



TOWN OF OXFORD

Committee of the Whole Meeting

Council Chambers, Zoom and streamed live to Facebook

Monday, October 3, 2022

6 pm

AGENDA

1. Call to Order

Pg 1 **2. Approval of Agenda**

3. Approval of minutes from the previous meeting

Pg 2-6 3.1 Committee of the Whole Minutes – September 7, 2022

4. New Business

4.1 Fire Hydrants (painting characters) – for discussion – *verbal report*

5. Reports of Town Departments

Pg 7-8 5.1 Public Works Report - *included in package*

5.2 Fire Department Report – *submit separately*

Pg 9-10 5.3 Municipal Physical Activity Leader (MAPL) Report – *included in package*

Pg 11 5.3 Administration Department Report, submitted by Linda Cloney - CAO – *included in package*

6. Reports of Committees and Boards

6.1 Recreation Commission – verbal report from Councillor McNutt

Pg 12-13 6.2 Solid Waste Management – Report included in package

7. Adjournment



Minutes of Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Tuesday, September 7, 2022
Presiding Officer: Mayor Gregory Henley
Councillors Present: Councillor Carla Black, Councillor Brenton Colborne, Councillor Paul Jones, Councillor Wade Adshade, Councillor Crystal McNutt, and Deputy Mayor Arnold MacDonald

Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: CAO – Linda Cloney and Office Assistant – Stan McDougall (recording secretary)

1. Call to Order

At 5:58 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 September 7, 2022, be approved, as presented.

Motion Carried

3. Approval of minutes from the previous meeting

3.1 Committee of the Whole Minutes – June 6, 2022

Moved by Councillor Jones and seconded by Councillor Black that the minutes of the Committee of the Whole Meeting for June 6, 2022, be approved, as presented.

Motion Carried

4. New Business

4.1 Working Alone Policy – *draft copy included in package*

The Working Alone Policy was started by the Health and Safety Committee. The Health and Safety Committee will be reviewing this further at the next meeting Thursday September 8, 2022, and the policy will be brought to council at the next meeting for approval.

4.2 Town of Oxford Visa Limits – *copy of recommendation in package*

A request was brought forward from the senior accountant for the committee to consider adjustments to the limits for the town and the mayor's Visa, decreasing the mayor's limit and increasing the town's limit. The committee suggested an option to pay down the balance more frequently and to inquire how long it takes for a payment to release equivalent credit when making payments more frequently.

4.3 Tax and Water Collection Policy Review – *copy of policy included in package*

The Tax and Water Collection Policy, under Section 12 indicates to review the tax accounts on June 30th to start the tax sale process. Since the final tax bill is due September 30th, it would be easier for administration to start the process at that date.

Moved by Councillor McNutt and seconded by Councillor Jones to recommend to council to change the date in Section 12 of the Tax and Water Collection Policy to September 30 from June 30th.

Motion Carried.

4.4 Town of Oxford Violence Prevention Policy and Procedure DRAFT – *included in package*

It was explained to the committee that this draft policy, which is yet to be approved by the Health and Safety Committee, came from the insurance report, which indicated that there was a requirement for the policy to be updated by all municipalities for the protection of all municipal employees.

4.5 Dangerous and Unsightly Properties identified – *Verbal report from Linda*

Linda presented a list to the committee of 10 properties identified as dangerous and unsightly, and noted 5 of which are being analyzed for future tax sale.

A fence line adjacent to the exhibition grounds and the following properties were identified: 31 Duke St., 63 Elm St., 8 Pugwash Rd., 41 Pugwash Rd., 55 Thompson Rd., 103 Handel St., 59 Handel St., and 103 Horton St.

The Committee of the Whole agreed to give direction to council to proceed with moving forward with the dangerous and unsightly properties process.

4.6 Amendment to the Land Use Bylaw – *Separate attachment presented by Linda*

A farm at the end of Main Street is in both the rural development Zone, which permits agricultural uses, and the main street mixed use zone that does not list such uses as permitted. We are requesting an amendment to the Land Use Bylaw that consists of adding existing agricultural uses to the list of permitted uses in the main street mixed use zone. Currently, this is restricting expansion of existing agricultural use opportunities. The process is for council to give first reading to the land use bylaw amendment and then afterward, hold an advertised public hearing, then council will give second reading. Once approved it is subject to a 30 day review process by the province.

Moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to direct council to hold a special council meeting on Monday September 12, 2022 to discuss amendment to the land use bylaw.

Motion Carried

5. Reports of Town Departments

5.1 Public Works Report, submitted by Nick Purdy – Lead Hand for Public Works - *included in package*

5.2 Fire Department Report, submitted by Trueman Rushton – Fire Chief – *included in package*

5.3 Administration Department Report, submitted by Linda Cloney - CAO – *included in package*

Mayor Henley inquired for future consideration by the fire department, that the report should break out how many calls were for the town and for the county.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to accept the reports of town departments as presented.

Motion Carried

6. Reports of Committees and Boards

6.1 Recreation Commission – verbal report from Councillor McNutt

The Municipal Physical Activity Leader position has been filled, taking over the Recreation Director position by James Ward, who is starting on September 12, 2022. It was reported that a good summer was had overall and great help by summer students and volunteers for the various programs and events. Additional volunteers are being sought for the recreation commission for events occurring this fall and winter since students have left for the fall that had been volunteering this past summer.

6.2 Library Report, Annual Report and Financials – *included in package is the report, in a separate Council Package the Annual and Financial Reports.*

Councillor Black advised that the library committee will be holding a meeting at the end of September.

6.3 Policing Services Review Committee - *approved minutes included in package and an update from Linda verbally*

The chairperson for the Policing Services Review Committee is Thomas Shears, a resident of Oxford. The committee met in July and August and plan to meeting again tentatively on September 21, 2022, pending

confirmation from the active partners, where we will have a presentation on the current policing services by the RCMP. Representatives from the Department of Justice will also be in attendance. Council and the public are invited to attend this meeting.

The committee's next steps are to organize a community meeting at either the Capital Theatre or fire hall, tentatively on October 19, 2022, at 6:30pm for a question-and-answer period regarding existing policing services.

Moved by Councillor Jones and seconded by Councillor Colborne to accept the reports of committees and boards as presented.

Motion Carried

7. Consideration of Correspondence

7.1 Email from Minister of Health and Wellness – Michelle Thompson – *included in package*

7.2 Letter regarding recent changes to C&D regulation changes – *included in package*

Prior to adjournment of the meeting of the Committee of the Whole, Mayor Henley extended sympathies to the family on behalf of himself and the committee for the passing of Eleanor Crowley.

8. Adjournment

At 6:23 pm, it was moved by Councilor Jones that the meeting be adjourned.

Gregory Henley, Mayor

Stan McDougall, Recording Secretary

Public Works Report September 2022

Public works team completed the following tasks in the month of September

Removed manure at exhibition

Street sweeping

Weekly water samples

Bi-Weekly Lagoon samples

Added reclaim to water break patches around town

Water break on foundry street

Located water line on black river road for Mark Benjamin

Repaired stop signs around town

Monthly safety meeting

Mowed lagoons

Repaired chlorine leak at chlorine building (second time)

Trip to Sackville to pick up new van 😊

Added gravel to shoulder of road by highway

Repaired culvert on Eureka Street

Whipper snipped wells

Water break on Foundry Street (second one)

Paving started on streets and water break patches

Added stop signs on Eureka and Dufferin Street

Removed branches on bridge by Town hall

Hooked up sewer on Crescent Ave

Storm prep (started generator at wells, cleaned out storm drains, took generator to large tank on littler river road, gathered road closed signs and barricades, Fueled equipment)

Received new chlorine tanks

Fixed potholes on Waverly Street

Added new reflective tape to barricades

Removed garbage cans/porta potty at ball field in case of flooding

Storm clean-up!!

Cleaned chlorine building

Water meter readings on house closing

Cleaned lift station floats

Weekly mowing and whipper snipping around town

Weekly Garbage runs

Any questions feel free to reach out, Thanks

Nick Purdy

Jimmy Ward

Municipal Physical Activity Leader

Monthly Report for September 2022

- I started this position on Monday September 12th, 2022. Currently getting integrated into the position.
- I've been in touch with several representatives (both in person and on the phone) in different areas to get a better understanding of the facilities they best represent and how I can utilize these spaces moving forward. For example, the Capitol Theater, High School and the Arena.

Meetings

- I met with Mark Rushton to do an interview which he is currently working on and will be finalized soon. The purpose of this interview is to introduce myself to the community and to give them an understanding as to what my role is exactly.
- September 28th, I met with **Abby Brothers**, Trails Consultant for the Department of Communities, Culture, Tourism and Heritage Communities, Sport and Recreation Division and **Carolyn Bollwerk**, MPAL for Parrsboro NS.

We discussed my position, role and expectations. Lots of great direction and ideas came from this meeting.

In the Works

- Currently working on helping organize the Christmas Parade to be held on November 25th.
- Drop in Basketball and Pickleball at OREC to start soon. Waiting to hear back with gym time availability.
- Fun Hockey will start soon and free / public skating.
- The Arena Committee is looking at offering curling. Details are still being finalized.

- Reviewing the Physical Activity and Recreation Strategic Plan to start making a plan on completing Objectives and High Level Actions that pertain to my role.
- Creating a year long plan developed around special events and holidays where I can use my role to promote Physical Activity within the community.
- I'm registered for the Recreation Nova Scotia Conference being held in Dartmouth from October 19th - 21st.

Highlights for the Month of September

Office Assistant:

- Prepping for Water Bills
- Social Media & Town of Oxford Website posts (FB and Web) posts.
- Computer and Network Troubleshooting
- Timesheet entry & Payroll
- Assisting to setup for meetings
- Minutes for various Committee Meetings
- Minute taking course – Eli Mina's
- Research, Information gathering, Proofreading, compiling.
- Ordering of Office Supplies (as required).
- WHMIS update course completed for 2022-2023 this month.

CAO:

- Negotiations with CUPE
- Hosted Health & Safety Meeting
- Purchased Town Van
- Hire new staff – a Municipal Physical Activity Leader, two part time casuals for Public Works, a Public Works Operator, and the Public Works Supervisor position is still vacant.
- Senior Accountant attended Asset Management Conference in PEI
- Arrange Minister Lohr meeting with Council
- Attended AMANS fall conference in Sydney
- Hosted Police Services Review Meeting – RCMP gave a presentation
- Hurricane Fiona – communication, organizing comfort center, coordinating events between different partners – a weekend filled event.
- Hurricane Fiona – recovery – investigation of generator, organizing debriefing and clean up.

Solid Waste Management Report

Provincial Updates

Extended Producer Responsibility (EPR)

The priorities committee will be meeting to discuss what the next steps are with EPR and what data may be required from municipalities once EPR is announced. As it stands right now, some municipalities collect from businesses, some collect from schools, and some only collect residential. There is a feeling that we need to have more data on what materials are being collected curbside and what business are included in collection. For this reason, the priorities will be discussing if there may be value to hiring a consultant to look at NS's data.

Mobius Awards

Divert NS is pleased that the awards ceremony will be taking place in-person this year. Region 3 is required to submit 3 nominations for the region. In Cumberland County, a group consisting of Port Philips Matters, Pugwash Communities in Bloom, and Keep Garbage Beneficial was nominated under the Community Project Category for their clean-up efforts.

Municipal Funding Opportunities

There are two types of Municipal Funding Programs that Divert would like to see more uptake in.

- The Municipal Efficiency Funding supports municipalities in researching, developing, and implementing efficiency projects. There is \$200,000 budgeted for this year.
- The Municipal Adoption Funding supports municipalities and or waste management regions that wish to adopt a waste diversion program previously established in Nova Scotia such as: curbside collection of textiles, green cart collection of pet waste, etc. There is \$100,000 budgeted this year.

Kurt with Divert would be happy to discuss the funding opportunities with any municipality that may be interested.

Datacall

The datacall now resides with Divert NS. The link was circulated to the municipalities (Amherst & Municipality of Cumberland) and the deadline to complete it is September 30th.

C&D Guidelines

NSECC has announced that new guidelines will be coming out in 2023 (attached). NSECC will be presenting the C&D regulation changes to the Regional Chairs group (presentation attached).

Education & Enforcement

Solid Waste Hotline

The Solid Waste Hotline has been very busy receiving approximately 450-500 calls/month.

Social Media

Monthly “What Goes Where” posts focusing on common “problem” items.

Education

- Education visits continue with tenants of the Cobequid Housing Authority to review sorting requirements. The final areas to cover are Oxford, River Hebert, Joggins, Pugwash, and Wallace.

Education and Enforcement Contracts

Region 3’s Education and Enforcement funding contracts for the 2023 have been finalized and signed by Divert NS. Staff are currently working on fulfilling the requirements outlined in the contracts.

Oxford Exhibition

Worked with exhibition staff and provided green bins and signage to ensure that the exhibition was set up for proper sorting.

Fundy Youth Soccer BBQ

Staff provided containers and signage for the end of the year BBQ to give residents the option to sort properly.

Household Hazardous Waste (HHW) Events

We had great turnouts for our June HHW events.

Parrsboro	25 vehicles
Pugwash	40 vehicles
Oxford	20 vehicles
Springhill	30 vehicles
Amherst	190 vehicles

Our next round of events are scheduled for September 17th (Blitz Event) and September 24th (Amherst Event).

Shred It Event

The annual Shred Event was held in Amherst in the Fire Hall Parking Lot on September 8th. It was the most successful event to date receiving 49 vehicles. Residents commented on how happy they were to have this service provided.

Solid Waste Collection Contract

The Town of Amherst and the Municipality of Cumberland are currently working on a joint RFP for collection services which would commence on April 1, 2023.