



TOWN OF OXFORD
Town Council Meeting
Town Hall – Council Chambers
Tuesday, 19 February 2019
6:00 PM

AGENDA

1. Call to Order
2. Special Election Results
 - 2.1. Declaration of Results
 - 2.2. Swearing-in Ceremony: Wendy Sweet-Kontuk
3. Approval of Agenda
4. Presentations
 - 4.1. Recognition of Bravery: Taylor Millet and Jonah MacIntyre
5. Approval of Previous Minutes
 - 5.1 January 21, 2019 Regular Council
6. New Business
 - 6.1 RFD #003-2019 Tax & Water Collection Policy
 - 6.2 RFD #004-2019 Scotia Bank Borrowing Resolutions
 - 6.3 RFD #005-2019 Hospitality Policy and Travel & Expense Policy
7. Reports
 - 7.1 Economic Development
 - 7.2 Recreation and Leisure
 - 7.3 Public Works
 - 7.4 Fire
8. Correspondence
 - 8.1. Coldest Night of the Year Funding Request
 - 8.2. Route Six Snowmobile Club: Letter of Support Request
 - 8.3. Cumberland Exhibition: Letter of Support Request
9. Adjournment

Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers
Date: Monday, January 21, 2019
Presiding Officer: Mayor Trish Stewart
Councilors present: Councilors Brenton Colborne, Dawn Thompson, Rick Draper and Wade Adshade
Councilors absent: Councilor Dave Clark

A quorum was present throughout the meeting.

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

Agenda item	Discussion and Decisions
2. Agenda	<p>It was moved and seconded that the agenda of the Oxford Town Council regular council meeting of January 21, 2019 be approved.</p> <p>Motion Carried</p>
3. Presentation	<p>Maryn Smith</p> <p>Mayor Stewart and Council congratulated Maryn Smith for winning the poster contest for the Canadian Public Health Association for immunization; she was the winner for Nova Scotia. Oxford Town Council is very proud of Maryn.</p>
4. Minutes	<p>It was moved and seconded that the minutes of the December 17, 2018 Oxford Town Council meeting be approved as circulated.</p> <p>Motion Carried</p>
5. New Business	<p>RFD 001-2019 Capital and Operating Reserve Fund Policies</p> <p>It was moved and seconded to approve the Capital and Operating Reserve Policies as presented.</p> <p>Motion Carried</p>
5.2	<p>RFD 002-2019: Occupational Health and Safety Policy</p> <p>It was moved and seconded to approve the Occupational Health & Safety Policy as presented.</p> <p>Motion Carried</p>

5.3

Policing Review - Discussion

- There was a preliminary meeting with Mayor Stewart, CAO Rachel Jones and the Town of Amherst Mayor Kogon and CAO Greg Herrett to discuss policing.
- Amherst planning to submit a proposal to the Oxford Council.
- The Town of Amherst offered this opportunity to the County and the Town of Oxford.
- The Town of Oxford is the second highest for policing costs of towns per capita in Nova Scotia
- Oxford Town Council has agreed to further discussions with the Town of Amherst for policing.

6. Reports (6.1 to 6.4)

Rachel Jones presented the Staff Reports.

Key points discussed were:

- Discussion on entrance directory signage mentioned in the Economic Development report.
- Discussion on the Way-Finding signs mentioned in the Economic Development report. Council agreed that these approaches should be used moving forward.
- Volunteer Awards are coming up in April. Forward nominees to Corey Skinner regarding Volunteer of the Year award.
- Canada Summer Jobs program – we are applying for three summer students
- Discussion on our green spaces upkeep – we are looking into bringing in a Horticulture student to assist us.
- look into the cost of a student to water plants and to keep the downtown area neat and tidy.
- look into the cost of renting a vacuum truck to help the public works crew with seasonal street sweeping.
- depending on the skill set of the summer students we hire for the summer staff may bring forward a proposal to Council as part of the budget process to contract seasonal maintenance for our green spaces.
- Discussion around showing some appreciation to the Public Works Staff for the many long hours repairing recent water breaks and snow removal.
- Discussion on pothole patching in the spring.

It was moved and seconded that Council receive the reports as presented.

Motion Carried

7. Correspondence

8. Adjournment

Mayor Stewart advised Council the next meeting is scheduled for February 18, 2019 at 6:00 pm in the Council Chambers.

It was moved and seconded that the meeting be adjourned.

Motion Carried

The meeting was adjourned at 6:34 p.m.

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary



REQUEST FOR DECISION
Tax & Water Collection Policy
#003-2019

Date: 30 January 2019	Subject: Tax & Water Collection Policy
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Committee of the Whole recommend to Council the approval of the Tax & Water Collection Policy as presented.
Background:	<p>Good policy statements provide a baseline for effective and efficient work practices, in that they provide for consistent standards within an organization.</p> <p>Having a clear policy around when tax and water billings are issued, collection of payments, interest on overdue accounts, and outlining the responsibilities of both the Town of Oxford and ratepayers helps to create a baseline for staff and the public to understand the billing cycles and resulting consequences of non-payment. It also ensures that all ratepayers are treated equally and that the Town is operating under fiscally responsible policies and practices.</p> <p>Currently, the Town of Oxford issues an annual tax bill for the entire year. This is dependent upon having the budget determined and the tax rates to be approved before the billing can be released. Several factors can influence the timing of the budget. By moving to an interim and final tax bill system, the interim bill can be issued at the beginning of the fiscal year and aids in maintaining cash flow for the Town until the budget is approved. This is standard practice in many municipal units across the Province.</p>
Benefits:	<p>Provides clarity and guidance for staff implementation.</p> <p>Provides consistency and equitable treatment for ratepayers.</p>
Disadvantages:	Staff time and cost to issue two billings per year.
Options:	Implement the policy as suggested to adjust to an interim and final tax bill.

	Implement the policy but with a single tax billing per current practice.
Required Resources:	Staff time to issue bills and review accounts for follow up.
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	Changes require some amount of time to adjust to new procedures, however it is a repetitive process that is already in existence. In fact, by completing the tax billing twice in a year, it does provide for more repetition to solidify the process for staff.
Communication Plan:	<p>This change is an important one for all rate payers. A notice of the summary of changes would be important to mail to each customer to ensure they are aware of the policy and the timeframes that are implemented.</p> <p>Media and social media can also be used to assist in educating the public.</p>
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I recommend the implementation of an interim and final tax bill through this policy.

CAO Initials: RLJ

Target Decision Date: 19 February 2019

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Tax & Water Collection Policy

Number:

Approved by: Council

Effective Date: February 19, 2019

Revision Date:

Minutes reference date:

PURPOSE

To establish a policy for effective and efficient billing and collection of tax and water accounts receivable. The purpose of the policy is to:

1. Outline billing dates as required by the *Municipal Government Act* (MGA);
2. Ensure municipal tax and water revenues are collected in a timely and effective manner;
3. Ensure that all taxpayers and water customers are treated fairly and equitably; and,
4. Provide staff with guidance for informed and sustainable decision making, consistent with the Town's organizational values of excellence and fiscal responsibility.

SCOPE

All employees involved in the collection process must adhere to the policy statements contained within this document.

All water, tax levies and amounts added as tax liens are subject to these policy statements.

The *Municipal Government Act* legislates the billing and collection of taxes and is the primary authority on the tax billing and collection function, including but not limited to the tax sale process.

The approved Utility and Review Board of Nova Scotia water utility Rules & Regulations and Schedule of Rates and Charges are the primary authority on the water billing and collection function.

POLICY

TAX ACCOUNTS

BILLING

1. The Town will issue an interim tax bill with a due date of June 1 each year. The bill will be calculated at 50% of the prior year's bills with the discretion of the CAO to adjust any tax accounts where the variance between the prior year and current year assessment is substantial.

2. Sewer charges will be determined by Council through separate bylaw and/or policy and the full amount for the year will be included on the interim tax bill.
3. The final tax bill will be due on September 30 each year.

INTEREST

4. Interest will be calculated and accrued monthly, on arrears, starting immediately after the due date on all taxes/rates/liens outstanding. The rate of interest charged will be 1.5% per month compounded annually (18%/year).
5. Interest is not paid on credit balance in tax accounts except if the credit has resulted from payment of taxes on account that has been appealed (assessment) and the resulting tax amount is less than the original tax billing (determined after the final bill). Interest will be paid to the taxpayer on the overpayment at a rate of 1.5% per month.

TAX COLLECTION – GENERAL PRACTICES

6. Provisions of the Municipal Government Act (MGA) Section 6 deal with Tax Collection and provide the legislative framework within which the Staff are expected to carry out tax collection. This policy is intended to provide more specific guidance in certain circumstances but is not intended to allow Staff actions contrary to the Act or to limit the authority given to Staff under the Act.
7. Staff will make all reasonable effort to collect taxes due to the Town. This includes reasonable effort to locate taxpayers whose whereabouts are not readily known. A number of procedures common to the collection industry may be used including the use of outside agencies as outlined in administrative policies or procedures approved by the CAO.
8. The MGA provides that every person liable to pay taxes shall be served with a tax bill, to be mailed to the address shown on the filed roll or to a more current address if known to the Treasurer. Canada Post epost delivery has legislated authority to deliver electronic mail; epost delivery is deemed by Council to meet the requirements of the MGA should epost be a service offered to property owners.
9. The Town of Oxford considers it to be the responsibility of the property owner to ensure their address is up to date on the assessment roll and the tax system. The Town will be deemed to have a more current address if the notification has been received in writing from the taxpayer at least 30 days prior to the invoice date of the tax bill following the notification. Having filled the legal requirement to bill as noted above, the Town considers it to be the taxpayer's responsibility to contact the Town to determine amounts owing for taxes if they have not received their bill.
10. The Town accepts no responsibility to notify new property owners of arrears against properties they buy after the filing of the annual assessment roll except for the usual tax billing process. It is the responsibility of the purchaser and their solicitor to ensure that taxes for the year of purchase are paid. The Town will make every effort possible, within the staff resources available, to change ownership information on properties as it becomes available from the

Property Valuation Services Corporation but will not accept responsibility for interest that may accrue on tax arrears that remain unpaid as a result of a change of ownership.

PAYMENT ARRANGEMENTS

11. Staff have authority to enter into tax arrears payment arrangements with taxpayers giving due consideration to the taxpayer's personal circumstances and history of the taxpayer to comply with prior tax payment agreements. Staff may make reasonable demands for personal financial information from a taxpayer. No provision in this policy requires a taxpayer to provide such personal information but failure to do so may preclude the acceptance of a payment arrangement for their arrears. If a tax arrears payment arrangement results in taxes being outstanding for more than six years, the arrangement must be documented in writing to ensure the period of tax lien is extended to cover the property.

PROPERTIES IN TAX SALE POSITION

12. At June 30 of each year, all accounts will be reviewed. Accounts that have current year tax outstanding and part or all of prior year tax outstanding shall be considered to be in tax sale position. The CAO is authorized to adopt administrative guidelines that identify minimum amounts below which the second years' taxes will not trigger the tax sale procedures.
13. Tax Sale properties shall be sent a preliminary notice giving 60 calendar days to pay the account in full. The preliminary notice shall indicate that a title search and/or survey of the property may be commenced at the end of the 60 days without further warning – the cost of which will constitute a lien on the property in question.
14. Once a preliminary notice is issued staff are still permitted to enter into payment arrangements with the taxpayer. Any such arrangement should not normally extend beyond the end of that fiscal year at which time the account must be paid in full.
15. Properties for which there are no negotiated payment arrangements will be submitted for title search after a list of eligible properties is provided to Council. A survey will be done, if found to be necessary. A Notice of Intent to sell for taxes shall be issued on each property no earlier than January 15 of the following calendar year.
16. Once a property has been issued a Notice of Intention it should not normally be removed from the tax sale process except as a result of full payment. Staff may determine when circumstances dictate otherwise and remove a property from the list.
17. If payment arrangements as negotiated above are dishonoured, staff will immediately, without notice, begin or continue the formal process of tax sale unless other arrangements satisfactory to Staff can be negotiated.

REAL PROPERTIES NOT IN TAX SALE POSITION

18. For properties not in tax sale position, reminders will be issued to individual assessed owners. The number and timing of reminders will be determined by staff, taking into consideration the perceived beneficial financial impact. In any given year there will generally be 2-3 reminders sent to accounts with arrears over a predetermined limit.

COLLECTION PROCEDURES INVOLVING ISSUANCE OF WARRANTS

19. The CAO is authorized to adopt administrative guidelines with respect to the issuance of warrants to collect taxes due.
20. In the event that services of outside agencies are used, staff are authorized to pay the fee charged by that agency for execution of the warrant. Such fee should be determined in accordance with the procurement policy adopted by Council. If a staff member executes the warrant they will be compensated in accordance with municipal policy if the work is conducted outside of normal office hours. Such fees and expenses associated with the issuance of a warrant shall be added to the account to be collected pursuant to the warrant.

TAX ACCOUNT ADJUSTMENTS/WRITE OFFS

21. The CAO may approve administrative policies governing the write-off or adjustment of taxpayers accounts. In general, staff have authority to write off accounts in the following circumstances:
 - a. Where notice is received from PVSC that an error has been made in the filed roll which cannot be corrected by any provision of the Assessment Legislation (e.g. Duplicate Assessment, Deleted Accounts).
 - b. Where there has been an error made by Municipal staff or in other circumstances deemed appropriate, the Treasurer may approve the write-off of interest on an account.
 - c. Where the internal and external cost to pursue collection of an account would reasonably be expected to exceed the amount to be successfully collected.
 - d. Where a taxpayer has been discharged from their liabilities under bankruptcy.
 - e. Where the taxpayer cannot be located, despite reasonable efforts to do so.

COLLECTIONS COSTS

22. The CAO is authorized to approve certain fees and procedures associated with tax collection on a cost recovery basis such as, but not limited to, fees for cheques/preauthorized debit not able to be processed by a bank.
23. The CAO shall approve increases to the fee(s) no more frequently than annually (fiscal year of April 1 – March 31). No annual increase can exceed CPI as measured by the twelve-month average index for the prior twelve months ended December. Increases may be cumulative when implement in year 2 or later.

PROPERTY TAX DEFERRAL

24. Section 70 of the MGA allows Council to adopt a bylaw which would provide for the postponement of tax payment. Council has determined that it will not enact a bylaw under the provisions of this section with the understanding that staff are authorized to negotiate payment arrangements that are reflective of the taxpayer's ability to pay at any given time and that staff are best able to determine what this regular amount should be. The MGA provides that tax sale can be avoided by having a tax payment arrangement that is being honoured. All taxpayers should be encouraged to make some amount of regular payment on their taxes, however nominal, such that a deferral program is not considered necessary.

WATER ACCOUNTS

GENERAL PROVISIONS

25. The Town is government by regulations in effect for its water utility that have been approved by the Nova Scotia Utility Review Board.

ARREARS COLLECTION

26. Staff are responsible and authorized to negotiate and accept reasonable payment arrangements with customers who are in arrears. The circumstances of the individual customer will be taken into account in these negotiations.

27. All water accounts will be reviewed at the due date and those with arrears of \$30 and over will be sent a reminder notice. The reminder will allow a ten-day period in which the account is to be paid. At the end of the ten-day period those accounts still outstanding will be sent a Notice of Intention to Disconnect, within five business days, unless the account is paid in full. Staff are expected to use collection tools at their disposal and their judgement in applying this policy in determining accounts that will actually be disconnected.

28. Staff are authorized to use generally accepted collection practices to locate exited water customers and collect arrears. If an inactive account is deemed to be uncollectable or if the expense of collections outweighs the amount to be obtained, staff may approve the write-off of the account. A list of account write-offs shall be presented to Council on an annual basis.

29. Staff may waive the interest charges if in their judgement the circumstances warrant it.

30. The CAO is authorized to adopt administrative policies/guidelines that further guide the collection process in accordance with the UARB approved rules and regulations governing the water billing and collection process.

REPEAL

31. Council hereby repeals and replaces all previous policies for tax & water collections.

Clerk's Annotation for Official Policy Book

THIS IS TO CERTIFY THAT this the foregoing is a true and accurate copy of the Town of Oxford's Tax & Water Collection Policy which was adopted by Council at its duly convened meeting held 19 February 2019.

Chief Administrative Officer

Date



**REQUEST FOR DECISION
 Scotia Bank Borrowing Resolutions
 #004-2019**

Date: 31 January 2019	Subject: Scotia Bank Borrowing Resolutions
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Committee of the Whole recommend to Council the approval of the two Scotia Bank borrowing resolutions, one in the amount of \$20,000 for the purpose of purchasing cards, and one in the amount of \$500,000 for the purpose of renewing the Town's credit line, as presented.
Background:	<p>Further to the approval of the Town's Procurement Policy, and with the foundation in place within which to manage and control purchasing cards, an application has been made to Scotia Bank to make provisions to issue purchasing cards for approved positions within the Town's organization. Upon discussion of this with the Scotia Bank representative, the process is to secure a bulk dollar amount, and within that amount, cards with specific thresholds are issued to individuals. The cumulative amount of credit available for all cards issued will not exceed the \$20,000 that is being requested for approval.</p> <p>Proposed cards are as follows:</p> <p>Mayor: \$5,000 CAO: \$5,000 Public Works Director: \$2,500 Recreation Director: \$2,500 Economic Development Officer: \$2,500</p> <p>Amounts can be adjusted upward or downward with the required internal approvals. Receipts for credit card purchases are required, and only approved purchases are permitted on the card.</p> <p>The larger borrowing resolution for \$500,000 is a housekeeping item that follows the initial approval for this amount earlier last year. This is an annual approval required by the bank. It does not</p>

	change any of the Town's current borrowing or banking amounts.
Benefits:	Outside of housekeeping requirements, the purchasing cards are expected to streamline some areas purchasing for the Town, as well as to ensure that those who need to travel for business are able to meet the costs appropriately. The Procurement Policy outlines internal controls to ensure appropriate spending through this method. The upcoming Hospitality Policy also covers what costs are appropriately covered by the Town of Oxford.
Disadvantages:	None foreseen.
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	
Communication Plan:	Should Council approve the borrowing amount for the purchasing cards, a meeting of staff who will be issued cards will be held to outline the responsibilities, spending authority, and other details associated with the responsibility of holding a card.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 19 February 2019

**BORROWING RESOLUTION
MUNICIPALITIES AND SCHOOL BOARDS**

COPY OF RESOLUTION PASSED AT A MEETING OF THE Council
(COUNCIL OR SCHOOL BOARD, ETC.)

of Town of Oxford
(NAME OF MUNICIPALITY, SCHOOL DISTRICT, ETC.)

RESOLVED:

(* INSERT TITLES
RATHER
THAN NAMES)

1. That the * _____ is/are hereby authorized to borrow on behalf of Town of Oxford (the "Corporation") from THE BANK OF NOVA SCOTIA (the "Bank") from time to time by way of promissory note a sum or sums not exceeding at any one time Five Hundred Thousand dollars (\$ 500,000.00) to meet, until the taxes are collected, current expenditures of the Corporation for the year 2019.

2. That the * _____ is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank from time to time a promissory note or notes sealed with the corporate seal for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

(*DELETE IF
NOT APPLICABLE)

* 3. The * _____ is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements under the seal of the Corporation providing for payment to the Bank of all amounts required to be paid by the Bank pursuant to each promissory note of the Corporation guaranteed by the Bank with interest at such rate as the Bank may from time to time determine and of a guarantee fee in respect of each such promissory note at such rate as the Bank may from time to time determine.

4. That the * _____ is/are hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

5. That the * _____ is/are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.

CERTIFICATE

I hereby certify that the foregoing is a true copy of a Resolution of the Corporation of the _____ Town of _____ of _____ Oxford _____ in the _____ duly passed at a meeting of the Council of the said Corporation duly held on the _____ day of _____, _____ at _____ signed by its proper officers as required by law and that the said Resolution is in full force and effect.

DATED at _____ this _____ day of _____, _____.

(CORPORATE SEAL)

By: Sign _____
Title _____

DATE RECEIVED _____
RECORDED _____
APPROVED _____
E.O. _____
AUDITOR _____

**BORROWING RESOLUTION
MUNICIPALITIES AND SCHOOL BOARDS**

COPY OF RESOLUTION PASSED AT A MEETING OF THE Council
(COUNCIL OR SCHOOL BOARD, ETC.)
of Town of Oxford
(NAME OF MUNICIPALITY, SCHOOL DISTRICT, ETC.)

RESOLVED:

(* INSERT TITLES
RATHER
THAN NAMES)

1. That the * _____ is/are hereby authorized to borrow on behalf of Town of Oxford (the "Corporation") from THE BANK OF NOVA SCOTIA (the "Bank") from time to time by way of promissory note a sum or sums not exceeding at any one time Twenty Thousand dollars (\$ \$20,000.00) to meet, until the taxes are collected, current expenditures of the Corporation for the year 2019.

2. That the * _____ is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank from time to time a promissory note or notes sealed with the corporate seal for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

(**DELETE IF
NOT APPLICABLE)

* 3. The * _____ is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements under the seal of the Corporation providing for payment to the Bank of all amounts required to be paid by the Bank pursuant to each promissory note of the Corporation guaranteed by the Bank with interest at such rate as the Bank may from time to time determine and of a guarantee fee in respect of each such promissory note at such rate as the Bank may from time to time determine.

4. That the * _____ is/are hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

5. That the * _____ is/are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.

CERTIFICATE

I hereby certify that the foregoing is a true copy of a Resolution of the Corporation of the Town of Oxford in the _____ duly passed at a meeting of the Council of the said Corporation duly held on the _____ day of _____, _____ at _____ signed by its proper officers as required by law and that the said Resolution is in full force and effect.

DATED at _____ this _____ day of _____.

(CORPORATE SEAL)

By: Sign
Title

DATE RECEIVED.....
RECORDED.....
APPROVED.....
E.O. AUDITOR.....



REQUEST FOR DECISION
Hospitality Policy/Travel & Expense Policy
#005-2019

Date: 31 January 2019	Subject: Hospitality Policy/Travel & Expense Policy
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Committee of the Whole recommend to Council the approval of the Hospitality Policy and Travel & Expense Policy as presented, and further that any existing policies around travel and expense be hereby repealed.
Background:	<p>As a result of several instances of irregular expenses being claimed in some municipalities, the Department of Municipal Affairs, NSFM and the AMANS formed the Joint Municipal Accountability and Transparency Committee (JMAT). The resulting recommendations from the JMAT Committee led to amending legislation through the MGA and FRAM regulations which clarified and tightened the rules around eligible expenses and reporting. These changes required content for expense reimbursement policies and the requirement for municipal units to implement a hospitality policy.</p> <p>Bill 10 Amending the MGA provides for the following requirements:</p> <ul style="list-style-type: none"> (3) Each municipality shall adopt an expense policy and a hospitality policy. (4) An expense policy must <ul style="list-style-type: none"> (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual; (b) identify the persons who have signing authority to authorize the reimbursement of an expense; (c) where applicable, set out rules respecting the use of corporate credit cards; (d) apply to every reportable individual in the municipality; and (e) comply with the regulations. (5) A hospitality policy must <ul style="list-style-type: none"> (a) establish the expenditures, including an alcohol purchase,

	<p>that may be a hospitality expense;</p> <p>(b) establish the approval process for authorizing hospitality expenses;</p> <p>(c) Establish the scope and applicability of the policy; and</p> <p>(d) comply with the regulations.</p> <p>(6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.</p> <p>(7) By the January 31st immediately following a regular election held under the Municipal Elections Act, the Council shall review the expense and hospitality policies and, following a motion by the Council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.</p> <p>And Paragraph 3 of the Regulations to the Municipal Government Act – FRAM (Financial Reporting and Accounting Manual)</p>
Benefits:	The proposed policies comply with the requirements of the amended legislation and regulations.
Disadvantages:	
Options:	There are areas around per diem and financial amounts that are flexible and open to Council determining alternate levels. However, the remainder of the policies are in compliance with the legislation.
Required Resources:	Staff time to ensure reporting requirements are met.
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	Having policies that are in compliance with provincial legislation and regulations ensure adequate internal controls are in place for expenses, and also increases the transparency of the Town's operations.
Workplan Implications (now/future):	The reporting requirements will require internal work to compile expenses and post on the Town's website.
Communication Plan:	Once any policy is approved by Council, information on the policy is communicated directly to staff and all approved policies

	will be posted on the Town's website for public access.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 19 February 2019

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Hospitality Policy

Number:

Approved by: Council

Effective Date: February 19, 2019

Revision Date:

Minutes reference date:

POLICY STATEMENT:

1. The Town of Oxford recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business for reasons of diplomacy, protocol, business development or promotional advocacy.
2. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council members, the Chief Administrative Officer (“CAO”) and Town of Oxford employee hospitality claims.

POLICY OBJECTIVES

3. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Town of Oxford’s objectives.
4. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
5. To ensure taxpayers’ dollars are used prudently and responsibly with a focus on accountability and transparency.

HOSPITALITY AND HOSPITALITY EVENTS

6. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Town of Oxford. Hospitality may be offered under the following circumstances in accordance with this policy:
 - (1) hosting foreign dignitaries;
 - (2) engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - (3) sponsoring or hosting conferences;
 - (4) hosting ceremonies / recognition events; and
 - (5) other official functions, as approved by the CAO, their designate or Town of Oxford Council.

SIGNING AUTHORITY

7. The following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Mayor	CAO/Designate
Members of Council & CAO	Mayor/ Designate
Town Employees/Committee appointees	CAO/Designate

8. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
9. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

PRIOR AUTHORIZATION

10. Subject to this policy, all hospitality events require prior authorization.
11. A request for prior authorization for hospitality events requires the following information:
- (a) rationale/purpose of the event;
 - (b) estimated numbers of attendees and their respective affiliations;
 - (c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and
 - (d) estimated itemized costs including gratuities and supplementary expenses.
12. Requests for hospitality events shall be reviewed by the appropriate Signing Authority as set out in paragraph 7 of this policy, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
13. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

SERVING OF ALCOHOL

14. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any

request for approval to serve alcohol at a hospitality event must have prior approval by the appropriate Signing Authority, as set out in paragraph 7 of this policy.

15. The Town of Oxford and its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
16. The Town of Oxford will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
17. If alcohol is provided at a hospitality event, food must be served.

GIFTS

18. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is sometimes appropriate. Any giving of gifts requires prior approval by the appropriate Signing Authority as set out in paragraph 7 of this policy.

CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

19. By April 1 of each year any individual claiming reimbursement pursuant to this policy must sign an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
20. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Town of Oxford and shall be signed by the Claimant.
21. Hospitality expense claims must include the following:
 - (1) a copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - (2) the names and positions of the guests at the hospitality event;
 - (3) the business objective for the expense; and
 - (4) a detailed itemized receipt for the expense.
22. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 11 of this policy and an explanation of why prior approval was not possible.

-
23. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
24. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
25. No hospitality expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
- (1) the claim is consistent with this policy;
 - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
 - (3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed; and
 - (4) the expenses claimed have appropriate justification.
26. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
27. The use of petty cash to pay a hospitality expense claim is prohibited.

REPORTING REQUIREMENTS

28. Pursuant to s. 65A of the *Municipal Government Act*, the CAO shall ensure that the Town of Oxford does the following:
- (1) within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Town of Oxford website that describes all of the hospitality expenses incurred by the Town of Oxford, including purchases of alcohol during the quarter.
 - (2) by September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.
 - (3) On a quarterly basis, posts the expense reports of each reportable individual on the Town of Oxford website on their expenses related to hospitality, even if there are no expenses to report.

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Travel & Expense

Number:

Approved by: Council

Effective Date: February 19, 2019

Revision Date:

Minutes reference date:

PURPOSE:

This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer (CAO), and Town of Oxford employees, and members of the public appointed to committees/commissions in relation to Town of Oxford business.

SIGNING AUTHORITY

1. The following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Mayor	CAO/Designate
Members of Council & CAO	Mayor/ Designate
Town Employees/Committee appointees	CAO/Designate

2. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
3. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

ELIGIBLE EXPENSES

4. The following travel expenses will be eligible for reimbursement from the Town, provided such expense is incurred in the course of carrying out duties and responsibilities associated with their employment and duly authorized by the Director or CAO.
 - a. **Privately Owned Vehicle** – The Town will reimburse any authorized individual for the use of privately-owned vehicles on Town business. Reimbursement will be made using the Kilometrage and Transportation Allowance Rates for the Province of Nova Scotia (Section A – Regular Rates) in effect on the date of travel.
 - b. Where several Council members, the CAO and/or employees of the Town of Oxford, or any combination thereof, attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.
 - c. **Insurance** – To ensure that any authorized individual is adequately protected, privately-owned vehicles used for Town business shall, as a minimum, have basic insurance coverage. The authorized individual is responsible for payment of their respective insurance premiums. When the use of a privately-owned vehicle is authorized, the Director/CAO must ensure that the authorized individual is informed that the Employer assumes no financial responsibility

beyond payment of the authorized kilometer rate and that, in the event of an accident, the Employer assumes no responsibility for the deductible amounts related to comprehensive or collision coverage.

- d. **Accommodation** – Authorized individuals will be reimbursed for actual accommodation costs incurred while on Town business. Authorized individuals should request government rates whenever possible. Receipts are required for all accommodation charges.
 - e. Authorized individuals who use private accommodations while on Town business will be reimbursed \$60 per night. No receipt is required.
 - f. **Meals** – For each full day of travel, an authorized individual shall be reimbursed the total per diem allowance shown on Schedule A for meals.
 - g. For partial days, the authorized individual shall be reimbursed at the separate meal allowance rates. Related amounts for partial days of travel shall be prorated according to the current meal breakdown. In order to claim for a full day, the employee/elected official must leave at 8:00 am or prior and return later than 6:00 pm.
 - h. Reimbursement for meals shall not be claimed where meals are included a part of registration fees for conferences or seminars, etc.
 - i. **Air Travel** – The Town will reimburse for air travel and related fees (receipt required) at the economy rate to scheduled service airport nearest destination.
 - j. **Car Rental** – Reimbursement will be made for rental of car at destination. Attempts should be made to acquire economy type of transportation. (Receipts required.)
 - k. **Taxi/Bus** – Taxi/bus fares to and from accommodation to place of business as well as from airport to accommodation, etc. (Receipts required.)
 - l. **Park/Toll** – Highways and bridge tolls, parking fees. Receipts required if charges are over \$10 per day.
 - m. **Incidentals** - Where an authorized individual is travelling on the Town's business and overnight accommodations have been authorized and used, the authorized individual will be reimbursed an allowance as set out in Schedule A per overnight stay to cover miscellaneous out-of-pocket expenses.
 - n. **Registration fees** – Expenditures for conference registration, etc. (Receipt required.)
5. **Travel Advance** – The Town does not routinely issue travel advances. If there are extenuating circumstances, an advance may be approved by the CAO.
 6. **Spouses** – The Town of Oxford is not responsible for the costs of travel, lodging, meals, registration, etc. of the spouses when they are accompanying the employee to a conference or meeting.

EXPENSE CLAIMS

7. Expense claims must be submitted on the form provided from time to time by the Town of Oxford and shall be signed by the Claimant.
8. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
 - a. Claims for per diem meal allowances;
 - b. Incidental expenses of less than \$10 for reasonable tips, bridge tokens, parking meters or non-alcoholic beverage.
 - c. Claims for personal vehicle kilometrage for authorized travel.
9. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.
10. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
11. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
 - a. the claim is consistent with policy;
 - b. the expenses claimed were necessarily incurred in the performance of municipal business;
 - c. appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and
 - d. the expenses claimed have appropriate justification.
12. In consideration an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.
13. The use of petty cash to pay an expense claim is prohibited.

USE OF TOWN OF OXFORD CREDIT/PURCHASING CARDS

14. Council members and employees shall refer to the Town of Oxford Procurement Policy, Appendix 5, for information on the use of credit/purchasing cards for authorized business purposes.

TIMEFRAME

15. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
16. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS

17. Fraudulent irregularity, misuse or misappropriation of Town of Oxford funds may result in disciplinary action up to and including termination of employment.
18. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

REPORTING REQUIREMENTS

19. Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
 - a. Within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Oxford website for the Mayor, CAO (including an employee of the Town of Oxford delegated any of the responsibility or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
 - i. Travel and travel related expenses, including transportation, accommodation and incidentals;
 - ii. Meals; and
 - iii. Training and education.
 - b. On a quarterly basis, posts the expense reports of each reportable individual on the Town of Oxford website on their expenses regarding the following:
 - i. Travel and travel related expenses, including transportation, accommodation and incidentals;
 - ii. Meals; and
 - iii. Training and education.

REVIEW REQUIREMENTS

20. The Town of Oxford Audit Committee shall review the expense annual summary report relevant to section 18, by October 31st of each year.
21. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy, and following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

REPEAL

22. All previous Travel & Expense Policies of the Town of Oxford are hereby repealed and replaced with this policy.

SCHEDULE A

SCHEDULE OF ALLOWABLE INCIDENTALS AND MEALS PER DIEM RATES

Incidentals: \$10 per overnight stay.

Meals: Travel must commence before 8:00 am.
Travel must end after 6:00 pm.

Breakfast	\$12.00
Lunch	\$17.00
Dinner	\$26.00
Maximum daily allowance	\$55.00

The above amounts are inclusive of all taxes and gratuities.

Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware the appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, they shall be paid a meal allowance for that meal.

SCHEDULE B

PRIOR APPROVAL FORM

1. Applicant's Name: _____

2. Present Position: _____

3. Department: _____

4. Proposed Conference, Course, Seminar: _____

5. Location: _____

6. Date: _____

7. I certify that I, as a minimum, will always have basic motor vehicle insurance coverage and that if for whatever reason I do not have insurance coverage, I will notify the Town in writing.

(signature) _____

8. Approved: _____

9. Rejected: _____

10. Subject to the following conditions, if any:

If this application is approved, expenses may be claimed in accordance with the Town's Travel Policy.

SCHEDULE C

TRAVEL ADVANCE REQUEST FORM

Name

Department

Destination

Purpose of Request

.....

.....

Dates Involved

Estimated Expenses:	Registration	\$
	Travel	\$
	Accommodations	\$
	Meals	\$
	ESTIMATED TOTAL	\$

Charge to: Signature:

Approved by: Date:



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

Highlights: January 17- February 13, 2019 (inclusive)

Promotion

- Signage: with Council approval of the wayfinding and entrance signage plans submitted in January, I've moved forward getting an additional quote, contacting owners of some of the signage that is to be removed, assessing need and drafting plans for specific wayfinding signage, forwarding plans to RCMP Traffic Authority and Public Works for input, starting to work on updating the Business Directory policy.
- January/February newsletter completed and distributed; input into February Community Calendar
- Promotion through website (see Website report)
- *Face book*: Promotion of Oxford's Wild Blueberry theme focusing on theme champions (OFF, Alan Walters, Sunset Café, etc.); promotion of wild blueberry Valentine recipes; promotion of upcoming events relevant to Town or community events/information that would be of interest to residents (election, boys/heroes, NS Tax Credit, upcoming workshops for businesses, African Heritage Month, etc.)
- Responded to a request for information about visiting Oxford from a Moncton bus tour group; shared information as applicable
- After discussion with one of the organizers of the Rexton/Richibucto banner project, I've determined that we do not have the funding or the community volunteer capacity to initiate a similar project.

Website

- Re-development: continue to participate in reviewing the revisions and providing input; submitted information to CAO for the site. Participated on the Photo Contest judging panel.
- Other: Ongoing updates to the Community Events Calendar; news items posted on the main page; minutes, etc.

Down Town Revitalization

I spoke with Emily Pond (Municipal Affairs) regarding the tourism-focused *Beautification and Streetscaping* grant competition which will be offered again in the new fiscal year. Without a Chamber of Commerce or Business Development organization Oxford is unable to provide funds directly to businesses but we can vie for funding to "support the development of attractive and inviting areas where visitors are enticed to spend money". To read more about this grant: <https://novascotia.ca/dma/funding/streetscaping-program.asp>

Support for Businesses and Business Development

- *Small Business Supper Series*: Planning and promotion has been ongoing. A fourth session has been added for March 27 – a panel of representatives from various business services (CBDC, CANSA, CB Connector, etc.) and networking opportunity. This session will also be held in other areas of the county.
- Six attended the *Business Start-Up Information* session in January and 16 are registered for the Social Media Marketing event on February 20. Jonathan McClelland and I have discussed offering another round of workshops for small business at a later date.
- Communicated with Brent Noiles, CANSA, regarding his assistance to an Oxford business with a Student Summer Employment grant application. We discussed offering a workshop for businesses and organizations during the next student grant program application season.

- Sunset Café is now routinely carrying blueberry cheesecake. This could be a consideration for anyone involved in event planning. A whole Blueberry Cheesecake is pre-sliced for 14 slices and could easily be cut again to make 28 slices. They usually have a full one on hand, but 3 days' notice is preferred. The charge is \$55.00 per cake including whipped topping (no tax).
- Attended Team Cumberland meeting held here February 12.
- New Business: "The Fit & Frugal Dietitian"- I continue to be in touch with registered dietitian, Angela Ward, who has started a nutrition consulting and group fitness business on-line and is working to prepare a physical space in the Paper Weight Fitness building.

Liaison with organizations, services groups and school:

- Shared Oxford demographic snapshot with Team Cumberland and promoted in the newsletter: this could provide planning assistance to businesses and organizations. It also has been promoted on fb and is on our website.
- OREC is planning a trade show in the Fall: contacted and offered support for it and other planned events.
- We have a new student exhibit at the Oxford Riverside Gallery and I continue to help Mathew promote the gallery. The gallery sign located at the town entrance was damaged and I asked Wes to remove.
- Public Health is endeavoring to look for ways to provide support to immigrant families in Oxford and I agreed to consult with them as they move forward.
- Promoted Can-U services/programs at their request.

Annual Poetry Festival (April 27 & 28, 2019)

- Work continues at an increased pace with promotion and inquiries ramping up
- Having problems with Tourism site to promote this event and no luck so far being able to get technical help.

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

- "Cookies, Coffee and Craft Corner" event postponed to March 13 due to storm. Promotion of event, organization of supplies; meeting with volunteer.
- Attended the Public Engagement workshop January 17.

Other

- Staff meeting
- Responding to public inquiries
- Met with Mabel Lowther regarding her offer to loan the Town several of her hand-made wild blueberry ceramics to help with promoting our theme. We determined that they may be appropriate for the outside-facing display window and I have contacted Eleanor Crowley to discuss.

Respectfully submitted,
Ruthie Patriquin, Community Economic Development Officer

**Recreation and Leisure Services Report
February 2019**

This month at the arena we will have about 60-65 hours of ice booked. We also have a few busy weekends coming up, with a ringette tournament booked for the entire day on February 18th, Firemen's Carnival on March 2nd, annual minor hockey house league tournament will be March 8th, 9th and 10th, a gentlemen's tournament is booked for the weekend of March 23rd and 24th, and another ringette tournament booked for the weekend of April 6th and 7th.

A quick reminder to everyone about Volunteer Award nominations, the deadline to get them to me is Wednesday February 20th. If you would like to nominate anyone please do.

I have an Outdoor Play Day scheduled for Heritage Day at the baseball field. Depending on weather my plan is to snowshoe and then return to the baseball field for snow painting and hot chocolate. The play Day will start at 1:00 and everyone is welcome.

I met with Bill Martin earlier this month; Bill has agreed to set myself up with access to Six Rivers website and will create a tab on there for Sports/Recreation. With that I will be able to advertise our programs and as well anything happening related to sport/recreation in our area , once I have something created I will include the link in my report.

I have been speaking with Doug Hart from the school about cost sharing pickleball sets at the school which will be available for the Town to use as well. Once we have everything my plan is to work with the OPH Club to schedule a pickleball night at the school that works best for them. I will be applying for funding through Sport NS for the equipment.

I have put an Expression of Interest in for a Community Food Access Grant, I had applied on behalf of the Gettin' Healthy Group as the work we do relating to that fits well with the funding guidelines. This funding will be used to support any work the group plans on doing in the upcoming year.

The Arena Committee will be hosting their annual Fish and Game show on May 25th and 26th, I have agreed to help them with drafting up an invitation letter they can send out to potential vendors and as well will update their poster and help them with any promotion.

I met with the other Recreation Directors from Cumberland County to continue our Learn 2 Lead project for providing training and workshops around the county for our volunteers and coaches. This year we decided to give it a different look. We will be offering 4 different sessions from March-June, these sessions will be a Lunch and Learn in March with motivational speaker Patrick Manifold, in April we will be offering Mental Health First Aid Training, in May we will be offering a food handlers course, and in June we will offer various different training for our summer students that will also be available to the public. Stay tuned for more details on those.



Public Works Monthly Report

January 2019

The Public Works crew was kept very busy through the month of January, hot off a very long and difficult water main break/repair on New Years Eve day.

Water Breaks

- 40 Duke Street (January 3)
- corner Main & James Streets (January 8)
- 105 Pugwash Rd Service (January 10)
- Pugwash/Water Street intersection
- Main & Water Streets (January 11)

January 18

Generator positioned at the wells in anticipation of winter storm warnings and potential power outages

January 28

Cleaned up around previous water main breaks on Main Street & Waverly Street

January 29

Cold patching pot holes around town
Generator brought back to Public Works Yard

Plowed snow & general maintenance

Respectfully submitted,

Wes Adshade
Public Works Supervisor

Oxford Fire Department
Report for December 2018 and January 2019

December 2018:

- 8 calls
 - 2 medicals
 - 5 mutual aids
 - 1 MVA
-
- 3 town calls and 5 county calls
 - We ended 2018 with 118 calls

January 2019:

- 7 calls
 - 3 medical
 - 2 fire alarms
 - 2 mutual aid calls
-
- 5 town calls and 2 county calls

We has a busy 2018 with multiple mutual aid calls to our county departments.

We have taken possession of our 4 new SCBA packs with part of the provincial funding coming in, just waiting on the remainder of the funding to be issued. After which, the department will write a cheque to the Town.

Going forward we will need to look at replacing Truck #5 due to transmission issues. As of now this truck is being used only for shuttling water, as it is not safe to pump water. We have mentioned that we do not need a new truck but could use a used truck. There are many sites selling used apparatus for decent pricing

An application to become an MFR (medical first responder) department has been submitted and either myself or Deputy Chief Ken Hickman will be attending the March 4th Committee of the Whole meeting to speak on this.

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

Trueman Rushton, Chief
Oxford Fire Department

To

Town Hall

Re: Coldest Night of the Year (cnoy.org)

February 23 is statistically the coldest night of the year in Canada. On that night, teams and individuals across the country will be taking part in a sponsored walk to raise funds to support homeless people and those at risk of homelessness in our communities. Here in Cumberland County, these efforts are taking place under the umbrella of the Cumberland YMCA. The Y runs programmes here to provide the help needed by people at risk of losing their shelter and who have to make impossible decisions between paying the rent, eating, or providing the other necessities of life.

I will be walking with a team and I am soliciting sponsorship from friends, neighbours, and businesses to support this cause.

More information (and the easy way to donate) can be found at cnoy.org. Simply click on "Donate" and then "Search" for me, Keith Hunter, which will ensure that your donation stays here in Cumberland County. A donation of \$20 or more will be receipted.

If you would rather make a donation by cheque or in cash, you can give me a call for "pick-up". Cheques should be made payable to "Coldest Night of the Year" and please include my name and team (Christ Church Anglican) on the memo line.

Thank you for considering this cause.

Keith Hunter

902 447 3191

From: Tyler Rushton
Sent: February 12, 2019 10:30 AM
To: cao@town.oxford.ns.ca
Subject: Fwd: Letter of support

Sent from my iPhone

Begin forwarded message:

From: [redacted]
Date: February 5, 2019 at 8:25:13 PM AST
To: " [redacted] " <[redacted]>
Subject: Fw: Letter of support

Sent from [Mail](#) for Windows 10

From: [David Hoffman](#)
Sent: Tuesday, February 5, 2019 6:33 PM
To: [redacted]
Subject: RE: Letter of support

To the Council of the County of Cumberland:

This letter is in support of the Route Six Snowmobile Club request for support by way of an annual grant from the County of Cumberland.

This snowmobile club is extremely active, helping to provide quality infrastructure for snowmobilers and other users of the trails system covering the Great trail from the Colchester/Cumberland border on the Short Line to Oxford, as well as other adjoining trails connecting Tatamagouche, Wallace, Wentworth Market, Thompson Station, Pugwash and Oxford. As well as the important grooming, they are an active club in maintaining these trails, for the benefit of all trail users. This includes surface repairs, brush clearing, structural repairs to infrastructure such as the Wallace Bridge and the large British culverts which are built into the rail beds. This is an active group of volunteers who give back to their community with their own time, and need the financial support and encouragement to provide the materials to complete their important work. As a result of their activities, there is considerable use of the Trail throughout the year, creating recreational opportunities for the local citizens as well as economic spin-off benefits when local and travelling trail users stop at the local communities for refreshments, overnight accommodations, fuel etc.

The Oxford & Area Trails Association has been completing a major multi-year project which connects the Route Six trails with the Cumberland Trails group. This allows for a continuous route from one end of Cumberland County to the other, from Colchester County to New Brunswick. The support from the Route Six group has been exemplary throughout, and the new connection now in place allows for even greater and safer trail use and therefore benefit to the community. We are fortunate to have energetic

and committed volunteers who give freely of their time for the benefit of the broader community. They are very worthy of support.

Sincerely,

David Hoffman
President, Oxford & Area Trails Association.

David Hoffman FCPA, FCA,
Co- CEO Bragg Group
Tel 902-447-2100 X 2076
dhoffman@oxfordfrozenfoods.com

cao@town.oxford.ns.ca

From: Tracy Black <tracyblack@eastlink.ca>
Sent: February 13, 2019 9:33 PM
To: cao@town.oxford.ns.ca
Subject: letter of support

Hi Rachel,

I am filling out our application for a grant from the county for the exhibition. Part of that process is to attach letters of support for our event. Would the Town be able to provide us a letter?

If so if you could email it to me so I can attach it to the application, we would be very grateful.

Thank you,
Tracy