



TOWN OF OXFORD  
Council Meeting  
Town Hall – Council Chambers  
Monday, 17 December 2018  
6:00 PM

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Swearing-In Ceremony: Oxford Fire Department  
Chief Trueman Rushton  
Deputy Chief Kenneth Hickman
4. Minutes of the Previous Meetings
  - 3.1 19 November 2018 Regular Council
5. New Business
  - 4.1 2017-18 Audited Financial Statements
  - 4.2 RFD 009-2018 Procurement Policy
  - 4.3 Election of Deputy Mayor
  - 4.4 Committees and Board Representations
  - 4.5 RFD 012-2018 Special Election Appointment of Returning Officer
6. Reports
  - 5.1 CAO Report
  - 5.2 Economic Development
  - 5.3 Recreation and Leisure
  - 5.4 Public Works
  - 5.5 Fire Department
  - 5.6 Police Advisory Board
  - 5.7 NSFM Board Report
  - 5.8 YMCA
7. Correspondence
8. In Camera - Personnel
9. Adjournment

## Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers  
Date: Monday, November 19, 2018  
Presiding Officer: Councilor Dawn Thompson  
Councilors present: Councilors Brenton Colborne, Dave Clark, Rick Draper and Wade Adshade  
Councilors absent: Mayor Trish Stewart

A quorum was present throughout the meeting.

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

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Agenda item	Discussion and Decisions
2. Agenda	<p>It was moved and seconded that the agenda of the Oxford Town Council regular council meeting of November 19, 2018 be approved as amended.</p> <ul style="list-style-type: none"><li>• 4.7 – Police Advisory Board Data Collection</li><li>• 4.8 – Special Election</li><li>• 4.9 – Dave Clark</li><li>• 4.10 – Flag Pole at the cenotaph</li><li>• 5.3 – Public Works – Brenton re: Water Break</li></ul> <p><b>Motion Carried</b></p>
3. Minutes	<p>It was moved and seconded that the minutes of the October 15, 2018 Oxford Town Council meeting be approved.</p> <p><b>Motion Carried</b></p>
4. New Business	<p><b>Municipal Finance Corporation Best Practices: Audit Committee Terms of Reference – presented by Paul Wills, Municipal Finance Corporation</b></p> <ul style="list-style-type: none"><li>• Presented a hard copy presentation – a copy has been filed with Council Package</li><li>• The Committee is made up of part Council and at least one person from the public – that excludes any one person that is related to a council member or an employee. Ideally someone from our town, but can branch out to other areas.</li><li>• The Committee is to meet at least twice a year</li><li>• Alleged wrong doings - one of the new sections that was added to FRAM</li><li>• A risk assessment should be done at least every three years</li><li>• The proposed terms of reference is included in the package</li></ul> <p>It was moved and seconded to adopt the terms of reference as presented in the council package.</p> <p><b>Motion Carried</b></p>

4.2

**RFD 009-2018 Procurement Policy**

- the thresholds are a benchmark of what Council is comfortable with.
- the procurement policy has some purchasing methods in it around tendering, going to quotes... etc. Purchasing cards can be a challenge and there is risk involved and for clarity, for transparency, and to ensure that the right checks and balances and processes are in place and that all of council sees it, understands it, and it's there for the public as a document. It's the best practice based on GFOA.
- it was suggested that the purchasing cards be appendix to the policy as opposed to written right in the policy
- On appendix 5 under cardholder agreement – change the wording from the township to the town.

**It was decided by council to table the RFD 009-2018 Procurement Policy to the December council meeting.**

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4.3

**RFD 010-2018 Council Meetings and Proceedings Policy**

- Table to next meeting the broader list of Committee's

**It was moved and seconded to approve the Council Meetings and Proceedings Policy as amended.**

*- Amendment: page one of 11; 3 A - it should say July and August.*

**Motion Carried**

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4.4

**2017-18 Audited Financial Statements**

- We did have an audit committee meeting that reviewed the statements.
- Kevin Matheson plans to attend the December council meeting.

**It was decided by council to table the 2017-18 Audited Financial Statements to the December council meeting.**

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4.5

**RFD 011-2018 Conveyance of Property: Crescent Drive**

- the deed is being registered

**It was moved and seconded that Town Council accept a conveyance of property from the Bragg Lumber Company, Document No. 112721791 recorded on June 8, 2018 in the Land Registration Office for Cumberland County, for the purpose of a road extension and that the property is now part of Crescent Drive.**

**Motion Carried**

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4.6

**Oxford Sinkhole Geophysical Testing Proposal**

- Rachel gave an update on the Oxford Sinkhole
- They will be able to reach the depth that we are looking for through a variety of means. 30 – 40 feet at least.

**It was moved and seconded to approve the Oxford Sinkhole Geophysical Testing Proposal as amended.**

*Amendment: contingent on funding from the Province*

**Motion Carried**

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4.7 **Police Advisory Board Data Collection**

- Intersection Study being done by the volunteers from the Police Advisory Board.

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4.8 **Special Election**

**It was moved and seconded to assign February 2, 2019 as the Election Day for the upcoming special election.**

**Motion Carried**

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4.9 **Dave Clark**

Will be away for three weeks in January 2019.

**Council excused Councilor Dave Clark for his upcoming absence.**

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4.10 **Flag Pole at the cenotaph**

- The Legion had some problems with the Flag Pole during the Remembrance Day Service.

**It was moved and seconded to allow the Legion to cut down a tree, peel and varnish or shellac it to replace the metal Flag Pole we have in place now for the 2019 Remembrance Day Service.**

**Motion Carried**

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5. Reports  
(5.1 to 5.4)

Rachel Jones presented the Staff Reports.  
Key points discussed were:

- Council commended Ruthie for all her hard work
- Council will get back to Corey regarding volunteering for the Christmas Parade
- Council requested we do an inventory of all the Recreation and Leisure items we have.
- It was discussed to reach out to the public more to help out with the Christmas Parade.
- The Spookarama was a huge success this year.
- The Boston Christmas Tree Event was a huge success as well.

- A discussion in detail regarding the power outage that affected our chlorinator. There is a meeting next week with the NS Power Company and Oxford Frozen Foods. We may need to purchase another large generator.
- Council complimented the Public Works crew for their initiative to setting up park benches all around the cenotaph and also the great clean up job for the Remembrance Day service.

**It was moved and seconded that the reports presented be approved.**

**Motion Carried**

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**6. Adjournment** Councilor Dawn Thompson advised Council the next meeting is scheduled for December 17, 2018 at 6:00 pm in the Council Chambers.

**It was moved and seconded that the meeting be adjourned.**

**Motion Carried**

**The meeting was adjourned at 7:15 p.m.**

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**Dawn Thompson, Councilor**

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**Linda Cloney, Recording Secretary**

# Town of Oxford Procurement Policy

Effective Date:

Approval by Council Resolution:

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## **Purpose**

1. To provide guidelines for the procurement of all goods and services for the Town of Oxford based on sound management and public procurement practices. Procurement methods shall be open, fair, transparent and consistent, while being both efficient and effective; procurement methods should reflect the need to make timely decisions and make best use of staff time to reach defensible procurement decisions.
2. To establish a more efficient and cost-effective method of procuring and paying for low dollar value, high volume goods and services, as well as, travel expenses, registrations and other corporate affiliated expenses, while maintaining acceptable levels of control and accountability.



## **Application**

3. This policy applies to all procurement activity of the Town of Oxford.
4. The Chief Administrative Officer (CAO) of the Town of Oxford is responsible for ensuring compliance with this policy.
5. All Town of Oxford personnel who have responsibility for the procurement of goods, services, construction, or facilities must adhere to this policy. Failure to adhere may result in a temporary or permanent loss of procurement privileges or in more extreme cases result in disciplinary action and/or dismissal.

# Spending Authority

## Roles and Responsibilities

### 6. Chief Purchasing Officer Responsibilities

- a) The CAO shall be the Chief Purchasing Officer for the Town and shall oversee the purchasing practices of all departments to ensure compliance with the Town's purchasing policy.
- b) The CAO shall issue purchase orders for operational supplies for the general government services department, Emergency Management Office (EMO) and other protective services, public health and welfare services for all departments in accordance with purchasing policy procedures. The CAO shall issue operational purchase orders for the other departments in the absence of the respective director.
- c) *Low value thresholds* – The CAO shall be responsible for approving low value operational purchases of \$10,001 or more for all departments in accordance with Procurement Policy procedures.
- d) *High value thresholds* – The CAO shall prepare and call tenders for all high value purchases of the Town and shall guide the tender opening process through the appropriate procedure, as detailed in this policy.

### 7. Director Responsibilities

- a) Directors shall issue all purchase orders for their departments only. All purchase of goods and services shall require a purchase order to be issued.
- b) No director shall charge a purchase to another department without the prior knowledge and approval of the director affected.
- c) *Low Value Thresholds* – Directors of departments shall be responsible for approving low value operational purchases up to and including \$10,000 for their own department in accordance with Procurement Policy procedures.
- d) *High Value Thresholds* – For purchase requirements above high value thresholds set in the Procurement Policy, the director shall submit a set of specifications for inclusion in the public tender call process to the CAO.

## Operational Purchasing

### 8. Purchase Order Procedures

- a) The Town uses a purchase order (PO) system for each purchase. The CAO and directors are the only individuals with the authority to use POs.
- b) POs must be signed and dated. One copy is given to the accounts payable (A/P) clerk while the director maintains one copy until the goods/service has been received. Once received, the director's copy is sent to the A/P clerk and matched with the first copy.
- c) Once received, the invoice is matched with the PO to ensure a valid purchase.

- d) The A/P clerk enters all invoices for payment and initials the invoice once posted. A report is prepared for the Deputy Clerk to compare to posted invoices.
- e) The A/P clerk runs cheques for invoices posted. The clerk matches invoices to cheques and puts the cheque number and date on the invoice and PO.
- f) The cheques and invoices are given to individuals with signing authority. They compare the invoices to the cheque and sign when satisfied. They also initial the invoice to indicate they have reviewed and signed the cheque.
- g) Bank reconciliations are performed each month by the Deputy Clerk Reconciliations are initialed and dated by the Deputy Clerk once completed. Reconciliations are reviewed and approved by the CAO.
- h) All purchases must be covered with a purchase order.
- i) Prior to budget approval, directors shall not purchase items considered unnecessary to the continuance of the existing operation.
- j) It is not permissible to issue a PO that will put the account over budget without first having approval for the over-budget amount. Reallocation between expenditure accounts and equipment priority changes in the same expenditure must also have prior approval.

# Procurement Process

## Objectives

9. The Town of Oxford is committed to:
  - a) Providing for the procurement of goods, services, construction and facilities in a fair, open, consistent, and transparent manner resulting in best value.
  - b) Encouraging competition, innovative ideas and solutions, while respecting all Legislative and Trade Agreement obligations.
  - c) Promoting sustainable procurement in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ under-represented populations.
  - d) Ensuring that qualified suppliers have equal opportunity to bid on the Town of Oxford's procurement activity.
  - e) Being accountable for procurement decisions.

## Thresholds

### 10. *Low Value Procurement*<sup>1</sup>

- a) Goods up to and including \$10,000
- b) Services up to and including \$25,000
- c) Facilities up to and including \$10,000
- d) Construction up to and including \$25,000

11. For all low value procurement activity with a procurement value as outlined above (excluding taxes), Town of Oxford personnel are expected to, as far as practicable, attempt to obtain at least three quotes and award to the supplier offering best value. The only exception to this would be when the Town of Oxford personnel are using Alternative Procurement Practices as outlined in this Policy or are accessing a publicly tendered standing offer.

12. When selecting the list of suppliers to be provided the opportunity to quote, Town of Oxford personnel will make every effort to ensure a fair and open process is followed. While Town of Oxford personnel are expected to invite only qualified suppliers, they are not to consistently invite bids from only one or a select group of suppliers. Invitations and bidding opportunities are to be equitably distributed among all potential bidders in an area, and all interested and qualified suppliers are to be evaluated on a consistent and equitable basis. here

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<sup>1</sup> Purchases under \$1,000 do not require a quote. If one exists, they must be purchased under a standing offer provided it would provide best value. Directors must approve such purchases and appropriate documentation (e.g. receipts, invoices) must be kept.

increased competition is appropriate, Town of Oxford personnel may choose to publicly tender for goods, services, construction or facilities that fall within the above thresholds.

13. *High Value Procurement*

- a) Goods over \$10,000
- b) Services over \$25,000
- c) Facilities over \$10,000
- d) Construction over \$25,000
- e) In some cases where deemed appropriate to improve efficiencies the CAO may revert to a three-quote process upon agreement of Council where it does not contravene, regional, national or international trade agreement

14. All procurement activity with a procurement value over the thresholds (excluding taxes) outlined above must be obtained through a public tender. See Appendix 4 of this Policy for an outline of tools available for public tender. The only exception to this would be when Town of Oxford personnel are using an Alternative Procurement Practice or are accessing a publicly tendered standing offer. All public tender opportunities must be posted on the Province of Nova Scotia Procurement Web Portal. Town of Oxford personnel may wish where appropriate to also advertise in local, provincial, or national media; however, there is no obligation to do so. In addition, a notice of tender opportunity may be sent to selected suppliers where required to ensure an adequate degree of competition.

15. *Alternative Procurement Practices*

In order to balance the need for open, competitive process with the demands of urgent or specialized circumstances, Alternative Procurement Circumstances have been developed. These circumstances must be used only for the purposes intended and not to avoid competition or used to discriminate against specific suppliers. To ensure appropriate use, each circumstance must be documented by Town of Oxford personnel stating the rationale permitting the Alternative Procurement Circumstance and signed by the CAO. All documents must be filed and maintained for audit purposes. See Appendix 2 for a list of the Alternative Procurement circumstances, as well as further requirements on documentation.

16. *Bid Opening, Evaluation, and Award*

- a) *Bid Opening*  
Bids are accepted in accordance with the closing time, date, and place stipulated in the bid request documents. Members of the public may receive the list of bidders electronically after bid opening.
- b) *Bid Evaluation*

All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.

c) *Award*

The winning bidder and contract award amount for all high value procurement activity must be posted on the Province of Nova Scotia's Procurement Web Portal. After contracts have been awarded, routine access to information at the vendors' request shall be provided in the following areas:

d) *Bidders list*

- i. Name of winning bidder
- ii. Award price excluding taxes of the winning bidder
- iii. Access to tender documents or other proprietary information is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

e) *Supplier Debriefing*

At the request of a supplier who submitted a bid, Town of Oxford personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers can find out how their proposal scored against published criteria, obtain comments on their bid, and gather information on how future bids may be improved. Bids are not compared to others, nor will information on other bids be provided.

f) *Supplier Complaint Process (SCP)*

When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as defined in the Public Procurement Act. The SCP is not a dispute resolution process, but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.

17. *Fair Treatment for Nova Scotia Suppliers*

While it is recognized that this policy has no provision for "local preference" purchasers should ensure that local suppliers have an equal opportunity to participate in the competitive bidding process described in this policy. Based on the principle of best value for the Town of Oxford and when deemed to be in their best interest, Town of Oxford personnel may apply a preference for goods valued up to and including \$25,000 that are manufactured or produced in Nova Scotia. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the CAO. Town of Oxford personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below the low value procurement thresholds to Nova Scotia suppliers. Any decision made by Town of Oxford personnel should be based on budget considerations and shall be approved by the CAO.

## **Other Considerations**

### **18. *Cooperative Procurement***

Town of Oxford personnel are encouraged to look for opportunities to collaborate with government agencies when the arrangement may result in overall cost savings or other substantial advantages. For example, joint procurement may be appropriate to procure commonly used goods, services, fuel oil, natural gas, telecommunications, etc.

### **19. *Standing Offers***

Town of Oxford personnel may access all Province of Nova Scotia standing offers, as well as any standing offer established through the Procurement Advisory Group for the Province should Town of Oxford personnel wish to make use of the savings opportunities.

## **Obligations under the *Public Procurement Act***

20. In addition to the areas already covered by this Policy, the following are additional obligations of the *Public Procurement Act* that the Town of Oxford personnel are required to adhere to with their procurement practices.

### **a) *Terms and Conditions***

Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.

### **b) *Posting Tender Notices and Awards***

All opportunities subject to a public tender must be advertised on the Province of Nova Scotia Procurement Web Portal. Town of Oxford personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded.

### **c) *Code of Ethics***

Town of Oxford personnel and council must ensure their conduct in relation to procurement activity is consistent with the "Duties of public sector entity employees" in the *Public Procurement Act*. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.

### **d) *Other***

#### **i. *Policy Posting***

Town of Oxford personnel will ensure this policy is posted on the town's web site.

#### **ii. *Supplier Development Activities***

Town of Oxford personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat.

iii. *Regulations*

Town of Oxford personnel will make sure that procurement practices remain consistent with any regulations that are adopted under the *Public Procurement Act*.



## Appendix I – Definitions

1. *Atlantic Standard Terms & Conditions*

Standard instructions that support public tenders issued by the four Atlantic provinces for goods and services. Supplements may be added if and when required.

2. *Best Value*

Evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.

3. *Bid*

A supplier response to a public tender notice to provides goods, services, construction or facilities.

4. *Construction*

The construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement.

5. *Construction Contract Guidelines*

Standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.

6. *Goods*

Materials, furniture, merchandise, equipment, stationery, and other supplies required by the Town of Oxford for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.

7. *Facilities (also referred to as Building Leases)*

All building lease requirements covering the conveyance of the right to use tangible building property for a specified period of time in return for rent.

8. *Procurement Activity*

The acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.

**9. Procurement Value**

The value of the total contract excluding taxes but including all options whether exercised or not. For Facilities this value is determined by the monthly lease/rent times the term of the contract.

**10. Procurement Web Portal**

The public website maintained by the Province of Nova Scotia where all public tender notices are posted.

**11. Public Advertisement**

Advertising a public tender notice on the procurement web portal.

**12. Public Procurement Act (PPA)**

An Act outlining the rules related to the procurement activity of all public-sector entities (including municipalities) in the Province of Nova Scotia.

**13. Public Tender**

Procurement for goods, services, construction, or facilities obtained through public advertisement. (See Appendix 3 for an outline of the various tools that can be used for public tender.)

**14. Public Tender Notice**

Notice of intended procurement for goods, services, construction, or facilities obtained through public advertisement.

**15. Services**

Services required by the Town of Oxford for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract.

**16. Standing Offer**

A standing offer is a contractual arrangement with a supplier to provide certain goods or services on an 'as required' basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.

**17. Sustainable Procurement**

Sustainable Procurement involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:

- a) Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction

- b) **Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy**
- c) **Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.**

## **Appendix 2 –Special Services**

1. Legal services will be acquired by public tender every five years.
2. Banking services will be acquired by request for proposal every five years.
3. Audit services will be acquired by public tender every five years. The Auditor's quality of work will be reviewed each year by the Audit Committee. Annual renewal of the contract for audit services will be made by the Audit Committee.
4. Engineering services will be by public tender every five years.
5. Insurance coverage will be by public tender every five years.

## **Appendix 3 – Alternative Procurement**

Only those holding the appropriate role/position may delegate signing authority.

### *1. Low Value Purchase*

The CAO may delegate signing authority for low value Alternative Procurement transactions to the head of a given business area. No further approvals will be necessary. The CAO will ensure persons with delegated signing authority will be held accountable for their actions and that all procurement activities by Town of Oxford personnel are properly documented and filed for follow up and audit. The CAO shall remain accountable for the proper use of alternative procurement transactions.

### *2. High Value Purchase*

Town of Oxford personnel wishing to make use of a high value Alternative Procurement practice (with the exception of an emergency) must consult with the CAO to obtain his or her approval and identify the most appropriate means by which to proceed with the satisfaction of the requirement. If in agreement, CAO may direct Town of Oxford personnel to proceed with the procurement. The CAO may wish to confer with provincial government procurement officials for discussion, validation, and/or alternative options. The CAO may delegate signing authority for high value alternative procurement transactions to an Acting CAO in their absence. All appropriate documentation will be maintained on file for audit purposes. The CAO will ensure persons with delegated signing authority will be held accountable for their actions. The CAO shall remain accountable for the proper use of alternative procurement transactions.

## **Alternative Procurement Circumstances**

### *3. No Threshold Restrictions*

Town of Oxford personnel may use the following Alternative Procurement practices as described below for the procurement of goods, services, construction or facilities, with no threshold restrictions:

- a) Where an unforeseeable situation of urgency exists, and the goods, services, or construction cannot be obtained in time by means of open procurement procedures. Entities must ensure inadequate planning does not lead to inappropriate use of this exemption.
- b) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
- c) Where compliance with the open tendering provisions set out in this Policy would interfere with a Party's ability to maintain security or order, or to protect human, animal, or plant life or health.

- d) In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.
- e) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- f) Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
- g) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
- h) For the purchase of goods on a commodity market.
- i) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- j) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- k) For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- l) For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- m) For the procurement of original works of art.
- n) For the procurement of subscriptions to newspapers, magazines, or other periodicals.
- o) For the procurement of real property.
- p) For the procurement of goods intended for resale to the public.
- q) For the procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs, or through employment equity programs.
- r) For the procurement from a public body or a non-profit organization.
- s) For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.

##### *5. Threshold Restrictions*

Town of Oxford personnel may use the following Alternative Procurement practices as described below, up to the high value thresholds of this Policy:

- a) For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for any subsequent purchases.
- b) For procurement that fosters the development of minority businesses.

## Appendix 4 – Procurement Tools

Below is an outline of some of the various tools available for use when issuing a public tender:

### 1. *Request for Proposal (RFP)*

Used when a supplier is invited to propose a solution to a problem, requirement, or objective. Suppliers are requested to submit detailed proposals (bids) in accordance with predefined evaluation criteria. The selection of the successful proposal is based on the effectiveness, value, and price of the proposed solution. Negotiations with suppliers may be required to finalize any aspect of the requirement.

### 2. *Request for Construction (RFC)*

Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.

### 3. *Request for Quotation (RFQ)*

A request for quotation on goods or products with a minimum specification. Award is usually made based on the lowest price meeting the specification. An RFQ does not normally but may sometimes include evaluation criteria.

### 4. *Request for Standing Offer (RSO)*

A public tender to provide commonly used goods or services. The term of the standing offer can vary in duration but will be clearly defined in the tender documents. RSO's may include evaluation criteria depending on the requirement.

### 5. *Request for Expression of Interest (REI)*

The Request for the Expression of Interest is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process. The short-listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.

## Appendix 5 - Purchasing Cards

### Objectives

1. The Town of Oxford is committed to:
  - a) Reducing the costs of procuring and paying for low dollar value goods, services, and travel expenses by reducing the number of small orders and invoices processed and the number of cheques issued.
  - b) Eliminating the issuance of travel and cash advances in addition to separate payments or registration fees, transportation costs, and accommodations.
  - c) Maintain the existing levels of discounts negotiated with suppliers for prompt payment by providing a more efficient payment process.
  - d) Streamline administrative functions and reduce the time spent by departments processing payments.
  - e) Maintain an acceptable level of accountability and safekeeping of the Town of Oxford's assets by setting appropriate limits and restrictions on the use of cards.

### Roles and Responsibilities

2. Purchasing cards may be used by select authorized purchasers for procuring both goods and services for the Town of Oxford. The purchasing card has a transaction limit which is set by the Town of Oxford to meet the cardholder requirements. The CAO shall use discretion in the number of cards in use at the Town of Oxford by reviewing the nature of the positions which have cards and the requirement of their respective departments.
3. Unless a separate and different level has been specifically approved by Council, the purchasing card limits shall be as follows:
  - a) Mayor - \$5,000
  - b) CAO - \$5,000
  - c) Directors - \$2,500

These limits are defined as the maximums for individuals the CAO deems appropriate to have a purchasing card. The limits represent the total amount of purchases that can be charged to the card during a one-month billing cycle.
4. Under no circumstances shall a transaction be split into two or more separate receipts to bypass the transaction dollar limit on the card or the approval limits of the employee.
5. The purchasing card may not be used to purchase or pay for:
  - a) Personal purchases
  - b) Cash Advances
  - c) Alcohol



## **Procedure**

6. Orders, reservations, and registrations may be placed either by internet, fax, phone or in person. The monthly processing can be summarized as follows:
  - a) Authorized cardholders make purchases in the normal course of business and maintain a record of all card transactions.
  - b) Cardholders verify monthly statements against their record and purchase transaction logs (provided in Appendix 6) and provide project, process or reason for purchase.
  - c) Supervisor of the cardholder approves the statement for payment and sends to Deputy Clerk for payment.
  - d) The Deputy Clerk receives and pays the monthly billing allocating expenses according to details provided.
7. Written agreements shall be made with the bank, including fee schedules and processing procedures. The bank may assign a manager to the Town's account in addition to the Town's monitoring mechanisms
8. To enhance accountability, there shall be a segregation of duties involved with purchasing cards, including payment approval, accounting, and reconciliation.

## **Receiving Goods**

9. The cardholder shall keep a copy of all supporting documentation (e.g. cash register and purchasing card receipts, vendor notices, purchase register, etc.) and attach it to the monthly statement. The cardholder shall certify that the goods have been received by signing the sales slip.

## **Disputed Items and Returns**

10. Disputed items are purchases that do not accurately reflect the transactions made by the cardholder (e.g. wrong amount, incorrect account number, multiple posting, etc.) The cardholder shall be responsible for reporting these as soon as possible to the bank and the Deputy Clerk.
11. Problems with merchants relating to unsatisfactory goods, late delivery, changes from quoted process, etc. shall not be considered disputed items and shall be settled directly with the vendor by the buyer. In the event the goods are to be returned to the supplier, the cardholder shall request a Return Confirmation Number from the supplier along with return instructions and forward the goods back to the supplier in accordance with these instructions. All credits must be processed against the purchasing card; under no circumstances shall a cash refund be permitted.

## **Billing and Statements**

12. Purchases made on the purchasing card shall be the liability of the Town of Oxford. Upon receipt of a monthly bill, the Deputy Clerk will ensure payment is affected promptly to avoid financing charges. Individual card statements detailing purchasing activity during a billing cycle will be reconciled by the cardholder in a timely manner and returned to Deputy Clerk.

## **Reconciliations**

13. In order to keep a record of the purchases on the card and perform proper statement verification, the cardholder will maintain a transaction record or log. This record will assist in the verification of the monthly card statement. It is possible that all card transactions may not appear on the statement due to timing differences. In these cases, the cardholder shall make a note of this to ensure the transaction is carried forward to the next month's transactions for verification against the following month's statement. Missing credits shall be addressed directly with the vendor.
  
14. In order to verify the monthly card statement, the cardholder shall keep a copy of the transaction records. A transaction log may be used for this purpose and is a good way to record items such as registrations for which the buyer does not receive a transaction record at all times. The following information shall be provided on the transaction log:
  - a) Cardholder Name
  - b) Cardholder signature verifying accuracy and accepting responsibility
  - c) Purchase Date
  - d) Vendor Name
  - e) Description of goods purchased – project, process or equipment
  - f) Total amount of invoice
  - g) GST amount
  - h) Budgeted Account to be allocated
  - i) Manager's signature of authorization

If purchases appear on the transaction log and not on the corresponding statement, the cardholder shall document these purchases on another log to be used for the following month and cross them off the current month's log.

## **Card Issuance**

15. Cards shall be issued in the name of the Town of Oxford and the individual designated by the CAO. Individuals wishing to be appointed card shall apply to the CAO (see Appendix 5). The CAO shall be responsible to ensure that the individual is familiar with the guidelines for the use of this card as outlined in this document. Cardholders should be fully trained on the responsibilities associated with the purchasing cards, including telephone, fax and internet

purchases, as well as the repercussions if they abuse the card. Upon receipt of the card, the cardholder shall be required to sign a Cardholder Agreement, as set out in Appendix 4.

### **Card Cancellation**

16. Purchasing cards will be cancelled when the cardholder no longer holds a position approved for a card, no longer requires the card, the card is lost or stolen or when the cardholder has terminated employment with the Town of Oxford. The card may also be cancelled if it is not used in accordance with the guidelines outlined in this document. Any card can be cancelled at any time by the CAO or the cardholder's manager.
  
17. A written request from the cardholder's manager shall be forwarded to the CAO with the name of the cardholder and the reason for cancellation. The Deputy Clerk shall contact the bank and shall confirm the cancellation. It shall be the responsibility of the manager to ensure that terminated employee's cards are cancelled immediately upon termination from the Town of Oxford. It shall also be the manager's responsibility to ensure that cancelled purchasing cards are returned to the CAO for destruction.

### **Lost or Stolen Cards**

18. All purchasing cards shall remain the property of the Town of Oxford and must be protected in the same way as a personal purchasing card. Should the card be lost or stolen, it shall be the cardholder's responsibility to report the event immediately to the bank and to the CAO. If the cardholder requires assistance with statements, disputed items or other issues, they may contact the Deputy Clerk

### **Roles and Responsibilities**

19. *CAO or designate shall be responsible to:*
  - a) Administer and audit the purchasing card program
  - b) Maintain a master list for all cards
  - c) Maintain all original cardholder agreements
  - d) Ensure monthly billings are paid in a timely fashion
  - e) Ensure cardholders are completing statement reconciliations accurately
  - f) Offer training and support to cardholders when issues occur during the process
  - g) Monitor employee activities, print reports, and adjust spending levels
  - h) Perform random audits of purchasing card transactions
  - i) Track historical data to monitor program performance and ensure cost control targets are reached
  - j) Overall administration of purchasing card program

20. *Cardholder shall be responsible for:*

- a) The security of their card and should not share the purchasing card or the card number with other individuals
- b) The use of the card in accordance with the guidelines outlined in this document and other related policies and procedures
- c) Confirm budget allocation for items being purchased;
- d) Keep supporting documents (e.g. cash register and purchase card receipts, vendor notices, packing slips, etc.) related to all purchases made with the card for reconciliation
- e) Maintain a log of transactions for statement verification and providing expenditure details
- f) Submit all supporting documents and a reconciled statement to the Finance Department within one week of receipt of the statement
- g) Contacting the supplier if there are any problems with the order received and address disputes for a resolution
- h) Ensure all returns are credited to the statement
- i) Reporting lost or stolen cards to the bank and the CAO
- j) Returning the card when requested to do so

## Appendix 6 – Cardholder Agreement

### *Employee Acknowledgement of Responsibilities and Obligations Form*

The Town of Oxford is pleased to present you with a purchasing card. It represents the Town's trust in you and your empowerment as a responsible employee of the Town to safeguard and protect the Town's assets.

I, \_\_\_\_\_, hereby acknowledge receipt of a Town of Oxford purchasing card, number \_\_\_\_\_.

As a cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Purchasing Card Policy. I acknowledge receipt of the Purchasing Card Policy and confirm that I have read and understand its terms and conditions. I understand the Township is liable to the Bank for all charges made by me.

As the cardholder of this purchasing card, I agree to accept responsibility for the protection and proper use of this card as outlined in the Purchasing Card Policy. I understand that the Township may audit the use of the purchasing card. I also understand that I cannot use the procurement card for restricted uses listed in the Purchasing Card Policy.

I further understand that improper use of the purchasing card may result in disciplinary action up to and including termination of employment. Should I fail to use the purchasing card properly, I authorize the Town to deduct from my salary or from any other amounts payable to me, an amount equal to the total of improper purchases. I also agree to allow the Town to collect any amounts owed by me even if the Town no longer employs me. If the Town is required to initiate legal proceedings to recover amounts owed by me under this agreement, I agree to pay legal fees incurred by the Town in such proceedings.

I understand that the Town may terminate my right to use this purchasing card at any time for any reason. I agree to return the purchasing card to the Town's CAO immediately upon request or upon termination of my employment.

Cardholder Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 7 – Purchasing Card Application/Change

A purchasing card is requested for:

Name: \_\_\_\_\_ Department: \_\_\_\_\_

The above-named individual is responsible for purchasing goods and services in the performance of their position responsibilities, and as such, requires a purchasing card.

*Type of Purchases:*

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*Recommendations:*

After giving consideration to the types and volume of purchases that I would expect to be covered by the purchasing card of this employee, I would recommend the following:

Transaction Limit: \_\_\_\_\_  
(maximum value per transaction)

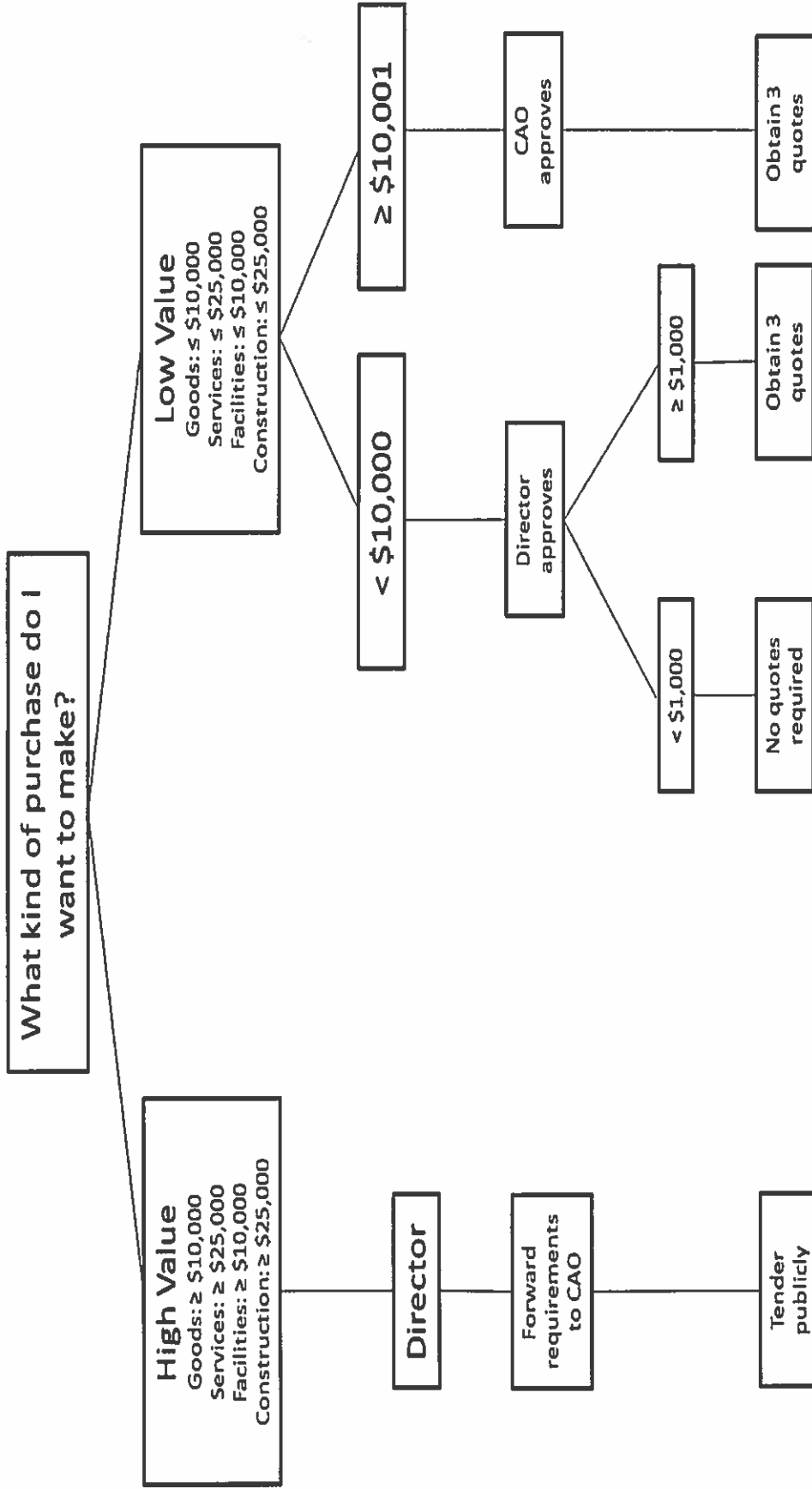
Monthly Balance Limit: \_\_\_\_\_  
(maximum total purchases per month)

Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CAO's Approval: \_\_\_\_\_ Date: \_\_\_\_\_



# Appendix 9 – Procurement Decision Tree





### 7.3 – Boards and Committees

The Mayor presented the following List of Boards and Committees, for approval.

#### **BOARDS AND COMMITTEES OF TOWN COUNCIL – 2017 – 2018**

##### **BOARDS**

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##### **CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY – (CISMA)**

Councillor Adshade (FILLED)

##### **REGIONAL EMERGENCY MEASURES ORGANIZATION – (REMO)**

Councillor Colborne (FILLED)

##### **NORTHERN REGIONAL SOLID WASTE MANAGEMENT COMMITTEE**

Councillor Kay (FILLED)

##### **LA ANIMAL SHELTER**

Councillor Colborne (FILLED)

##### **HEALTH BOARD**

Eleanor Crowley (has agreed to be our Community Representative) (FILLED)

##### **POLICE ADVISORY BOARD**

Councillor Thompson, Councillor Clark, Rod MacDonald CP, Byron MacDonnell, Annie Crowe (FILLED)

##### **CUMBERLAND REGIONAL LIBRARY BOARD**

Councillor Colborne (FILLED)

##### **MUNICIPAL ALCOHOL PROGRAM BOARD (MAP)**

Councillor Colborne (FILLED)

##### **HABITAT FOR HUMANITY**

Mayor Stewart CO-CP, Jordan Burkhardt CO-CP, Jonathan McMasters, Ron Wilson, Lawry McLeod (FILLED)

##### **YMCA**

Councillor Draper (FILLED)

##### **TRANS CANADA TRAIL**

Councillor Adshade (FILLED)

## COMMITTEE'S

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### PERSONNEL COMMITTEE

Chairperson Councillor Draper, Councillor Kay, Councillor Colborne, Councillor Thompson  
(FILLED)

### COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE

Chairperson Councillor Draper, Mayor Stewart, Councillor Adshade, Ruthie Patriquin CED  
(FILLED)

### RECREATION AND EVENTS COMMITTEE

Chairperson Councillor Thompson, Mayor Stewart, Corey Skinner Leisure Services Director  
(FILLED)

### RESETTLEMENT COMMITTEE

Councillor Thompson and Community Members (FILLED)

### COMMUNITIES IN BLOOM COMMITTEE

Councillor Thompson, Mayor Stewart, and Community Members (FILLED)

### WORKPLACE HEALTH AND WELLNESS COMMITTEE

Councillor Draper and Linda Cloney (workplace representative) (FILLED)

### MAIN STREET MUSIC SOCIETY COMMITTEE

Eleanor Crowley (community representative) (FILLED)

### ARENA COMMITTEE

Chairperson Councillor Kay, Councillor Clark, Councillor <sup>Colborne</sup>~~Adshade~~ and Community Members  
(FILLED)

### AUDIT COMMITTEE

Councillor Draper, Councillor Kay, Councillor Clark and Tracy Black (community representative)  
(FILLED)



**REQUEST FOR DECISION**  
**Returning Officer and Election Fees**  
**#012-2018**

Date: 14 December 2018	Subject: Returning Officer and Election Fees
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	To appoint Shelley Hoeg as the Returning Officer for the Town of Oxford Special Election, being held February 2, 2019, and provide compensation in the amount of \$1,500; and also approve the Tariff of Fees and Expenses as presented.
Background:	<p>The Town must hold a special election to fill the vacancy created by the resignation of Deputy Mayor Tom Kay. To do so, Council must appoint a Returning Officer who will be responsible for running the election, hiring and training appropriate elections staff, and approve the fees associated with staffing the advance polls and regular polling day.</p> <p>Shelley Hoeg has been the Deputy Returning Officer for the Municipality of Cumberland County for many elections and has the experience to fill this role. Having someone removed from the CAO's position as the Returning Officer has many benefits. It provides transparency, consistency, and allows for the CAO to interact with any potential candidates, for the purposes of information sharing, without having a conflict of interest prior to, during, or after the election.</p>
Benefits:	
Disadvantages:	
Options:	
Required Resources:	
Source of Funding:	General Operating Budget (if this creates a deficit for the budget, Council will be required to make a motion to fund this from the

	Town's Operating Reserve Fund).
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	By appointing an external Returning Officer, staff are able to remain focused on the specific work within our organization that is necessary to complete.
Communication Plan:	Once the appointment is formalized, advertisements around key dates, processes, where candidates can obtain the necessary information and forms, etc. can be released.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 17 December 2018

**TOWN OF OXFORD  
TARIFF OF FEES AND EXPENSES  
SPECIAL ELECTION – February 2<sup>nd</sup>, 2019  
MADE PURSUANT TO SECTION 139 OF  
THE *MUNICIPAL ELECTIONS ACT***

**RETURNING OFFICER**

1. For all services in connection with the municipal election, an allowance of \$1,500, plus expense allowances.

**ASSISTANT RETURNING OFFICER(S)**

2. (a) For assisting returning officer, for all services in connection with the municipal election and for acting in the absence of the returning officer, an allowance of \$1,000, plus expense allowances.

**DEPUTY RETURNING OFFICERS**

3. (a) For all services and expenses in connection with an election, a daily allowance of \$225, plus expense allowances.
- (b) For attendance at training sessions, an allowance of \$55 (maximum of \$55).

**POLL CLERKS**

4. (a) For all services and expenses in connection with an election, a daily allowance of \$195, plus expense allowances.
- (b) For the attendance at training sessions, an allowance of \$55 (maximum of \$55).

**CONSTABLES**

5. For all services at ordinary polls and advance polls the hourly wage of \$20 times the number of hours, plus expense allowances.

### EXPENSE ALLOWANCE

6. A returning officer, assistant returning officer, deputy returning officer, poll clerk, and constable are authorized to be paid
  - (a) For distance actually travelled by private car, the rate of \$0.4379 per kilometer.
  - (b) For lunch, an allowance of \$15; for supper, an allowance of \$20. Receipts are not required.

### ELECTION COSTS

7. For advertising , postage, courier services, miscellaneous election supplies, ballot boxes, printing of ballots, election signs, poll books, mileage, rental of a polling stations or temporary office, and other incidental outlays necessary in conducting an election, the amount actually and reasonably spent, supported by invoices.

### POLLING STATION RENTAL

8. For the use of facilities for advance polls and ordinary polling day \$150 for each polling day.

SPECIAL ELECTION KEY DATES

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Posting on Social Media re: Nominations and Revisions to list of electors	18	19	20 1 <sup>st</sup> ad for nominations and revisions to list of electors	21	22
23	24	25	26	27 2 <sup>nd</sup> ad for nominations and revisions to list of electors	28	29
30	31					

# January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Nomination by Appt. Issue: proxies and certificates of eligibility	<b>2</b> Nomination by Appt. Issue: proxies and certificates of eligibility	<b>3</b> Nomination by Appt. Issue: proxies and certificates of eligibility	<b>4</b> Nomination by Appt. Issue: proxies and certificates of eligibility	<b>5</b>
<b>6</b>	<b>7</b> Nomination by Appt. Issue: proxies and certificates of eligibility	<b>8</b> Nomination Day 9-5 Deadline for Candidate to appoint official agent.	<b>9</b> Candidate may withdraw or change particulars up to 4 p.m.	<b>10</b> Issue proxies, certificates of eligibility	<b>11</b> Issue proxies, certificates of eligibility	<b>12</b>
<b>13</b>	<b>14</b> Issue proxies, certificates of eligibility	<b>15</b> Issue proxies, certificates of eligibility	<b>16</b> Issue proxies, certificates of eligibility	<b>17</b> Notice of Advance Poll Issue proxies, certificates of eligibility	<b>18</b> Issue proxies, certificates of eligibility	<b>19</b>
<b>20</b>	<b>21</b> Issue proxies, certificates of eligibility	<b>22</b> Issue proxies, certificates of eligibility	<b>23</b> Issue proxies, certificates of eligibility	<b>24</b> Notice of Advance Poll Issue proxies, certificates of eligibility	<b>25</b> Last day to Issue: Proxies, certificates of eligibility	<b>26</b> ADVANCE POLL NOON – 8 P.M.
<b>27</b>	<b>28</b>	<b>29</b> MANDATORY ADVANCE POLL Noon – 8 p.m.	<b>30</b>	<b>31</b>		



## February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 ORDINARY POLLING DAY 8 a.m. to 7 p.m.
3	4	5 Official Addition of Votes – 10 a.m.	6	7	8	9
10	11 Candidates to file affidavit, return of voters list or no refund of deposit	12 Last day to apply for recount	13	14	15	16
17	18	19	20	21	22 Last day to apply to void election and for public examination of poll book	23
24	25	26	27 Ballot Boxes can be opened and contents destroyed.	28		



# Town of Oxford Council Update

*Submitted by*

Rachel L. Jones, NACLAA, CMM  
Chief Administrative Officer



Council Update  
Submitted by: Rachel L. Jones, NACLAA, CMM  
Date: December 17, 2018

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<b>Project Title:</b>	Policing Review with Cumberland County	<b>Lead:</b>	CAO
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<b>Project Description</b>	Council has requested a review of the policing costs and associated services from the RCMP for the Town.
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<b>Progress to Date</b>	<p>An initial meeting was held late September 2018 between the two CAO's and representatives from the Department of Justice and the RCMP. While the overall project that the County is looking at is a full policing model review, the Town would benefit to participate in this as it contracts the RCMP for service, and any efficiencies in service costs or increased service levels would ultimately serve the Town well. At that meeting, the workload analysis done in 2016 was discussed and information circulated. The Town's end result of reducing policing costs was provided, to be considered within the larger review.</p> <p>RCMP and Justice have confirmed that the RCMP is on track to deliver the policing review, as discussed at the meeting, by early March 2019. RCMP has advised that the draft report will be submitted to the Department of Justice for review and approval in January. At that time, they will schedule a meeting with the CAO's to review the results.</p>
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<b>Project Title:</b>	Funding Application for Sinkhole	<b>Lead:</b>	CAO
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<b>Project Description</b>	The Oxford Sinkhole is a natural occurrence that has been known since July 2018. It currently measures approximately 40 feet across and is located at the back of the parking lot on the Oxford Lions Club property. While activity at the site has been relatively quiet in the past several months, the ground continues to be unstable. It is unknown as to the extent of the depth of the sinkhole or how far under the ground it may extend. Also unknown is the stability of the ground under the parking lot and closer to public infrastructure including water and sewer lines, Main Street, and adjacent businesses.
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<b>Progress to Date</b>	The Town issues an RFP in order to find appropriate expertise to complete additional geophysical testing to answer many of these questions. One firm has been identified and negotiations have begun to form a contract to complete testing and provide a report on the state of the property and surrounding area. A
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**Council Update**  
 Submitted by: Rachel L. Jones, NACLAA, CMM  
 Date: December 17, 2018

formal request for financial assistance was submitted to the Province of Nova Scotia's Department of Municipal Affairs on 20 November 2018. In a response from Minister Porter on December 12<sup>th</sup>, the Province has agreed to fund up to 50% of the project costs, in the amount of \$68,600. Further discussion and direction from Council to staff on how to proceed is required.

**Project Title:** Special Election **Lead:** CAO

**Project Description:** Due to the resignation of Deputy Mayor Tom Kay in October 2018, a special election to fill the vacancy on Council is required.

**Progress to Date:** A meeting was held with Shelley Hoeg, Municipality of the County of Cumberland, who will act as the Town's Returning Officer upon approval and appointment by Council. She is developing a calendar of key dates, as well as the appropriate advertising for the election. There is a short turn around time to have this completed per the Municipal Elections Act. The special election will be held February 2<sup>nd</sup> and more information will be released to the public once Council appoints the Returning Officer.

**Project Title:** Water Rate Study **Lead:** CAO/PW Director

**Project Description:** The Town's water utility is governed by the Nova Scotia Utility and Review Board (NSURB). Approximately every three years, water utilities go through a formal review of the rate structures, capital work that is required, and any other individual circumstances that may require review and/or support through the water rates. The Town of Oxford's last review was in 2015 and, as such, a review is required to set rates for the subsequent three years, beginning immediately.

**Progress to Date:** Gerry Isenor of G.A. Isenor Consulting Ltd., who is involved with the majority of water utility studies in the province, met with the CAO and Public Works Director to develop an understanding of where we are with our rates and the utility overall, and has provided a proposal for the work to be done, with the intent to have the new rates in place for July 2019. The cost is \$9,400 + HST,



Council Update  
 Submitted by: Rachel L. Jones, NACLAA, CMM  
 Date: December 17, 2018

which can be recovered through the rate study. I have worked with Mr. Isenor, and his associate Blaine Rooney, in conjunction with previous municipal water utility reviews. Their experience and knowledge of water rates, reviews, and the inner workings of the NSURB are invaluable in order to process the review in a timely manner.

**Project Title:** Property Tax Sale **Lead:** Deputy Clerk/CAO

**Project Description:** Per the Nova Scotia Municipal Government Act, Part VI, s. 134, property may be sold for taxes if the taxes with respect to the property are not paid in full for the taxation year immediately preceding the year in which the tax sale proceedings are commenced, but the proceeding shall not commence before June 30<sup>th</sup> in the year immediately following that taxation year; and property shall be put up for tax sale if taxes are in arrears for the preceding three fiscal years.

**Progress to Date:** Information has been gathered around process and requirements to proceed with a property tax sale. There are prescriptive processes and timeframes that must be adhered to, and legal assistance is also required for title searches and to ensure that the tax sale is valid and will hold up in a final decision. A list has been generated that shows 17 properties that are currently eligible for tax sale. Early in the new year, staff will develop the timeframe and implement a tax sale process.

**Project Title:** Dangerous and Unsightly Premises **Lead:** CAO

**Project Description:** Council has appointed the CAO as the responsible officer for dangerous and unsightly premises. To best address properties that fall under this category, written complaints are required in order to trigger a review of the property.

**Progress to Date:** Several properties have been identified as dangerous and/or unsightly. The next steps are to visually inspect from the street and obtain photographs to document the current situation on each property. From there, a determination is made as



**Council Update**  
 Submitted by: Rachel L. Jones, NACLAA, CMM  
 Date: December 17, 2018

to how best to approach each circumstance. Some can and will fall under the Town's Solid Waste Bylaw,

Photographs and letters to property owners will be generated through the month of December. Generally, depending on the extent of the issue at the property, 30 days is given to the property owner to correct the situation, unless there are public safety concerns.

**Project Title:** Occupational Health & Safety Program      **Lead:** CAO/PW Director

**Project Description:** The Town needs to update its OHS policy and program to ensure a safe work environment at all of its locations, for staff and members of the public.

**Progress to Date:** Policy drafted for December 2018 Council meeting. Incident report form created for all staff. Incorporating safety as a discussion item for each staff meeting. Staff will continue to develop safe work practices and procedures, documenting the progress.

**Project Title:** Negotiate CUPE Collective Agreement      **Lead:** CAO

**Project Description:** The Collective Agreement has been expired since and requires negotiation for renewal.

**Progress to Date:** Preliminary notes have been generated from the Employer's perspective. An in camera session at the December 17, 2018 Town Council meeting will be held where Council will be asked to give direction to the CAO for negotiation parameters, particularly around the financial package. The Union indicates that it will meet with its members in the first half of January 2019 and expected to be able to begin bargaining by the end of January.



Council Update  
 Submitted by: Rachel L. Jones, NACLAA, CMM  
 Date: December 17, 2018

<b>Project Title:</b>	Strategic Planning with Council/ Senior Staff	<b>Lead:</b>	CAO
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<b>Project Description</b>	In order to know where we are going as an organization and community, shared goals and priorities must be identified and properly resourced for implementation and success. To accomplish this, a shared strategic priorities setting workshop is recommended to engage Council and staff, and possibly the community in determining those goals.
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<b>Progress to Date</b>	Dates for using Gordon MacIntosh have been circulated for Council's consideration, although those dates are during the week and in the month of May. There are several Council members who, due to work commitments, are unable to attend during a regular Monday to Friday work week. Discussion around preferred dates and alternate facilitators should take place to give further direction to staff.
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<b>Project Title:</b>	Tender for Audit and Legal Services	<b>Lead:</b>	CAO
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<b>Project Description</b>	Based on the Town's proposed Procurement Policy (expected approval at December 17, 2018 Council meeting), staff will begin the process to tender for services. The first two on the priority list are for audit and legal services, respectively. Engineering services will be next, with the intent to do a pre-qualification process to identify three engineering firms that will be selected through a competitive bidding process to be contacted for any potential work required. This is in contrast to appointing one firm for all engineering work. This allows for competitive bidding in a more timely fashion and can allow smaller firms the ability to bid on projects that are more appropriately sized for their capacity.
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<b>Progress to Date</b>	The draft RFP document for audit services has been started, and both the audit and legal services are scheduled to be completed by March 31, 2019 or sooner.
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Council Update  
 Submitted by: Rachel L. Jones, NACLAA, CMM  
 Date: December 17, 2018

<b>Project Title:</b>	Municipal Finance Corporation Financial Management Best Practices	<b>Lead:</b>	CAO/Deputy Clerk
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<b>Project Description</b>	Working in collaboration with the Municipal Finance Corporation, the Town is in the midst of implementing the seven core best practices around financial management.
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<b>Progress to Date</b>	Two best practices have been presented to Council – the Audit Committee Terms of Reference and the Purchasing and Procurement Policy (expected approval at December 17, 2018 Council meeting). Mr. Paul Wills, Chief Executive Officer of MFC will be presenting the third policy around Operating Reserve and Capital Reserve Policies. Anticipated that this will take place at the January Committee of the Whole meeting, pending weather and travel conditions.
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<b>Project Title:</b>	Staff Job Descriptions and Workload Distribution	<b>Lead:</b>	CAO
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<b>Project Description</b>	Finding efficiencies as well as empowering employees will require a review of the job duties that are currently assigned and reviewing, with staff, the areas that are working well and others that could be improved upon. In municipal government, our environment is often changing due to legislation, technology, services levels, and public expectations. Meeting these needs through efficient use of resources is a key area of focus for the next several months.
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<b>Progress to Date</b>	Clarified work week for arena staff – one person on at a time unless large weekend tournaments dictate otherwise. Front office staff involved in mapping job duties to ensure proper segregation of duties. Developed work plan for EDO (September–June). Met with Provincial representative for MPAL position to ensure workplan is current and meeting the required outcomes of the program that they contribute funding towards.
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Council Update  
 Submitted by: Rachel L. Jones, NACLAA, CMM  
 Date: December 17, 2018

<b>Project Title:</b>	Financial Management Program	<b>Lead:</b>	CAO/Deputy Clerk
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<b>Project Description</b>	The Town requires high level assistance to ensure our financial management functions are being met, with respect to year-end, audit, financial planning, provincial reporting, and other key tasks.
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<b>Progress to Date</b>	The Deputy Clerk has been working with the Municipal Finance Corporation mentoring program to gain knowledge and skills in financial management areas that were previously not shared with that position. The Cao has been working with the Province of Nova Scotia staff to facilitate the required financial reporting that every municipal unit must follow. Staff will meet in January to determine where our gaps are and how to fill them in the short term as well as longer term into the future.
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<b>Project Title:</b>	Arena Building Automation System	<b>Lead:</b>	CAO/Black & MacDonald
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<b>Project Description</b>	The Town issued a tender for the design and implementation of an automated system in the arena that would generate energy efficiencies for the purpose of reducing operating costs.
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<b>Progress to Date</b>	The tender was issued without response. From there, Black & MacDonald (who had drafted the design specifications for the project) agreed to act as project manager to bring the project to fruition. Currently, Ernest Eddy is completing the required building and engineering drawings that the electrical contractor will require for installation of the automated systems.
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<b>Project Title:</b>	Performance Management System	<b>Lead:</b>	CAO
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<b>Project Description</b>	The organization requires a performance management system for all staff. This includes performance review, planning for short- and long-term goals, identifying appropriate professional development, and adequate compensation.
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<b>Progress to Date</b>	Through the Personnel Committee, the CAO has developed performance evaluation forms for both the CAO and all other staff in the organization. This
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## Council Update

Submitted by: Rachel L. Jones, NACLAA, CMM

Date: December 17, 2018

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process will begin in the new year, to determine goals for each employee, performance benchmarks, and the timing will allow for budget considerations for professional development opportunities.

### On the radar:

- Policy and bylaw review
  - Accessibility Legislation
  - Asset Management Plan
  - Cannabis impacts (land use, impact in the workplace, etc.)
  - Implementation of one financial software system (currently using two systems)
  - Operating and capital budget planning (including capital repair to Town Hall building)
  - Records management system
-



**CEDO Monthly Report (based on approved Workplan categories in which activity took place):**

**Highlights: November 13-December 11, 2018 (inclusive)**

**Promotion:**

- Bi-monthly newsletter created, folded in with community calendar and distributed with same for no extra mailing cost; also distributed supply to library. Approximately 1270 were distributed. Newsletter also posted on Town's bulletin board at the library and on website with notification on official face book (fb) site.
- Preliminary planning for January newsletter
- Ads to Corey for December and January community calendars
- Gallery promotion for current exhibit (various methods)
- Promotion of Oxford Photo Contest (various methods)
- Promotion through website (see Website report)
- Promotion of Boston Tree continued, including promotion of the lighting ceremony
- Various other posts relevant to Town or community events/information that would be of interest to residents
- *Face book*: The Town's official site has increased its' membership by 26 since last month's report, for a total of 1110.
- Oxford as Wild Blueberry Capital of Canada: Nov. – Dec. *Wild Blueberry Christmas* promo: Oxley visited most Oxford businesses and services with pictures posted on fb. I also posted pictures/links of wild blueberry recipes and blueberry decorating ideas.
- Created a poster to advise where Town of Oxford information can be found.
- See sections below for more.

**Website:**

**Re-development:** Review of website main page drafts; input provided and further drafts reviewed; participation in conference call re: same. Continued to promote Photo Contest to obtain photos for the revised site.

**Other:** Ongoing updates to the Community Events Calendar; news items posted on the main page; minutes, etc.

**Support for Businesses and Business Development:**

**-Small Business Supper Series:**

Organized, promoted to businesses and the public by various means, and hosted the November 21 event (Effective Small Business Promotion) which was well received. Eleven of the 13 registered were able to attend. Follow-up involved compiling notes from the event along with related information and distributing it to local small businesses that were not able to attend, as well as the CAO. Distributed speaker's power point slides and related information to those who had attended and CAO. Also followed up with specific attendees on questions raised during discussion.

Made contact re speakers, received further information and revised advertising for the January and February events; posters distributed; various other methods of promotion including distribution of information to local small businesses. Cumberland Business Connector is willing to fund a March event if there is interest in additional topics – sent out inquiries. Advertised with Canada Business Nova Scotia which sent Oxford Demographic Snapshot 2018 (shared with CAO and Council).

**-December 1 Bargain Bonanza:**

Nine participated in this promotion of downtown businesses as well as the Oxford Lionettes as it was their annual Christmas in the Park that drew many people to the downtown on December 1. It was great to see Oxford busy. In addition to posters, our website and social media, I set up the sandwich board outside the Town Hall that day. Here is some of the feedback received from businesses:

Sunset Thrift Store & Café estimated that *well over 150 people* were in the store that day. *We had 77 transactions which is extremely high for us. We normally have 35-45 transactions on a good day. At lunch time there was at least 50 people throughout the store at one time.*

Norman Wade at Days Gone by Antiques and Collectibles reported: *It was a great day for sales and this is something that needs to be done more often. I had over \$600.00 in sales on Saturday.* (I had asked Norman to have the store open that day.)

Although not entirely related to the Bargain Bonanza event, GJDE Enterprises Ltd. *doubled sales compared to the same week last year* and Eric was very pleased with business that day.

**-Wild Blueberry Christmas Promo (with Oxley):** Fb contest to promote Oxford businesses as well as the Wild Blueberry Capital of Canada; promotion of use of wild blueberries. (Also connected wild blueberries to Hanukkah.)

**-Other:** Used fb to promote special sales happening at various businesses as information was supplied to me; used fb to inform businesses about new website that may be of benefit; attended the Team Cumberland meeting in Rick's absence and sent him notes; continued to add to Oxford Small Businesses group email list; continued to build relationships with Oxford businesses through visits, phone contacts, and emails; watched a webinar on downtown retail/parking and shared parking information with CAO; added to my "Information for Small Businesses" resource list; updated business signage information; met with Brent Noiles, Nova Scotia Works (Cansa).

#### **Liaison with organizations, services groups and school:**

- Shared grant workshop info. and grant info. with OPH; attended OPH meeting and provided suggestion that they host a community quilting bee (to provide an opportunity to bring citizens together and a quilt to sell tickets on to benefit the group). They will consider at their January meeting.
- Met with Legion President, created and posted a fb ad for promotion of their Friday Night Social.
- Contacted the Lionettes' President to share information on downtown initiative noted in previous section.
- Shared grant information with the OREC Art Teacher and Gallery Coordinator, Mathew Aldred.
- Promoted various local community events on fb and website events calendar

#### **Annual Poetry Festival (April 27 & 28, 2019)**

- Poetry committee notes for October and November meetings typed and distributed. Attended November 24 meeting. Plans are well underway with many of the poets already scheduled. A music event is tentatively being added this year.
- Funding application submitted for one eligible poet participating in the event.

#### **Providing additional opportunities to improve quality of life for residents/support businesses**

- Working with a volunteer to organize a "Cookies, Coffee and Craft Corner" event in February.
- Signed up for the Public Engagement workshop in January and participated in a related conference call

#### **Reporting and Budgeting**

- Budget: reviewed financials to date, December 10

#### **Other:**

- assisted in arranging cookies for Tree for Boston ceremony
- citizen assisted with various requests
- staff meeting

Respectfully submitted,  
Ruthie Patriquin, Community Economic Development Officer



## Recreation and Leisure Services Report

December 2018

A huge thank you to everyone who helped with this year's Christmas Parade. Another successful parade with about 30 entries total in the parade. Parade winners were: Best Commercial Float – Oxford Frozen Foods; Best Organization or Group – Oxford and Area Skating Club; Best Theme – Bucks Automotive; Judges Choice – Hair Needs Salon. The children got to meet with Santa and were given treat bags following the parade and a free skate at the arena was offered after the parade. All of the left over treat bags were given to the rink to be passed out during free skates over the holidays.

Fun Hockey continues each Monday, this year I combined both groups into one group. I have about 15 registered for the group which makes it an ideal group size. We will be playing against the parents on December 17<sup>th</sup> and then be off for two weeks over the holidays.

The YMCA Youth on the Move program began in Oxford on December 3<sup>rd</sup>, the program was delayed starting here in town due to the issues with the school. This program is an after-school program that is free for youth in grades 4-6. The program occurs in Oxford after school on Mondays and Wednesdays.

Once again, this year Public Health and the Town have partnered to bring Coats for Cumberland to Oxford. This year we chose to do it a little differently, instead of having our own separate event, we decided that we would donate the coats we had to the Home Hardware coat rack so we wouldn't take away from them. We also set up a coat rack at the Sunset Thrift Store to make the donated coats available to anyone wishing to have them.

The Grinch Live will be performing at the Theatre on December 15<sup>th</sup> at 1:00 PM, this is an interactive show and tickets are \$8, with kids 3 years and under free.

On December 4<sup>th</sup>, all of the Recreation Directors in the Fundy Region met with the Executive Director of Recreation Nova Scotia to discuss the possibility of hosting the 2019 Recreation NS Conference in Truro. At this meeting we decided we would take on this role for the upcoming year, all of the Recreation Directors including myself will be responsible for creating the programming part for the conference. The conference will be held the end of October 2019.

Rachel, Ruthie, and I had met with the team from AMANS to further discuss the mock up for our new website. We had a very good meeting with lots of ideas talked about, seem to be making really good progress regarding the new website.

We have just recently signed the MOU to become a partner with the Fundy Connect website. This is a webpage that is a hub for everything related to Recreation within the Fundy Region. I

will be promoting Fundy Connect through our new webpage and as well on our social media pages.

I have been continuing to take bookings for the arena, we had been quite busy at the beginning of the year, but things have slowed down a bit over the past month or so. However, I have three Ringette Tournaments booked over the holidays and hoping more bookings will come in as well.

I attended a Community Garden Coordinators workshop on November 27<sup>th</sup> at Public Health in Amherst. All of the Garden Coordinators from several communities in the County came together for the day which was facilitated by Public Health. It is hoped that this session will be the basis for a potential Community Garden Strategy for the whole County.



## Public Works Monthly Report

November 2018

### Water breaks

- November 15: Upper Foundry Street
- November 25: Waverly Street

### Power outages

- November 3-4: resulted in a boil advisory
- November 16-17: at the Chlorine Building (wells down)
- November 21: Chlorine Building (wells down)
- November 28: lost power at the tank, which disrupted communications to the wells

\*\* Since purchasing the Generator we have had to take it to the wells 9 times in 16 months.

Meeting with NSP to discuss outages, priority listing, and power line clearing at and around the wells was scheduled but postponed due to storm (which resulted in the November 28<sup>th</sup> incident noted above).

Rodded 3 sewers

Repaired water meters

Snow removal

Respectfully submitted,

Wes Adshade  
Public Works Supervisor



## Oxford Fire Department Report October-November 2018

### October:

- 1 mutual aid call
- 3 medical
- 1 electrical
- 1 commercial fire alarm
- 1 mva

Of these calls, 5 were town and 2 were in the county

### November:

- 4 mva's
- 3 power poles arcing
- 4 medical
- 3 mutual aid
- 1 vehicle fire
- 1 chimney fire

Of these calls, 8 were town calls, 4 calls were highway, and 4 were county calls

The paperwork for the provincial funding is going forward and we should be able to receive our 4 new breathing apparatus in January

We held a pipeline training refresher course with all our members in November.

We held our annual awards banquet on November 24th, the following members received awards:

Stephen Arsenault – 5 years  
Stephanie Rushton – 15 years  
Bruce Beattie – 20 years  
Brent Marshall – 35 years

If you need any further details feel free to contact me.

Trueman Rushton Fire Chief





## Board Initiatives Report – November 2018

**NSFM Vision:** Effective local government and strong, sustainable communities

**NSFM Mission:** To enable effective local government for Nova Scotia's communities by facilitating strategic advocacy, education and collaboration

### Initiatives

#### 1. Partnership Framework

A report on the progress under the Partnership Framework was approved at the Ministers Roundtable meeting with the NSFM Executive on October 30, 2018. The report was distributed to members on November 5<sup>th</sup> and is on the NSFM website under the Advocacy tab.

#### 2. Report on 2017 Resolutions

**CAP:** revised resolution being put forward for 2018 to reinforce the need to address this issue and to allow pilot projects. NSFM is working with a number of stakeholder to assess if there is support for proposing alternatives to the province in addition to the option of phasing out the CAP program. A meeting is being scheduled with stakeholders for later in the month.

**Review of Equalization:** Issue has been discussed with the Minister of Municipal Affairs who is reviewing the file to determine next steps.

**Internet and Cell phone connectivity:** A workshop on internet was held October 11. NSFM members heard more about the provincial and federal initiatives, about municipal initiatives and the ways municipalities can support internet initiatives. Develop Nova Scotia will be releasing its strategy to address the issue province wide in the near future.

**Roads:** A Joint Committee on Roads is being formed and NSFM members are being invited to serve on the committee. NSFM Committee member is Councillor Lennie White, Westville. AMANS representatives are Greg Herrett, Amherst and Chris McNeill, Queens

**Physician Recruitment:** NSFM continues to work with the Advisory

Committee to the Nova Scotia Health Authority on Recruitment. Meetings are re-starting in November.

### 3. Housing and Seniors

The Joint Committee on Housing is being formed. NSFM members include Mayor Anna Allen, Windsor, and Councillor Jack Fancy, Queens. AMANS representatives are Keith MacDonald, Inverness and Maggie MacDonald, Halifax.

Staff are also working with the Department of Seniors to develop terms of reference for a joint committee to address opportunities under the SHIFT program.

### 4. Cannabis Legalization

NSFM continues to raise the need for new revenues for municipalities to address the implications of the legalization of cannabis.

The NSFM/AMA Municipal Cannabis Working Group has been meeting to discuss the implications to NS municipalities. Training in preparation for legalization and implications for the workplace is being launched. Discussions continue on the implications for planning, bylaws etc.

### 5. Asset Management

NSFM has developed two online resources to support municipalities in understanding and implementing sound asset management practices, which will help them make informed, proactive infrastructure and budget decisions based on the priorities and needs of their communities. On October 31, NSFM launched the following courses to support municipalities with their asset management planning efforts:

*The Basics of Asset Management for Elected Officials* to provide elected officials with a simple and clear understanding of asset management and how to use it to inform infrastructure decision making and improve service delivery (cost: \$175.00)

*The Data Collection Standard Operating Procedure Guide for Linear Assets* to provide an overview to the first set of tools developed through the *Nova Scotia Asset Management Program* by the Province of Nova Scotia for linear data collection (cost: Free)

NSFM recently opened its registration for its workshops on *Integrating Climate Considerations into Asset Management Planning*. The purpose of these workshops is to help municipalities incorporate climate risks into their asset management planning practices. NSFM is working with a local group – ClimAction Services – to offer these workshops, which are aimed at enhancing local asset management practices by providing municipalities with the information and tools they need to include climate considerations into their long-term infrastructure planning. Doing so will help position municipalities to take the necessary steps to proactively adapt their assets to climate risks.

## 6. Upcoming Events

- AMANS' Financial Management 3 Workshop, November 22<sup>nd</sup> & 23<sup>rd</sup>, Location To Be Determined
- NSFM's *Integrating Climate Considerations into Asset Management Planning* Workshops: November 26 (HRM) and November 28 (Middleton)
- AMANS Leadership Training: Leading in the Grey, November 29-30, Dartmouth



NOVA SCOTIA  
FEDERATION OF  
MUNICIPALITIES

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Discussions between the NSFM, AMANS and Department of Municipal Affairs continue.

The Fire Services Committee met November 22.

#### 2. Report on 2018 Resolutions

The 2018 resolutions and Statements of Municipal Concern were sent to the Province for consideration on November 22. It is anticipated the resolutions will be discussed at the next Ministers Round Table meeting, tentatively being scheduled for January.

**CAP:** The NSFM President, Regional Chair and Towns Chair met with representatives of the real estate sector, mortgage brokers, property lawyers and appraisers, along with AMANS and Turner Drake. There was agreement to work collaboratively on communications around the CAP issue. Further meetings will be held.

**Extended Producer Responsibility:** The Solid Waste Priorities group met to discuss the outreach to the business community to gather their feedback on the NSFM proposal.

**Municipal Funding:** The NSFM Executive met with Minister Casey as part of Advocacy Days on November 8, and the Executive shared the resolution with her.

**Roads:** The Joint Committee on Roads held their first meeting November 1, and

their next meeting is December 6. NSFAM Committee member is Councillor Lennie White, Westville. AMANS representatives are Greg Herrett, Amherst and Chris McNeill, Queens

### 3. Cannabis Legalization

NSFM continues to raise the need for new revenues for municipalities to address the implications of the legalization of cannabis.

The NSFAM/AMA Municipal Cannabis Working Group has been meeting to discuss the implications to NS municipalities. Training in preparation for legalization and implications for the workplace is being launched. Discussions continue on the implications for planning, bylaws etc.

The committee is beginning to prepare for the legalization of edibles.

### 4. Asset Management

NSFM continues to support municipalities with asset management planning, as a requirement of the 2014-24 Gas Tax Fund Agreement.

#### **Workshops Integrating Climate Consideration into Asset Management Planning**

In mid-June, NSFAM received word that FCM approved our funding proposal to the Municipal Asset Management Program (MAMP) to deliver two 1-day workshops to help municipalities incorporate climate risks into their asset management planning practices. NSFAM is working with a local group – ClimAction Services – to deliver the workshops aimed at enhancing local asset management practices by providing municipalities with the information and tools to include climate considerations into their long-term infrastructure planning. This will help position them to take necessary steps to proactively adapt their assets to climate risks.

The first workshop was held on Nov. 26 in Dartmouth and was very well received. The second workshop, scheduled to take place in Middleton on November 28, has been postponed until early January to try and increase attendance.

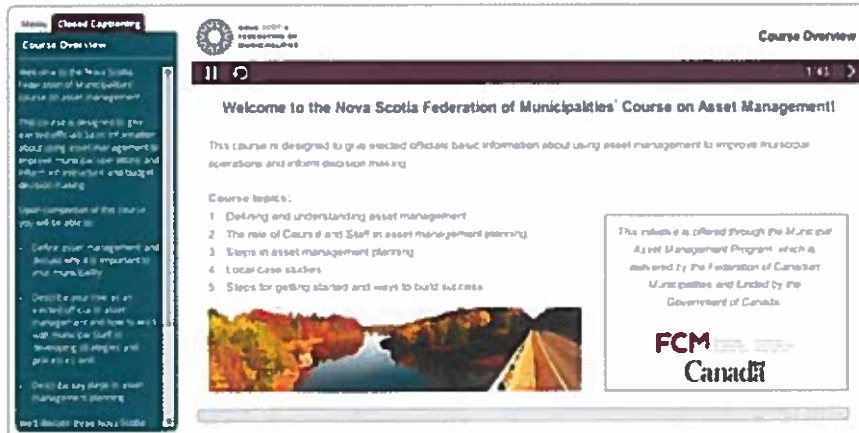
#### **Online Asset Management Courses**

NSFM has developed two online resources to support municipalities in understanding and implementing sound asset management practices, which will help them make informed, proactive infrastructure and budget decisions based on the priorities and needs of their communities. On October 31, NSFAM launched the following courses to support municipalities with their asset management planning efforts:

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The courses can be accessed at: [www.nsfm.ca/nsfm-asset-management.html](http://www.nsfm.ca/nsfm-asset-management.html)



## 5. Upcoming Events

YMCA of Cumberland Board Meeting  
Minutes – November 13, 2018

Present: Trina Clarke, Liz Conrad, Sheila Christie, Kent Leslie, Gerald Read, Dave Clark, Dale Fawthrop, Dan Rector, Pam Chenhall, Lorelee Landry, Terry Farrell

Regrets: Charlie Seymour

YMCA Facility Tour of summer renovations provided by Mark McIntyre.

Meeting called to order at 6:20 p.m.

Agenda Add Moncton under New Business, add Oxford under Old Business. Motion to approve the agenda as amended. Moved by Henry, seconded by Liz. Motion carried.

Minutes Two minor grammar mistakes were noted and correct. Motion to approved the minutes as amended. Moved by Gerald, seconded by Sheila. Motion carried.

YMCA Highlight Deferred

New Business

- Pugwash and Parrsboro Multi-Purpose Centers – Trina is on committees in both communities. Pugwash has conceptual drawings, land purchased, and house moved. Pugwash has created a survey about what the Y can offer in the community. There were 200 responses within 5 days. Parrsboro is in its infancy at this point. Describing it more as a cultural center. YMCA ked programming to be included. Trina please we have been included in the planning of these centers because it recognizes the role the Y plays in the community
- Municipality of Cumberland Agreement Renewal – Trina reached out to Rene in October. There has been no success in scheduling a meeting with Rene and Steve Ferguson in October and November. Trina has sent dates for December.
- Moncton – received month of August statements from Melanie in Moncton. They look good but there are missing pieces. There is still a lot of clean up that needs to be done and this is in progress. Trina asked that we be patient through this transition and trust the financials will be presented when they are ready. VP of Facilities, Len, is leaving the Moncton Y to the Rath Center in Truro. Trina and Zane will ensure that the new facility manager will liaise with Mark as the current relationship.

Old Business

- Oxford – afterschool program is up and running. Numbers are starting to grow.

CEO Report

As circulated. Trina entertained questions. Question about the youth programming. Trina shared the new coordinator, Emily, has been in place 3-4 months and has some great new ideas. Thursday night drop-in (partnership) has good numbers.

STEM program – no start date

New Updates – Invitation to the staff and volunteer get together at the bowling alley December 1. Coldest Night of the Year fundraiser – looking for team captains. Contact Jeff is interested in being a captain. One of Trina's goals was to create a philanthropy plan – growing donor list and building volunteer base. Jeff would like to see a Donations and Fundraising Committee struck by the Board comprised of Board members and staff. Jeff will be the staff lead. Trina explained the purpose of the committee – not that the committee does all the work but rather supports Jeff in his work. Board asked to consider this and will discuss at the next board meeting. Press Release re 10 pilot projects to support before and after school care for pre-primary. It is not a child care program rather a rec program run by the Department of Community, Culture and Heritage. Oxford has been selected as one of the pilot sites. Trina's contact within the Department has approached her to assess interest. We are interested. Subsidies will be available. Plan for it to launch in January (to June). Grant money \$7200 for that 6-month period. Lots of unanswered questions. Mark and Renee working on a plan for the renovations to the early learning center to renovate our toddler and infant rooms. This is a plan to increase our revenue as we head to pre-primary across the province by giving more options for infant and toddler age groups.

Next Meeting: December 11, 2018 at 6:00 p.m.

Y Service Club Appreciation dinner (November 21). If any Board can attend please RSVP.

Motion to adjourn, Dan.

Meeting adjourned 7:05 p.m.



DEC 05 2018

Karen Mattatall  
Mayor  
Town of Shelburne  
PO Box 670  
168 Water Street  
Shelburne, NS B0T 1W0

Dear Mayor Mattatall:

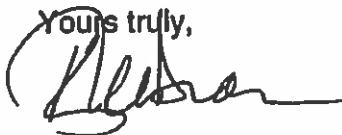
Thank you for your letter of November 8<sup>th</sup>, 2018, regarding central dispatch for Fire Departments (excluding HRM).

We recognize the importance of a reliable and professional dispatch system for Nova Scotia's Fire Services and are aware that the Fire Services Association of Nova Scotia is considering options to improve dispatch services for Fire Departments.

Municipal Affairs staff from the Office of the Fire Marshal (OFM) and the Emergency Management Office (EMO), are participating in fire services discussions and are open to discussing various models in the context of the Fire Services Review.

Thank you for sharing the position of your Council on fire service dispatch. If you would like to discuss further, please feel free to contact Fred Jeffers, Fire Marshal at 902-424-5508.

Yours truly,



Kelliann Dean  
Deputy Minister

- c All Municipal Units in NS (excluding HRM)  
Jim Roper, President, Fire Service Association of Nova Scotia  
Shannon Bennett, A/Executive Director, Grants, Programs & Operations, DMA  
Paul Mason, Executive Director, Emergency Management Office, DMA  
Fred Jeffers, Fire Marshal, Office of the Fire Marshal

**cao@town.oxford.ns.ca**

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**From:** Laurel O'Connor <loconnor@cpha.ca>  
**Sent:** December 11, 2018 5:15 PM  
**To:** cao@town.oxford.ns.ca  
**Subject:** Grade 6 winner from Oxford in the National Immunization Poster Contest  
**Attachments:** novascotia\_2018.pdf

Good afternoon,

I am writing to you from Immunize Canada at the Canadian Public Health Association.

Every two years, we organize a National Immunization Poster Contest for Grade 6 students across the country.

You can find more information about the Poster Contest on our webpage:

<https://immunize.ca/national-immunization-poster-contest>

The winner for Nova Scotia in the 2018 National Immunization Poster Contest is Maryn Smith, a Grade 6 student in Oxford.

We attach Maryn's winning artwork as a high-resolution PDF.

Warm regards,

L. O'Connor  
Information Officer  
Immunize Canada

**LAUREL O'CONNOR**

**Information Officer**

Immunize Canada

CANADIAN PUBLIC HEALTH ASSOCIATION

404-1525 Carling Ave.

Ottawa, ON K1Z 8R9

[cpha.ca](http://cpha.ca)

**Agente d'information**

Immunisation Canada

ASSOCIATION CANADIENNE DE SANTÉ PUBLIQUE

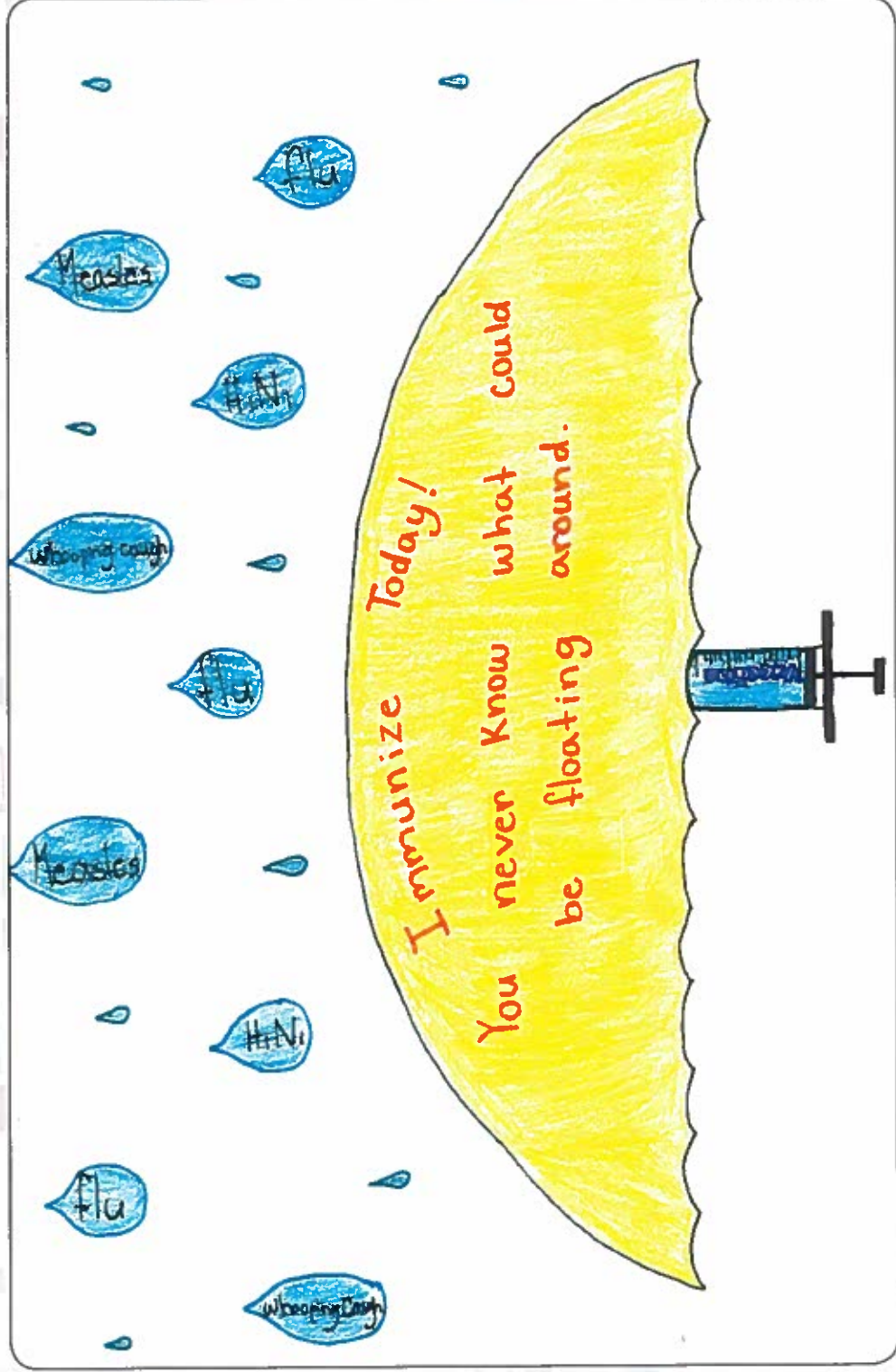
T: 613-725-3769 x 122



2018 National Immunization Poster Contest / Concours national d'affiches sur l'immunisation

**Provincial Prize: Nova Scotia**

**Prix provincial : Nouvelle-Écosse**



Designed by: Maryn Smith  
Oxford Regional Education Centre, Oxford

