



TOWN OF OXFORD
Committee of the Whole Meeting
Town Hall – Council Chambers
Monday, 4 March 2019
6:00 pm

AGENDA

1. Call to Order
2. Approval of Agenda
3. Presentations
 - 3.1 Oxford Fire Department MFR Application
4. Approval of Previous Minutes
 - 4.1 Committee of the Whole – 4 February 2019
5. New Business
 - 5.1 NSFM: Council Compensation Adjustment
 - 5.2 RFD #006-2019 Inspection Services Appointments
 - 5.3 Financial Management Capacity Workplan Update
 - 5.4 REMO 2018/19 Budget Projection and Draft 2019/20 Budget
 - 5.5 Town-owned Properties: Special Arrangements, Operating Costs – Discussion
 - 5.6 CED – Recommendations and Guidelines for Business Entrance Signage
 - 5.7 Budget Planning Process and Timing
 - 5.8 Hot Patching
6. Reports
 - 6.1 Arena Committee – Councilor Colborne
 - 6.2 Tourism a Strategic Planning – Councilor Draper
 - 6.3 Policing discussions with Amherst – Councilor Draper and CAO Jones
 - 6.4 Oxford Pioneer Heritage Club – updates to building discussion – Councilor Thompson and Councilor Colborne
 - 6.5 Cumberland Public Library Minutes – Councilor Colborne
 - 6.6 Cumberland Municipal Alcohol Project Committee Minutes – Councilor Clark
7. Correspondence
 - 7.1
8. In Camera
9. Adjournment

Minutes of the Committee of the Whole Meeting

Place: Council Chambers
Date: Monday, February 4, 2019
Presiding Officer: Deputy Mayor Rick Draper
Councilors present: Councilors Brenton Colborne, Dave Clark and Wade Adshade
Councilors absent: Mayor Patricia Stewart and Councilor Thompson

A quorum was present throughout the meeting.

Staff in attendance: Rachel Jones, CAO
Linda Cloney, Deputy Clerk (recording secretary)
Call to order: Deputy Mayor Draper called the meeting to order at 6:00 pm

Agenda item	Discussion and Decisions
2. Agenda	<p>It was moved and seconded that the agenda of the Committee of the Whole Meeting of February 4, 2019 be approved as circulated.</p> <p>Motion Carried</p>
3. Presentations	<p>Six Rivers Radio – Bill Martin</p> <ul style="list-style-type: none">• Six Rivers Radio and Six Rivers News are both not-for-profit organizations• There are advertising opportunities available on the Six Rivers website.• Six Rivers will be adding a sport and recreation link to their website for Corey Skinner to update directly for Oxford.
4. Approval of Previous Meeting	<p>It was moved and seconded that the minutes of the previous Committee of the Whole Meeting dated January 7, 2019 be approved as circulated.</p> <p>Motion Carried</p>
5. New Business	<p>NSFM: Council Compensation Adjustment</p> <p>It was moved and seconded to defer this discussion to the March 4, 2019 Committee of the Whole meeting.</p> <p>Motion Carried</p>
5.2	<p>Off Highway Vehicle Street Access</p> <ul style="list-style-type: none">• This would bring some business in the downtown area.• It needs to be safe and to benefit the community.• There are pilot projects ongoing in other communities across Canada• Look at developing the framework for a by-law

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- Striving to be the first town in Nova Scotia to allow access for off highway vehicles in the downtown area

Process to move this forward may be to introduce it to the Towns Caucus with the intent to move it to the NSFM for a resolution to the Province.

5.3 **CISMA Draft 2019-20 Budget**

It was moved and seconded that Committee of the Whole recommend to Council the approval of the CISMA Draft 2019-20 Budget.

Motion Carried

5.4 **RFD #003-2019 Tax & Water Collection Policy**

- The biggest change in the policy is the interim billing.
- A clear communication piece to the public is important.

It was moved and seconded that Committee of the Whole recommend to Council the approval of the Tax & Water Collection Policy as presented.

Motion Carried

5.5 **RFD #004-2019 Scotia Bank Borrowing Resolutions**

It was moved and seconded that Committee of the Whole recommend to Council the approval of the two Scotia Bank borrowing resolutions, one in the amount of \$20,000 for the purpose of purchasing cards, and one in the amount of \$500,000 for the purpose of renewing the Town's credit line, as presented.

Motion Carried

5.6 **RFD #005-2019 Hospitality Policy and Travel & Expense Policy**

- Travel Claims will be posted on line with an explanation for expense

It was moved and seconded to defer this discussion to the February 19, 2019 Town of Oxford Council meeting.

Motion Carried

5.7 **Additional Revenue Streams**

- Additional revenue streams would help with our budget process and cash flow.
- Council will give this some thought and bring this forward to the budget process

5.8 **Provincial Library Funding**

- Matching contribution by municipality is required
 - Cumberland is one of the largest increase as a region
-

It was decided to defer this discussion to the March 4, 2019 Committee of the Whole meeting.

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- 5.9 **Financial Management Capacity**
- Met with a consulting service to consider implementing a longer term financial management plan and to help bring immediate solutions for our year end.
 - Explore options with neighbouring municipalities for assistance.
 - We need someone of a Director of Finance level one or two days a week.
 - CAO will explore all opportunities
 - CAO is meeting with the province to go over the FCI's next week

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- 5.10 **Oxford Fire Department – MFR Application (Medical First Responders)**
- The Oxford Volunteer Fire Department would like to make an application to become a medical first responder unit. In order to do so, they need approval from the municipal unit
 - This means they would be first responders to medical situations.
 - Council requested a member of the fire department to attend the next meeting to provide more information.

It was decided to defer this discussion to the March 4, 2019 Committee of the Whole meeting.

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6. Correspondence **Oxford Mini Girls Basketball Funding Request**
- Staff were directed to issue the Oxford Mini Girls Basketball funding request in the amount of \$100.

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7. In Camera **In Camera – Human Resource issues**
- At 7:46 pm, it was moved and seconded to go in-camera to discuss human resource issues**
- Motion Carried**
- At 8:06 pm, it was moved and seconded to come out of in-camera and resume the regular Council meeting.**
- Motion Carried**

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8. Adjournment Deputy Mayor Draper advised Council the next regular meeting for Oxford Town Council is scheduled for February 19, 2019 and the next Committee of the Whole Meeting is March 4, 2019 at 6:00 pm in the Council Chambers.
- It was moved and seconded that the meeting be adjourned.**
- Motion Carried**
- The meeting was adjourned at 8:10 p.m.**
-

Rick Draper, Mayor

Linda Cloney, Recording Secretary

Linda Cloney

From: NSFM Info <Info@nsfm.ca>
Sent: Monday, January 21, 2019 11:33 AM
To: Tracy Verbeke
Subject: FOLLOW UP TO 2018 RECOMMENDATION ON COUNCIL COMPENSATION ADJUSTMENTS--Action Required: Respond by March 29, 2019

January 21, 2019

TO: Mayors, Wardens, Clerks, CAOs, All Units
FR: Will Brooke, Policy Advisor, Nova Scotia Federation of Municipalities
RE: FOLLOW UP TO 2018 RECOMMENDATION ON COUNCIL COMPENSATION ADJUSTMENTS

In July of 2018, NSFM recommended that Nova Scotian municipalities adjust compensation for elected officials to prepare for new tax laws taking effect in 2019.

The NSFM Board passed a motion at its meeting in June 2018 to recommend that pre-tax compensation for elected officials be adjusted to allow them to maintain the same levels of post-tax compensation after the 2019 laws take effect.

The January 1st, 2019 deadline has now passed. NSFM would like to know whether or not your municipality has made any changes in response to these new tax rules.

We are interested in finding out whether municipalities have opted to fully negate the effect of the tax changes, partially compensate for the changes, to make no changes at all, or any other decisions related to these changes. We are also interested in hearing about any public response to these changes that you might have encountered.

Please send your replies and comments to wbrooke@nsfm.ca.

Responses will be tallied Friday, March 29th, 2019. Thank you for your participation.

--

Will Brooke | Policy Advisor
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.221.5191

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NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

PLEASE NOTE: If you do not want to receive communications from NSFM, please e-mail Tracy Verbeke at tverbeke@nsfm.ca, and you will be removed from the mailing list.



REQUEST FOR DECISION
Inspection Services
#006-2019

Date: 11 February 2019	Subject: Inspection Services
Proposal Attached: N/A	Submitted by: Rachel Jones, Chief Administrative Officer

<p>Proposal:</p>	<p>That Town Council appoint the following employees of the Municipality of the County of Cumberland for the following inspection services:</p> <table border="1"> <tr> <td>David Buell</td> <td>Fire/Building Inspector</td> </tr> <tr> <td>Monty Maddison</td> <td>Building Inspector</td> </tr> <tr> <td>Thomas Trenholm</td> <td>Fire/Building Inspector</td> </tr> <tr> <td>Melissa Siddall</td> <td>Fire/Building Inspector</td> </tr> <tr> <td>Steve Varner</td> <td>Building Inspector</td> </tr> </table> <p>Further, that the Town appoint the following Bylaw Enforcement Officers:</p> <table border="1"> <tr> <td>Ron Moore</td> <td>Bylaw Enforcement</td> </tr> <tr> <td>Jaime Spicer</td> <td>Canine Control/Bylaw Enforcement</td> </tr> <tr> <td>Terry Hoeg</td> <td>Bylaw Enforcement</td> </tr> </table>	David Buell	Fire/Building Inspector	Monty Maddison	Building Inspector	Thomas Trenholm	Fire/Building Inspector	Melissa Siddall	Fire/Building Inspector	Steve Varner	Building Inspector	Ron Moore	Bylaw Enforcement	Jaime Spicer	Canine Control/Bylaw Enforcement	Terry Hoeg	Bylaw Enforcement
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Terry Hoeg	Bylaw Enforcement																
<p>Background:</p>	<p>For the past two years, the County of Cumberland has been providing building inspection and canine control services on a fee for service basis. This arrangement came into place when the Town of Springhill was incorporated into Cumberland County, as Springhill was previously providing the service to Oxford. The service has been ongoing, however there is no formal agreement in place that sets out fees, level of service, or processes for each of the services around building inspection, fire inspection, canine control, and/or bylaw enforcement.</p> <p>Staff have met to discuss these items and are working on formalizing an arrangement that will ensure continuity of service, clarity of roles, fees for service, and ensure that the service is timely and available for the residents of Oxford. Those details, when available, will be shared with Council. Staff are working towards a fuller fire inspection service. With respect to bylaw and canine enforcement, it is anticipated that an hourly fee</p>																

	<p>based on calls will continue to be the basis for invoicing the Town. As well, we are developing a process so that residents are able to access the inspectors here in Oxford rather than having to go to the County office.</p> <p>Currently, the CAO is the appointed Administrator for Dangerous or Unsightly Premises for the Town. This will continue and only in extreme cases when additional support to deal with particularly difficult properties, would the Dangerous & Unsightly Administrator for Cumberland County assist. The CAO has the authority to appoint additional resources in this situation. These cases can be legally challenged, and having the additional expertise for a fee can substantially reduce the liability and legal costs for the Town</p> <p>In the meantime, although there may have been formal appointments of some staff as officers for the Town of Oxford, in review with the Cumberland County managers, it was felt that a formal resolution with all current staff involved would ensure that the Town has its officers in place, and the appointments would ensure that the officers have the appropriate authority to work on behalf of the Town.</p>
Benefits:	<p>Legally required to appoint these positions to work on behalf of the Town.</p> <p>Encompasses all employees currently qualified within the County of Cumberland staffing complement.</p> <p>Clarity for all staff, Council, and the public on roles.</p>
Disadvantages:	None foreseen
Options:	The Town of Oxford could consider the cost to employ a person within the inspection/bylaw enforcement role in subsequent budget discussions.
Required Resources:	
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	

Workplan Implications (now/future):	Currently no impact, although possibly more walk in traffic for payment of inspection/permit fees.
Communication Plan:	Once approved, the list of names of the appointees will be circulated to staff and available to the public. Once an agreement is in place, notice will be provided to our businesses and residents around how, when, and where to access the services.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: March 18, 2019

Municipality of the County of Cumberland
REMO 2019/2020 Budget

Cost Element	Year to Date January 31, 2019				Projected to March 31, 2019				2019/20 Budget	Budget	
	YTD Actual	YTD Budget	\$ Variance	% Variance	Projected	Annual Budget	\$ Variance	% Variance		Increase/(Decrease) \$	%
6000 Wages/Salaries	58,862	55,724	(3,138)	(5.6%)	71,818	68,999	(2,819)	(4.1%)	73,899	4,900	7%
6010 Cpp	2,211	2,155	(56)	(2.6%)	2,838	2,669	(169)	(6.3%)	2,838	169	6%
6012 Employment Insurance	994	999	5	0%	1,242	1,237	(5)	(0.4%)	1,204	(33)	(2.7%)
6017 Workers' Compensation	1,305	1,302	(3)	(0.3%)	1,636	1,612	(24)	(1.5%)	1,605	(7)	(0.4%)
Salaries And Benefits	63,373	60,180	(3,193)	(5.3%)	77,534	74,517	(3,017)	(4.0%)	79,546	5,029	7%
6020 Professional Development	2,541	4,167	1,626	39%		5,000	5,000	100%	4,000	(1,000)	(20.0%)
6030 Travel	4,109	5,000	891	18%		6,000	6,000	100%	6,000	0	0%
6032 Conferences & Conventions	1,089	2,500	1,411	56%		3,000	3,000	100%	3,000	0	0%
6040 Professional Membership/Dues & Fees	175	250	75	30%		300	300	100%	300	0	0%
Travel And Professional Development	7,913	11,917	4,004	34%	0	14,300	14,300	100%	13,300	(1,000)	(7.0%)
6050 Office Supplies	289	1,250	961	77%		1,500	1,500	100%	1,500	0	0%
7500 Vehicle/Equipment Maintenance	703	3,750	3,047	81%		4,500	4,500	100%	4,000	(500)	(11.1%)
7530 Vehicle/Equipment Replacement	3,811	8,333	4,522	54%		10,000	10,000	100%	10,000	0	0%
8025 Community Events	928	2,083	1,155	55%		2,500	2,500	100%	2,000	(500)	(20.0%)
8040 Communication Equipment Lines	1,464	2,500	1,036	41%		3,000	3,000	100%	3,000	0	0%
8130 Licenses/Permits	0	250	250	100%		300	300	100%	300	0	0%
Material, Goods And Supplies	7,197	18,167	10,970	60%	0	21,800	21,800	100%	20,800	(1,000)	(4.6%)
8110 Contracts/Agreements	6,085	12,500	6,415	51%		15,000	15,000	100%	15,000	0	0%
Contracted Services	6,085	12,500	6,415	51%	0	15,000	15,000	100%	15,000	0	0%
6080 Advertising	521	2,500	1,979	79%		3,000	3,000	100%	3,000	0	0%
Advertising And Promotion	521	2,500	1,979	79%	0	3,000	3,000	100%	3,000	0	0%
7520 Vehicle/Equipment Insurance	1,740	833	(907)	(108.8%)	1,740	1,000	(740)	(74.0%)	1,250	250	25%
Insurance	1,740	833	(907)	(108.8%)	1,740	1,000	(740)	(74.0%)	1,250	250	25%
6112 Facsimile	1,022	1,042	20	2%		1,250	1,250	100%	2,000	750	60%
6114 Cellular	2,424	2,292	(133)	(5.8%)		2,750	2,750	100%	3,000	250	9%
Utilities	3,446	3,333	(113)	(3.4%)	0	4,000	4,000	100%	4,000	0	0%
Total	90,275	109,430	19,154	18%	79,274	133,617	54,343	41%	136,896	3,279	2%

Revised Recommendations to Council regarding Business Directory Signage at TC Entrance

While the Malagash entrance sign example is a great reference when looking to create uniformity in signage, to support the business community it is important to recognize that some Oxford businesses have established logos which they would expect to use in their signage (examples: Oxford Frozen Foods, Home Hardware).

Expanding on the previous recommendation that “all new Entrance Directory signage be created in approved Town colour”, I am suggesting the following:

- That businesses utilizing the Business Directory be required to prominently incorporate the approved Town colour (Pantone 072 Blue) into the design of their sign (Oxford PharmChoice sign is a good example – see attached picture).

This will create a colour uniformity without overly restricting business advertising.

Draft *Business Directory Signage at the TC Entrance* Guidelines (or Standard Procedures) are suggested on the following page of this document.

THIS HAS NOT YET BY APPROVED BY THE CAO.

DRAFT



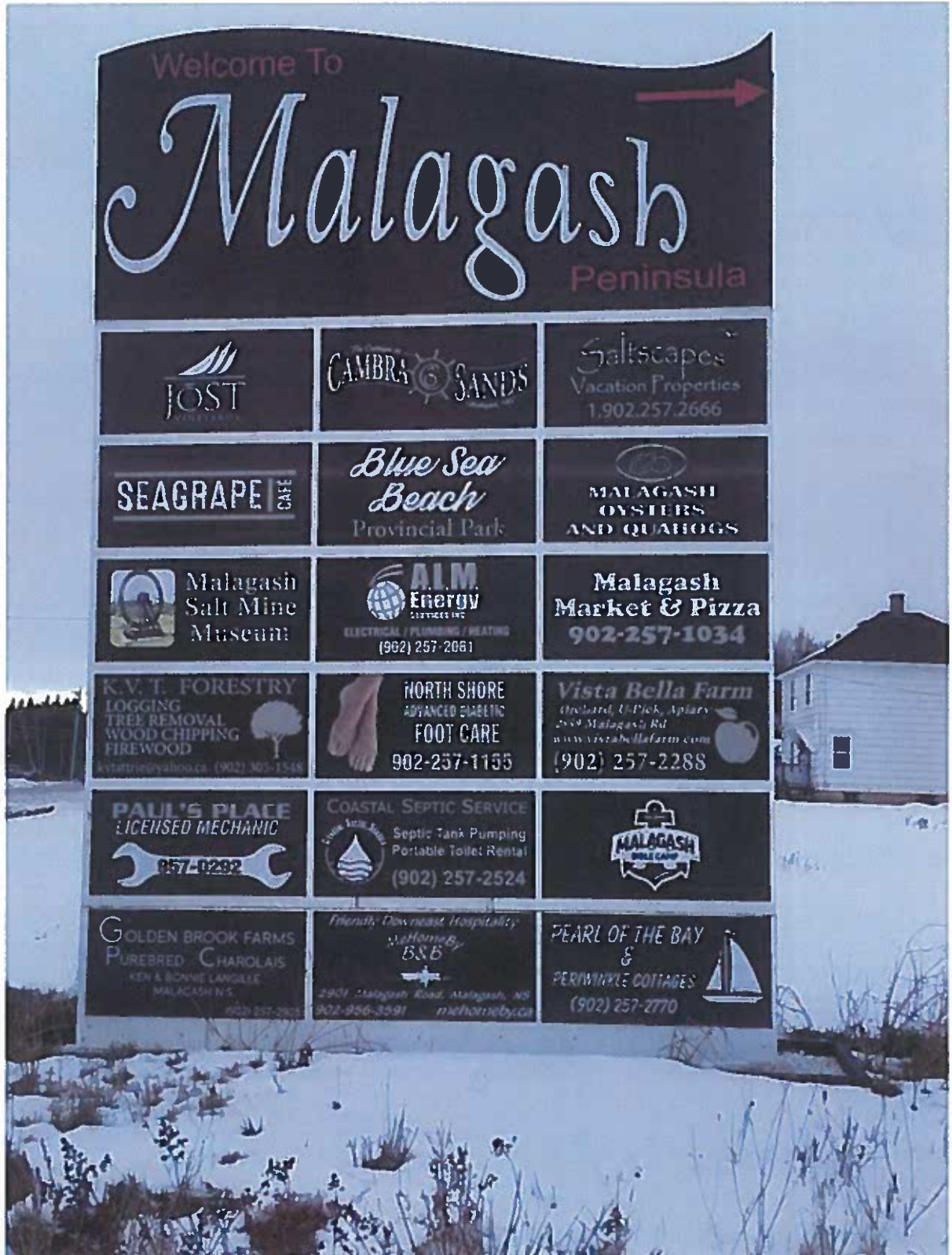
Guidelines for Business Signage Board at Entrance to Oxford from TransCanada Highway: Date Approved: _____

Attractive entrance signage can have a positive economic impact on local businesses and the Town of Oxford, overall. These guidelines are established to ensure an attractive Business Signage Board and to create uniformity in the signage that populates the Board. *

- Businesses located within the Town of Oxford are welcome to utilize this signage board, based on available space**
- Place holder signs will be purchased to populate any spaces not used by businesses
- Effective on date of approval of these guidelines, all new signs are to adhere to these guidelines.
- Businesses are required to purchase their own signage.
- **Approved Size:** Businesses are to provide signage of the following size: 2 feet x 8 feet.
- **Approved Colour:** Businesses are required to prominently incorporate the approved Town of Oxford colour (Pantone 072 Blue) into the design of their signage.
- **Approved material:** Alupanel (minimum 6mm thickness)
- **Signage design** must be approved by the Town in advance.
- Current business signs that do not adhere to the size guidelines will be removed within (*to be determined*) days of the date on the *Request for Sign Removal* notice sent to the business.
- Current business signs that do not adhere to the colour guidelines will have (*to be determined*) days to provide replacement signs before their non-conforming signs are removed.
- It is the responsibility of the business owner to keep their signage in good repair.
- Damaged signs will be removed.
- There is no rental fee for the space (subject to change).
- The Town of Oxford Public Works Dept. is responsible for posting the signs (and removing signs when needed), at no cost to the businesses.
- Businesses requiring further information are to contact the Town Hall at 902 447-2170.

*When reviewing these guidelines, please see Malagash entrance photo (Attachment # 1) which we are using as a reference and the current signage as of February 2019 (Attachment #2).

** There is room for two more signs at the bottom of the main signage structure pictured in Appendix # 2. The extra structure attached on the left-hand side will be removed.



Welcome To

Malagash

Peninsula

JOST

CAMBRA SANDS

Saltscapes
Vacation Properties
1.902.257.2666

SEAGRAPE CAFE

Blue Sea
Beach
Provincial Park

MALAGASH
OYSTERS
AND QUAHOGS

Malagash
Salt Mine
Museum

ALM
Energy
SERVICES INC.
ELECTRICAL / PLUMBING / HEATING
(902) 257-2061

Malagash
Market & Pizza
902-257-1034

K.V.T. FORESTRY
LOGGING
TREE REMOVAL
WOOD CHIPPING
FIREWOOD
kvtatn@yahoo.ca (902) 305-1548

NORTH SHORE
ADVANCED DIABETIC
FOOT CARE
902-257-1155

Vista Bella Farm
Orchard, U-Pick, Apiary
259 Malagash Rd
www.vistabellafarm.com
(902) 257-2288

PAUL'S PLACE
LICENSED MECHANIC
957-0282

COASTAL SEPTIC SERVICE
Septic Tank Pumping
Portable Toilet Rental
(902) 257-2524

MALAGASH
HOLE CAMP

GOLDEN BROOK FARMS
PUREBRED CHAROLAIS
KEN & BONNIE LANGILLE
MALAGASH, NS
(902) 257-2023

Friendly Downeast Hospitality
at Home by
B&B
2901 Malagash Road, Malagash, NS
902-956-3591 malhomebyca

PEARL OF THE BAY
&
PERIWINKLE COTTAGES
(902) 257-2770

Attachment # 2



Community Signage Board for Trans Canada Entrance

Recommendation to Council (February 26, 2019)

Objective: to support local organizations and encourage community pride and economic growth

Given that several community organizations desire to post organizational signs at the Trans Canada entrance to Oxford and there is an expectation of interest from others, I am recommending the following:

- That the Town erect a frame work to host signs provided by local organizations. This frame would be a smaller version of the Business Directory frame work without the header.
- Public Works to be responsible for posting, removing the signs

Examples of organizations which may want to erect signage: Alcoholics Anonymous, Crime Stoppers, Oxford Riverside Gallery, Oxford Area Lions, the Great Trail, Oxford Poetry Festival.

Cost: Limited to framework supplies and staff time.

Ruthie Patriquin,
Community Economic Development Officer
Town of Oxford

**Cumberland Public Libraries
Brief Report
February 2019**

2019/20 Financials

Ms. Corey presented the Board with the preliminary budget 2019-20. Budget will include the third "one-time" grant of \$52,667 from the Provincial government and 2.2% cost of living increase for staff to compensate for 5% increase in minimum wage, effective April 1, 2019.

Provincial Representatives

Chair Dale Fawthrop was re-appointed to the Board and Amanda Leigh MacLeod was appointed by the Province for a three year term

Proposed Provincial Funding Formula

The Board discussed the proposed Provincial Funding Formula for 2020-2021.

April Public Meeting

The Board will hold its annual Public Meeting on April 25, 2019 at the Four Fathers Library.

Statistics

In the month of December, Cumberland Public Libraries signed out over 7,624 items, over 420 items in Oxford alone. This includes books, movies, TV shows, magazines and more.

Also in December, the Oxford Library held 4 programs for children and adults, with 20 people in attendance.

528 people visited in the Oxford Library during the month of December

Next Board meeting will be April 4, 2019.

Minutes

February 7, 2019

Cumberland Municipal Alcohol Project Committee Meeting – 10-11:15am

Present: Don Fletcher, Dave Clark, Jason Blanch, Janine Black, Colleen Dowe, Bill Schurman, & Sophie Melanson

Regrets: Michelle Richard, Angela Downey, Michelle Harrison, Tom Woods, Travis Dow & Ryan Sommers

1) Check-in & Review of the agenda

2) In the works:

- a) Response on behalf of the Nova Scotia Health Authority RE: Consultation regarding Canada's approach to flavored alcohol beverages
<https://www.canada.ca/en/health-canada/programs/consultation-flavoured-alcoholic-beverages.html>
- b) Response on behalf of the Nova Scotia Health Authority RE: Proposed regulations for edible cannabis, cannabis extracts, and cannabis topicals.
<https://www.canada.ca/en/health-canada/programs/consultation-strict-regulation-edible-cannabis-extracts-topicals/questions.html>
- c) (Unsure if there is a NSHA group currently working on this) Measures to reduce the impacts of vaping advertising products with youth.
<https://www.canada.ca/en/health-canada/programs/consultation-measures-reduce-impact-vaping-products-advertising-youth-non-users-tobacco-products.html>

ACTION: Sophie & Jean MacQueen (MHA Tobacco Action Group's lead) will provide any useful information she comes across to Colleen and Janine (so they can assist in the CHB's response). She believes Smoke Free Nova Scotia may be preparing a brief to help any group that would like to provide a response.

3) Updates

- a) Town of Amherst RE: Zoning and non-medical cannabis production & sale (going to 3rd reading)

ACTION: A letter to the Town of Amherst for their proactive approach would be warranted once the motion is granted at the 3rd reading.

- b) Town of Amherst RE: Nuisance bylaw – Might be some energy around the downtown core becoming more smoke-free, but might be an opportunity to re-energize the conversation for this to include schools and hospitals.

ACTION: Bill to forward the Amherst Youth Town Council's (AYTC) response to someone from the committee to forward to the whole.

ACTION: Bill to invite the AYTC (Rowan) to our April 4th meeting.

ACTION: Sophie to also invite Acting Chief Pike to that April 4th meeting.

4) Terms of Reference

- a) Importance to not lose focus on Alcohol Harms throughout our work.
- b) Importance to be supportive on positive actions (ex. Proactive with praise of positive actions by individuals, groups, councils, etc.)
- c) Letter writing
 - i) Dr. Ryan Sommers (Medical Officer of Health) will be the only name signed on all letters coming from our MAP committee.
 - ii) "On Behalf of MAP" will be added only when the majority of our committee agrees in principle.
- d) MAP Membership
 - i) Dave Clark will be replacing Brenton Colborne on our committee for the Municipality of Oxford
 - ii) Michelle Richard has kindly provided her regrets for forthcoming meetings, Janine will represent the Public Health perspective

ACTION: Sophie to reflect discussed points in the Terms of Reference where necessary & circulate for approval.

5) Amherst & Fundy Shore Winter Carnivals

- a) Thank you letter to each organizing committee to applaud the multiple family-friendly events

ACTION: Janine & Collen to draft a letter and forward to Dr. Ryan Sommers to sign

ACTION: Sophie to forewarn Ryan that a letter is forthcoming.

- b) Let's do our best to help advertise both events

ACTION: Members have agreed to broadly distribute promotional flyers provided by Colleen Dowe

- c) Interesting idea to either more consistently "brand" family friendly events OR more clearly mark those events that will have alcohol present.

6) Next meetings: April 4th, 10-11:30am