



TOWN OF OXFORD

Committee of the Whole Meeting

Council Chambers, Zoom and streamed live to Facebook

Monday, April 4, 2022

6 pm

AGENDA

1. Call to Order

2. Approval of Agenda

3. Approval of Previous Minutes

3.1 Committee of the Whole Minutes – March 7, 2022

4. Business

4.1 Proclamation - Autism Acceptance Month

4.2 Phased In Assessment Agreement – GJDE Enterprises Ltd.

4.3 Phased In Assessment Agreement – Oxford Frozen Foods Ltd.

5. Internal Reports

5.1 Public Works Report – included in the package

5.2 Fire Department Report – to be submitted

5.3 Administration Department Report – included in the package

6. External Reports – included in the package is the Boards & Committees List

6.1 Solid Waste Management Report – included in the package

7. Adjournment



Minutes of the Committee of the Whole Meeting

Place: Zoom, streamed-live to Facebook
Date: Monday, March 7, 2022
Presiding Officer: Mayor Gregory Henley
Councillors present: Deputy Mayor Wade Adshade, Councillor Carla Black, Councillor Brenton Colborne, Councillor Paul Jones, Councillor Arnold MacDonald, and Councillor Chrystal McNutt
Regrets: nil

A quorum was present throughout the meeting.

Staff in attendance: Town Clerk – Linda Cloney (recording secretary)

1. Call to order

At 6:02 pm, Mayor Henley called the meeting to order.

2. Approval of Agenda

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Committee of the Whole Meeting for March 7, 2022, be approved, as presented.

Motion Carried

3. Approval of Previous Minutes

Moved by Councillor Black and seconded by Councillor Jones that the minutes of the Committee of the Whole Meeting for February 7, 2022, be approved, as presented.

Motion Carried

4. Business

4.1 River Phillip Bridge Update – Mayor Henley verbal report

Mayor Henley reported that after communicating with the MLA that it was assured that all three bridges in Oxford will be inspected sometime this year.

4.2 COVID-19 Restrictions – Deputy Mayor Adshade discussion

Deputy Mayor Adshade presented to Council that the Province has started lifting restrictions in regards to COVID-19.

Moved by Deputy Mayor Adshade and seconded by Councillor Jones to recommend to Council that the Town of Oxford repeal the COVID-19 Vaccination Policy

Motion Carried

Moved by Deputy Mayor Adshade and seconded by Councillor Jones to recommend to Council that the Town of Oxford lift the restrictions as per the Nova Scotia Health phase two and three guidelines.

Motion Carried

4.3 Cumberland Central Landfill Community Liaison Committee – Town Clerk Cloney

The Cumberland Central Landfill Community Liaison Committee is a new committee that will provide an opportunity for regular consultation between GFL Environmental Inc, the Municipality of the County of Cumberland, the Towns of Amherst and Oxford and the community at large on matters relating to the operation of the Cumberland Central Landfill during its operating period.

The Towns of Amherst and Oxford, along with the Municipality of Cumberland need to elect an elected official to represent their municipality.

This committee is also looking for members at large throughout the County of Cumberland that may be interested to join this board.

Moved by Councillor Jones and seconded by Councillor McNutt to recommend to Council to appoint Deputy Mayor Adshade to represent the Town of Oxford on the Cumberland Central Landfill Community Liaison Committee.

Motion Carried

4.4 Videoconferencing Policy – Town Clerk Cloney

The Ministerial Direction that enables virtual meetings during the State of Emergency will be terminated when the current State of Emergency is lifted.

It is anticipated that the State of Emergency may be lifted by the end of March 2022. Meeting then may only be conducted by electronic means if enabled by a procedural policy of the council or procedural by-law of the village commission.

The Association of Municipal Administrators, NS drafted an AMANS Model Council Videoconferencing Policy for consideration to municipalities if they are interested to conduct by electronic means.

Council gave direction to staff to draft a Videoconferencing Policy for Oxford.

5. Internal Reports

5.1 Public Works Report

The report is included in the Council package.

Councillor Colborne commented that a concern came from a citizen where children were playing in the snowbanks during times of snow removal. It may be a good idea to put out

a notice on our town website every time there is a major storm to ask parents to keep their children from playing in the snowbanks close to the roads.

Council directed staff to post this on the website as needed and to include this in the snow removal policy.

5.2 Fire Department Report

The report is included in the Council package

5.3 Administration Department Report

The report is included in the Council package

5.4 Finance Department Report

The report is included in the Special Council package for March 7, 2022

6. External Reports – include in the package is the Boards & Committees List for reference

6.1 Library Report

The report is included in the Council package

The Oxford Library is organizing to hand out COVID-19 Rapid test kits as needed. One person may pick up enough test kits for up to three households.

6.2 Solid Waste Management Report

The report is included in the Council package

6.3 RCMP Report

The report is included in the Council package

6.4 Recreation Commission – Councillor McNutt – verbal report

The Recreation Commission has organized six different activities for March Break, these are advertised on the Town of Oxford Facebook site.

7. Adjournment

At 6:21 pm, it was moved by Councillor Colborne that the meeting be adjourned.

Motion Carried

Gregory Henley, Mayor

Linda Cloney, Recording Secretary

Proclamation

World Autism Acceptance Month

April 4th, 2022

WHEREAS, it is estimated that 1 in 66 people across the country are on the autism spectrum, and 1 in 34 people—approximately 30,000 individuals— in Nova Scotia are on the autism spectrum; and

WHEREAS, many dedicated Autistic individuals/people with autism, parents, teachers, researchers, and professionals, including those at Autism Nova Scotia and other community-based organizations, work tirelessly throughout our province to make the communities where we live accessible and inclusive for Autistics/individuals with autism, and their loved ones; and

WHEREAS, with 11 locations throughout the province and with the support of the autism community, Autism Nova Scotia builds understanding, acceptance, and inclusion for Autistics/individuals on the autism spectrum and their families through leadership, advocacy, education, training, and programming across the lifespan; and

WHEREAS, this month of April marks Autism Acceptance Month, and Saturday, April 2nd, marked World Autism Acceptance Day, when people across the globe came together as a community to celebrate autism and promote acceptance and inclusion.

THEREFORE, BE IT RESOLVED THAT, I, Mayor Henley, on behalf of the Oxford Town Council, do hereby proclaim April 2022 as Autism Acceptance Month throughout the Town of Oxford and encourage all of our citizens to recognize the Autistic individuals/people with autism, family members, caregivers, educators, and other professionals who strive to make Nova Scotia an inclusive and accessible place for us all to call home.

Dated at Oxford, Nova Scotia
this 4th day of April 2022



Bylaw #01-2018

Commercial Development District Improvement Plan Bylaw

WHEREAS it is desirable to permit the phasing-in, over a period of up to 10 years, of an increase to the taxable assessed value of certain commercial properties located in the Town of Oxford Commercial Development District and to provide a partial rebate of taxes paid by the Owner during the phasing-in period;

AND WHEREAS the *Municipal Government Act* allows the municipality with the approval of the Minister of Municipal Affairs to pass this Bylaw;

The Council of the Town of Oxford, under the authority of the *Municipal Government Act*, pursuant to Section 71C and subject to approval of the Minister in Section 71D, enacts the following Bylaw:

Title

1. This Bylaw is entitled the “Commercial Development District Improvement Plan Bylaw”.

Definitions

2. In this Bylaw:
 - a) “Actual Taxable Assessed Value” means the taxable assessed value pursuant to the assessment roll for the taxation year in which the Rebate Eligible Assessment is to be determined, subject to any adjustments to taxes arising from assessment appeals or changes to the taxable assessed value made by the Property Valuation Services Corporation (PVSC) through requests for reconsideration.
 - b) “Annual Rebate” is the amount of the rebate in a year paid to an Owner of an Eligible Property that is subject to a Phased In Assessment Agreement pursuant to section [10] of this Bylaw.
 - c) “Base Year Taxable Assessed Value” means the taxable assessed value of an Eligible Property in the taxation year in which a Phased In Assessment Agreement is signed for the Eligible Property, subject to any adjustments to taxes arising from assessment appeals or changes to the taxable assessed value made by the Property Valuation Services Corporation.

Corporation (PVSC) through requests for reconsideration.

- d) “Commercial Development District” or “CDD” means the area of the Town of Oxford established by section [4] of this Bylaw.
- e) “Development” means investment that, in the opinion of the Town of Oxford, results in an increase in the productive use of an Eligible Property or a building on an Eligible Property, and includes, but is not limited to, construction of a new building, remediation of the property or the expansion or renovation of an existing building to realize more effective use of the Eligible Property’s potential.
- f) “Development Support Program” is a program designed to stimulate building construction and the expansion of the economy of the Town of Oxford.
- g) “Eligible Property” means an eligible property as defined in section 71C(1)(d) of the *Municipal Government Act*
- h) “Owner” means the person named on the assessment roll as responsible for the taxes for a property.
- i) “Phased In Assessment Agreement” is an agreement signed by the Town of Oxford and the Owner of an of an Eligible Property and is written in substantially the same form as the Agreement set out in Appendix “B” of this By-law.
- j) “Rebate Eligible Assessment” in a taxation year means the amount calculated using the following formula:

$$\text{Rebate Eligible Assessment} = \text{Actual Taxable Assessed Value} \text{ minus Base Year Taxable Assessed Value.}$$

Application

- 3. This Bylaw repeals and replaces By-law #0-12017.
- 4. This Bylaw applies to Eligible Properties located in the CDD.
- 5. The CDD for the Town of Oxford is depicted in the attached Appendix “A” and is hereby established in accordance with the Town of Oxford *Municipal Planning Strategy*.

Development Support Program

- 6. A Development Support Program is established to aid Owners of Eligible Properties in the CDD by providing the possibility of an annual partial rebate on taxes paid by the Owner if the Owner has undertaken Development of their Eligible Property.
- 7. Prior to receiving support through the Development Support Program, an Owner of an

Eligible Property must enter into a Phased In Assessment Agreement with the Town of Oxford.

Eligibility

- 8. An Eligible Property must undergo Development before the Owner of the property can participate in the Development Support Program.

Phased In Assessment Agreement

- 9. The eligibility criteria for the Development Support Program and the limits on the program are as established in this Bylaw. In the event of a conflict between a Phased In Assessment Agreement and this Bylaw, the provisions of this Bylaw shall prevail.

Rebate Calculation

- 10. An Annual Rebate shall be calculated each year for each Eligible Property that is the subject of a Phased In Assessment Agreement as follows:

Year	Annual Rebate
1	90% of Rebate Eligible Taxes
2	80% of Rebate Eligible Taxes
3	70% of Rebate Eligible Taxes
4	60% of Rebate Eligible Taxes
5	50% of Rebate Eligible Taxes
6	50% of Rebate Eligible Taxes
7	40% of Rebate Eligible Taxes
8	30% of Rebate Eligible Taxes
9	20% of Rebate Eligible Taxes
10	10% of Rebate Eligible Taxes

Where Rebate Eligible Taxes = Commercial tax rate for the Town of Oxford x the Rebate Eligible Assessment

Rebate Limits

- 11. The total of Annual Rebates provided to an Owner over the term of participation in the Development Support Program must not result in the calculation of the total increase in taxes payable during the phase-in period being less than fifty per cent of the total increase in taxes that would be payable during the same period in the absence of the application of the Development Support Program formula.

Adjustments

12. In the event there are any subsequent changes in the total taxes payable in any year due to reductions resulting from assessment appeals, and where such tax changes occur after Annual Rebates have been paid, future year entitlements may be reduced accordingly. Any overpayment of amounts arising from subsequent assessment or tax reductions will be deemed to be a debt owing to the Town of Oxford.

Duration

13. Annual Rebates will only become payable to the Owner after the Eligible Property is first reassessed by the Property Valuation Services Corporation (PVSC) to fully reflect the Development for which the Owner is receiving the rebate.
14. All support under the Development Support Program will cease if, during the term of the Phased In Assessment Agreement, a building on the subject property is demolished except to allow for eligible Development. Annual Rebates that would have been payable in the year in which the demolition occurs will be adjusted on a pro-rated basis to reflect the date of the demolition.

Staged Development

15. In the case of a staged Development, where one portion of an Eligible Property is developed in advance of others, each portion of the Eligible Property will be treated as a separate Eligible Property. The first Annual Rebate payment of the component of the Development Support Program will be based on the Rebate Eligible Assessment arising from the increased assessment on the first portion of the Development. As other portions of the Eligible Property are developed, which result in further assessment increases, the Owner of the Eligible Property may apply to further participate in the Development Support Program based on the additional Rebate Eligible Assessment, subject to the continued availability of the Development Support Program and the Owner's ability to meet the eligibility requirements and Annual Rebate entitlements in place at that time.

Condominiums

16. If a Development of an Eligible Property is condominiumized, each condominium unit will be treated as a stand-alone Eligible Property and must be able to meet all eligibility requirements of the Development Support Program, independent of other condominium units.

Repeal

17. (1) If this Bylaw, or any portion thereof, is repealed, any Owner of an eligible property in a CDD who has been accepted to participate in the Development Support Program prior to the date of repeal, will benefit from the Development Support Program, as applicable, in accordance with this Bylaw, despite its whole or partial repeal.

- (2) In the event of a repeal in (1), for the Owner of an eligible property in the CDD who has been accepted into the Development Support Program as of the date of the repeal, this Bylaw will continue to be considered to be in force and effect only for the limited purpose of providing for the continuation of the Development Support Program for that Owner until the ten-year maximum term is completed or the Owner's participation in the Development Support Program is discontinued.

Other Conditions

18. All proposed Developments must conform to all Provincial laws, municipal Bylaws, policies, and processes and all improvements must be made pursuant to an approved building permit and applicable zoning requirements and development approvals.
19. The applicant to the Development Support Program must be the Owner of the Eligible Property that is to be the subject of the Phased In Assessment Agreement.
20. The Owner of an Eligible Property in the CDD must not be in arrears of property taxes or other fees and charges on the date that the Phased In Assessment Agreement is signed.

Payment

21. The Town of Oxford will pay Annual Rebates once annually, in the last quarter of the year, provided that:
 - a) there are no outstanding taxes, water rates, or other sums owed to the Town of Oxford with respect to the subject property;
 - b) there are no outstanding work orders or orders or requests to comply from any municipal or provincial entity with respect to the subject property; and
 - c) all other eligibility criteria and conditions are met.
22. An Owner will not be entitled to an Annual Rebate if the property subject to a Phased In Assessment Agreement does not meet the conditions of section 21 at the time the Annual Rebate is due to be paid.
23. Annual Development Rebates will not be applied as tax credits against property tax accounts.
24. In case of an assessment appeal, the Town of Oxford reserves the right to withhold Annual Development Rebates pending final disposition of the appeal.

Requirement to Review Bylaw

25. This Bylaw shall be reviewed by the Town of Oxford within four years of its coming into force and every four years thereafter in accordance with section 71(E) of the *Municipal Government Act*.

Clerk's Annotation for Official Bylaw Book

Date of First Reading:	16 April 2018
Date of advertisement of Notice of Intent to Consider:	2 May 2018
Date of Final Reading:	22 May 2018
Effective Date:	20 June 2018
*Date of advertisement of Passage of Bylaw:	20 June 2018
Date of mailing to Minister a certified copy of the Bylaw:	5 July 2018

THIS IS TO CERTIFY THAT this Bylaw was adopted by Council and published as indicated above.



Chief Administrative Officer



Date

*Effective Date of Bylaw unless otherwise specified in the text of the Bylaw

Public Works report for March 2022

- Snow removal at well locations
- Pot holes were filled throughout the town
- Lift stations were checked on a regular basis
- Water meter readings and repairs
- Street salted and plowed as needed
- UV lights were checked and cleaned at lagoons
- Christmas lights were taken down (Thank you Oxford Frozen Foods for the use of their cage)
- Door was fixed at transfer station
- Broken sewer pump was removed from lift station by the bank
- Sewer pump #1 was cleaned and put back in service at the lift station by the bank
- Gravel was put in sections throughout the town
- Reclaim was put in patch by town hall
- water meter repairs
- removed the ice out of the arena

Respectfully submitted by,

**Nick Purdy,
Lead Hand
Public Works**

Fire report for March

We had 9 calls in the month of March

5 mutual aid calls (2structure fires,3 MVA'S)

1 Structure fire

1 water, ice rescue

1 MVA

1 Grass brush fire

Of these calls 5 were in the county and 4 were in the town

We had to send 2 sets of gear sent to Clean hero's to be washed from one on the MVA's as they were soiled

We received a letter from the provincial government stating each department will be receiving a one time grant of \$10,000 to be used towards gear or whatever is needed

The new truck committee is working on a truck to replace our aging truck 5 they should have specs and pricing within the next 3 weeks which we will then present to the town

A wish list for our upcoming budget has been sent in and we will be ready to sit down and go over it.

That is the report for March if you have any questions or concerns feel free to contact me

Respectfully Submitted,

Truemen Rushton
Fire Chief, Oxford, NS
firechief@oxfordns.ca

Monthly Administration Department Report

Highlights for the month of March 2022

(Note: these tasks do not include the everyday duties)

Revenue Clerk

Attended Occupational Health and Safety Meeting

Communicated with Property Valuation Services with regards to new properties and reconciling with Town Suite

Laminating for Fire Department

Processed three house closings for the month of March.

Managed Customer Requests – main complaints of potholes and lawn recovery from snow season.

Coordinating Ballfield usage requests

Started filing for new fiscal year

Fax line is still an issue, continuing to work with telus on this issue

Coordinated overdue accounts

Constant communications with bank in regards of upcoming tax bills

Experiencing interruptions with TownSuite program, currently working with TownSuite to fix this problem

Senior Accountant

Prepared prediction of year end report for Council

Worked closely with Gerry Isnor with regards to the Water budget and Water Review

Reconciled due to and due from entries

Worked with Matt Delorme regarding Asset Management

Organized a report for Manulife with upcoming predictions

Organized required adjustments for year end

Organized a spreadsheet of Notice of Arears

Updated payment plans

Conducted interview – Office Assistant

Balancing TownSuite to Sage

Updated Safe Restart Worksheet

Implementing a process to improve TownSuite invoices

Worked on Interfund entries

Researched for ICIP grant

Town Clerk

Completed submission of the Beautification Grant

Met with contractor and Arena Association with regards to Safety Plan for the Arena Louvers

Drew up draft agreements for two applicants on the Commercial Phased In Agreement

Job creation, interviews, and evaluation process for Office Assistant

Dealt with Fero with regards to Transfer Site – trucking issues

Gathering quotes for budget discussions

Researched ICIP – decided to investigate this in the future with regards to our four lift stations, we are not applying this year.

Respectfully submitted by,

Linda Cloney
Town Clerk
Administration

Solid Waste Management Report

Provincial Updates

Extended Producer Responsibility (EPR)

The Priorities committee met with Glenda Gies and Peter Hargreaves who are the consultants hired by NSECC to ask questions raised from the priorities survey. The committee also had the opportunity to meet with representatives from BC and Ontario to talk about their experiences with implementing an EPR system. The committee reported that these meetings provided great insight that will help NS with their EPR program. The group is now in the process of summarizing their findings which they will share with the Regional Coordinators shortly.

Diversion Credits

We received our final payment for diversion credits in the amount of \$18,193.31. The total funding received for FY2021 was \$56,763.42.

Education & Enforcement

Solid Waste Hotline

In the month of February, the hotline received 365 calls. Two main weather events resulted in 30% of the calls.

Social Media

Working towards engaging the public more through social media and have started weekly *What Goes Where* Facebook posts. The following topics were most recently communicated to residents:

What Goes Where- Electronics

What Goes Where- Fast Food Container

Illegal dumping

Enforcement

271 audits took place in the month of February.

144 Recycling audits

58 Green carts

69 Garbage

Of the 271 audits that took place, 24 were rejections.

Education

Collection Schedules- collection schedules for the Town of Amherst have been delivered to residents.

Provincial Sort Guide- Provincial Ad- The Regional Coordinators have developed a provincial sort guide that will be published in the Halifax Herald.

Divert NS Scholarship

Divert NS is once again offering the Champion of the Environment Scholarship which is open to Grade 12 students in NS. There are 6- \$2500 Regional Scholarships and 1- \$5000 Provincial Scholarship available. Visit www.divertns.ca/scholarship for more information.

Education visits

Visited various food establishments to ensure compliance with our source separation requirements.

Divert NS Litter Prevention Summit

Staff will be attending the summit which is scheduled for March 31.