



TOWN OF OXFORD

**Committee of the Whole Meeting**

Town Hall, 105 Lower Main Street, Oxford

Monday, June 12, 2023

6:20 pm

**AGENDA**

**1. Call to Order**

**2. Approval of Agenda (pages 1-2)**

**3. Approval of minutes from the previous meeting – (pages 3-5)**

3.1 Committee of the Whole Minutes – May 8, 2023

**4. Reports of Town Departments**

4.1 Public Works Report – *Nick Purdy presenting - report included in package (page 6)*

4.2 Fire Department Report and Monthly Call Report – *Fire Chief Bruce Rushton and Deputy Fire Chief Kyle Purdy presenting – report will be handed out separately.*

4.3 Municipal Physical Activity Leader (MPAL) Reports – *Jimmy Ward presenting – report included in package. (pages 7)*

4.4 Administration Department Reports – *Linda Cloney presenting – reports included in package. (pages 8-13)*

**5. Reports of Committees and Boards – Linda Cloney presenting all reports, reports available for review in package.**

**5.2 Solid Waste Management Report**

- The Circular Economy, Plastic Pollution, and Municipal Action – by Natasha Tucker – attached separately (too large of a document to attach by email)
- Municipal Plastic-Free Event Policy

**(pages 14-25)**

**5.3 Cumberland Central Landfill Community Liaison Committee – Minutes (page 26-29)**

## **6. Items of Discussion and Correspondence**

- 6.1 Department of Municipal Affairs and Housing – Oxford’s Action Plan confirmation of receipt. **(pages 30)**
- 6.2 Asset Management Policy – recommendation to Council for approval – *information included in package.* **(page 31-32)**
- 6.3 Transfer Site – consider removal of scrap metal and brush – verbal presentation. *Linda/Nick presenting*

## **7. Adjournment**



## Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook  
Date: Monday, May 8, 2023  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Paul Jones, Chrystal McNutt, Olivia Canning, Brenton Colborne, and Deputy Mayor Arnold MacDonald.  
Regrets: Nil

***A quorum was present throughout the meeting.***

**Staff in attendance:** Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), Jimmy Ward - Municipal Physical Activity Leader, Bruce Rushton - Oxford Fire Chief, Kyle Purdy - Oxford Deputy Fire Chief, and Nick Purdy - Public Works Supervisor

### **1. Call to Order**

At 6:00 PM, Mayor Henley called the meeting to order.

### **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 May 8, 2023, be approved, as presented.

***Motion Carried***

### **4. Approval of minutes from the previous meeting – (pages 3-6)**

4.1 Committee of the Whole Minutes – April 3, 2023

***Approved by*** \_\_\_\_\_

**Mayor Greg Henley, Chair, on May 8, 2023**

## **5. Reports of Town Departments**

5.1 Public Works Report – *Nick Purdy presenting - report included in package (pages 7-10)*

5.2 Fire Department Report and Monthly Call Report – Fire Chief *Bruce Rushton and Deputy Fire Chief Kyle Purdy presenting – report included in package. (pages 11-13)*

5.3 Municipal Physical Activity Leader (MPAL) Report – *Jimmy Ward presenting – report included in package. (pages 14-15)*

5.4 Administration Department Report (includes quarterly finance report) – *Linda Cloney and Ruthann Brookins presenting – reports included in package. (pages 16-35 ~ note General Operating Report pages 27-33 and Water Report pages 34 – 35)*

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to accept the reports of Town Departments as presented.

***Motion Carried***

## **6. Reports of Committees and Boards – Linda Cloney presented the reports, reports available for review in package.**

6.1 RCMP Report, **(pages 36-40)**

6.2 Solid Waste Management Report, **pages 41-43)**

6.3 Library Report, **(page 44)**

Moved by Councillor Colborne and seconded by Councillor McNutt to accept the reports of Committees and Boards as presented.

***Motion Carried***

## **7. Items of Discussion and Correspondence**

7.1 Cumberland County Exhibition Sponsorship, **(pages 45-47)**

7.2 Amalgamation of lots re: Oxford Community Centre – recommendation to Council for approval – *information included in package. (page 48)*

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones to recommend to Council to amalgamate PID# 25500885, 25500950, 25500893, 25500901, 25500919, 25500927, 25500935, and 25500943 for use by the Oxford Community Centre.

***Motion Carried***

7.3 NS Walks – May 10<sup>th</sup> at 1 pm and 6 pm - information is included in the package.

*Prior to adjournment, CAO Linda Cloney reminded Council of the Joint Council meeting*

*that is scheduled for 3:30 pm on May 10, 2023, in Springhill.*

## **8. Adjournment**

The meeting adjourned at 6:50 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

DRAFT

## **Public Works Report May 2023**

**Employees took part in traffic control and signage course.**

**Removed damaged trees at well field.**

**Weekly water samples.**

**Installed new garbage cans around town.**

**Installed new water meters.**

**Street sweeping.**

**Turned water back on to curling rink.**

**Installed new street signs on water street.**

**Installed new no trespassing sign at transfer site.**

**Weekly garbage collection.**

**Cleaned lift stations (6)**

**Repaired water break on tank road (off Pugwash Road).**

**Installed new trip hazard signs at medical center.**

**Weekly mowing (parks, gazebo's, soccer field, Baseball fields, Lagoons, Tank out little river, Cenotaph)**

**Added gravel to potholes on Foundry Street.**

**Whipper snipping around town.**

**Removed A/C tarp at town hall.**

**Repaired medical center sign.**

**Cross walks by town hall.**

**Garbage pick-up around town.**

**Cleaned lagoon lights.**

**Greased equipment.**

**Repaired water break on River Ave.**

**Any questions feel free to reach out, Thanks.**

**Nick Purdy  
Public Works Supervisor  
902-397-3002**

**Jimmy Ward**

**Municipal Physical Activity Leader**

**May Board Report**

**Mother's Day Tea**

- May 6<sup>th</sup> at the Firehall
- Live music, tea, coffee, sweets and sandwiches
- 48 People Attended
- \$400 was raised with the proceeds going to Autumn House

**Mother's Day Crafts**

- May 11<sup>th</sup> at the Arena
- Kids made crafts to take home to their loved ones.
- 12 people attended.

**Adult Book Club**

- Adult book club started Tuesday May 9<sup>th</sup>.
- 9 people attended the first meeting.
- Next meeting is June 13<sup>th</sup> at the OPH Hall from 7 – 8pm

**NS Walk Day**

- On May 10<sup>th</sup>
- 2 guided walks were offered by NS Walk Leader Susan Rector
- 1pm – 10 people
- 6pm – 4 people
- (14 people total)

**Family Fun 5K Run / Walk**

- Happened May 22<sup>nd</sup> at 10am
- Started at Gazebo on Water Street, went to Oxley Blueberry by the Irving and turned around.
- 12 people attended.

**Boxing Club Demo**

- Asked coach, Bob Ward and the club to do a demo at the Gazebo May 26<sup>th</sup> at 12pm
- Goal was to show what the club is about and encourage people to join.
- Approximately 30 people came out to watch, mostly high school students.

**Learn to Play Pickleball at the Tennis Courts**

- Happening every Tuesday and Friday from 2 – 4pm
- Everyone is welcome to try it out, Free of charge.

Committee of the Whole Report  
CAO Office  
May, 2023

Continue to work with Public Works to organize approvals, we have had some success and hope to have all the required reporting in by the end of June. One of the main issues is that our SCADA system is out of date and in need of upgrading. This item has been added to our 2023/2024 Water Operating budget and plan to do this in three phases.

We continue to experience a lot of issues with the break ins at the Transfer Site. After some discussion, we plan to present to Council to consider refusing receipt of scrap metal and brush debris. Scrap metal seems to be some of the reason why people are in the Transfer Site after hours.

Managing Dangerous and Unsightly matters recently have had a couple of successes and hope to continue to work with property owners to clean up and make their properties safe.

Along with the Senior Accountant, worked on creating an Action Plan from the Town of Oxford for the Province. This was required, along with 4 other municipalities, due to the red flags in the Municipal Profile and Financial Condition Indicators 2020-21.

Met with Dillon a few times in this past month, they are currently working on our System Assessment Reporting requirement and the Source Water Protection Plan. Both are required by the Department of Environment. Dillon also assisted us in creating a support letter regarding the consideration of water line renewal project on Foundry Street. PCAP funding was made available to apply for engineering designs costs.

This was a busy month of preparing the budget. The Senior Accountant has had a full month of working on the budget. We had some researching and many discussions with staff to ensure we captured the necessities for this budget. The Capital Budget really came together utilizing AIM Network and the work that was done with the past Asset Management Cohort.

In Conclusion next steps include finalizing budget, prepare for fall Tax Sale, accessibility planning, grant researching, issuing tenders for capital projects, Public Works fleet, approvals reporting, and Canine Bylaw.

Respectfully submitted by,

Linda Cloney  
Chief Administrative Officer  
[lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)



## To End of May 2023

- **Budget 23/24** – worked with Senior Accountant to with budget numbers for IT, Payroll Hours (general and public works analysis), and from vendors such as NS Power, Eastward Energy, etc. This also assisted in preparation for the Audit Committee meeting.
- **Interim Tax Billing** – generate Interim Tax Bills. Reconciliation of TownSuite to PVSC (Levy and Assessment Rolls), checking PVSC for Filed Roll Change documents (Section 68 Amended Notices). Added sewer charges to identified properties and activated in TownSuite prior to generating final Interim Levy and Assessment Rolls). Worked with TownSuite to amend the Interim Tax Bill template to suit the text on the page. Printed all tax bills. Worked with Clerk to email out the mortgage company tax bills and email out the tax bills for individuals who wanted their tax bills emailed. Folding, inserting, and sealing for mail out for the remainder of the Interim Tax Bills. All Tax Bills were ready for mailout by Friday May 19, 2023.
- **After Tax Sale 2023 Steps** – revised documentation for creation of one Tax Deed and letters to seller and purchaser as well as Certificates of Sale for all properties sold to be reviewed and signed by those authorized.
- **Tax Sale 2023** – set up for tax sale at the Oxford Legion and testing of WIFI and point of sale machine on Legion WIFI. Updating of forms for tax sale and generating bidder number sheets and bidder registration spreadsheet. Assist at Tax Sale Day with setup of all equipment, testing, registration of bidders to a spreadsheet, photocopies of receipts for successful bidders, tear-down of equipment and hooking it backup at the office afterward.
- **Joint Council Meeting** - Attended the Joint Council Meeting in Springhill on May 10<sup>th</sup>.
- **Interest Posting** in TownSuite for Property and Water taxes for **May 1, 2023**, completed.
- **Medavie Blue Cross Health Plan** – continued monitoring of paperwork and ensuring that all employees are set up appropriately in the system. Contact with support to resolve issues as they arose.
- **Various postings** to Town of Oxford Website and Facebook pages for the town office, public works and others as required.
- **IT Assistance** – Troubleshooting of David Mattinson’s Laptop for Public Works with TeamViewer access to SCADA and tested. IT assistance/desk-side support requests for application/printing/email assistance from staff as required.
- **Accounts Payable for bills paid online.**
- **Payroll** - Entry of hours submitted via paper timesheet by all employees and analysis thereof in payroll spreadsheet. Inquiring at times for clarification of hours (when required) from employees. Requesting information from Connie’s Financial. Submission of payroll sheet to Connie’s Financial and then processing payroll into Scotiabank online banking for pays. Payroll time allocation tracking for Public Works to assist Ruthann with current and future budgets.

- **Mid-Month Reporting** for Payroll (Manulife Pension, Union Dues, Workman's Comp, Source Deductions (Revenue Canada), and payment of these online.
- **Deposits to Sage** – posting deposit batches into Simply Accounting/Sage ongoing – generally daily.
- **Bills posted to Sage** – analysis and posting to Simply Accounting General and Water Operating for paid online, by cheque and by Visa as well as posting 58xx/1303 Due to Invoices to Water Operating.
- **Covering at the front desk** – as needed - customer service for tax and water payments and general inquiries when Cathy or Cheryl is not at the front desk (lunches, etc).
- **Various Committee and Council/COW meetings:** Assemble Agenda packages (OHS), printing packages, taking minutes, updating action items, scanning, and uploading minutes to the website and file server (Health & Safety, COW, Council, Accessibility, Policing Services Review, etc.). Auditing past minutes to ensure all approved minutes were signed and uploaded for committees.
- **Other administrative/clerical and general duties as required and on-going.**

## **Office Report May 2023 Revenue Officer**

Daily duties include:

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

Opening office procedures

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

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

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

Distribute calls to various departments.

Complete deposits and deliver to the bank. (Frequently, not daily)

### **May 1<sup>st</sup> - Highlights**

Call from resident concerning tax sale questions, water bill problem and property line questions.

Checked into customers water account in Town Suite and the water sheets for updates on account called with answers to their concerns.

Three tax sale property information calls.

### **May 2<sup>nd</sup> - Highlights**

Attended Tax Sale run through 8:30 – 11:45.

Visitors in to inquire about where to get blueberries, Oxford's sights, and surrounding areas.

Prepared for tax sale day.

### **May 3<sup>rd</sup>, Highlights**

Worked with Co-Op student.

Homeowner called concerning their tax bill.

Community Services called concerning venue for meetings in town.

### **May 4<sup>th</sup>, Highlights**

Tax sale day at Legion 8:30 – 12:00.

Person called concerning overnight parking.

Tax sale owners in to pay dividends of acquired properties.

### **May 5<sup>th</sup>, Highlights**

Water repair on Water Street, called all businesses effected.

Homeowner called concerning water meter leak. Called Public works to notify.

Homeowner called concerning transfer station separation guidelines for Town.

#### **May 12, Highlights**

Call for public works concerning flow testing. Contacted Public works.

Homeowner called to ask about online banking options. Helped set this up.

A complaint about high cost of water and raised tax assessments.

#### **May 15<sup>th</sup>, Highlights**

Property owner requested to be hooked up to town water and sewer for new home.

Property owner of unsightly property came in to talk to CAO and set up a water payment plan ran off a statement of account from his water account.

Walk in water bill payment.

#### **May 16<sup>th</sup>, Highlights**

Called businesses to let them know about water break shut off for public works.

Credit Union bank called concerning tax bills. Confirmed contact information.

First National bank called concerning tax bill listing updates.

#### **May 17<sup>th</sup>, Highlights**

Student in for experience.

Homeowner called concerning tax information.

Filling in mortgage interim property tax payments on mortgage sheets in Town Suite.

#### **May 18<sup>th</sup>, Highlights**

Note left about library washroom sink draining slowly. Called public works about library sink.

Member of Habitat for Humanity in to ask for sewer and water hookup on Little River Road property. CAO spoke with them, needs to be approve by council.

11 phone calls concerning no water, why?

Started folding, stuffing, and sealing interim tax bills.

#### **May 19<sup>th</sup>, Highlights**

Water bill payment walk in.

Continued Interim property tax bill folding, stuffing, and sealing interim tax bills.

#### **May 23<sup>rd</sup>, Highlights**

Two customer calls concerning RBC online banking for there water and tax accounts.

**May 24<sup>th</sup>, Highlights**

3 walk in tax payments.

1 water walk in payment.

Attended the Nova Scotia Federation of Municipalities Living Well with Stress webinar.

**May 25<sup>th</sup>, Highlights**

Health and Safety meeting.

7 tax and water walk in payments.

Call from lawyers about house closing procedures and property information at 107 Crescent Drive sent to lawyer.

Call from lawyers about house closing procedures and property information at 5048 Main Street sent to lawyer.

Homeowner called with concern I filled out a requisition form with complaints of no sign at the end of Station Street for couriers and deliveries people to find homeowner. Also, road conditions there need to be addressed.

**May 26<sup>th</sup>, Highlights**

Walk in tax & water payments.

Tax sale owner in to ask questions pertaining to property purchased.

**May 29<sup>th</sup>, Highlights**

9 Water and tax bill payment walk ins.

Called public works about putting children playing sign on Sunset Avenue.

**May 30<sup>th</sup>, Highlights**

8 walk in payments for property and water taxes.

**May 31<sup>st</sup>, Highlights**

Water bills Due.

Received final water meter readings from public works to process water bills for house closings.

# Solid Waste Management Report

## May 2023

### Provincial Updates

#### Extended Producer Responsibility (EPR)

- Nothing new to report other than EPR continues to be a priority with NSECC, and staff are hoping that the recommendations on regulations will be going to the Minister soon.

#### C&D Regulation Changes

- As a reminder, treated wood will no longer be acceptable as C&D starting July 5<sup>th</sup>, however the department has communicated that they will be focusing on education for the first year. Municipalities seem to be waiting to receive educational information from NSECC before reaching out to the public on the changes as we would like the information to be consistent across the province.

#### 300kg Goal

Divert NS hired Stratzer to conduct the landfill audits over the summer months. The hope is to have a report in September/October, information from the report will feed into the consultation process that NSECC will have with municipalities. NSECC has reported that their focus right now is on the EPR file.

#### Northern Region

The committee is looking for a Vice Chair.

#### Mind Your Plastics

Mind Your Plastics, a registered Canadian Charity with a goal of eliminating plastic pollution in Canada, presented to the NR in May. They are looking to work with municipalities and have them implement a plastic free event policy. I have attached background information on Mind Your Plastic in addition to the information presented in May.

### Education & Enforcement

#### Residential Visits

We continue to receive a larger than expected number of rejections from Miller Waste for residents not sorting dual stream. Staff will continue to work on messaging to the public with a focus on Dual Stream Recycling.

#### Education & Enforcement Plans

The education & enforcement workplans for 2024 have been submitted to Divert NS. Staff should receive the first payment shortly.

**Litter project- Parks**

Staff plan on continuing with our “Put Waste In Its Place” messaging in our parks over the summer months.

**Social Media**

We continue to have an active presence on the Cumberland County Solid Waste Facebook Page.

**Solid Waste Hotline**

The hotline is starting to pick back up again which is likely in part due to all the cottagers and the Special Collection in the County.

**GFL Community Liaison Meeting**

The committee met on May 16<sup>th</sup> and the highlights from the meeting are outlined below:

- Don McCormick, Principal of NSCC Cumberland & Amherst was nominated as Chair of the committee.
- Chris MacDonald, Director of Landfill Operations and Environmental Compliance for Atlantic Canada informed the committee that GFL would be open to presenting to councils on their core values, goals, short-term and long-term plans, etc. If municipalities are interested, they are encouraged to contact Stephen Rayworth.
- The new Recycling Transfer Station design is nearing completion.
- Stephen Rayworth reported that some materials from both the commercial and residential sector are not being sorted properly. Chris reported that contamination levels can be as high as 40%; this contamination may be garbage mixed in the recycling bags but may also be paper products being mixed in with the recyclable containers (not dual stream). Due to the contamination levels, GFL will be conducting more detailed audits in the coming months.
- Recyclable materials are currently being shipped to PEI and Sydney for further processing.



# Municipal Plastic-Free Event Policy

**Mind Your Plastic is a registered Canadian charity that started in 2016 with a mission to eliminate plastic pollution in Canada.**

We collaborate with municipal governments to implement policies that better regulate materials used in our economy, work alongside Canadian businesses to give consumers better plastic-free choices, and provide direct action programming through our Circular Economy Ambassador Program for youth. As an organization, we are moving towards a plastic pollution-free future for #PlasticFreeLandAndSeas.

In our work with municipalities, we focus on eliminating plastic waste in Canadian cities and towns by introducing single-use plastic (SUP) free event policies. Zero plastic event policies can provide guidelines for event holders looking to hold events in their municipality. Working with event holders, municipalities can use the policy to request a plan that demonstrates how the event will be planned to prevent the use of single-use plastic and emphasize reusables, particularly for food and beverage. **Mind Your Plastic is looking to work with municipalities to develop policy to mandate SUP-free events. This is a beneficial opportunity for municipalities to demonstrate their commitment to going plastic-free and work with local stakeholders to encourage further plastic waste reduction in the events hosted in their communities.**

We have seen many event holders around the world take the initiative to ban single-use plastic at their events. For example, the Osheaga music festival in Montreal stopped serving plastic straws and began requiring food vendors to use recyclable containers, cups and utensils in 2018. Additionally, Osheaga has been using reusable Ecocup in concessions for the last 8 years. In Surrey, BC, styrofoam and non-recyclable/non-compostable items were also banned from the Fusion Festival in 2018. More recently, Glastonbury music festival in England has banned the sale of single-use plastic, including plastic bottles, and the Glasgow Coffee Festival in Scotland has banned single-use plastic cups in favour of reusable alternatives.

Municipalities are well-known leaders in the plastic waste reduction space. They have led the charge in developing progressive policy and taking local action to make significant change in their communities.



With event holders in cities taking a plastic-free approach to planning with their vendors and patrons, it is a fantastic opportunity for local governments to further embrace the wave of plastic waste reduction and look to reusability as a solution. It is a progressive and innovative next step for cities and towns to embrace going SUP-free at local events, and encourage event-holding partners to do the same through municipal policy.

Our goal for communities is to eliminate plastic waste altogether, and we see that happening largely through reusable systems. Although it is important to reduce plastic waste wherever possible, we also recognize the need for time and capacity-building to allow smaller businesses and events the opportunity to go plastic-free before they can go waste-free with a suite of reusable alternatives. As a result, there are additional considerations that must be taken into account when drafting plastic-free event policy.

A SUP-free event policy could include specific exemptions that mandate better materials for community events where reusables are not an option. Where financial and capacity limitations exist preventing an event holder from going completely reusable, events may use backyard compostable materials ideally, but also recyclable materials that are more sustainable options to replace single-use plastic. Event holders may swap a single-use plastic cup for a fully recyclable paper cup or plastic takeout containers with backyard compostable paperboard.

We do not promote a one-for-one switch of single-use items as a plastic waste reduction end goal, as single-use materials will never help us achieve total circularity, but we understand this may be a necessary stepping stone for some with financial or capacity restraints. We also see an opportunity for municipalities to develop their own system of reusable alternatives, to be rented out to events and vendors as a part of their event fee.

In terms of implementation, it will largely depend on the makeup of the policy adopted by the municipality and the level of engagement the Council would like to take on. If a municipality adopts a policy that requires event holders to present a plastic-free plan for approval, it is a relatively low initial cost, high impact policy for the Council. Staff would need to be assigned to review the submitted plans for approval or denial. Municipalities may also need to make decisions about whether they want to approve single-use compostable or recyclable alternatives.



But largely, the responsibility would fall to event holders to ensure they are sourcing non-plastic packaging and materials at municipal events, while the local government acts more as a mechanism to hold event planners accountable for waste management and plastic waste reduction.

For municipalities that want to have a larger role in plastic-free events, there is an opportunity to establish their own system of reusables provided to local events for a fee. Mind Your Plastic would be more than willing to assist municipalities in connecting with reusable rental companies and identifying reusable alternatives for typical packaging and materials at commonly held events. We are also happy to work with municipalities and find backyard compostable solutions so that municipalities can keep a resource of approved suppliers for their event holders. Depending on the level of a municipality's involvement in the implementation and sourcing of non-plastic alternatives, Mind Your Plastic can provide the specific resources and support to guide municipalities in finding their solution to plastic pollution.

We would love the opportunity to collaborate with your municipality to adopt policy that has a real impact on waste reduction at the community level. Plastic pollution is a problem requiring urgent action and reusable alternatives are a promising zero-waste solution. We believe that municipalities can be changemakers by implementing innovative policy and preventing plastic waste in their cities. If you want to be a part of the change, we would love to hear from you!

Michelle Brake, *Environmental Policy Analyst*  
michelle@mindyourplastic.ca

Natasha Tucker, *Executive Director*  
natasha@mindyourplastic.ca



# Example Plastic-Free Event Policy

## Single-Use Plastic-Free Event Policy

### PURPOSE

The purpose of this policy is to set out the municipal government's commitment to work with event holders to promote reusables and eliminate single-use plastic at local events.

### OBJECTIVE

The Single-Use Plastic-Free Event Policy has been developed in response to the amount of plastic pollution created by local events. It is meant to mandate and encourage planning to eliminate single-use plastic items and promote reusable systems used at all locally held events, including but not limited to music and food festivals, formal sports and recreational events, markets, and other events held by local organizers and by the Council.

Plastics are present in every area of our lives. It is a vast and pervasive problem that has significant environmental, social and health impacts. More than 3.3 million tonnes of plastic waste is produced every year in Canada, with approximately half of that waste coming from plastic packaging. Canadians recycle only 9 percent of that plastic waste each year.

The Single-Use Plastic-Free Event Policy reaffirms the City's commitment to protecting our waterways from plastic pollution and preventing plastic from entering landfills and the environment. Through this policy, the Council is supporting the transition to reusable packaging and better material alternatives to plastic.

### SCOPE

This policy applies to local event organizers, contractors, Council staff, and all other individuals or organizations seeking approval from the Council to plan, organize, and run events in the municipality.

This policy includes, but is not limited to all indoor or outdoor civic, commercial or community events, workshops, markets, festivals, fairs, conferences and sport events hosted in the City that require municipal approval.



# Example Plastic-Free Event Policy

This policy covers single-use plastic items that are used in purchasing, packaging, and distribution associated with local events. The policy makes exemptions for single-use plastic items that are necessary to meet health and safety standards or where there are no other practical alternatives available. All exemptions for plastics require written approval from the Council prior to the start of the event.

## DEFINITIONS

*Backyard compostable:* Material that can break down easily at home in a backyard compost within six to twelve months and do not require industrial composting under specific conditions.

*Better material alternatives:* Alternative materials to plastic and single-use plastics that are designed to either be longer-lasting or more sustainable (e.g. more recyclable, more compostable, derived from materials other than oil, not as resource intensive to manufacture).

*Deposit-refund system:* A system of handing out and collecting reusable packaging (e.g. cups or takeout containers) through a surcharge on the product when purchased by the consumer, which gets rebated when the product is returned.

*Plastic-Free Event Plan:* Document outlining how the event holder intends to prevent and reduce plastic waste throughout their event, their plan for plastic alternatives, and their plan for waste collection.

*Reusables:* An item or a system of items that are designed to be used and then reused multiple times by consumers (reusables can be owned by the consumer or collected for a fee through a deposit-refund system– see Definition: Deposit-refund system)

*Single-use plastics (SUPs):* Plastics that are designed to be used once, or for a short period of time, before being thrown away.



# Example Plastic-Free Event Policy

## POLICY

### *Requirements:*

- Organizations, businesses, and contactors running events must submit a Plastic-Free Event Plan to ensure the following requirements are met:
  - Single-use plastic bags are not used, sold, or distributed (for transporting items or for promotional purposes).
  - Single-use plastic plates, bowls, cups, straws, cutlery and plastic beverage and food containers are not used, sold, or distributed.
  - Single-use and single-serve condiment sachets and disposable plastic packets are not used, sold, or distributed.
  - Single-use plastic water bottles are not provided, sold, or distributed where there are alternative water sources. The Council will take into consideration the accessibility of free access to water in surrounding buildings, public fountains, and other nearby sources.
  - Single-use disposable cups and lids, including those lined with plastic that render the cup non-recyclable or non-compostable, are not to be used, sold, or distributed.
  - All avoidable plastic packaging, including cling wrap, plastic bags, other plastic wraps, or similar must not be used, sold, or distributed (for transporting items or for promotional purposes).
  - As a first alternative to single-use plastics, reusable packaging and containers should be considered. In cases with financial and capacity constraints, the Council will consider better material alternatives to plastic as a viable strategy to reduce single-use plastic.
  - Balloons and plastic balloon sticks are not to be used, sold or distributed.
  - Event materials, including signage, promotional banners and flags, and decorations should be reused where possible.
  - The event site or venue must be left in pre-event conditions with no residual litter. Sorted waste receptacles must be provided or sourced for the event to provide event-goers with clearly marked bins for recycling and composting, as well as landfilled waste. On-site staff for the event must guide event-goers on single-use plastic-free practices, and how to properly dispose of the waste created at the event.



# Example Plastic-Free Event Policy

## EXEMPTIONS

Exemptions to this policy may be made for health and safety reasons or where there is no other available alternative. All exemptions must receive written approval prior to the start of the event.

The Council supports the transition to reusable packaging systems and will therefore place emphasis on reusable alternatives to single-use plastics. Better materials, such as recycled paper or backyard compostable wooden materials, may be considered in cases where the event holder has specific financial or capacity restraints that prevent the event holder from implementing a system of reusables. The Council will support and assist organizations or individuals organizing an event in complying with this policy. However, lack of compliance or refusal to submit a Plastic-Free Event Plan will result in the event not being approved by Council.

Events are permitted to provide, sell or distribute single-use bottled water where there is no alternative water source. However, they must consider using and supplying reusable options to event goers. For example providing pitchers of water and reusable glasses, or selling reusable/refillable water bottles. Event holders can also consider providing a discount to event goers that supply their own reusable drinkware or maybe implement a deposit-refund system to promote reusability.

A record related to allowable exemptions will be established by the Sustainability/Events team following adoption of this policy.

This policy does not apply to private events and other events hosted on private property.

## TRANSITION PERIOD AND POLICY REVIEW

This policy will come into effect upon approval by the Council.

A transition period of six months will apply to establish positions within the Council assigned to review plastic-free event proposals from businesses and organizations as well as training for enforcement. This Policy is to be reviewed by the Sustainability/Events Team every two years following adoption by the Council. During the review process, additional single-use plastic items may be added to the policy for consideration.



# Common Questions

## ON STORAGE:

- How much of an inconvenience would storage be for municipalities?
  - For municipalities that own the reusables and choose to rent them out to event holders, they can potentially be stored in municipal facility storage such as local community centre kitchens (where they can be utilized for non-outdoor/offseason events such as cooking classes, indoor weddings, meetings, and conferences).
  - In speaking with Ecology North, an NGO that offers a Rent-a-Plate service to provide reusable plates and serviceware at local events in Yellowknife, storage has been more of a perceived barrier than an actual barrier to being able to offer a reusable alternative.
    - They are currently using a cabinet (not a lot larger footprint than an average refrigerator) that pretty comfortably stores about 200 place settings with mugs, large and small plates, large and small bowls, clear cups and utensils, as well as large bins for packing rental orders for clients.
    - They state that you don't necessarily need a lot of storage space, as the serviceware stacks well and is pretty reliable/resistant to damage and would be manageable for many, if not most, municipalities or NGOs in other regions to have similar initiatives with minimal space requirements.
    - There are other groups that already offer similar services, such as church and community groups.
  - For larger municipalities that see thousands of patrons attend events on municipal property, and do not see ownership of the reusable materials as a viable option, collaborating with businesses that have established deposit-refund systems for reusables is likely a better option.

## ON PRICE:

- How much would the reusables cost to purchase or in a deposit-refund system?
  - As an example, vendors can rent reusable cups from Canadian company EcoCup at a price of \$0.25 per unit, which includes washing service upon return (\$35.00 shipping outside Quebec).
    - This is equal to \$50.00 per box of 200 16oz cups (a typical size for serving beverages like beer or soft drinks).



# Common Questions

- To purchase EcoCups reusable cups outright, it's approximately \$0.70 per unit for blank cups, and runs closer to \$1.40 per cup for cups with personalized branding.
  - The cups are made of PET, which is estimated to have a break-even point of 5 uses. This means every time the cup is used beyond the fifth time, there is an environmental benefit compared to a disposable. PET cups can be washed and reused hundreds of times.
- Regular, single-use plastic "solo" style cups are priced at about \$0.14 per unit (16oz), but generates far more waste than a reusable cup that can be washed and reused hundreds or thousands of times (depending on the material).
- There is also an opportunity to recuperate the funds invested into purchasing reusables by enacting a reusability fee on municipal event permits, or even adding an extra \$1.00 per ticket for the event.

## ON WASHING AND SANITIZING:

- How difficult is it to acquire washing facilities? What is the cost for on-site washing? Off-site washing?
  - The Canadian reusable cup company, Cupko, offers off-site washing services for reusables (they have washing facilities in Toronto, Vancouver, and Montreal).
    - \$0.25 each for under 1000 cups
    - \$0.20 each for up to 5000 cups
    - \$0.15 each for more than 5000 cups
  - Portable dishwashers are also available to purchase or rent to wash the reusables. It can cost approximately \$25/week to rent a smaller standard portable dishwasher.
  - Ecolabs equipment rentals supplies commercial dishwashers for anywhere between \$100-\$300/month (these are suited more to professional kitchens/operations).
  - Mobile dishwashing rental trailers are also available in most of Canada (starting at \$3,950/month).
    - Renting dishwashing trailers does tend to be more expensive because they are much larger and act essentially as a mobile kitchen.
  - Another possibility is using nearby community centres/city-owned facilities with kitchens to wash the reusables from events .
    - If vendors have storefronts, they can transport their reusables back to their storefront locations as well to be washed as normal.



# Common Questions

## ON OTHER JURISDICTIONS:

- Has this type of policy been adopted in any other jurisdictions?
  - Ajax, Ontario has adopted a Corporate Ban on Single-Use Plastics.
    - In a five phase approach to implementation, the ban will eliminate unnecessary single-use plastics for all meetings, festivals and events by 2023.
    - Despite a delay in progress caused by COVID-19, Ajax has been very successful at phasing in the ban.
      - As part of Phase III, they have completed research on best practices across Canada to provide recommendations on external enforcement of the ban.
      - They have also started developing educational website targeted towards residents, youth and business owners.
      - Additionally, they have prepared competitive bid documents to tender a contract for a Vendor of Record for compostable/re-usable serviceware for corporate events.
  - Their work to fully enact the ban is still ongoing and very promising.
  - We are currently working on behalf of the Town of Ajax to produce a Plastic-Free Event Toolkit, which will provide valuable information and resources to residents and businesses on how to avoid single-use items in event planning.





**Cumberland Central Landfill Community Liaison Committee**  
**November 9, 2022 – 11:00 AM**  
**Minutes**

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**PRESENT:** Councillor Lisa Emery - Town of Amherst  
Councillor Chrystal McNutt - Town of Oxford (via Teams)  
Dylan Dawson - Community Member  
Brenda Rioux - Municipal Solid Waste Education & Contract Coordinator  
Stephen Rayworth - General Manager, GFL Environmental Inc. (Cumberland)  
Scott Ogilvie - Sr. District Manager, GFL Environmental Inc.  
Beverly Smith - Hydrogeologist, Dillon Consulting Limited  
Kathy Douglas - Recording Secretary, GFL Environmental Inc.

**REGRETS:** Neil Gillis - Nova Scotia Environment and Climate Change  
Councillor Mark Joseph - Municipality of the County of Cumberland  
Greg Herrett - CAO, Municipality of the County of Cumberland  
Jason MacDonald - CAO, Town of Amherst  
Linda Cloney - Town Clerk, Town of Oxford

**1. CALL TO ORDER/INTRODUCTIONS**

Members were welcomed to the inaugural meeting. There were introductions around the table. We are continuing to seek additional members at large.

**2. REVIEW TERMS OF REFERENCE**

This Committee will provide an opportunity for regular consultation between GFL Environmental Inc., the Municipality 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.

Discussion centred around Membership and the position of Chair. An independent Chair is preferable. However, recruiting members has been challenging despite advertising through the 3 Municipal Units on numerous occasions. Dillon Consulting has also made contact with residents such as Dylan Dawson.

Meetings will be held twice a year, in the spring and fall, which corresponds with the sampling performed by Dillon Consulting.

**3. NOMINATION OF CHAIR**

This will be postponed until the Spring meeting. Lisa Emery was the former Chair of CJSMA – she has agreed to be Acting Chair.

**4. APPROVAL OF AGENDA**

**Moved by** Scott Ogilvie, seconded by Dylan Dawson to accept the Agenda as circulated.

**5. SITE INITIATIVE REPORT - GFL**

Mr. Rayworth provided a brief overview of his report. He noted that the staff of the Municipality of the County of Cumberland have been very helpful in providing training in the operation of the Septage Facility. Other initiatives include a preliminary needs analysis and design work for a transfer station to receive, consolidate and ship recyclable materials; the installation of a remote terminal to allow 24/7 access to the Septage Facility by the septage haulers; various electrical upgrades to the landfill leachate collection system; and a new compost screener which has resulted in a much-improved compost product.

Mr. Rayworth noted that recyclables are being shipped out to PEI, Cape Breton and Quebec. GFL has a sorting facility in Charlottetown.

**6. OPERATIONS REPORT - GFL**

Mr. Rayworth noted that the tonnages for the period of February 1, 2022 to October 31, 2022 are in line with previous CJSMA numbers. Septage was not previously tracked by the Municipality of the County of Cumberland.

A second excavator was added to the site in April 2022 but it was destroyed by fire in October 2022.

Dillon has conducted its spring ground and surface water monitoring sampling and reporting. Fall sampling has been done which will be reviewed at the spring meeting of the Committee.

Nova Scotia Environment and Climate Change (NSECC) has released new Construction and Demolition (C&D) guidelines effective July 1, 2023. *Treated* lumber will be banned from C&D disposal facilities and will be required to be disposed of in a second-generation landfill. Municipal by-laws will need to be changed to accommodate these new guidelines. Mr. Rayworth assumes that the Municipalities will designate *treated* wood as Municipal Solid Waste (MSW).

Ms. Rioux noted that C&D is handled differently within the 3 Municipal Units. C&D is not collected curbside in the Town of Amherst. In the Municipality of Cumberland, C&D is picked up curbside during the annual Special Collection. County residents also have the option to drop off C&D at the 3 remaining Transfer Stations owned by MCC.

Residents of the Town of Oxford do not have curbside pickup and the Oxford Transfer Station does not accept C&D.

Mr. Rayworth noted that the definition of C&D is that it must be attached to a structure. An old window would be C&D but a faulty window from the manufacturer would be garbage. This will be a challenge for contractors so education will be key. GFL cannot sort loads so if a mixed load of C&D comes in containing *treated* wood, it will go to the Landfill as MSW. One disadvantage is that C&D does not compact as well. Currently, the C&D tipping fee is \$89.01/MT; MSW is \$148.34/MT (taxes not included).

Ms. Rioux stated that the Municipal CAOs are aware of the upcoming change regarding C&D. The Educational plan is not yet done.

Ms. Smith has not yet seen the draft C&D guidelines but wondered if leachate testing was mentioned in the document. Neither Mr. Rayworth nor Mr. Ogilvie have seen anything in the document. Mr. Ogilvie noted that in West Hants, C&D goes into the Landfill and no testing is required. However, if they choose to use the C&D (shredded) as cover material, it has to be tested. With the added expense of renting a shredder, it is easier to take out of the approval than to put in the approval. They no longer use C&D as daily cover.

**7. MONITORING REPORT – DILLON CONSULTING**

Bev Smith, Hydrogeologist, reviewed the Monitoring Program for Little Forks which is conducted as per the approval to operate and recommendations made in the annual monitoring reports prepared by Dillon. The monitoring program involves visiting the site on a semi-annual basis and collecting samples from numerous locations as outlined in the report accompanying today's agenda.

On-site and off-site wells are tested for general inorganic chemistry, metals and bacteria (total coliforms and E. coli). There are 14-15 off-site, privately-owned wells. Each property owner receives the results of their own potable water sample following the fall event. If bacteria are detected, residents are notified by phone. There is no sharing of results of the privately-owned wells, but all results are shared with NS Environment. Ms. Smith noted that there has been no affect on nearby houses at all.

**8. NEW BUSINESS**

None.

**9. Q&A**

Councillor Emery requested an update on the cell closure project. Mr. Rayworth reported that the project was not on schedule but was under budget. It was a condition of the sale of the landfill that Cumberland Joint Services Management Authority (CJSMA) paid for the cell closure project. CJSMA will be wrapping up in the next few months.

Councillor Emery asked Mr. Dawson if neighbours had any issues. He has only spoken with one neighbour.

Mr. Rayworth noted that it is the intention to conduct these meetings at the site. There are internet connectivity issues at the existing site location. However, a portion of the office will be made into a Board Room. In the meantime, if anyone would like a tour of the site, please let him know. Ms. Rioux wondered if GFL would be open to public tours. Mr. Ogilvie noted that GFL has been open to conducting tours. If there are construction projects underway, there are issues with liability. He also noted that there are drone videos of cells being constructed which provide a better understanding of GFL's commitment to the environment.

Mr. Rayworth will prepare a slide show for the next meeting. In the meantime, Mr. Rayworth will circulate an email to all Committee members with his contact information. Communication is critical. If there are any resident or Committee member concerns or questions, please reach out at any time.

Councillor Emery asked if GFL might be interested in continuing with a CJSMA activity of tours, wagon rides and 2 free bags of compost in future. This will be looked into.

**10. ADJOURNMENT**

**Moved by** Dylan Dawson to adjourn at 12:25 pm.



**Municipal Affairs and Housing  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

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May 26, 2023

Linda Cloney  
Chief Administrative Officer  
Town of Oxford

VIA E-MAIL: [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)

Dear Linda Cloney:

Thank you for providing the Department of Municipal Affairs and Housing with a copy of the Town of Oxford's *Action Plan* received on May 15, 2023, in response to my request of January 31, 2023.

The Department will review the Town's Action Plan and may reach out to the Municipality during this review.

Should you have any questions, please contact Rebecca Doucett, Director of Municipal Finance, at either (902) 424-2382 or [rebecca.doucett@novascotia.ca](mailto:rebecca.doucett@novascotia.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr  
Minister of Municipal Affairs and Housing

c: Gregory Henley, Mayor, [ghenley@oxfordns.ca](mailto:ghenley@oxfordns.ca)  
Paul T. LaFleche, Deputy Minister, DMAH  
Valerie Pottie Bunge, Associate Deputy Minister, DMAH  
Andrew Atherton, Executive Director, DMAH  
Rebecca Doucett, Director of Municipal Finance, DMAH  
Nick Barr, Director, Governance & Advisory Services, DMAH  
Ross MacDonald, Municipal Advisor, DMAH

23-118 - RD



## Asset Management Policy

<b>Policy Name:</b>	<b>Asset Management Policy</b>	<b>Policy No.</b>
<b>Effective:</b>	<b>Amended:</b>	<b>Renewal date:</b>

### 1. PURPOSE:

The Town of Oxford is committed to improving the long-term sustainability of our infrastructure through this asset management policy. This provides a consistent framework for service delivery and infrastructure planning. It provides guidance to Council and staff to develop transparent and accountable processes to demonstrate the legitimacy of decision-making which combines strategic plans, budgets, service levels and risks.

### 2. STRATEGIC ALIGNMENT:

The principles in this asset management policy and our asset management planning will align with the vision and values our community has been built on and the strategic direction we have planned for our community’s future as outlined in the Town’s Strategic Priorities, Source Water Protection, Municipal Planning Strategy, Debt Affordability, and Master Recreation Plans.

### 3. SCOPE:

This policy applies to assets owned and managed by the Town of Oxford but does not apply to Cumberland Joint Services Management Authority assets or equipment located at the Town of Oxford Transfer Station.

### 4. PRINCIPLES:

#### 4.1 Service Delivery to Community:

Our Town, through transparent, accountable, and informed decision-making processes, will clearly define level of service objectives that balance community expectations and regulatory requirements with risk, affordability, and available resources.

#### 4.2 Holistic Approach:

Our Town will take an integrated and coordinated approach to decisions on infrastructure maximizing value to the community in a larger service delivery context, not just as an isolated asset.

#### 4.3 Long term Sustainability and Resilience:

Our Town will consider socio-cultural, environmental, and economic factors and implications when making and implementing asset management decisions.

#### 4.4 Fiscal Responsibility and Asset Management Decision-Making:

The Town will choose practices, interventions and operations that aim at reducing the lifecycle costs of asset ownership, while satisfying agreed levels of service. Decisions are based on balancing service levels, risks, and affordability.

#### 4.5 Continuous Improvement:

To ensure Council is supported in making well-informed decisions based on good information and advice, our municipality commits to:

- Supporting asset management awareness and training for staff and council in accordance with their respective roles and responsibilities
- Progressing in the asset management process
- The integration of asset management systems
- Community engagement

## 5. Roles and Responsibilities:

The CAO has overall responsibility for asset management planning for the Town and is responsible for:

- Overall compliance with asset management policy
- Assignment of responsibilities to staff and ensuring they understand the policy requirements and are empowered to implement asset management planning in accordance with this policy

Council has overall responsibility on behalf of residents to provide services that the community needs and is willing to pay for. The Council is responsible to provide services at an appropriate cost while managing long-term risk. Council will:

- Approve by resolution the asset management policy and any amendments
- Approve by resolution asset management plans and budgets
- Use this policy as key guidance in asset management decision-making
- Ensure this policy is reviewed and/or renewed not later than December 31, 2023