a series of challenges every day and freed Oxley from her evil clutches and the musical theatre camp performed a show called Disney Dazzle to sweaty but very happy audiences at the Capitol.

We had a few hiccups, but nothing major, and the overall feedback has been positive.

I have already mapped out next summer based on all we learned about what families want and what the kids are most interested in doing.

Keegan made the mistake of mentioning that he knew how to paint, so we made great use of that skill! He painted all the bleachers in the baseball fields, and at the theatre, he painted the dressing rooms, the stairs up to the stage, the railing at the back of the stage, the stage itself and the steps down to the audience, the two poles under the balcony, the interior of the front doors and the exterior entrance. He also scraped all the old labels off the backs of the seats. I've prepared a slide show to show you the improvements at the end. I'm so grateful for his hard, hard work.

The theatre was a big project this summer. Unfortunately, we struggled with the projection system for the movies, and ultimately had to put movies on pause to replace and rewire the system. I'm hopeful that this marks the end of our challenges with it.

A small team of us bravely ventured under the stage and cleared EVERYTHING out. It took two truckloads to get it all to the dump and then another two truckloads to empty the storage room under the old projection room. Unfortunately not very much was salvageable due to mould and dust and overall decay. But we did find a few gems and only one dead rat so that was a win!

On the subject of rodents, our most recent Terminex report stated that there was no trap activity inside the building - yay! I'm thrilled that our massive clean-up and repair efforts are paying off.

In August, Ruth Collins announced that she was closing Cumberland Performing Arts as she will be staying in Ontario permanently. To fill that gap of opportunity, the recreation department will offer performing opportunities to serve the community and maximize our wonderful theatre space.

Before I left for vacation, I mapped out the calendar from now until the end of August 2026. I've got lots planned but there's still room for more! Contact me anytime with your ideas.

And now, here's some images of the transformation of the theatre.

Thanks!

Marion Abbott
MPAL/Recreation Director

BYLAW ENFORCEMENT REPORT

The position started August 25 the first week was mainly going over existing files while waiting for means of identifying myself to come in (business cards and placards for vehicle.

I did visit all properties with complaints to become familiar with them, reached out with the information we have and did not get any responses yet.

The dangerous unsightly file on George Street has been closed, as they are in complete compliance.

I have reached out most complainants on the files they are all pleased to see progress moving ahead

We have had a steady flow of new complaints on Sunset Ave.

Met with the resident of James Street at Town Hall in regards to his property and the very large hole in the side of his house, asked him to cover the hole for safety reasons and that yard needs to be cleaned up, this may be a slower process as most of the equipment is for working in the woods and will be going there when able we did discuss where it would be stored after winter he intends to have a structure to store it in, this file will be ongoing.

Water Street- inspected debris behind buildings and issue of bricks falling from wall, the debris is cleaned up as well there were no fallen bricks on ground, but visual inspection shows some work need to be done on rear of building for safety reasons. Spoke with owner of another building reason complaint about door being open, they will remedy this asap.

As the community is realizing this position has been created, I have received several new files and some older ones re-opened.

I want to add that during the exhibition vehicles parked on both sides of Ellis Street, Duke Street and Prince William Street, if there was a fire on these streets the fire trucks may not have been able to get to the homes located there.

Respectfully Submitted,

Paul Macdonald
Bylaw Enforcement Officer
Town of Oxford
beo@oxfordns.ca



June 2025 – Completed Tasks

- **Communications** (FB pages, Website, print outs for counter/windows):
 - Household Hazardous Waste Event - June 7, 2025, at transfer Station – 1:00 PM to 2:00 PM
 - Cumberland Solid Waste “**What Goes Where**” post on FB
 - Proclamation for Indigenous Survivors Day for June 30, 2025
 - Recreation and Theatre page updates for MPAL cell phone number change.
 - June 18th, 2025, Town Meeting for how Town of Oxford prioritizes projects – meeting being conducted by Matt Delorme (AIM Network/Dillon Consulting).
 - Shared posting for employment opportunity at the Oxford library.
 - Various postings for public works for ditching, water, sewer repairs, tree removal, etc. throughout the month.
 - Shared Deloitte comprehensive policing review documents on our website and Facebook pages.
 - Shared the ‘stranger danger’ “*Everyone Stay Safe*” document as shared by Councillor Moore on June 25 Regular Council Meeting on our website and linked to our Facebook pages.

- **Office/Admin/Payroll Tasks:**
 - Interest Posting for May
 - Deposits & Bill Postings
 - Interim Tax payment receipt look-up in the bank for the clerk for deposits
 - RPP and payroll inquiries for forms for employees
 - Survey for Stats Canada payroll survey completed for June
 - Revision of the Personnel Policy to assist CAO and Manager of Finance - draft an April 1, 2025, version for review

- Distribution of new Medavie Blue Cross temporary cards for employees registered on the new plan
- Mid-month reporting for May completed for payroll
- Setup user for MPAL on TownSuite Financial software for summer & sports registrations.
- Front office counter duties, opening and closing as required in the clerk's absence and over lunch hours.
- Audit information lookup and auditor requests as part of the yearly audit process.
- Receiving Summer program registration payments for MPAL.
- Rearranging Council Chambers for Town meeting June 18.
Ordered presenter placards for name plates for the tables for future meetings from Carter's Cresting. Picked up by MPAL June 25, 2025
- Edit/proof-read Process Narrative for the Manager of Finance to edit for the auditors (process flow of the Town of Oxford Administration) document.
- Update the SOPs for Water for Public Works Supervisor.
- New portal for employee benefits site training and learning.
- Created certificates for the two young people who returned our stolen pride flag for the mayor to present to them at Council.
- Procurement for office supplies as required.
- Webinar: PVSC Quarterly Reports June 26, 2025

- Technical Support/IT Tasks:

- Tech support assistance for staff - questions for hardware (printers, laptops) and software (teams, Sage, Townsuite, etc) such as connection issues, errors, printing errors, passwords and login issues, etc.
- Assist CAO to search camera video footage for whomever took the pride flag and those who returned it to. Shared the post by (Hello Oxford) on our website and FB pages.

- Security Cameras – discussion and demonstration regarding capture of a portion of a recording to USB stick. Also worked with Neil and CAO to get the components ordered for the for Black River Park and the walkway/footbridge toward the main intersection.
- SAGE50 Canada updated on laptops in office that had it installed to 2025.2. All company files have been updated successfully.
- As per CAO, instructed our security camera system installer that the order for the cameras for Black River Park was to go ahead.



July 2025 – Completed Tasks

- **Communications (FB pages, Website, print outs for counter/windows):**
 - Recreation page update for MPAL for July 2025 Newsletter and for program information updates.
 - Various postings for public works regarding water breaks, hot asphalt patching, tree removal, etc.
 - Posting for Oxford Frozen Foods Ammonia Alarm Test July 15, 2025, at 12:00 Noon. Displayed their flyer on front counter and office windows.
 - Council Expense Reporting update on website for April 1 to June 30, 2025.
 - Boards and Committees updates for each councillor and mayor.
 - Relayed information to RCMP regarding a suspicious visitor Friday, July 18, 2025, as per the clerk and Manager of Finance (known to the RCMP). Assist Const. Kingsbury from the RCMP to review video of visitor Friday, July 18, 2025. Downloaded video from all camera angles and uploaded it to the RCMP Evidence Request Submission Portal as per the Const. request.
 - Post as per CAO for Oxford Legion regarding Oxford Remembrance Day banners on website and shared original post on FB page. Put up posters in office as well.
 - Shared Cumberland Region Solid Waste Service “**What Goes Where**” post to our Facebook pages.
 - Shared notice of public participation – rezoning of land meeting for August 13, 2025.

- **Office/Admin/Payroll Tasks:**

- Analysis of June Medavie and June/July Telus Health invoices, analysis of the new health plan, billing questions directed to HUB and information shared with payroll provider
- Added summer student to payroll and advised payroll provider
- Inquiries for staff regarding our registered retirement pension plan and process involved including distributing copies of revised Registered Retirement Pension Plan booklet to staff enrolled in the plan with request form for increase to contributions
- Mid-Month reporting completed for June completed
- Payroll survey with Statistics Canada completed
- Q1 water bill preparation – analysis of meter read sheets, requesting re-reads, consumption report, trial meter report, and posting of meter invoices. Printed the invoices July 25 and mailed out July 29, 2025 (due on last business day of August, which is August 29, 2025)
- Circular Materials Monthly Zoom meeting for July
- Taking of notes/minutes for meeting with CAO, Manager of Finance and Minister LaFleche and second meeting for further discussion on development project July 25, 2025
- Assist CAO with information for Insurance reporting from various sources
- Requested Commercial Carrier Abstract and Fitness Certificate documentation from Access Nova Scotia for public works
- Started work on gathering information for final tax bill preparations (to begin in August)

- **Technical Support/IT Tasks:**

- Worked to get information to Voyent Alert re: Oxford logo. Reviewed information provided

- Reset routers and switches downstairs due to Internet outage to reset the network and test July 16, 2025
- TownSuite – worked with support regarding the first quarter water bills – regarding re-working the Q1 water bill batch due to a few accounts needing converted to new meters after the initial batch was posted
- Cleaned up Manager of Finance’s laptop while on holidays
- Resolved connectivity issue to server and cleaned up demo programs not needed currently
- Attended Voyent Alert emergency alert app webinar/training session July 24, 2025, with CAO, public works supervisor
- Troubleshoot public works lead hand laptop for connectivity issue to TeamViewer
- **ByLaw Enforcement Officer Setup:**
 - Registered for an additional license of Microsoft Office 365 for the ByLaw Enforcement Officer with the permission of the CAO.
 - Setup beo@oxfordns.ca as the email address for the ByLaw Enforcement Officer.



August 2025 – Completed Tasks

-Communications (FB pages, Website, print outs for counter/windows):

- Updated Recreation page for MPAL for the August 2025 newsletter
- Posted for several public works and town-related news and or tasks being performed around town throughout the month.
- Replied to Globe and Mail request for pictures of the blueberry statue and information.
- Replied to request for wild blueberry information as directed from the CAO.
- Shared job postings for the Cumberland County Libraries.
- Shared post for the Oxford Fire Chief that the fire station was open as a cooling centre on August 13, 2025, from noon until 6:00 PM.
- Shared Oxford Fire Department’s post on reporting burn ban violations – not to call 911.
- Shared Horse & Wagon Rides for Cumberland Exhibition post as per CAO on website and FB pages.
- Updates to Capitol Theatre and Recreation pages for MPAL/Recreation.
- Updated and revised New Resident Information Booklet.

- Office/Admin/Payroll Tasks:

- Interest Posting for July
- Deposits & Bill Postings
- Processing water bill payments as they come in to assist the clerk.
- Payroll survey from Statistics Canada for July 2025
- PVSC – emailed re: updates for properties and processes of the PVSC regarding removal of archived files.

- Assist the Mayor and CAO with research regarding public consultation planning meeting held on August 13, 2025.
 - Completed reconciliation of TownSuite and PVSC for final taxes – along with analysis of sewer and other property-related items. Prepared to issue and print the final taxes to be due September 30, 2025.
 - Final tax bills printed on August 25, 2025. Assisted the revenue clerk to process mortgage client bills, and bills to be emailed including scanning, folding assembling them into envelopes to be mailed August 29, 2025.
 - Special Council Meeting August 27, 2025, minutes.
- **Technical Support/IT Tasks:**
 - Tech support assistance for staff - questions for hardware (printers, laptops) and software (teams, Sage, Townsuite, etc) such as connection issues, errors, printing errors, passwords and login issues, etc.
 - Assist the clerk with a .zip file from PVSC to be merged into the TownSuite system.
 - Troubleshooting of TeamViewer on the SCADA system for our remote login by our Environmental Engineer.
 - Worked with TownSuite support to create a report showing properties with no sewer listed on the property for tax bill analysis.
 - Analysis of Bell Aliant invoices to renew contracts for Arena, Medical Centre and Fire Hall.
 - Prepped laptop and cell phone for the new bylaw officer.
 - Installed multifunction black and white laser printer to be shared between our bylaw officer and public works supervisor.
 - Voyent Alert Training sessions.
 - Emailed solid waste rep regarding our website “what goes where” section, which is linked to the CJSMA website to report errors brought forward by our local media person. Our rep has corrected the errors.

2025 / 2026 Boards and Committees

APPROVED - November 27, 2024

Revised: July 18, 2025 and August 27, 2025

Boards		Black	Canning	Colborne	Henley	Jones	McNutt	Moore
All Saints Community Health Care Foundation	VACANT							
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor Black	1						
Police Advisory Board	Councillor Colborne, Councillor Moore, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1				1
Police Services Review	Councillor Colborne, Mayor Henley, Councillor Jones, Thomas Shears, public appointee (vacant)			1	1	1		
Committees - Internal								
Accessibility Advisory Committee	Councillor Canning (Vice Chair), Councillor Moore, Danielle Laurie (Chair), Tracy Briggs, Mandy Blake, Meagan Marchant, and Amanda Purdy		1					1
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Paula Rogers (Treasurer), Patrick Rushton, Shannon Hanna, Murray Thompson, Mitchell Hannigan, Darlene Ellis, Ty Ingraham, Keith Baker and Councillor Paul Jones.					1		
Asset Management Committee (was formerly Town Buildings Committee)	Mayor Henley, Councilor Colborne, Councilor Jones (Chair)			1	1	1		
Audit Committee	Mayor Henley, Councillor Jones, Councillor McNutt, Milton Wood - Public Appointee				1	1	1	
Communities in Bloom Committee	Councillor Black, Ashlyn Brownell, Chelsea Brownell, Amanda Purdy, Maxine Clarke, and Al Clarke	1						
Downtown Revitalization/Beautification Committee	Councillor McNutt, Councillor Black, Councillor Canning	1	1				1	
Fire Department Committee	Councillor Colborne, Councillor Jones, Arnold MacDonald - public appointee			1		1		
Equity, Diversity & Inclusion Advisory Committee	Councillor Canning, Anas Alawar, Deputy Mayor Black, Councillor Moore, Millisa Ellis, Jagjot Singh, Emma Brown, Crhis King Tower, Virginia King Tower, and Marion Abbott	1	1					1
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Planning Advisory Committee	Councillor Canning, Mayor Henley, Councillor Moore, and Jordan Reid - Public Appointee		1		1			1
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Councillor Moore, MPAL staff member, Kelsey Clark, Millisa Ellis, Elaine Mazur, Kristen Thompson, Sarah Henley, Hayden Clark, Amanda Purdy, Brittany Tomlinson, Becky Weir, Lyndsey Hurley, and Lacey Palmer		1				1	1
Road Trails Act Review Committee	Councillor McNutt, Councillor Jones, Councillor Colborne, and Councillor Canning		1	1		1	1	
Source Water Protection Advisory Committee	Councillor Colborne, Mayor Henley (Chair), Councillor Moore			1	1			1
Welcoming Committee	Councillor Black, Councillor Moore, Helen Reade, Michelle Cann, Sarah Henley, and Anas Alawar(Y Reach Representative)	1						1
Committees - External								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt - Vacant positions for residents / business operators						1	
Cumberland Health Stakeholders	Mayor Henley				1			
Northern Region Solid Waste Management Committee	Councillor McNutt						1	
Physician Recruitment Committee	Mayor Henley				1			
Regional Emergency Measures Organization Advisory Committee - (REMO)	Mayor Henley and Councillor Colborne			1	1			
		8	6	8	9	8	6	7

TOWN OF OXFORD POLICY

Subject: Deputy Mayor

Effective Date: November 16, 2020

Revision Date:

Rationale

The following policy establishes the selection and term of office of the Deputy Mayor.

Policy Statement

1. At its first meeting following an election, Council shall select a Deputy Mayor to hold office from that date to October 31 of the following year.
2. In non-election years, Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1 of that year until October 31 of the following calendar year.
3. Selection of the Deputy Mayor
 - a. The election of the Deputy Mayor shall be placed on the Council agenda.
 - b. When the item comes up on the agenda at the meeting the Mayor shall open the floor to members of Council for nomination.
 - c. If there is only one nominee, the Mayor shall entertain a motion to elect the nominated member as Deputy Mayor.
 - d. If there are multiple nominees, the Mayor shall direct the CAO to prepare ballots for the election reflecting the names of the nominees.
 - e. All members of Council, including those nominated, are eligible to vote.
 - f. Vote shall be by secret ballot.
 - g. Results shall be tabulated by the CAO who shall then communicate the results to the Mayor.
 - h. The Mayor shall declare the candidate with the most votes the Deputy Mayor for the term ending October 31 of the following calendar year.
 - i. Should the Deputy Mayor resign their office or cease to be a Councillor for any reason during their term in office, the above-noted process will be used to select a new Deputy Mayor, but the term of office shall be to complete the term of the Deputy Mayor whose vacancy created the need for a selection.

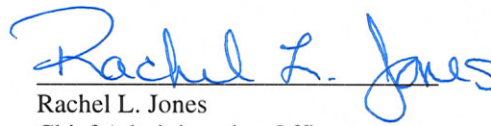
References

Nova Scotia Municipal Government Act, s. 16.

Certification

I, Rachel L. Jones, Chief Administrative Officer of the Town of Oxford, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 16th day of November, 2020.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this 19th day of November, 2020.



Rachel L. Jones
Chief Administrative Officer

MEMO

TO: Planning Advisory Committee

FROM: Torben Laux, Planner and Development Officer

DATE: August 13, 2025

RE: **Zoning Map Amendment – PID's: 25451550, 25210287, 25210204, 25373044, 25468497, and 25210261**

PROPOSAL

An application by Jordan Burkhardt on behalf of Braggs Lumber Company and applicant Kent Thompson for amending the Land Use Bylaw zoning map to rezone the above listed properties from Rural Development land to Main Street Mixed-Use Zone land.

BACKGROUND INFORMATION

The attached application briefing provides the site details, and neighborhood context for the proposed rezoning and amendments to the Land Use Bylaw.

The applicants are requesting an amendment to the Land Use Bylaw zoning map for several properties, totaling 313.3 acres, currently zoned as Rural Development. The proposed new zoning designation is Main Street Mixed-Use Zone, which would allow for a broader range of future development opportunities that the current zoning type of Rural Development does not allow.

The proposed rezoning will not have any immediate impact on the existing state of the Town. The properties, located south of and across Highway 104, border the Town's boundary with the County. At present, these lands are largely vacant, with some low-density residential homes, a trucking business and blueberry farms.

If approved, this amendment to the Land Use Bylaw zoning map would support the continued growth of the Town of Oxford by enabling a wider variety of development types. No specific development is proposed at this time, as further details have not yet been made public.

RELEVANT POLICIES

1. General Land Use and Development

GP-4 – Range of Compatible Uses

It shall be the intent of Council to consider amendments to the Generalized Future Land Use Map in accordance with Policy GP-5, E-6, A-6 and A-7.

The consideration of amending the GFLUS is highly encouraged to consider future growth of the town.

GP-5 – Rural Development Amendments

Land designated as Rural Development, according to the General Future Land Use Map, may be used to accommodate future residential subdivisions and commercial parks, in accordance with the following provisions:

- a) For proposed new residential subdivisions and commercial parks, an amendment to the Generalized Future Land Use Map of this Planning Strategy, in accordance with Policy GP-6, and the Land Use Bylaw, shall be required;*
- b) The preparation of a secondary plan, in accordance with Policy GP-7, GP-8 and GP-9, shall be required.*

As the specific future plans for the development have not been made public, it is recommended that the properties be rezoned to permit the potential development of new subdivisions and commercial uses as the current zoning type would not allow for these types of developments.

GP-10 – Sustainable Development

It shall be the intent of Council to ensure that growth and development within the Town is sustainable and cost effective by:

- a) Concentrating new development in adequately serviced and properly planned areas;*
- b) Encouraging and facilitating infill development on underutilized properties within the built-up area of Town;*
- c) Providing opportunities for higher density and Mixed Use development in the downtown and along Main Street;*
- d) Ensuring that un-serviced development is well planned and located in appropriate areas of the Town;*
- e) Locating development away from identified significant natural areas;*
- f) Facilitating the contiguous expansion of the built up areas of the Town, through the extension of utilities, when appropriate.*

The application satisfies the general intent of this policy. Section (c) would be addressed through future development, while Sections (d) and (f) would be monitored and evaluated during the various phases of future development as they occur.

GP-16 – Compatibility

It shall be the intent of Council to ensure a compatible mix of development and land uses in all areas of the Town by:

- a) Locating intense commercial and industrial development away from low density residential areas;*
- b) Situating high traffic streets and major electrical transmission lines, and other above ground utilities, so as to minimize their impact on surrounding land uses, especially residential.*

The amendment would open the opportunity for a new area of interest to be developed across the highway in the future. Additional work will be required to ensure the Town can support the necessary utilities for these properties, and preliminary efforts toward this have already begun.

2. Municipal Servicing

MS-4 – Service Extensions

Any extensions of public utility infrastructure into areas of the Town designated as Rural Development shall first require an amendment to the General Future Land Use Map of this Planning Strategy, in accordance with Policy GP-4.

This amendment application generally satisfies the intent of this policy.

3. Implementation Policy

A-7 – Amendment Criteria – General

It is Council's intent, when considering an amendment to this Planning Strategy and/or Land Use Bylaw (re-zoning), or a Development Agreement, to have regard, in addition to all other criteria as set out in various policies of this Planning Strategy, to the following matters:

- a) That the proposal is generally consistent with the goals and objectives of this Planning Strategy, the requirements of the Land Use Bylaw, and all other Town bylaws and regulations;*
- b) The proposal is not premature or inappropriate by reason of:*
 - 1. The financial capability of the Town to absorb any capital or operating costs related to the development;*
 - 2. The adequacy of municipal water and sewer services, or if services are not provided, the adequacy of the physical site conditions for private on-site sewer and water systems;*
 - 3. The adequacy of street networks in, and adjacent to, the development with respect to congestion, traffic hazards, and the adequacy of existing and proposed access routes;*
 - 4. The adequacy, capacity and proximity of schools, recreation and other community facilities;*
 - 5. Incompatibility with adjacent uses and the existing development in the area in terms of the use and bulk;*

6. Extensions to, or enlargement of, municipal services or facilities while other such services or facilities remain underutilized.

- c) The suitability of the proposed site in terms of environmental constraints such as steepness of grades, soil and/or geological conditions, and the relative location of watercourses, marshes, swamps, or bogs. For the purposes of this Planning Strategy, any lands comprising twenty-five (25) percent of the lot area with a slope gradient of twenty (20) percent or greater shall be considered “steep”;*
- d) That the development does not precipitate, or contribute to, a pollution problem in the area relating to emissions to the air or discharge to the ground or water bodies of chemical pollutants;*
- e) That the use of equipment is not obnoxious by virtue of noise, odor, dust, vibration, smoke, or other emissions;*
- f) The presence of significant natural features or historical buildings and sites.*

The proposal meets the general intent of this policy. The rezoning is consistent with the goals and objectives of the Planning Strategy and complies with the requirements of the Land Use Bylaw and other applicable Town regulations. The rezoning is not expected to create an undue financial burden on the Town, and preliminary work has begun to assess and address the adequacy of municipal services, including water, sewer, and road networks, to support future growth in this area. Compatibility with adjacent uses will be maintained through careful planning and phased development following the rezoning. The site is generally suitable for future development; however, environmental constraints will need to be intensified in the future through studies. Future planning and design phases will ensure that natural features are respected and that any potential impacts related to noise, odor, or emissions are appropriately managed.

DISCUSSION & CONCLUSION

The proposal presents a strong opportunity to generate long-term benefits for the Town of Oxford. The rezoning is well-aligned with the area's development potential and is anticipated to attract both new residents and businesses. Staff consider this change a strategic catalyst for growth, with the potential to stimulate additional residential, commercial, and economic investment—both within the immediate area and throughout the town.

The following decision options are therefore put forward:

OPTIONS:

Option One: **Recommend that Council amend the Land Use Bylaw Zoning Map by changing the zoning designation of the subject properties to Main Street Mixed-Use.**

Option Two: Recommend that Council not amend the Land Use Bylaw

Option Three: Defer a decision and request additional information and /or changes to the proposal.

STAFF RECOMMENDATION: Option One.

External Committee Report

Cumberland Public Libraries

June 2025

Auditor's Report

Ms. Mitchell of MNP Chartered Accountants went over the audited statement and answered questions for the Board. The Board passed 2024-25 auditor's report.

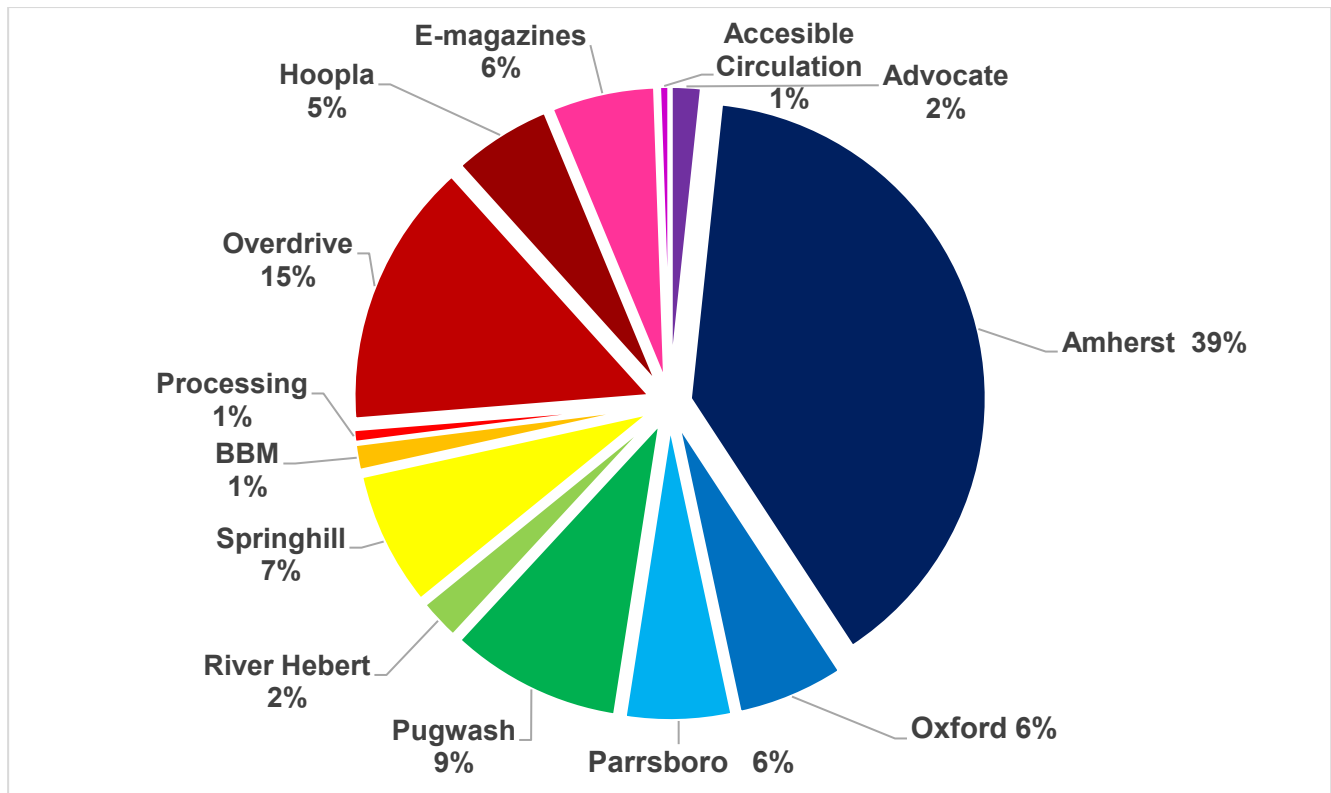
Budget

Ms. Corey provided the Board with final budget for the 2025-26 fiscal year. The 2025-26 budget was passed during this meeting.

2024-25 Annual Statistics

During 2024-25, Cumberland Public Libraries signed out 162,281 items, including books, DVDs, magazines and more, and had over 69,000 visits to our libraries. We had over 11,000 people attend our programs during the year. We also added 999 new users to our system.

Percentage of circulation by location



Circulation by Location

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
Advocate	192	213	185	405	338	172	185	189	132	216	293	187	2,707
Amherst	5,318	5,234	5,146	6,051	5,951	5,114	5,761	4,590	4,340	4,975	4,679	5,793	62,952
Oxford	870	1,177	1,077	996	914	872	745	660	416	620	528	560	9,435
Parrsboro	803	840	871	854	964	848	844	748	438	644	740	788	9,382
Pugwash	1,095	1,009	1,366	2,085	1,951	1,367	1,276	1,127	869	1,013	1,025	982	15,165
River Hebert	281	312	335	357	284	359	358	291	150	330	284	300	3,641
Springhill	834	892	916	1,066	1,189	1,145	1,178	1,221	620	1,002	802	1,058	11,923
Borrow By Mail	258	280	183	249	271	170	227	193	97	165	146	97	2,336
Processing	82	112	119	85	69	108	178	50	26	104	127	120	1,180
total circ	9,733	10,069	10,198	12,148	11,931	10,155	10,752	9,069	7,088	9,069	8,624	9,885	118,721
OverDrive	1,550	1,662	1,567	1,739	1,775	1,777	1,641	1,659	1,630	5,150	1,634	1,712	23,496
Hoopla	718	653	693	726	805	827	863	930	933	1,059	1,063	1,173	10,443
E-Mag	455	674	568	551	463	421	610	665	591	1,660	1,420	657	8,735
Access Circ	70	122	103	92	63	57	88	33	91	44	64	59	886
total online	2,793	3,111	2,931	3,108	3,106	3,082	3,202	3,287	3,245	7,913	4,181	3,601	43,560
Total	12526	13180	13129	15256	15487	13237	13954	12356	10333	16982	12805	13486	162,281

Programs offered and Attendance by branch (Adult/Children)

	Programs	Attendance	Passive	Attendance
Advocate	23	183	4	36
Amherst	227	6,581	7	279
Oxford	18	489	19	283
Parrsboro	26	583	6	158
Pugwash	99	1,387	13	218
River Hebert	28	333	7	46
Springhill	88	878	4	69
	509	10,434	60	1,089

Next Board meeting: September 4, 2025.

Cumberland MAP meeting Agenda & Minutes

August 5th, 2025

Attendance:

Absent:

Agenda item	Notes	Lead	ACTIONS
Welcome & Introductions	- Welcome Mallory	Sophie	Update TOR to reflect new members & send that and Progressive & Prosperous documents to Mallory
Questions & Conversation	Share any alcohol related updates from your work or community - Observations from Municipal events or spaces? Observations from Community events? * Pugwash Gathering of the Clans did have an alcohol tent (1 st time)	Madison	Continue keeping an eye on presence of alcohol sales, service, & marketing at community events
Standing Item: Raising the profile of expanding alcohol sales	- CHB shared Tiktoks on Facebook – Encourage Sharing - Working on Municipal Primer * suggestion to forward to all MAP group and CAOs once finalized - Independent Canadian brewers weary as interprovincial trade efforts shift into high gear – CTVNews	Madison	Madison will forward primer to MAP group once complete. Will also share with council and other municipal staff.
Group Discussion – Readiness Conversation	- Activity reviewing different levels of readiness in community to adopt alcohol policy. * Differing opinions & Recommended actions for these stages include: <ul style="list-style-type: none"> • <u>Vague Awareness</u>: Encourage dialogue, facilitate information sharing, and provide data to demonstrate the need for action. • <u>Preplanning</u>: Support the formation of groups, facilitate strategic planning, and identify resources. 	Sophie	Throughout communication with municipal councilors and staff about the “primer”, offer to present in council chambers or have further discussions.
CAPE municipal focus webinars	- Dates will soon be announced for special focus webinars around municipal alcohol policy.	Sophie	Sophie will forward as soon as dates are announced
Action Item	- Bill S202: An Act to amend the Food and Drugs Act (warning labels on alcoholic beverages)	Sophie	Encouraging MAP members to look at the link included
Wrap-up	Next Meeting: September 2 nd 2025 (Was cancelled due to busy schedules) Reminder: Please send MAP meeting minutes to CAOs		Madison will not be available



Cumberland Region Solid Waste Services

Prepared by: Brenda Rioux,
Education & Contract Coordinator

Administration Update

- The Solid Waste Hotline (902-667-5141) which receives calls from residents all over Cumberland County received 764 phone calls during the months of May & June.
- The Town of Amherst received their order of 500 green bins & 300 lids from Rehrig in June. The Municipality of Cumberland also received their order which was placed through USD Global.
- Staff participated in the Community Evacuation Workshop held in Springhill on May 20th.
- The first round of Household Hazardous Waste Events took place in June. Both events were well attended:
 - **June 7th - HHW Blitz Event**
 - Parrsboro- 38 vehicles
 - Pugwash- 56 vehicles
 - Oxford- 19 vehicles
 - Springhill- 22 vehicles
 - **June 21st - HHW Amherst Event**
 - Amherst- 203 vehicles



Education Highlights

- Futureworx Presentations- Staff facilitated 2 separate half-day educational sessions with students. These sessions focused on solid waste management in Cumberland County. Participants actively participated in discussions and were awarded a certificate the end of the session.
- School presentations- Staff visited seven classrooms at Parrsboro Regional Elementary school to deliver presentations on waste management and proper sorting.



Earth Day Activities/Cleanups

School Cleanups- Earth Day Winners

As part of the Earth Day Cleanup initiative, all participating schools were entered into a draw to win \$100 for their Breakfast Program.

The two schools receiving \$100 are:

- Spring Street Academy
- Cumberland North Academy



Online Education Outreach

- What Goes Where Wednesdays
- Events
- Collector safety
- Curbside reminders

Cumberland Region Solid Waste Services
May 23 · 🌐

This week our "What Goes Where" feature is Pizza Boxes! Pizza boxes can go right into your green cart. Remember, no plastics in the green cart 😊 Wondering "What Goes Where"? Download our free mobile app, Cumberland County Solid Waste.

Wondering "What Goes Where?" Download our free mobile app [Cumberland County Solid Waste](#)

Cumberland Region Solid Waste Services
Organization [Send message](#)

Cumberland Region Solid Waste Services
May 30 · 🌐

Please be advised that the Town of Amherst is no longer accepting household batteries at Town Hall. Instead, residents can take batteries to Canadian Tire, located at 52 South Albion Street, Amherst. To find a drop off location near you, visit www.recycleyourbatteries.ca.

Wondering "What Goes Where?" Download our free mobile app [Cumberland County Solid Waste](#)

Cumberland Region Solid Waste Services
Organization [Send message](#)

Cumberland Region Solid Waste Services
June 13 at 9:32 AM · 🌐

"What Goes Where?" Yogurt Cups! Yogurt cups are recyclable and should be placed in your container recycling bag. Please remove foil lid and place in the garbage... [See more](#)

Wondering "What Goes Where?" Download our free mobile app [Cumberland County Solid Waste](#)

Cumberland Region Solid Waste Services
Organization [Send message](#)

Cumberland Region Solid Waste Services
June 2 at 3:52 PM · 🌐

Looking to safely dispose of unwanted chemicals?! Check out the list of events happening in your neighborhood over the next few weeks.

Saturday, June 7th
Parrsboro Public Works Garage: 8:30 a.m. - 9:30 a.m.
654 Main Street, Parrsboro... [See more](#)

Household Hazardous Waste Events

Saturday, June 7th
Parrsboro Public Works Garage: 8:30 a.m. - 9:30 a.m.
Pugwash Transfer Station: 11:00 a.m. - 12:00 p.m.
Oxford Transfer Station: 1:00 p.m. - 2:00 p.m.
Springhill Community Centre: 3:00 p.m. - 4:00 p.m.

Saturday, June 21st
Amherst Fire Hall Parking Lot: 9:00 a.m. - 12:00 p.m.

What's Accepted			What's Not
Acids	Batteries	Pesticides	Explosive waste
Aerosols	Gasoline	Pool cleaners	PCB containing products
Antifreeze	Herbicides	Propane tanks	Pathological & radioactive waste

REMINDERS
NO COMMERCIAL WASTE WILL BE ACCEPTED
Leftover paint must be taken to your local ENVIRO-DEPOT (if the can is rusted or dented bring it to the event).

Cumberland Region Solid Waste Services
Organization [Send message](#)

Cumberland Region Solid Waste Services
June 16 at 9:46 AM · 🌐

Our solid waste crews have been running into hornet and wasp nests in and around collection boxes. For their safety, they cannot collect waste where nests are present. To ensure uninterrupted collection, please ensure collection boxes are free of nests!

Help keep our collectors safe

Remove any nests before collection day!

Cumberland Region Solid Waste Services
Organization [Send message](#)

Cumberland Region Solid Waste Services
June 3 at 3:21 PM · 🌐

Warm weather is finally here - and so are the smells and curious critters! Keep these tips in mind to avoid odors and animals!

SUMMER ORGANICS COLLECTION TIPS

Line Your Bin

- Use paper bags or even empty cereal boxes to store food waste in before placing it in your green cart. This helps absorb moisture and keeps the cart cleaner.

Freeze it!

- Freeze food scraps like meat, bones, and leftovers to reduce smells and pests.
- On collection day, place the frozen items directly into your green cart.

Set It Out Every Time

- Put your green cart out every collection day, even if it's not full
- The longer food sits, the more it smells!

Wondering "What Goes Where?" Download our free mobile app [Cumberland County Solid Waste](#)

[Boost post](#) to get more reach for Cumberland Region Solid Waste Services.

Cumberland Region Solid Waste Services
April 30 at 4:16 PM · 🌐

Our Solid Waste Collectors have noticed an increase in the amount of residents storing garbage in the green cart. To ensure collection, please place garbage bags beside your green cart.

Keep garbage out of the green cart

Municipality of Cumberland Enforcement Update for May 01 – June 30

There have been 60 cases total with 56 cases that were closed during this time-period and 4 carried over.

Break down as follows:

- 47 Green bin replacements
- 8 Dangerous or Unsightly cases closed
 - 1 Demolition order carried out
 - 3 were cleaned by the Municipality
 - 5 were cleaned by owners
- 4 Dangerous or Unsightly cases on going



Thank you!



From: [Pavelak, Lisa](#)
To: lcloney@oxfordns.ca
Cc: [Adams, Maddi \(they,them\)](#); [Stegen, Dawn she,her](#); [Barr, Nick](#); [Jackson, Natasha](#)
Subject: Congratulations Town of Oxford
Date: July 23, 2025 10:34:19 AM

Hello,

Congratulations on updating your accessibility plan!

Thank you, Town of Oxford, for updating your accessibility plan and making it available to the public. Your accessibility plan should provide you with a framework for becoming a more accessible organization and is an important part of becoming an accessible province.

The Town of Oxford is now compliant with the requirement to have an accessibility plan under the *Accessibility Act*. Prescribed Public Sector Bodies are required to update their accessibility plans every three years. **Your next updated accessibility plan is due April 1, 2028.**

[The Accessibility Directorate shares the accessibility plans of Prescribed Public Sector Bodies online as a resource to Nova Scotians.](#) Note that the Accessibility Directorate verifies accessibility plans meet the requirements of the *Accessibility Act*, but we do not approve or endorse plans.

Share your successes!

Please consider sharing your success stories with us as you implement your plan and monitor your commitments in the coming years.

Thank you once again for your commitment to an accessible Nova Scotia.

If you have any questions, please contact the Accessibility Directorate at accessibility@novascotia.ca or 902-424-8280.

Regards,

Lisa Pavelak

Compliance and Enforcement Coordinator
(Pronouns: She/Her)

NS Accessibility Directorate, Department of Justice

Website: <https://novascotia.ca/accessibility/>

Email: Lisa.Pavelak@novascotia.ca

Telephone: 902-229-5631

**Nova Scotia's Built Environment
Accessibility Standard is now law**

