



TOWN OF OXFORD
Town Council Meeting
Town Hall – Council Chambers
Monday, 15 April 2019
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Presentations
 - 3.1 Gerry Eisener & Blaine Rooney: Water Rate Review
4. Approval of Previous Minutes
 - 4.1 Town Council – 19 March 2019
5. New Business
 - 5.1 Multi-year Capital Budget Planning Policy
 - 5.2 RFD #008-2019 PCAP Funding Application: Main Street Waterline Renewal
 - 5.3 Recognition of 100th Birthday: Cora Fraser
 - 5.4 Lyme Disease Awareness Proclamation
6. Reports
 - 6.1 Economic Development
 - 6.2 Recreation and Leisure
 - 6.3 Public Works
 - 6.4 Fire
7. Correspondence
8. Adjournment

Oxford Water Utility
Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

6-Apr-19

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – PROPOSED RULES AND REGULATIONS

**TOWN OF OXFORD WATER UTILITY
NOTES ON WORKSHEETS
SUPPLEMENTAL NOTES ON WORKSHEETS**

WORKSHEET B-1

Non-operating Expenditures – The non-operating expenditures includes Earnings in each of the test years. The Earnings will be used to pay off the deficit of the Utility.

WORKSHEET B-3

The Utility is requesting that the depreciation on the proposed capital spending on distribution piping (estimated to be \$14,091) in 2019/20 be deferred until 2020/21. This request is made for rate design purposes.

WORKSHEET C-6

The water consumption for the average 5/8 inch customer has been declining since the last rate study. This decline has been occurring in most water Utilities in Canada and is projected to continue in this Utility. Based on the water consumption trend as well as the current average usage the water rate study includes a 1.0% per year reduction for each of the test years for the 5/8" customers.

The Utility currently has a two block rate structure which it wishes to retain. The Utility is requesting the size of the first block be changed from "0 to 45,000,000 imperial gallons per year per customer" to "0 to 140,000,000 imperial gallons per year per customer" in all test years. This change will affect one customer, Oxford Frozen Foods. Worksheet C-6 lays out the proposed changes the requested change on Oxford Frozen Food separately.

WORKSHEET D-1

The average quarterly bill changes for Oxford Frozen Foods is presented separately for each of the test years. The Worksheet presents the impact on the average quarterly bill for Oxford Frozen Foods separately as it is the only customer impacted by the requested change in the block size (see also the note for Worksheet C-6 above).

TOWN OF OXFORD WATER UTILITY
GENERAL NOTES ON WORKSHEETS

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the years 17/18 (actual) and 18/19 (estimated) as provided by the Utility.

Operating Revenues - The operating revenue for 19/20, 20/21 and 21/22 is based on the Utility's budget. The revenue includes no projected growth of new customers. The fire protection rate is based on rate approved in the last rate hearing.

Operating Expenditures - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure.

Non-operating Revenues – There is non-operating revenue projected during the test years based on the Utility's budget for interest and jobbing.

Non-operating Expenditures – The non-operating expenditures include interest and principal on the existing debt, proposed new debt, capital out of revenue, and earnings that will be used to reduce the deficit.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all test years.

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 19/20, 20/21 and 21/22.

Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the estimated operating expenditures as provided by the Utility for the year 18/19. The projected expenditures for the years for 19/20, 20/21 and 21/22 are taken from information provided by the Utility and are based on projected budgets or an increase from the previous year based on 3% for inflation.

Worksheet B-3

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 18/19, 19/20, 20/21 and 21/22. The depreciation fund balance for the year 18/19 is taken from the financials statements of the Utility.

Worksheet B-4

This worksheet is used for the projected capital contribution.

Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. Each year includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protection for the Storage Reservoir, 55% to general service and 45% to fire protection for distribution mains in recognition of the significant draw that Oxford Frozen Foods places on the system. The transmission mains are allocated 75% to general service and 25% to fire protection in recognition of the significant draw that Oxford Frozen Foods places on the system. These allocations are the same as those used in the previous rate study.

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from Worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge for 19/20, 20/21 and 21/22.

Worksheet C-2

This worksheet calculates the return on rate base

Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production. The allocations are the same as used in the previous rate study.

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents. There is no projected growth in the number of customers.

Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate quarterly base charge for each size of meter.

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for current year is based on information provided by the Utility. There are no new customers projected in the test years. A review of the consumption of the 5/8" customers from the previous rate study indicates that the average use per customer has declined approximately 1% per year since that study was completed. Based on this decline the volume of water for 5/8 " customers includes a 1% reduction per year for each of the test years.

The Utility currently has a two block rate structure based on 0 to 45,000,000 imp gallons per year per customer at the first block rate with the balance at the second block rate. The Utility requests that the block structure be changed to 0 to 140,000,000 imp gallons per year per customer at the first block rate with the balance at the second block rate.

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 19/20, 20/21, and 21/22.

Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years.

Oxford Water Utility
Comparative Statement of Operations

Fiscal Years ending March 31st

	2017/18 (Actual)	2018/19 (Estimated)	Projection Using Current Rates		
			2019/20 Budget	2020/21 Budget	2021/22 Budget
OPERATING REVENUES					
Metered Sales	368,046	415,000	415,000	415,000	415,000
Flat Rate Sales	2,439	1,950	1,953	1,953	1,948
Public Fire Protection	115,407	115,407	115,407	115,407	115,407
Sales of Services	202	250	500	500	500
Sprinklers	200	250	480	480	480
Other Operating Revenue	2,875	0	0	0	0
Total	489,169	532,857	533,340	533,340	533,335
OPERATING EXPENDITURES					
Power and Pumping	157,705	99,195	102,171	105,236	108,393
Water Treatment	24,048	23,688	24,399	25,131	25,885
Transmission and Distribution	77,536	90,305	93,014	95,805	98,679
Administration and General	107,282	109,425	112,708	116,089	119,572
Depreciation	56,604	61,819	69,999	84,573	92,814
Taxes	18,033	18,000	18,540	19,096	19,669
Total	441,208	402,432	420,830	445,930	465,011
OPERATING PROFIT (LOSS)	47,961	130,425	112,510	87,410	68,324
			0		
NON-OPERATING REVENUES					
Interest on Arrears	3,954	4,000	4,000	4,000	4,000
Transfer from Depreciation Fund	0	0	0	0	0
Other - Recovery of Accounts/Adjustments	2,262	0	0	0	0
Total	6,216	4,000	4,000	4,000	4,000
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	93,000	93,000	93,000	93,000	93,000
Debt Charges - Interest	15,013	13,075	11,841	9,644	7,269
New Debt - Principal			7,922	8,397	8,901
New Debt - Interest			17,485	17,010	16,506
New Debt - Principal				0	0
New Debt - Interest				0	0
New Debt - Principal					4,784
New Debt - Interest					10,560
Bank Charges	5,006	0	0	0	0
Amortization of Debenture discount	322	0	0	0	0
Capital out of Revenue	0	0			
Earnings	0		17,000	15,000	13,000
Total	113,341	106,075	147,248	143,051	154,020
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-59,164	28,350	-30,738	-51,641	-81,697
SURPLUS AT BEGINNING OF YEAR *	-31,671	-90,835	-62,485	-93,223	-144,864
ACCUMULATED SURPLUS (DEFICIT)	-90,835	-62,485	-93,223	-144,864	-226,561

Oxford Water Utility				
Statement of Operating Expenditures and Revenue Requirements				
	2018/19 (Projected)	2019/20 Budget	2020/21 Budget	2021/22 Budget
OPERATING EXPENDITURES				
Power and Pumping	99,195	102,171	105,236	108,393
Water Treatment	23,688	24,399	25,131	25,885
Transmission and Distribution	90,305	93,014	95,805	98,679
Administration and General	109,425	112,708	116,089	119,572
Depreciation	61,819	69,999	84,573	92,814
Taxes	18,000	18,540	19,096	19,669
Total	402,432	420,830	445,930	465,011
NON OPERATING EXPENSES				
Debt Charges - Principal	93,000	93,000	93,000	93,000
Debt Charges - Interest	13,075	11,841	9,644	7,269
New Debt - Principal	0	7,922	8,397	8,901
New Debt - Interest	0	17,485	17,010	16,506
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	4,784
New Debt - Interest	0	0	0	10,560
Bank Charges	0	0	0	0
Amortization of Debenture discount	0	0	0	0
Capital out of Revenue	0	0	0	0
Earnings	0	17,000	15,000	13,000
Total	106,075	147,248	143,051	154,020
LESS NON-OPERATING REVENUES				
Interest	4,000	4,000	4,000	4,000
Transfer from Depreciation Fund	0	0	0	0
Other	0	0	0	0
Total	4,000	4,000	4,000	4,000
LESS OTHER OPERATING REVENUE				
Sprinklers	250	480	480	480
Sale of Services	250	500	500	500
Other Operating Revenue	0	0	0	0
Total	500	980	980	980
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS				
	504,007	563,098	584,001	614,052

Oxford Water Utility				
Statement of Operating Expenditures				
	2018/19 (Estimated)	2019/20 (Budget)	2020/21 (Budget)	2021/22 (Budget)
POWER AND PUMPING				
Supervisory Salary	19,380	19,961	20,560	21,177
Power	56,375	58,066	59,808	61,602
Labour	1,000	1,030	1,061	1,093
Repairs and Maintenance	22,440	23,113	23,807	24,521
Other	0	0	0	0
TOTAL POWER AND PUMPING	99,195	102,171	105,236	108,393
WATER TREATMENT				
Chemicals	4,000	4,120	4,244	4,371
Power	7,688	7,919	8,156	8,401
Labour	2,000	2,060	2,122	2,185
Maintenance	10,000	10,300	10,609	10,927
Other	0	0	0	0
TOTAL WATER TREATMENT	23,688	24,399	25,131	25,885
TRANSMISSION AND DISTRIBUTION				
Meters	3,500	3,605	3,713	3,825
Labour	40,545	41,761	43,014	44,305
Maintenance	38,760	39,923	41,120	42,354
Services	0	0	0	0
Truck Expense	7,500	7,725	7,957	8,195
Other	0	0	0	0
TOTAL TRANSMISSION AND DISTRIBUTION	90,305	93,014	95,805	98,679
ADMINISTRATION AND GENERAL				
Salaries	50,745	52,267	53,835	55,450
CPP	8,160	8,405	8,657	8,917
EI	5,100	5,253	5,411	5,573
Pension	7,500	7,725	7,957	8,195
Health Plan	5,000	5,150	5,305	5,464
WCB	6,120	6,304	6,493	6,687
Rentals	5,500	5,665	5,835	6,010
Legal	5,000	5,150	5,305	5,464
Office Expenses	7,000	7,210	7,426	7,649
Audit	8,800	9,064	9,336	9,616
Bank Charges	500	515	530	546
Other	0	0	0	0
TOTAL ADMINISTRATION AND GENERAL	109,425	112,708	116,089	119,572

06-Apr-19

Oxford Water Utility					
Calculation of Depreciation of Tangible Plant at Total Cost					
2018/19					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate for Previous Year	58,873
LAND AND LAND RIGHTS					
Source of Supply Land	0				0
Land - General					0
STRUCTURES AND IMPROVEMENTS					
Source of Supply Structures	0		0	0.02	0
Power and Pumping Structures	0		0	0.04	0
Purification	0		0	0.05	0
Distribution Reservoirs and Standpipes	0	0	0	0.05	0
Underground Well	0		0		0
Other	0	0	0	0.04	0
Equipment			0		0
Electrical Pumping	20,000	0	20,000	0.05	1,000
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment			0		0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0	0	0	0.2	0
Backwash Piping	0		0	0.02	0
Distribution Mains Equipment			0		0
Meter Shop Equipment	0	0	0	0	0
Other Connection of DMA's to SCADA	0	0	0	0.2	0
Mains			0		0
Transmission	0	0	0	0.0133	0
Distribution	120,000	90,000	30,000	0.0133	1,596
Meters	5,000	0	5,000	0.05	250
Hydrants	0	0	0	0.0133	0
Other	0	0	0	0.05	0
Services	5,000	0	5,000	0.02	100
Other - Water Rate Study	0	0	0	0.33	0
TOTAL	150,000	90,000	60,000	1	2,946
Source of Funding					
				Depreciation Fund Balance beginning of year	321,117
Outside Sources	90,000			Interest on Fund balance	4,014
Depreciation fund	60,000			Fund balance before expenditures	325,131
Long Term Debt	0			Depreciation Payment in Current Year	61,819
Capital out of revenue	0			Depreciation Expenditure in Current Year	-60,000
TOTAL	150,000			Balance after expenditures	326,950

Oxford Water Utility					
Calculation of Depreciation of Tangible Plant at Total Cost					
2019/20					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate for Previous Year	61,819
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General			0		0
STRUCTURES AND IMPROVEMENTS					
Source of Supply Structures	0		0	0	0
Power and Pumping Structures	0		0	0.05	0
Purification - Bldg for Generator	10,000		10,000	0.05	500
Distribution Reservoirs short term Repairs	16,000	0	16,000	0.25	4,000
Underground Well	0		0		0
Other	0	0	0	0.333	0
Equipment					
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment	0		0		0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.2	0
Backwash Piping	0		0	0.05	0
Distribution Mains Equipment	0		0		0
Computer Modeling of Water System	0	0	0	0.1	0
Other - Meter Reading Equipment	0	0	0	0.1	0
Mains					
Transmission	0	0	0	0.0133	0
Distribution	1,059,500	464,750	594,750	0.0133	0
Meters	5,000	3,335	1,665	0.05	250
Hydrants	0	0	0	0.0133	0
Master Metering- Leak Detection	0	0	0	0.05	0
Services	5,000	0	5,000	0.02	100
Other - Water Rate Study/Hearing	10,000	0	10,000	0.333	3,330
TOTAL	1,105,500	468,085	637,415	2	8,180
Source of Funding					
Outside Sources	468,085			Depreciation Fund Balance beginning of year	326,950
Depreciation fund	346,000			Interest on Fund balance	4,087
Long Term Debt	291,415			Fund balance before expenditures	331,037
Capital out of revenue	0			Depreciation Payment in Current Year	69,999
TOTAL	1,105,500			Depreciation Expenditure in Current Year	-346,000
				Balance after expenditures	55,036

Oxford Water Utility					
Calculation of Depreciation of Tangible Plant at Total Cost					
2020/21					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate for Previous Year	69,999
				Deferred Depreciaiton from 2019/20	14,091
LAND AND LAND RIGHTS					
Source of Supply Land	0	0	0		
Source Water Protection					0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures	0	0	0	0.01333	0
Power and Pumping Structures	0	0	0	0.02	0
Purification	0	0	0	0	0
Distribution Reservoirs and Standpipes	0	0	0	0.02	0
Underground Well	0	0	0	0.02	0
Other	0	0	0	0.04	0
Equipment		0	0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Emergency Generator	0	0	0	0.05	0
Transportation Equipment		0	0	0	0
Tools and Work Equipment	0	0	0	0.2	0
GIS System		0	0		0
Distribution Mains Equipment		0	0		0
Computer Modeling of Water System	0	0	0	0	0
Other	0	0	0	0.04	0
Mains		0	0		0
Transmission	0		0	0.01333	0
Distribution	10,000	0	10,000	0.0133	133
Meters	5,000	0	5,000	0.05	250
Hydrants	0	0	0	0.0133	0
Master Metering- Leak Detection	0		0	0.05	0
Services	5,000	0	5,000	0.02	100
Other	0		0	0.02	0
TOTAL	20,000	0	20,000		483
Source of Funding					
				Depreciation Fund Balance beginning of year	55,036
Outside Souces	0			Interest on Fund balance	688
Depreciation fund	20,000			Fund balance before expenditures	55,724
Long Term Debt	0			Depreciation Payment in Current Year	84,573
Capital out of revenue	0			Depreciation Expenditure in Current Year	-20,000
TOTAL	20,000			Balance after expenditures	120,297

Oxford Water Utility					
Calculation of Depreciation of Tangible Plant at Total Cost					
2021/22					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate for Previous Year	84,573
					0
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General			0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures			0	0	0
Power and Pumping Structures			0		0
Purification			0	0.05	0
Distribution Reservoirs and Standpipes	582,000	291,000	291,000	0.01333	7,758
Underground Well	0		0	0.02	0
Other	0	0	0	0.04	0
Equipment			0		0
Electrical Pumping		0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment			0		0
Transportation Equipment		0	0	0.0133	0
Tools and Work Equipment	0		0	0.02	0
GIS System			0	0.2	0
Distribution Mains Equipment			0		0
Computer Modeling of Water System		0	0	0.05	0
Other			0		0
Mains			0		0
Transmission	0		0	0.0133	0
Distribution	10,000	0	10,000	0.0133	133
Meters	5,000		5,000	0.05	250
Hydrants	0		0	0.0133	0
Master Metering- Leak Detection	0		0	0.05	0
Services	5,000	0	5,000	0.02	100
Other					0
TOTAL	602,000	291,000	311,000		8,241
Source of Funding					
				Depreciation Fund Balance beginning of year	120,297
Outside Sources	291,000			Interest on Fund balance	1,504
Depreciation fund	135,000			Fund balance before expenditures	121,801
Long Term Debt	176,000			Depreciation Payment in Current Year	92,814
Capital out of revenue	0			Depreciation Expenditure in Current Year	-135,000
TOTAL	602,000			Balance after expenditures	79,615

Oxford Water Utility			
Calculation of Amortization on Capital Contributions (to Plant)			
2019/20			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures	0	0.00	0
Power and Pumping Structures	0	0.05	0
Purification	0	0.05	0
Distribution Reservoirs and Standpipes	0	0.25	0
Underground Well	0	0.00	0
Other	0	0.33	0
Equipment	0	0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.00	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.20	0
GIS System	0	0.05	0
Distribution Mains Equipment	0	0.00	0
Computer Modeling of Water System	0	0.10	0
Other Equipment	0	0.10	0
Mains	0	0.00	0
Transmission	0	0.0133	0
Distribution	464,750	0.0133	6,181
Meters	3,335	0.05	167
Hydrants	0	0.0133	0
Master Metering- Leak Detection	0	0.05	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	468,085		6,348

Oxford Water Utility			
Calculation of Amortization on Capital Contributions (to Plant)			
2020/21			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS			
Source of Supply Structures	0	0.01	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	0	0.0200	0
Underground Well	0	0.02	0
Other	0	0.04	0
Equipment			
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.05	0
Transportation Equipment	0	0.00	0
Tools and Work Equipment	0	0.20	0
GIS System	0	0.00	0
Distribution Mains Equipment	0	0.00	0
Computer Modeling of Water System	0	0.00	0
Other Equipment	0	0.04	0
Mains			
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters			
Hydrants	0	0.01	0
Master Metering- Leak Detection	0	0.05	0
Services			
Other	0	0.02	0
TOTAL	0		0

Oxford Water Utility			
Calculation of Amortization on Capital Contributions (to Plant)			
2021/22			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures	0	0.00	0
Power and Pumping Structures	0	0.00	0
Purification	0	0.05	0
Distribution Reservoirs and Standpipes	291,000	0.01	3,879
Underground Well	0	0.02	0
Other	0	0.04	0
Equipment	0	0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.00	0
Transportation Equipment	0	0.01	0
Tools and Work Equipment	0	0.02	0
GIS System	0	0.20	0
Distribution Mains Equipment	0	0.00	0
Computer Modeling of Water System	0	0.05	0
Other Equipment	0	0.00	0
Mains	0	0.00	0
Transmission	0	0.01	0
Distribution	0	0.0133	0
Meters	0	0.05	0
Hydrants	0	0.01	0
Master Metering- Leak Detection	0	0.05	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	291,000		3,879

Oxford Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2018/19

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital			-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-	-	-	90.0%	0	10.0%	0
Source of Supply Land	4,675	-	4,675	90.0%	4,208	10.0%	468
Land - General	39,295	-	39,295	90.0%	35,366	10.0%	3,930
STRUCTURES AND IMPROVEMENTS	-	-	-	-	0	-	0
Source of Supply Structures	6,695	-	6,695	90.0%	6,026	10.0%	670
Power and Pumping Structures	50,509	-	50,509	90.0%	45,458	10.0%	5,051
Purification	243,105	-	243,105	90.0%	218,795	10.0%	24,311
Distribution Reservoirs and Standpipes	373,888	-	373,888	40.0%	149,555	60.0%	224,333
Underground Well	50,362	-	50,362	90.0%	45,326	10.0%	5,036
Other	-	-	-	90.0%	0	10.0%	0
Equipment	-	-	-	-	0	-	0
Electrical Pumping	73,276	20,000	93,276	90.0%	83,948	10.0%	9,328
Purification Equipment	17,626	-	17,626	90.0%	15,863	10.0%	1,763
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	7,271	-	7,271	90.0%	6,544	10.0%	727
Tools and Work Equipment	6,039	-	6,039	90.0%	5,435	10.0%	604
Backwash Piping	-	-	-	90.0%	0	10.0%	0
Distribution Mains Equipment	-	-	-	60.0%	0	40.0%	0
Meter Shop Equipment	-	-	-	90.0%	0	10.0%	0
Other	-	-	-	90.0%	0	10.0%	0
Mains	-	-	-	-	0	-	0
Transmission	1,891,416	-	1,891,416	75.0%	1,418,562	25.0%	472,854
Distribution	1,090,325	120,000	1,210,325	55.0%	665,679	45.0%	544,646
Meters	104,192	5,000	109,192	100.0%	109,192	0.0%	0
Hydrants	26,540	-	26,540	0.0%	0	100.0%	26,540
Master Metering- Leak Detection	-	-	-	100.0%	0	0.0%	0
Services	64,772	5,000	69,772	100.0%	69,772	0.0%	0
Other	-	-	-	90.0%	0	10.0%	0
TOTAL	4,049,986	150,000	4,199,986	68.6%	2,879,728	31.4%	1,320,258

Oxford Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2019/20							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-	-	-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS							
Source of Supply Land	4,675	-	4,675	90.0%	4,208	10.0%	468
Land - General	39,295	-	39,295	90.0%	35,366	10.0%	3,930
STRUCTURES AND IMPROVEMENTS							
Source of Supply Structures	6,695	-	6,695	90.0%	6,026	10.0%	670
Power and Pumping Structures	50,509	-	50,509	90.0%	45,458	10.0%	5,051
Purification	243,105	10,000	253,105	90.0%	227,795	10.0%	25,311
Distribution Reservoirs and Standpipes	373,888	16,000	389,888	40.0%	155,955	60.0%	233,933
Underground Well	50,362	-	50,362	90.0%	45,326	10.0%	5,036
Other	-	-	-	90.0%	0	10.0%	0
Equipment							
Electrical Pumping	93,276	-	93,276	90.0%	83,948	10.0%	9,328
Purification Equipment	17,626	-	17,626	90.0%	15,863	10.0%	1,763
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	7,271	-	7,271	90.0%	6,544	10.0%	727
Tools and Work Equipment	6,039	-	6,039	90.0%	5,435	10.0%	604
Backwash Piping	-	-	-	90.0%	0	10.0%	0
Distribution Mains Equipment	-	-	-	60.0%	0	40.0%	0
Computer Modeling of Water System	-	-	-	90.0%	0	10.0%	0
Other	-	-	-	90.0%	0	10.0%	0
Mains							
Transmission	1,891,416	-	1,891,416	75.0%	1,418,562	25.0%	472,854
Distribution	1,210,325	1,059,500	2,269,825	55.0%	1,248,404	45.0%	1,021,421
Meters							
Hydrants	109,192	5,000	114,192	100.0%	114,192	0.0%	0
Master Metering- Leak Detection	26,540	-	26,540	0.0%	0	100.0%	26,540
Other -	-	-	-	100.0%	0	0.0%	0
Services							
Other -	69,772	5,000	74,772	100.0%	74,772	0.0%	0
TOTAL	4,199,986	1,105,500	5,305,486	65.9%	3,496,853	34.1%	1,808,633

Oxford Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2020/21							
	Utility Plant In Service Previous Year	Additions	Utility Plant In Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-	-	-	100.0%	0	0.0%	0
Tangible Plant	-	-	-	-	-	-	-
LAND AND LAND RIGHTS	-	-	-	90.0%	0	10.0%	0
Source of Supply Land	4,675	0	4,675	90.0%	4,208	10.0%	468
Land - General	39,295	0	39,295	90.0%	35,366	10.0%	3,930
STRUCTURES AND IMPROVEMENTS	-	0	-	-	0	-	0
Source of Supply Structures	6,695	0	6,695	90.0%	6,026	10.0%	670
Power and Pumping Structures	50,509	0	50,509	90.0%	45,458	10.0%	5,051
Purification	253,105	0	253,105	90.0%	227,795	10.0%	25,311
Distribution Reservoirs and Standpipes	389,888	0	389,888	40.0%	155,955	60.0%	233,933
Underground Well	50,362	0	50,362	90.0%	45,326	10.0%	5,036
Other	-	0	-	90.0%	0	10.0%	0
Equipment	-	0	-	-	0	-	0
Electrical Pumping	93,276	0	93,276	90.0%	83,948	10.0%	9,328
Purification Equipment	17,626	0	17,626	90.0%	15,863	10.0%	1,763
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	7,271	0	7,271	90.0%	6,544	10.0%	727
Tools and Work Equipment	6,039	0	6,039	90.0%	5,435	10.0%	604
Backwash Piping	-	0	-	90.0%	0	10.0%	0
Distribution Mains Equipment	-	0	-	60.0%	0	40.0%	0
Computer Modeling of Water System	-	0	-	90.0%	0	10.0%	0
Other	-	0	-	90.0%	0	10.0%	0
Mains	-	0	-	-	0	-	0
Transmission	1,891,416	0	1,891,416	75.0%	1,418,562	25.0%	472,854
Distribution	2,269,825	10,000	2,279,825	55.0%	1,253,904	45.0%	1,025,921
Meters	114,192	5,000	119,192	100.0%	119,192	0.0%	0
Hydrants	26,540	0	26,540	0.0%	0	100.0%	26,540
Master Metering- Leak Detection	-	0	-	100.0%	0	0.0%	0
Services	74,772	5,000	79,772	100.0%	79,772	0.0%	0
Other	10,000	0	10,000	90.0%	9,000	10.0%	1,000
TOTAL	5,305,486	20,000	5,325,486	66.0%	3,512,353	34.0%	1,813,133

Oxford Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2021/22							
	Utility Plant In Service Previous Year	Additions	Utility Plant In Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-		-	90.0%	0	10.0%	0
Source of Supply Land	4,675	0	4,675	90.0%	4,208	10.0%	468
Land - General	39,295	0	39,295	90.0%	35,366	10.0%	3,930
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures	6,695	0	6,695	90.0%	6,026	10.0%	670
Power and Pumping Structures	50,509	0	50,509	90.0%	45,458	10.0%	5,051
Purification	253,105	0	253,105	90.0%	227,795	10.0%	25,311
Distribution Reservoirs and Standpipes	389,888	582,000	971,888	40.0%	388,755	60.0%	583,133
Underground Well	50,362	0	50,362	90.0%	45,326	10.0%	5,036
Other	-	0	-	90.0%	0	10.0%	0
Equipment	-	0	-		0		0
Electrical Pumping	93,276	0	93,276	90.0%	83,948	10.0%	9,328
Purification Equipment	17,626	0	17,626	90.0%	15,863	10.0%	1,763
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	7,271	0	7,271	90.0%	6,544	10.0%	727
Tools and Work Equipment	6,039	0	6,039	90.0%	5,435	10.0%	604
GIS System	-	0	-	90.0%	0	10.0%	0
Distribution Mains Equipment	-	0	-	60.0%	0	40.0%	0
Computer Modeling of Water System	-	0	-	90.0%	0	10.0%	0
Other	-	0	-	90.0%	0	10.0%	0
Mains	-	0	-		0		0
Transmission	1,891,416	0	1,891,416	75.0%	1,418,562	25.0%	472,854
Distribution	2,279,825	10,000	2,289,825	55.0%	1,259,404	45.0%	1,030,421
Meters	119,192	5,000	124,192	100.0%	124,192	0.0%	0
Hydrants	26,540	0	26,540	0.0%	0	100.0%	26,540
Master Metering- Leak Detection	-	0	-	100.0%	0	0.0%	0
Services	79,772	5,000	84,772	100.0%	84,772	0.0%	0
Other	10,000	0	10,000	90.0%	9,000	10.0%	1,000
TOTAL	5,325,486	602,000	5,927,486	63.4%	3,760,653	36.6%	2,166,833

Oxford Water Utility
Allocation of Fire Protection Charges
 2019/20

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	102,171	10.0%	10,217
Water Treatment	24,399	10.0%	2,440
Transmission and Distribution	93,014	31.4%	29,239
Adminstration and General	112,708	10.0%	11,271
Depreciation	69,999	31.4%	22,004
Taxes	18,540	31.4%	5,828
Return on Rate Base	142,268	31.4%	44,722
Total	563,098	22.3%	125,720

Oxford Water Utility
Allocation of Fire Protection Charges
 2020/21

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	105,236	10.0%	10,524
Water Treatment	25,131	10.0%	2,513
Transmission and Distribution	95,805	34.1%	32,660
Adminstration and General	116,089	10.0%	11,609
Depreciation	84,573	34.1%	28,831
Taxes	19,096	34.1%	6,510
Return on Rate Base	138,071	34.1%	47,068
Total	584,001	23.9%	139,714

Oxford Water Utility
Allocation of Fire Protection Charges
 2021/22

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	108,393	10.0%	10,839
Water Treatment	25,885	10.0%	2,588
Transmission and Distribution	98,679	36.6%	36,073
Adminstration and General	119,572	10.0%	11,957
Depreciation	92,814	36.6%	33,929
Taxes	19,669	36.6%	7,190
Return on Rate Base	149,040	36.6%	54,483
Total	614,052	25.6%	157,059

Oxford Water Utility				
Calculation of rate Base and required Return on rate Base				
Years Ending March 31st				
	2018/19	2019/20	2020/21	2021/22
	(Budget)	(Budget)	(Budget)	(Budget)
RATE BASE				
Utility plant in Service March 31st	4,199,986	5,305,486	5,325,486	5,927,486
Less Accumulated Depreciaiton on actual cost of plant in service (Estimated)	(953,305)	(971,845)	(990,941)	(1,010,610)
Less unamortized amount of capital contribution for plant in service	(164,445)	(622,714)	(612,897)	(890,201)
Estimated Rate Base at Year End	3,082,236	3,710,927	3,721,648	4,026,674
REQUIRED RETURN				
Non-operating Expenditures (B-2)	106,075	147,248	143,051	154,020
Less Non-operating Revenue	(4,000)	(4,000)	(4,000)	(4,000)
Less Other Non-operating Revenue (B-2)	(500)	(980)	(980)	(980)
Return on Rate Base	101,575	142,268	138,071	149,040
Required Rate of Return (Req'd Return/Est Rate Base)	3.30%	3.83%	3.71%	3.70%

Oxford Water Utility											
Calculation of Revenue Required for Each Billing/Cost Category											
2019/20											
	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Power and Pumping	102,171	10,217	91,954						100%	91,954	
Water Treatment	24,399	2,440	21,959						100%	21,959	
Transmission and Distribution	93,014	29,239	63,775			0%	0	100%	63,775		
Administration and General	112,708	11,271	101,437	10%	10,144	90%	91,293				
Depreciation	69,999	22,004	47,995			100%	47,995				
Taxes	18,540	5,828	12,712			100%	12,712				
Return on Rate Base	142,268	44,722	97,546			40%	39,018	30%	29,264	30%	29,264
SUBTOTAL	563,098	125,720	437,378		10,144		191,019		93,039	143,176	
										0	
TOTAL	563,098	125,720	437,378		10,144		191,019		93,039	143,176	

Oxford Water Utility											
Calculation of Revenue Required for Each Billing/Cost Category											
2020/21											
	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Power and Pumping	105,236	10,524	94,712						100%	94,712	
Water Treatment	25,131	2,513	22,618						100%	22,618	
Transmission and Distribution	95,805	32,660	63,145			0%	0	100%	63,145		
Administration and General	116,089	11,609	104,480	10%	10,448	90%	94,032				
Depreciation	84,573	28,831	55,742			100%	55,742				
Taxes	19,096	6,510	12,586			100%	12,586				
Return on Rate Base	138,071	47,068	91,003			40%	36,401	30%	27,301	30%	27,301
SUBTOTAL	584,001	139,714	444,286		10,448		198,762		90,446	144,631	
TOTAL	584,001	139,714	444,286		10,448		198,762		90,446	144,631	

Oxford Water Utility											
Calculation of Revenue Required for Each Billing/Cost Category											
2021/22											
	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Power and Pumping	108,393	10,839	97,554						100%	97,554	
Water Treatment	25,885	2,588	23,296						100%	23,296	
Transmission and Distribution	98,679	36,073	62,606			0%	0	100%	62,606		
Administration and General	119,572	11,957	107,614	10%	10,761	90%	96,853				
Depreciation	92,814	33,929	58,885			100%	58,885				
Taxes	19,669	7,190	12,479			100%	12,479				
Return on Rate Base	149,040	54,483	94,558			40%	37,823	30%	28,367	30%	28,367
SUBTOTAL	614,052	157,059	456,992		10,761		206,040		90,973	149,217	
TOTAL	614,052	157,059	456,992		10,761		206,040		90,973	149,217	

Worksheet C-4

06-Apr-19

Oxford Water Utility Service Connections and Equivalents 2019/20			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	6	1	6
5/8"	511	1	511
3/4"	1	1.5	2
1"	1	2.5	3
1.5"	2	5	10
2"	6	8	48
3"	0	16	0
4"	2	25	50
6"	1	50	50
TOTAL	530		679

Oxford Water Utility Service Connections and Equivalents 2020/21			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	6	1	6
5/8"	511	1	511
3/4"	1	1.5	2
1"	1	2.5	3
1.5"	2	5	10
2"	6	8	48
3"	0	16	0
4"	2	25	50
6"	1	50	50
TOTAL	530		679

Oxford Water Utility Service Connections and Equivalents 2021/22			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	6	1	6
5/8"	511	1	511
3/4"	1	1.5	2
1"	1	2.5	3
1.5"	2	5	10
2"	6	8	48
3"	0	16	0
4"	2	25	50
6"	1	50	50
TOTAL	530		679

Oxford Water Utility
Service Connections and Equivalents
2019/20

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	281.32	19.14	300.46	75.12
5/8"	1	281.32	19.14	300.46	75.12
3/4"	1.5	421.99	19.14	441.12	110.28
1"	2.5	703.31	19.14	722.45	180.61
1.5"	5	1,406.62	19.14	1,425.76	356.44
2"	8	2,250.59	19.14	2,269.73	567.43
3"	16	4,501.18	19.14	4,520.32	1,130.08
4"	25	7,033.09	19.14	7,052.23	1,763.06
6"	50	14,066.18	19.14	14,085.32	3,521.33
8"	90	25,319.12	19.14	25,338.26	6,334.56
TOTAL					

Oxford Water Utility
Service Connections and Equivalents
2020/21

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	292.73	19.71	312.44	78.11
5/8"	1	292.73	19.71	312.44	78.11
3/4"	1.5	439.09	19.71	458.80	114.70
1"	2.5	731.82	19.71	751.53	187.88
1.5"	5	1,463.64	19.71	1,483.35	370.84
2"	8	2,341.82	19.71	2,361.53	590.38
3"	16	4,683.64	19.71	4,703.35	1,175.84
4"	25	7,318.18	19.71	7,337.90	1,834.47
6"	50	14,636.37	19.71	14,656.08	3,664.02
8"	90	26,345.46	19.71	26,365.18	6,591.29
TOTAL					

Oxford Water Utility
Service Connections and Equivalents
2021/22

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	303.45	20.30	323.75	80.94
5/8"	1	303.45	20.30	323.75	80.94
3/4"	1.5	455.17	20.30	475.48	118.87
1"	2.5	758.62	20.30	778.92	194.73
1.5"	5	1,517.23	20.30	1,537.54	384.38
2"	8	2,427.58	20.30	2,447.88	611.97
3"	16	4,855.15	20.30	4,875.46	1,218.86
4"	25	7,586.17	20.30	7,606.48	1,901.62
6"	50	15,172.35	20.30	15,192.65	3,798.16
8"	90	27,310.22	20.30	27,330.53	6,832.63
TOTAL					

Oxford Water Utility Water Consumption by Block				
Meter Size	Actual Current Consumption		2019/20 Consumption	
	1st Block Imperial Gallons	2nd Block Imperial Gallons	1st Block Imperial Gallons	2nd Block Imperial Gallons
	Unmetered	360,000		360,000
5/8"	15,807,204		15,649,132	
3/4"	294		294	
1"	40,458		40,458	0
1.5"	531,712		531,712	
2"	1,065,975		1,065,975	
3"	0	0	0	0
Oxford Frozen Foods (OFF) are served by the two 4" and one 6" meters				
4"	34,867,800	91,692,680	112,507,900	14,052,580
6"	10,132,200	17,359,900	27,492,100	0
OFF Subtotal	45,000,000	109,052,580	140,000,000	14,052,580
TOTAL (all customers)	62,805,643	109,052,580	157,647,571	14,052,580
	TOTAL BOTH BLOCKS	171,858,223	TOTAL BOTH BLOCKS	171,700,151

Oxford Water Utility Water Consumption by Block				
Meter Size	2020/21 Current Consumption		2021/22 Consumption	
	1st Block Imperial Gallons	2nd Block Imperial Gallons	1st Block Imperial Gallons	2nd Block Imperial Gallons
	Unmetered	360,000		360,000
5/8"	15,492,641		15,337,714	
3/4"	294		294	
1"	40,458		40,458	
1.5"	531,712		531,712	
2"	1,065,975		1,065,975	
3"	0	0	0	0
Oxford Foods are served by the two 4" and one 6" meters				
4"	112,507,900	14,052,580	112,507,900	14,052,580
6"	27,492,100	0	27,492,100	0
OFF Subtotal	140,000,000	14,052,580	140,000,000	14,052,580
TOTAL (all customers)	157,491,080	14,052,580	157,336,153	14,052,580
	TOTAL BOTH BLOCKS	171,543,660	TOTAL BOTH BLOCKS	171,388,733

Worksheet C-7

06-Apr-19

Oxford Water Utility		
Calculation of Consumption Charge		
2019/20		
NET PRODUCTION EXPENSE	BLOCK 1	BLOCK 2
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.83	0.83
NET DELIVERY EXPENSES		
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.59	
BLOCK 1 CONSUMPTION CHARGE PER 1000 Imp.Gallons	1.42	
BLOCK 2 CONSUMPTION CHARGE PER 1000 Imp.Gallons		0.83

Oxford Water Utility		
Calculation of Consumption Charge		
2020/21		
NET PRODUCTION EXPENSE	BLOCK 1	BLOCK 2
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.84	0.84
NET DELIVERY EXPENSES		
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.57	
BLOCK 1 CONSUMPTION CHARGE PER 1000 Imp.Gallons	1.42	
BLOCK 2 CONSUMPTION CHARGE PER 1000 Imp.Gallons		0.84

Oxford Water Utility		
Calculation of Consumption Charge		
2021/22		
NET PRODUCTION EXPENSE	BLOCK 1	BLOCK 2
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.87	0.87
NET DELIVERY EXPENSES		
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.58	
BLOCK 1 CONSUMPTION CHARGE PER 1000 Imp.Gallons	1.45	
BLOCK 2 CONSUMPTION CHARGE PER 1000 Imp.Gallons		0.87

Oxford Water Utility Water Consumption by Block 2019/20				
BASE CHARGE				
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>	
Unmetered	6	300.46	1,803	
5/8"	511	300.46	153,536	
3/4"	1	441.12	441	
1"	1	722.45	722	
1.5"	2	1,425.76	2,852	
2"	6	2,269.73	13,618	
3"	0	4,520.32	0	
4"	2	7,052.23	14,104	
6"	1	14,085.32	14,085	
TOTAL BASE REVENUE			201,162	
CONSUMPTION CHARGE				
	Quantity	\$/ Cubic Meter		
1st Block (0 to 3,750,000 imp gal. per quarter)	157,647,571	1.42	224,497	
2nd Block (> 3,750,000 imp. gal. Per quarter)	14,052,580	0.83	11,718	
TOTAL CONSUMPTION REVENUE			236,216	
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)			437,378	

Oxford Water Utility Water Consumption by Block 2020/21				
BASE CHARGE				
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>	
Unmetered	6	312.44	1,875	
5/8"	511	312.44	159,657	
3/4"	1	458.80	459	
1"	1	751.53	752	
1.5"	2	1,483.35	2,967	
2"	6	2,361.53	14,169	
3"	0	4,703.35	0	
4"	2	7,337.90	14,676	
6"	1	14,656.08	14,656	
TOTAL BASE REVENUE			209,210	
CONSUMPTION CHARGE				
	Quantity	\$/ Cubic Meter		
1st Block (0 to 3,750,000 imp gal. per quarter)	157,491,080	1.42	223,229	
2nd Block (> 3,750,000 imp. gal. Per quarter)	14,052,580	0.84	11,848	
TOTAL CONSUMPTION REVENUE			235,076	
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)			444,286	

Oxford Water Utility				
Water Consumption by Block				
2021/22				
BASE CHARGE				
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>	
Unmetered	6	323.75	1,943	
5/8"	511	323.75	165,437	
3/4"	1	475.48	475	
1"	1	778.92	779	
1.5"	2	1,537.54	3,075	
2"	6	2,447.88	14,687	
3"	0	4,875.46	0	
4"	2	7,606.48	15,213	
6"	1	15,192.65	15,193	
TOTAL BASE REVENUE			216,802	
CONSUMPTION CHARGE				
	<u>Quantity</u>	<u>\$/ Cubic Meter</u>	<u>Dollar Revenue</u>	
1st Block (0 to 3,750,000 imp gal. per quarter)	157,336,153	1.45	227,956	
2nd Block (> 3,750,000 imp. gal. Per quarter)	14,052,580	0.87	12,235	
TOTAL CONSUMPTION REVENUE			240,190	
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)			456,992	

Oxford Water Utility
Comparison of Current Water Rates with Proposed New Rates
2019/20

Meter Size	Average Quarterly Consumption		Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	2nd Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered									101.64	96.48	-5.1%
5/8"	7,656		67.47	75.12	11.3%	17.46	10.90	-37.5%	84.93	86.02	1.3%
3/4"	74		98.87	110.28	11.5%	0.17	0.10	-37.5%	99.04	110.39	11.5%
1"	10,115		161.68	180.61	11.7%	23.06	14.40	-37.5%	184.74	195.02	5.6%
1.5"	66,464		318.71	356.44	11.8%	151.54	94.65	-37.5%	470.25	451.09	-4.1%
2"	44,416		507.14	567.43	11.9%	101.27	63.25	-37.5%	608.41	630.68	3.7%
3"	-	-	1,009.62	1,130.08	11.9%	-	-	0.0%	1,009.62	1,130.08	0.0%
4"			1,574.91	1,763.06	11.9%			0.0%	-	-	0.0%
6"			3,145.17	3,521.33	12.0%			0.0%	-	-	0.0%
Existing OFF 1 st & 2 nd Blocks	11,250,000	27,263,145				52,367.88			52,367.88	-	
Proposed OFF 1 st & 2 nd Blocks	35,000,000	3,513,145		-			52,771.16		-	52,771.16	
OFF Comparison of Total Average Quarterly Bill based on two 4" meters and one 6" meter			6,294.99	7,047.44	12.0%	52,367.88	52,771.16	0.8%	58,662.87	59,818.60	2.0%

Oxford Water Utility
Comparison of Current Water Rates with Proposed New Rates
2020/21

Meter Size	Average Quarterly Consumption		Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	2nd Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered									96.48	99.37	3.0%
5/8"	7,580	-	75.12	78.11	4.0%	10.90	10.74	-1.5%	86.02	88.85	3.3%
3/4"	74		110.28	114.70	4.0%	0.10	0.10	-0.5%	110.39	114.81	4.0%
1"	10,115		180.61	187.88	4.0%	14.40	14.34	-0.5%	195.02	202.22	3.7%
1.5"	66,464		356.44	370.84	4.0%	94.65	94.21	-0.5%	451.09	465.04	3.1%
2"	44,416		567.43	590.38	4.0%	63.25	62.95	-0.5%	630.68	653.34	3.6%
3"	-	-	1,130.08	1,175.84	4.0%	-	-	0.0%	1,130.08	1,175.84	0.0%
4"			1,763.06	1,834.47	4.1%			0.0%	-	-	0.0%
6"			3,521.33	3,664.02	4.1%			0.0%	-	-	0.0%
Proposed OFF 1 st & 2 nd Blocks	35,000,000	3,513,145		-			52,571.13		-	52,571.13	
OFF Comparison of Total Average Quarterly Bill based on two 4" meters and one 6" meter			7,047.44	7,332.97	4.1%	52,771.16	52,571.13	-0.4%	59,818.60	59,904.10	0.1%

Oxford Water Utility
Comparison of Current Water Rates with Proposed New Rates
2021/22

Meter Size	Average Quarterly Consumption		Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	2nd Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered									99.37	102.67	3.3%
5/8"	7,504		78.11	80.94	3.6%	10.74	10.87	1.2%	88.85	91.81	3.3%
3/4"	74		114.70	118.87	3.6%	0.10	0.11	2.2%	114.81	118.98	3.6%
1"	10,115		187.88	194.73	3.6%	14.34	14.65	2.2%	202.22	209.38	3.5%
1.5"	66,464		370.84	384.38	3.7%	94.21	96.30	2.2%	465.04	480.68	3.4%
2"	44,416		590.38	611.97	3.7%	62.95	64.35	2.2%	653.34	676.32	3.5%
3"	-	-	1,175.84	1,218.86	3.7%	-	-	0.0%	1,175.84	1,218.86	0.0%
4"			1,834.47	1,901.62	3.7%			0.0%	-	-	0.0%
6"			3,664.02	3,798.16	3.7%			0.0%	-	-	0.0%
Proposed OFF 1 st & 2 nd Blocks	35,000,000	3,513,145		-			53,768.26		-	53,768.26	
OFF Comparison of Total Average Quarterly Bill based on two 4" meters and one 6" meter			7,332.97	7,601.40	3.7%	52,571.13	53,768.26	2.3%	59,904.10	61,369.66	2.4%

Oxford Water Utility
Comparative Statement of Operations
 Fiscal Years ending March 31st

	2018/19 Year	Projection Using Proposed Rates		
		2019/20 Test Yr 1	2020/21 Test Yr 2	2021/22 Test Yr 3
OPERATING REVENUES				
Metered Sales	415,000	435,063	441,901	454,528
Flat Rate Sales	1,950	2,315	2,385	2,464
Public Fire Protection	115,407	125,720	139,714	157,059
Sales of Services	250	500	500	500
Sprinklers	250	480	480	480
Other Operating Revenue	0	0	0	0
Total	532,857	564,078	584,981	615,032
OPERATING EXPENDITURES				
Power and Pumping	99,195	102,171	105,236	108,393
Water Treatment	23,688	24,399	25,131	25,885
Transmission and Distribution	90,305	93,014	95,805	98,679
Administration and General	109,425	112,708	116,089	119,572
Depreciation	61,819	69,999	84,573	92,814
Taxes	18,000	18,540	19,096	19,669
Total	402,432	420,830	445,930	465,011
OPERATING PROFIT (LOSS)				
NON-OPERATING REVENUES				
Interest	4,000	4,000	4,000	4,000
Transfer from Depreciation Fund	0	0	0	0
Other	0	0	0	0
Total	4,000	4,000	4,000	4,000
NON-OPERATING EXPENDITURES				
Debt Charges - Principal	93,000	93,000	93,000	93,000
Debt Charges - Interest	13,075	11,841	9,644	7,269
New Debt - Principal	0	7,922	8,397	8,901
New Debt - Interest	0	17,485	17,010	16,506
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	4,784
New Debt - Interest	0	0	0	10,560
Bank Charges	0	0	0	0
Capital out of Revenue	0			
Earnings	0	17,000	15,000	13,000
Total	106,075	147,248	143,051	154,020
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				
	28,350	0	0	0

Appendix 1
Loan Calculator
Long Term Debt
2019/20

Interest Rate	6.0%
Term in years	20
Capital \$	291,415

Payment Schedule

Year	Principal	Interest	Total	Balance
1	\$7,921.99	17,484.90	25,406.89	283,493.01
2	\$8,397.31	17,009.58	25,406.89	275,095.71
3	\$8,901.15	16,505.74	25,406.89	266,194.56
4	\$9,435.21	15,971.67	25,406.89	256,759.35
5	\$10,001.33	15,405.56	25,406.89	246,758.02
6	\$10,601.41	14,805.48	25,406.89	236,156.61
7	\$11,237.49	14,169.40	25,406.89	224,919.12
8	\$11,911.74	13,495.15	25,406.89	213,007.38
9	\$12,626.44	12,780.44	25,406.89	200,380.94
10	\$13,384.03	12,022.86	25,406.89	186,996.90
11	\$14,187.07	11,219.81	25,406.89	172,809.83
12	\$15,038.30	10,368.59	25,406.89	157,771.53
13	\$15,940.60	9,466.29	25,406.89	141,830.94
14	\$16,897.03	8,509.86	25,406.89	124,933.91
15	\$17,910.85	7,496.03	25,406.89	107,023.05
16	\$18,985.50	6,421.38	25,406.89	88,037.55
17	\$20,124.63	5,282.25	25,406.89	67,912.91
18	\$21,332.11	4,074.77	25,406.89	46,580.80
19	\$22,612.04	2,794.85	25,406.89	23,968.76
20	\$23,968.76	1,438.13	25,406.89	0.00

Loan Calculator
Long Term Debt
2020/21

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

Loan Calculator
Long Term Debt
 2021/22

Interest Rate	6.0%
Term in years	20
Capital \$	176,000

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$4,784.48	\$10,560.00	15,344.48	171,215.52
2	\$5,071.55	\$10,272.93	15,344.48	166,143.97
3	\$5,375.84	\$9,968.64	15,344.48	160,768.12
4	\$5,698.39	\$9,646.09	15,344.48	155,069.73
5	\$6,040.30	\$9,304.18	15,344.48	149,029.43
6	\$6,402.72	\$8,941.77	15,344.48	142,626.71
7	\$6,786.88	\$8,557.60	15,344.48	135,839.83
8	\$7,194.09	\$8,150.39	15,344.48	128,645.74
9	\$7,625.74	\$7,718.74	15,344.48	121,020.01
10	\$8,083.28	\$7,261.20	15,344.48	112,936.72
11	\$8,568.28	\$6,776.20	15,344.48	104,368.44
12	\$9,082.38	\$6,262.11	15,344.48	95,286.07
13	\$9,627.32	\$5,717.16	15,344.48	85,658.75
14	\$10,204.96	\$5,139.53	15,344.48	75,453.79
15	\$10,817.25	\$4,527.23	15,344.48	64,636.54
16	\$11,466.29	\$3,878.19	15,344.48	53,170.25
17	\$12,154.27	\$3,190.22	15,344.48	41,015.98
18	\$12,883.52	\$2,460.96	15,344.48	28,132.46
19	\$13,656.53	\$1,687.95	15,344.48	14,475.93
20	\$14,475.93	\$868.56	15,344.48	-

**SCHEDULES A, B, AND C
RATES AND CHARGES**

SCHEDULE "A"
TOWN OF OXFORD WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 October 2019)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.25 % per month, or part thereof. Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Oxford.

1. **RATES:**

(a) <u>Base Charges</u>	<u>Quarterly</u>
Unmetered (based on 15,000 imp. gal. per quarter)	96.48
Size of Meter	
5/8"	75.12
3/4"	110.28
1"	180.61
1.5"	356.44
2"	567.43
3"	1,130.08
4"	1,763.06
6"	3,521.33

(b) Consumption Rate (per 1000 Imp. Gallons)

1st Block	(0 to 140,000,000 imp gal per year per customer)	\$1.42 per 1000 Imp. Gallons
2nd Block	(>140,000,000 imp gal per year per customer)	\$0.83 per 1000 Imp. Gallons

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Oxford shall pay the Water Utility, on or before September 30, 2015 for fire protection services a total amount of \$125,720.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

A

8. NEW ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. The New Account Creation Fee is solely for the creation of a new account and does not include the System Connection Fee as noted in Item 9 below.

9. SYSTEM CONNECTION FEE

Whenever a customer requests the water be turned on except as noted in Item 10 below, a charge of \$50.00 shall be made for turning on the water unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SYSTEM DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

11. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

12. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

13. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

SCHEDULE "B"

TOWN OF OXFORD WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2020)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.25 % per month, or part thereof. Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Oxford.

1. **RATES:**

(a) <u>Base Charges</u>	<u>Quarterly</u>
Unmetered (based on 15,000 imp. gal. per quarter)	99.37
Size of Meter	
5/8"	78.11
3/4"	114.70
1"	187.88
1.5"	370.84
2"	590.38
3"	1,175.84
4"	1,834.47
6"	3,664.02

(b) **Consumption Rate (per 1000 Imp. Gallons)**

1st Block	(0 to 140,000,000 imp gal per year per customer)
	\$1.42 per 1000 Imp. Gallons
2nd Block	(>140,000,000 imp gal per year per customer)
	\$0.84 per 1000 Imp. Gallons

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Oxford shall pay the Water Utility, on or before September 30, 2016 for fire protection services a total amount of \$139,714.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

3. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

4. PRIVATE HYDRANT RATES

Per hydrant per year \$200.00.

5. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

6. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

B

7. NEW ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. The New Account Creation Fee is solely for the creation of a new account and does not include the System Connection Fee as noted in Item 9 below.

8. SYSTEM CONNECTION FEE

Whenever a customer requests the water be turned on except as noted in Item 10 below, a charge of \$50.00 shall be made for turning on the water unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

9. SYSTEM DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

B

SCHEDULE "C"

TOWN OF OXFORD WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2021)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.25 % per month, or part thereof. Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Oxford.

1. **RATES:**

(a) <u>Base Charges</u>	<u>Quarterly</u>
Unmetered (based on 15,000 imp. gal. per quarter)	102.67
Size of Meter	
5/8"	80.94
3/4"	118.87
1"	194.73
1.5"	384.38
2"	611.97
3"	1,218.86
4"	1,901.62
6"	3,798.16

(b) **Consumption Rate (per 1000 Imp. Gallons)**

1st Block	(0 to 140,000,000 imp gal per year per customer)	\$1.45 per 1000 Imp. Gallons
2nd Block	(>140,000,000 imp gal per year per customer)	\$0.87 per 1000 Imp. Gallons

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Oxford shall pay the Water Utility, on or before September 30, 2017 for fire protection services a total amount of \$157,059.

For subsequent years, the annual public fire protection rate shall be based on the above or:

- (a) the sum of 36.6% of transmission and distribution, taxes and depreciation expenses of the Utility and return on rate base of the immediately preceding year, plus
- (b) 10 % of all other expenses,

whichever is the greater.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

8. NEW ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. The New Account Creation Fee is solely for the creation of a new account and does not include the System Connection Fee as noted in Item 9 below.

9. SYSTEM CONNECTION FEE

Whenever a customer requests the water be turned on except as noted in Item 10 below, a charge of \$50.00 shall be made for turning on the water unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SYSTEM DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

11. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

12. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

13. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

SCHEDULE D
RULES AND REGULATIONS

TOWN OF OXFORD
WATER UTILITY

**SCHEDULE OF RULES AND REGULATIONS
GOVERNING THE SUPPLY OF WATER AND WATER SERVICES
(Effective 1 October 2019)**

1. In these Rules and regulations, unless the context otherwise requires, the expression:

"Town" means the Town of Oxford;

"Utility" means the Water Utility of the Town of Oxford;

"Customer" means a person, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations;

"Domestic Service" means the type of service supplied to the owner or his authorized agent or to the occupant or tenant of any space or area occupied for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.;

"Unmetered Service" means the type of unmetered service charged at flat rates; and,

"Metered Rate Service" means that type of service charged for at metered rates and is supplied to customers other than those supplied by fixture and flat rate service. Metered rate service is required for all new services.

2. **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:

a) the customer applying for and receiving approval for water service;

b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

At the discretion of the Utility, a property owner who rents or leases a property or self contained unit to a tenant or lessee may be required to open an account for the provision of water at the property rented or leased.

c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be

determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized.

3. **DEPOSITS:** When required by the Utility, an applicant for water service shall deposit with the Utility a sum equal to the estimated charges for six months of service. The deposit shall be held by the Utility as collateral security for the payment of the applicant's bills. When a customer ceases to use the service, the deposit shall be returned to the customer with interest thereon at the rate of 2% per annum, not compounded.
4. **REFUSAL OF SERVICE:** Service may be refused or suspended to any customer who has failed to discharge all of their liabilities to the Utility.
5. **BILLING:** If a contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.

The Utility charges the base rate for the entire year for seasonal customers. The quarterly base rate charge will apply for each quarter regardless of water turn-offs.

6. **PAYMENT OF BILLS:** Bills shall be rendered to each customer at intervals of approximately three months and are due and payable when rendered. Bills not paid within 30 days of the date rendered, shall incur an interest charge at the prescribed monthly rate for each month or part thereof.
7. **ADJUSTMENT OF BILLS:**
 - (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.
 - (b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
 - (c) Customer Over billed - In the event a customer has been billed in error for a Service they did not receive, the Utility will reimburse such customer the amount billed to and paid by the customer, together with interest calculated as simple interest paid

on savings accounts by the Utility's bank, respecting the period during which the customer was incorrectly billed by the Utility, such period not to exceed five years.

8. **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangement must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.
9. **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS:** The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered.
10. **WATER TO BE SUPPLIED BY METER:** The Utility may at any time install a meter on the premises of any customer. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.
11. **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed only by employees or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.
12. **METER READERS:** Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.
13. **ACCESS TO CUSTOMER'S PREMISES:** Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.
14. **LOCATION OF METERS:** The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place, which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and where it will not be exposed to freezing temperatures.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the

safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.

15. **DAMAGE TO WATER METERS:** Each customer shall be responsible for the meter equipment installed on his service and shall protect it. The Customer shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.
16. **METER TESTING.** On the request to have their meter tested, the Utility may charge the sum of \$50.00 to defray, in part, the cost of making the test for meters up to 1 ½ inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.
17. **PLUMBING TO BE SATISFACTORY:** All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Town of Oxford as set out in the Town's By-Laws. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Town of Oxford representing the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.
18. **REMOTE REGISTERING WATER METERS:** When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.
19. **CROSS CONNECTION CONTROL & BACKFLOW PREVENTION:**

(a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.

(b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer, at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of his employer, and the tester's license number.

(d) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.

(e) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

20. **DANGEROUS CONNECTIONS:** No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.

21. **PROHIBITED DEVICES:** Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or

siphons, standpipes, or large outlets which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.

22. **IMPROPER USE OR WASTE OF WATER:** No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall they sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
23. **SERVICE PIPES:** Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in diameter shall be laid for any service.

The cost of supplying and laying a 3/4" service pipe and fittings between the main pipe and the street line shall be paid for by the Utility. The necessary excavation for the laying of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the premise shall be the responsibility of the applicant for all water service and all such work shall be performed without cost to the Utility.

The excavation may be the same excavation as is used for the sewer service pipe providing the minimum horizontal and vertical separation between the water and sewer pipes can be obtained. If the separation distances cannot be obtained a separate excavation for the water service pipe shall be provided. In either case the excavation and backfilling and replacement of the street and sidewalk surfaces is to be provided by the applicant without cost to the Utility.

For services larger than 3/4" the whole cost shall be borne by the customer, less the cost of a 3/4" service from the main to the street line.

Should any person make application for more than one service to his premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Rules and Regulations of the Town and to the satisfaction of the Utility.

When a service has been installed without objection from the customer as to the location of the same, no subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

24. **REPAIRS TO SERVICES:** If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the property line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at his/her expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at his expense.

The Utility may make such repairs for any customer provided the customer agrees to pay the cost of same. When required, each customer desiring the Utility to do such work shall deposit with the Utility a sum equal to the estimated cost of the work.

If a leak occurs on the customer's portion of his service pipe and, after being notified of same, he refuses or unduly delays to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

25. **EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations.
26. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.
27. **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service. Responsibility for the installation and maintenance of all privately owned fire protection systems, including fire protection lines, sprinkler systems and hydrants shall be the responsibility of the owner.
28. **LIABILITY OF UTILITY:** The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.
29. **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer

or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply of the Utility for such purpose.

30. **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
31. **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.
32. **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Town of Oxford's Subdivision Regulations. All hydrants in the water system, including those on transmission mains, are available for fire protection.

33. **DEPOSITS IN ADVANCE:** Whenever a customer requests the Utility to do work for which the customer is required to pay and the Utility agrees to do the work, the customer shall deposit with the Utility, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work. When the actual cost is determined an adjustment in the payment shall be made. Water service shall not be established by the Utility until all charges are paid in full.
34. **PRESSURE REDUCING VALVES:** Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the supply side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.

35. **PRESSURE RELIEF VALVES:** Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 34, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.
36. **EXTENSIONS:** Any owner of property situated on a street or highway in which no water main has been laid (or where the main has been laid, but has not been extended to the point opposite the owner's property), may make application to the Utility requesting permission to have such a servicing extension carried out. The Utility would review the application and either give approval in principle for the extension, or advise the property owner that the extension is not feasible, and will provide the owner with the reason for refusing permission.

After the Utility has applied for and received the approval of the NS Utility and Review Board and approval in principle has been granted, the owner may sign a contract with the Utility requesting that the Utility install the water extension at the owner's expense, or the owner may have the water line extended by a private contractor approved by the Utility. Where the latter is done, the extension must be designed and the construction supervised by a registered professional engineer with the design being approved by the Utility.

In any event, the cost of the extension shall be paid fully by the owner and the ownership of the water line shall be turned over to the Utility before any water services are connected to the extended line.

After the water line has been turned over to the Utility, it shall become a part of the water utility and all of these regulations affecting the operation of the Utility shall apply.

37. **DEPOSITS IN ADVANCE:** When a customer requests the Utility to do work for which they are required to pay and the Utility agrees to do the work, the Utility may require, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work. When the actual cost is determined an adjustment in the payment shall be made. Regular service shall not be established by the Utility until all charges are paid in full.
38. **CURB STOP/CONTROL VALVE SERVICE BOX:** The curb stop/control valve service box housing the customers control valve shall be exposed for access by the Utility at all times. The Utility requires all curb stop/control valve service boxes and/or valves to be fully exposed and adjusted to final landscape grade before the installation of a customer's water meter. The customer shall not make any adjustments to the service box. Any adjustment to the service box requested by the customer shall be carried out by the Utility and paid for by the customer.

The customer shall ensure the curb stop/control valve service box and/or the valve box

is exposed at all times. In the event that the curb stop/control valve service box is buried, paved over, back-filled or damaged as a result of carelessness, willful obstruction or any other occurrence that, in the opinion of the Utility, results in the requirement for the Utility to expose, re-expose, adjust or repair the curb stop /control valve service box, it shall be at the customer's expense. The Utility may undertake such activities as it deems necessary to gain access to the premises curb stop/control valve service box without expense to the Utility. When such action is undertaken, the reinstatement of the road, right-of-way, driveway, sidewalk, curb or landscape will be charged back to the customer if such activity is undertaken by the Utility.

39. **WATER CONSERVATION DIRECTIVES:** The Utility may enact conservation of water directives to its customers if in the opinion of the Utility such directives will permit the Utility to provide a reliable, continuous water supply to all customers served by the Utility. During such times as these directives may be enacted, customers who do not comply with the directives may have their water supply suspended until the customer agrees to comply with the directive or upon suspension of the water conservation directive, whichever occurs first. In the event that the water is temporarily suspended for non-compliance of a water conservation directive, the cost of turning on the service will be billed to the customer.

Comparison of Water Rates *

Average Consumption Rate in Cubic Meters	
34.5	METRIC CONVERTER
	7,590.00 Imperial Gallons
	34.5 Cubic Meters

* NOTE: This Comparison Sheet May NOT be up to date

Water Utility	\$ 5/8" fixed charge	\$ Rate/ 1000 gal	\$ Rate/ cubic meter	\$ Quarterly Bill	Date Rates effective
New Minas, Village of	25.40	2.91	0.64	47.51	April 1, 2009
Amherst, Town of	31.11	3.15	0.77	57.50	April 1, 2019
Kentville, Town of	32.67	3.29	0.72	57.67	April 1, 2016
Digby, Town of	40.73	2.30	0.51	58.21	April 1, 2015
Trenton	24.42	5.01	1.10	62.47	April 1, 2011
Wolfville, Town of	37.24	3.43	0.76	63.30	April 1, 2019
Queens, Region of	39.23	4.36	0.96	72.35	April 1, 2004
Baddeck, Co. of Victoria - Village Comm.	46.79	3.50	0.77	73.36	April 1, 2012
Antigonish, Town of	53.05	2.88	0.63	74.94	April 1, 2018
Stellarton, Town of	44.96	4.62	1.02	80.07	April 1, 2008
Falmouth, West Hants	36.29	6.31	1.39	84.24	April 1, 2016
Oxford, Town of PROPOSED	72.41	1.71	0.38	85.40	October 1, 2019
Port Williams, Village of	60.78	3.27	0.72	85.62	July 1, 2013
Inverness County	43.32	3.95	1.27	87.14	April 1, 2019
Canning, Village Commissioners of	52.05	5.52	1.22	94.00	April 1, 2013
Richmond County	38.31	7.58	1.67	95.93	April 1, 2018
Fringe Area - Antigonish County				96.20	April 1, 2017
Lawrencetown, The Village of	62.76	4.40	0.97	96.23	March 1, 2013
Truro, Town of	63.44	3.96	0.99	97.60	April 1, 2015
Westville	48.71	6.67	1.47	99.43	March 1, 2012
Yarmouth, Town of	54.87	6.27	1.38	102.52	April 1, 2018
Pictou County	65.88	5.22	1.15	105.55	April 1, 2019
Pictou, Town of	62.67	3.15	1.28	106.83	April 1, 2019
New Glasgow	59.23	6.64	1.46	109.60	April 1, 2017
Springhill, Town	69.15	5.60	1.23	111.71	April 1, 2017
Bridgewater Water Utility	68.13	6.14	1.35	114.81	April 1, 2018
Cape Breton Regional	63.71	6.90	1.52	116.15	April 1, 2019
East Hants Regional - Enfield, Elmsdale, Lantz	45.10	9.55	2.10	117.67	April 1, 2012
Port Hawkesbury	67.75	6.85	1.51	119.80	April 1, 2016
Windsor, Town of	69.75	6.69	1.47	120.59	April 1, 2017
Lunenburg, Town of	86.62	5.00	1.10	124.62	April 1, 2018
Middleton, Town of	87.44	5.40	1.19	128.50	April 1, 2019
Three Mile Plains, Wentworth, West Hants	42.65	11.35	2.50	128.90	April 1, 2018
Annapolis Royal, Town of	97.95	4.09	0.90	129.03	April 1, 2010
Greenwood (Mun. of the Co. of Kings)	65.01	9.76	2.15	139.18	April 1, 2015
St. Peter's, Samsonville & Area	97.67	6.31	1.39	145.63	April 1, 2018
Mill Cove Water Utility	78.06	8.97	1.98	146.22	April 1, 2010
Stewiacke, Town of PROPOSED	53.91	12.15	2.68	146.24	October 1, 2019
Pairsboro, Town of				150.00	April 1, 2018
Bridgetown Water Utility	72.71	10.58	2.33	153.10	April 1, 2019
Annapolis County - CP, Granville, Margareville	81.78	9.94	2.19	157.34	April 1, 2018
Debert, Colchester County	90.78	9.20	2.03	160.69	April 1, 2013
Sherbrooke, District of St. Mary's	88.93	9.76	2.15	163.11	April 1, 2019
Hantsport	91.12	9.85	2.17	165.99	April 1, 2017
Canso - Hazel Hill Water	85.69	10.75	2.37	167.38	April 1, 2016
Lower South River - Antigonish County				179.96	April 1, 2017
Shelburne	105.89	11.35	2.50	192.14	April 1, 2018
Mahone Bay	99.99	12.91	2.84	198.09	April 1, 2016
Tatamagouche, Colchester County	104.79	12.35	2.72	198.63	April 1, 2019
Mulgrave	136.98	10.88	2.40	219.78	April 1, 2018
Victoria County (Ding, NH, N Haven, Ing, Little Narrows)	111.00	17.07	3.76	240.72	April 1, 2018
Low	24.42	1.71	0.38	58.21	
High	136.98	17.07	3.76	240.72	
Mean	68.22	7.11	1.59	124.31	
Median	65.01	6.31	1.39	116.91	

Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers
Date: Tuesday, March 19, 2019
Presiding Officer: Mayor Trish Stewart
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper, Wendy Sweet-Kontuk and Wade Adshade
Councilors absent: Nil

A quorum was present throughout the meeting.

Staff in attendance: Rachel Jones, CAO and 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. Approval of Agenda	Additions to the agenda: 4.7 Recycling Steering Committee 4.8 Paramedic First Responder Crisis in Cumberland County 5.6 Fire Report
-----------------------	--

It was moved and seconded that the agenda of the Oxford Town Council regular council meeting of February 19, 2019 be approved as amended.

Motion Carried

3. Approval of Previous Minutes	It was moved and seconded that the minutes of the February 19, 2019 Oxford Town Council meeting be approved as circulated.
---------------------------------	--

Motion Carried

4. New Business	RFD #006-2019 Inspection Services Appointments
-----------------	--

It was moved and seconded that Town Council appoint the following employees of the Municipality of the County of Cumberland for the following inspection services:

David Buell	Fire/Building Inspector
Monty Maddison	Building Inspector
Thomas Trenholm	Fire/Building Inspector
Melissa Siddall	Fire/Building Inspector
Steve Varner	Building Inspector

Further, that the Town appoint the following Bylaw Enforcement Officers:

Ron Moore	Bylaw Enforcement
Jamie Spicer	Canine Control/Bylaw Enforcement
Terry Hoeg	Bylaw Enforcement

Motion Carried

4.2 **CJSMA 2019/20 Draft Budget**

It was moved and seconded to approve the CJSMA 2019/20 Draft Budget as presented.

Motion Carried

4.3 **CED Business Entrance Sign Guidelines**

It was moved and seconded that Town Council accept the CED Business Entrance Sign Guidelines as presented.

Motion Carried

4.4 **Joint Councils Policy**

It was moved and seconded that Town Council approve the Joint Councils Policy as presented.

Motion Carried

4.5 **Downtown Beautification – Discussion**

Highlights from the discussion:

- Communities in Bloom flower baskets will be made here in Oxford by Joanne Whitley
- The quote presented to Town Council was \$40.00 per flower basket.

It was moved and seconded that Town Council approve the quote by Joanne Whitley for twenty-two flower baskets and to add three more flower baskets for a total of twenty-five flower baskets.

Motion Carried

4.6 **Provincial Library Funding – Discussion**

Highlights from the discussion:

- If all municipalities do not agree with the funding increases, that are mandatory by the Province, the consequence will be library closures.
- The Town expects to get a twelve month notice from the Province come April 2018 regarding the funding proposals.
- The Town provides the space and heat in addition to the cost of the library.
- The CAO's of Cumberland County have had discussions with NSFAM (Nova Scotia Federation of Municipalities) regarding this issue.
- This is a 41% proposed increase for Cumberland.
- Review the Town owned buildings to see if there is space to house the library.

It was moved and seconded that Town Council will write a letter to NSFAM protesting the proposed library funding formula changes and requesting the

Town of Amherst and the County of Cumberland to sign as well should they feel that they agree.

Motion Carried.

4.7

Recycling Steering Committee

Highlights from the discussion:

- The CAO's are working on a final version of the inter-municipal agreement for solid waste.
- The CAO's will draft a terms of reference for a consultant to analyze the recycling options.
- the anticipated cost of a consultant isn't expected to be more than \$25,000.00
- The outside consultant would be overseen by a recycling steering committee.
- The cost sharing would be in accordance with the CJSMA (Cumberland Joint Services Management Authority) current funding formula.
- The following options that the CAO's identified for the consultant is:
 - look at the transfer site at Little Forks
 - for a Municipality Recycling Facility (MRF) at Little Forks
 - a direct haul to some remote handling facility or other viable options identified by the consultant.
 - Consult The Nova Scotia Department of Environment
 - Potential direct haul contractors
 - All three municipalities around our collection service providers and the management of any potential delivery sites from recyclable materials.
- The CAO's are targeting the development report to be ready for May 2019

It was moved and seconded that Town Council agree to forming a steering committee to determine the options of recyclables for Cumberland County.

Motion Carried

4.8

Paramedic First Responder Crisis in Cumberland County – Discussion

Highlights from the discussion:

- at any given time there may be no coverage in Oxford
- The majority of the paramedics' time spent is in the Halifax area
- the paramedics wanted to alert the Town that Cumberland County is not covered all the time.
- Some of our firefighters are concerned that if the paramedics are away from Cumberland that the firefighters will end up with a lot of the calls, especially where many of our firefighters have jobs.
- it was expressed for the public to contact our MLA and to voice the concerns about what is happening in Cumberland County and in the Town of Oxford with the coverage of medical first responders.

- Town Council will send a letter to the MLA, the Premier and the Minister of Health.
 - Once this letter is written the staff will post this on our social media and encourage the public to contact the MLA and the Minister.
-

5. Reports
(5.1 to 5.6)

Rachel Jones, CAO presented the Staff Reports.

Key points discussed were:

- Wesley Adshade was present and discussed with Council his report. Details that were covered were:
 - a water break has been found and it was going into the river.
 - There is a temporary fix in place.
 - Rachel and Wes are working on an alternative procurement solution to get this water line fixed because it is impacting our ability to provide fire protection and to keep the reservoir full, and will confirm this as an acceptable process with NS Procurement.
 - The staff has been in touch with Dillion Consulting and they anticipate that the cost will be approximately the same as the Little River Crossing if not lower.
 - The town has the ability to fund this through our depreciation account.
 - The major construction will be on Water Street where the valve is.
 - They do not expect to have very much street closure.
 - Through the Water Rate study we will be mapping out projects and start looking at what funding is available and making an application for those projects.
 -

Staff was given direction to go ahead with this process and bring back further costs to Town Council.

- When this water break happened, the Town has lost all the water in the old reservoir on Pugwash Road.
- The reservoir is very messy inside; there is lots of debris in it.
- Wes has shut off the valves to it.
- Greatario has quoted \$4,500 to inspect the reservoir.
- 1969 is the year the reservoir was installed.
- This is in our capital priorities for the water utility to be replaced and it is estimated to be approximately \$600,000.00.

Staff was directed to proceed with the inspection and to get a report done on the reservoir. Staff was also directed to move forward with the process for an alternative procurement to get the water line fixed and staff will continue to update Town Council on the progress.

- Rachel and Wes have been working with Gerry Eisner to get our water rate study all together.
- Gerry will bring the proposed rate study to Council as a presentation.

- They have also discussed the capital priorities they should put in place and how they are going to be funded. This will be set for the next three years.

Following the Public Works Report, Wesley Adshade left the Council Meeting.

Highlights from the remainder of the reports:

- March Break activities are organized – promoted well on our social media
- Arena Committee provided a terms of reference, to be approved, in their report

It was moved and seconded that Town Council approve the terms of reference, provided by the Arena Committee, as presented.

Motion Carried

- the progress on the ventilation was discussed. Staff plans to have a full implementation in the fall of 2019.
- there is fire agreement in place with the Municipality of Cumberland County. This agreement is increase by CPI each year.

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

Motion Carried

6. Correspondence	<p>Town of Shelburne: Provincial HST</p> <p>Staff is directed to write a letter of support to the Town of Shelburne regarding the Provincial HST, in which then will be forwarded to the Nova Scotia Federation of Municipalities.</p>
<hr/>	
6.2	<p>Town of Westville: Public Libraries Funding Proposal</p> <p>Staff is directed to write a letter similar to the Town of Westville’s letter regarding the Public Libraries Funding Proposal to be forwarded to the Deputy Minister of Communities, Culture and Heritage.</p>
<hr/>	
6.3	<p>NSFM Resolution Process Feedback</p> <p>Town Council didn’t have any feedback to share regarding the resolution process for the Nova Scotia Federation of Municipalities (NSFM).</p>
6.4	<p>Eleanor Mattinson/Linda Forrington: Dangerous & Unsightly Premises 63 Elm Street</p>

Rachel Jones will write a letter to the property owner and start the process for Dangerous or Unsightly Premises as provided by the Municipal Government Act of Nova Scotia.

6.5 Ross McKellar: Dangerous & Unsightly Premises 63 Elm Street

Same as 6.4, Rachel Jones will write a letter to the property owner and start the process for Dangerous or Unsightly Premises as provided by the Municipal Government Act of Nova Scotia.

6.6 Oxford Pioneer Heritage Club

It was decided to write a letter of support for the Oxford Pioneer Heritage Club in regards to the Heritage Canada grant to financially assist with repairs to the building.

7. Adjournment Mayor Stewart advised Council the next meeting is scheduled for April 15, 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 7:05 pm.

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary

Town of Oxford

Multi-Year Capital Plan Policy

Effective Date:

Approval by Council Resolution:

Statement

1. The Town of Oxford is committed to ensuring the effective management of its capital assets. A prudent multi-year capital plan is used to identify and prioritize expected needs based on the municipality's long-term strategic goals.
2. The identification and reporting of tangible capital assets upholds Public Sector Accounting Board (PSAB) standards. Under the Canada-Nova Scotia Agreement on the Transfer of Federal Gas Revenues, municipalities in Nova Scotia must also submit a Capital Investment Plan (CIP) annually to be eligible for funding. The CIP is not a substitute for a multi-year capital plan; rather, it complements the Town's long-term planning for its capital needs.
3. Any previous policy on this subject matter is hereby fully repealed and replaced.

Policy Objectives

4. The objectives of the Multi-Year Capital Plan Policy are to:
 - a) Support the Town of Oxford's long-term strategic goals;
 - b) Promote good infrastructure management to ensure basic health and safety for citizens;
 - c) Maximize the economic potential and attractiveness of the municipality;
 - d) Reduce future operating costs and avoid higher replacement costs and unforeseen infrastructure failures in the future;
 - e) Improve collaboration on projects with other levels of government and various public and private stakeholders with the aim of maximizing financing, funding, and grants;
 - f) Uphold PSAB standards;
 - g) Meet the requirements of the Canada-Nova Scotia Agreement on the Transfer of Federal Gas Revenues.

Policy Principles

5. A capital plan shall be prepared for all municipal infrastructure for the Town of Oxford, including but not limited to: water, sewer, transportation, sanitation, and other essential public services. It will establish project scope and costs, detail

estimated amounts of funding from various sources, and project future operating and maintenance costs.

6. The capital plan shall be developed using the following steps:
 - a) Establish goals and objectives
 - b) Use asset management tracking and reporting system to support and encourage long term municipal planning and provide effective stewardship of infrastructure assets to maximize benefits
 - c) Estimate fiscal capacity (ex: using the Debt Affordability Model)
 - d) Prepare information about proposed capital projects
 - e) Evaluate against policy criteria for capital projects
 - f) Create multi-year capital plan
 - g) Finance capital acquisitions
 - h) Assess impact on tax rates
 - i) Implement annual capital budget
 - j) Monitor plan results
7. The plan shall differentiate between capital and operating expenditures. Capital projects are hereby defined as projects, equipment and acquisitions that the meet Financial Reporting and Accounting Manual (FRAM) Guidelines. Eligible projects are any that receive Council approval and are allowed under the Municipal Government Act.
8. The Chief Administrative Officer shall coordinate the projection of expenditures and revenues. Department Heads shall be responsible for providing updated forecasts.
9. Final approval of the capital plan shall be the responsibility of Council.
10. The planning period shall be over a minimum period of five years and reviewed annually as part of the budget process. The following timeline is suggested in conjunction with regularly scheduled Council Committee meetings. Council may wish to set aside time for other special Council Committee meetings at any stage within the proposed time frame.
 - a) *December* - Send notice to Council and staff of capital budgeting process, with request to identify new projects for January Council Committee of the Whole.
 - b) *January* - Review and discuss status of existing projects at Committee of the Whole. List and identify new projects submitted by Council and staff. At this stage, Council identifies which projects should proceed to be costed by staff and

provides direction on which projects are to be brought forward in the budgeting process.

- c) *February* - Staff reviews the current capital budget approvals and the preliminary capital list of new projects by reporting estimated project costs based on industry standards; length of time to complete these projects; estimated new annual operating costs, if any; and identification of potential funding sources for each project. Council prioritizes these projects and identifies proposed year of project commencement.
- d) *March* - From direction at the February Council meeting, staff proposes the capital budget for discussion, concentrating on the new projects. At March Council meeting, Council approves the capital budget.

11. The following acquisition and procurement criteria shall be used to evaluate the capital needs of the Town of Oxford:

- a) *Legal requirements* - These projects are funded based on the need to comply with legally mandated requirements established by the federal, provincial, or the municipal government. They may be required because of agreements with other government agencies to meet current codes, ordinances, or health and safety issues.
- b) *Asset rehabilitation* - These types of projects demand funding for improvements necessary to the functioning of facilities or infrastructure. This criterion measures the extent that a facility or infrastructure has deteriorated and needs improvements relative to the overall condition of similar structures. Examples include but are not limited to: bridge repairs, storm water infrastructure improvements and repairs, and roadway resurfacings.
- c) *Efficiency improvements* - This criterion measures whether the completed projects will increase efficiency or result in overall cost savings to the municipality. Such projects may benefit a greater number of people or more efficiently and effectively provide and support the defined functional requirements of the intended use. An example includes but is not limited to: renovation to offices, layout or workspace within a building.
- d) *Revenue producing* - Projects that would fall under this criterion would generate additional revenues to the Town. Projects of this nature show an overall return on investments and should be measured for the risk involved. The criterion also measures the number of people who will benefit from the project, both directly

and indirectly, and the associated costs versus revenues generated. Elements considered in the rating include the project type and overall community needs. Examples include but are not limited to: a community centre or a public park.

- e) *Service improvements* - These types of projects demonstrate an increase in delivery capability when completed. This criterion can also measure the number of people served and the benefit derived from a project. Projects that involve replacements and renewals that bring facilities up to Council's standards would fall under this category.
- f) *Service/space expansions* - These projects would result in the expansion of space to serve the needs of the community. Examples include but are not limited to: renovations, additions, expansions, or new construction of recreation centres, fire stations or policing facilities.

12. The capital budget will show the sources of funding. Based on priorities, Council may wish to seek Federal and/or Provincial infrastructure funding and make approval of this source of funding a pre-requisite for proceeding on a project. Funding may potentially come from the following sources:

- a) Expended against general operations in one year;
- b) Borrowing from the Nova Scotia Municipal Finance Corporation;
- c) Transfers from operating surplus, operating reserve(s), capital reserve(s), or other special reserves established by Council for capital projects, equipment or acquisitions;
- d) External sources, such as Federal or Provincial infrastructure programs.

Application

13. This policy applies to all long-term capital borrowing of the Town of Oxford.



REQUEST FOR DECISION
Provincial Capital Assistance Program Application
#008-2019

Date: 11 April 2019	Subject: Provincial Capital Assistance Program (PCAP) Application
Proposal Attached:	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Council approve an application to the Provincial Capital Assistance Program for 50% of the capital cost of the Main Street Water Main Renewal Project.
Background:	<p>As the capital project priorities have been discussed in the proposed water rate study for the next three fiscal years, funding of these projects becomes an issue to address. Under the Provincial Capital Assistance Program, this type of work is eligible for up to 50% funding. An application for this funding requires a resolution by Council for the submission.</p> <p>The Town has options for funding the other half of the project, either entirely through Gas Tax Funds, or a combination of Gas Tax and borrowing. Once the Town's operating and capital budget have been determined, and use of those funds have been examined for the Town as a whole, Council will have more information with which to determine how the other 50% of the project funding will be sourced.</p>
Benefits:	Applying for external grant funding decreases the need for using the water utility depreciation account or other sources of funding. This has a positive impact on future water rates.
Disadvantages:	None foreseen.
Options:	
Required Resources:	
Source of Funding:	

Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	The application has been drafted and a formal submission can be made with a resolution by Council. Applications for this grant close by May 6, 2019
Communication Plan:	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 15 April 2019

Rachel Jones

From: Donna Lugar <donna.lugar@ns.sympatico.ca>
Sent: April 9, 2019 4:32 PM
To: cao@town.oxford.ns.ca
Subject: FW: Lyme disease Awareness Month - May, 2019
Attachments: Lyme Disease Awareness Month 2019 Oxford.doc

Dear Ms. Jones,

I am forwarding an email sent to Mayor Stewart regarding a request to proclaim May as Lyme Disease Awareness Month. As April is creeping by, I was wondering if this would be possible or, if not, if the Town of Oxford could make information on ticks, Lyme and Tick-borne diseases available to your constituents.

Thank you for your time.

Donna

From: Donna Lugar <donna.lugar@ns.sympatico.ca>
Date: Monday, April 1, 2019 at 5:06 PM
To: <tstewart@town.oxford.ns.ca>
Subject: Lyme disease Awareness Month - May, 2019

Good afternoon Mayor Stewart,

I'm reaching out once again to see if the Town of Oxford would proclaim May, 2019, as Lyme Disease Awareness Month. In the hope that you will be able to do so, I have attached a draft proclamation for your consideration.

If proclamations/resolutions are not undertaken by your municipality, would it be possible to provide some information to residents via a website or social media? If so, the following is a link to the Nova Scotia Department of Health and Wellness website - <https://novascotia.ca/dhw/CDPC/lyme.asp>. Brochures and posters are available by either printing them off yourself, requesting copies from your local Public Health Office, or providing links to the information.

It is very important to continue keeping this issue at the forefront of your residents minds so that proper precautions are undertaken so that a quick diagnosis and treatment can be obtained if someone is bitten by a tick. As I am sure you are aware, all of Nova Scotia is now considered an "at risk" area for Lyme disease.

For your information, the number of cases of Lyme disease in 2017 was 586, a substantial increase from 2016 which was 326, which is also an increase from 2015 which was 247. I do not yet have the 2018 numbers but the past trend suggests that there will be another jump. These numbers, however, are much lower than the "true" numbers of cases in Nova Scotia as, to be considered a Confirmed/Probable case of Lyme disease in Nova Scotia, one must either have a bull's eye rash and/or a positive ELISA/Western Blot. These requirements can leave out a lot of cases as many do not get, or see, a bull's eye rash and the ELISA/Western Blot testing is not 100% accurate.

On a final note, I would like to advise that there will be a two day (mornings only) conference taking place on October 5/6th, 2019 in Bridgewater. The event is broken out to a session for health care providers and one for patients. The one just for health care providers will be Saturday October 5th from 9:00 am until 1:00 pm and the patient session will be Sunday October 6th from 9:00 am until 1:00 pm. Both sessions will be held in the

PROCLAMATION

LYME DISEASE AWARENESS MONTH May 2019

WHEREAS Lyme disease is a serious illness caused by the bite of a black-legged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS black-legged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick borne diseases;

THEREFORE, be it resolved that I, Mayor Trish Stewart, on behalf of the Town of Oxford, do hereby proclaim May 2019 as "Lyme Disease Awareness Month".

Dated at Nova Scotia
this day of May, 2019

Mayor Trish Stewart



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

Highlights: March 18-April 10, 2019 (inclusive)

Promotion

- *Signage:*
 - Business Directory Signage:* Set up meetings so that CAO and I can receive input from sign owners regarding the new guidelines (April 16/17).
 - Wayfinding Signage:* Plans completed, quotes received, signage ordered and ready to go. I've sent Public Works the latest information regarding locations and asked to have them up by May 18, if possible.
 - Removal of designated signage between Blueberry Capital sign and Business Directory:* Crime Stoppers and Alcoholics Anonymous have been informed that a Community Signage Board is being planned.
 - Community Signage Board:* Community service groups will be contacted to determine if they want to erect signage.
 - Placeholder Signs:* Two signs were purchased for the Business Directory Signage Board to fill spaces when not being used by businesses. These promote wild blueberries and our downtown.
 - Sandwich Board signage:* Two boards have been purchased, (one for each side) each printed on both sides: "Wild Blueberry Capital of Canada" and "Oxford Poetry Festival".
 - 100 Series Highway "Blueberry Capital of Canada" signage:* I enquired with DTIR regarding steps/cost to change this sign to "Wild Blueberry Capital of Canada" and discovered that, within the next two years, it is expected that the Department will be requiring communities to replace signs like the age of ours (good to know for budgeting purposes). I also discussed gallery signage with him. They do not have such an image available and referred me to Dept. of Tourism for other possibilities – my call hasn't been returned yet.
- April/May newsletter (1200) completed, folded, and I assisted with collating it with the calendar for mailing; input into and review of April Community Calendar
- Promotion through website (see Website report); and various other means (see "Promoting Your Event" for general details).
- *FaceBook:* regular postings on a variety of topics from events of interest to business, Quality of Life survey promotion, gallery promotion, encouragement to pick up litter, poetry festival, volunteer month, wild blueberries, promotion of businesses, support for OREC winning teams, etc. I aim for 2 each day that I work. Corey also posts occasionally on the Official site. It now has 1161 members, increasing monthly.
- The Y Immigration Settlement Program is creating more Welcome Baskets and we will donate Oxford Brochures and pens.

Website

- 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:* I hosted the fourth session on March 27 when a panel of representatives from various business services presented information and took questions (CBDC, CANSA, CB Connector). This was attended by three individuals interested in starting small businesses and one Town Councillor. The advertising resulted in a call from an individual moving to this area later this year who is interested in future sessions.
- I helped the Jersey Association to secure meeting space in Council Chambers to hold a regional meeting, March 25.
- Small Business Mailings: Sent information to encourage advance planning for Wild Blueberry Festival Week, shared information on the Export Expo at NSCC, provided a list of April/May opportunities to increase foot traffic related to events scheduled in town.
- Dealt with several business enquiries.

Liaison with organizations, services groups and school

- Preparations and advertising for the April 24 event with Grade 5R students reading poetry and sharing drawings about Oxford and wild blueberries at the Oxford Riverside Gallery (10-11:30 a.m.).
- CAO, Rick Draper and I met with Ruth Collins, Cumberland Performing Arts, to discuss the possibility of the group erecting a mural. We will continue to support her in her efforts to put plans in place. Another meeting is scheduled.
- Assisting OREC Home & School to promote their Spring Fling
- Met with members of Shuffleboard group regarding an information article that I will write about them when I receive the details.
- Helped CAO to organize the schedule for Councillors covering gallery openings during the next few months. Communicated with Mathew Aldred in person and through email to maintain the Town's partnership with the gallery.

Annual Poetry Festival (April 27 & 28, 2019)

- This is an extremely busy time of preparation for the festival. With four events, over 20 participants, and six locations, there are lots of moving parts. Event promotion is a big part of the initiative, some of which is handled by other members of the Committee.
- We've added another volunteer to our committee.
- On April 2, the print version of the Chronicle Herald featured "Oxford Poetry Festival" on the front page of the Lifestyles section on "April 27" of the full-page April Calendar. This is a monthly feature that highlights events throughout the province but rarely covers anything from Cumberland County. I contacted them, mentioned this, and encouraged them to include the poetry festival.
- Although not successful last year, this year I was able to get the *Tatamagouche Light* newspaper to print an article on our festival. We have also sent Public Service announcements to CTV, CBC Radio (PEI). The Amherst News has been covering the event and I'll be doing an interview with 6 Rivers next Thursday. Just a sample of some of the advertising we're doing for this event.
- The Festival Program is finalized and being distributed. Evaluation forms are ready to go.
- I've taken a number of steps to link the festival with wild blueberries.

Other

- *Wild Blueberry Harvest Festival:* Through the newsletter, I started encouraging the community to get involved and will continue to do so through direct contacts and FaceBook posts. PharmaChoice has already scheduled events for that week (see website Calendar of Events) as a result of the mailing I sent to small businesses. I've been researching events from other communities to provide ideas. I've started a calendar of events. More free Wild Blueberry Placemats were ordered and are available for groups planning food events. We have a planning meeting set up for April 15 (CAO, Corey, Volunteer and me). I've contacted the regional WBHF Coordinator, Devin Tefry, and my understanding is that the regional planning has yet to start.
- *Beautification grant:* After reviewing the requirements and deliverables for this grant and speaking with CAO, we determined that it would be best to apply next year if expected outcomes and required expenditures fit within the upcoming strategic plan. In anticipation of writing the grant this year, I had started an information folder with details I had gathered so will have this as a basis for a future grant if needed.
- I've asked Public Works to have the Big Blue Chair and Head in the Hole out by May 18, if possible.
- *Budgets:* Started working on the year-end budget report.
- *Workplan:* Revised my workplan to take me until mid-June; discussed with CAO; finalized and submitted.

Respectfully submitted,
Ruthie Patriquin,
Community Economic Development Officer

Recreation and Leisure Services Report
April 2019

Our final night of Fun Hockey was April 1st and we concluded this year by playing a game vs. the parents, and kids were presented medals after. This year we had 17 participants in Fun Hockey between the ages of 4 and 8 years old.

Jr NBA started on April 9th and will continue each Tuesday for the next 11 weeks. There are two different age groups; Grades primary-2 and Grades 3-5. First night we had 28 participants registered for the P-2 group and 14 registered for the 3-5 group. Registration is \$50 for each participant and each child will receive a jersey, ball, drawstring bag, poster, and certificate.

Ball hockey will be starting April 24th from 6:00-8:00 pm and will be for ages 8-12. Registration will be \$20 and the program will continue until the end of June. Have worked with Councilor Wendy Sweet-Kontuk and community volunteer Tracy Sweet to spread the word and recruit some potential participants. If you know anyone who may be interested in playing, just have them contact me.

Adult basketball will start April 15th from 7:15-8:45 pm at the school. Everyone is welcome to play the sessions will continue every Monday evening until the end of June.

Pickleball started on April 10th from 5:45-7:15 pm and there were 17 participants during the first night of play. I have partnered with a local community champion who has agreed to help anyone new learn the game and become comfortable playing. Pickleball will continue on Wednesday evenings at the school until the end of June. A grant application for funding has been submitted through Sport Nova Scotia to help pay for the Pickleball equipment.

The YMCA started an after school program called After the Bell on April 3rd. This program will be on Wednesday's and Friday's after school and will run until May 3rd. This program is for youth in grades 7-9 and is totally free. If you know of any youth who may be interested in this program please let them know!

We have been successful awarded \$1000 through Trans Canada Trail Clean-up funding, to help clean up our portion of the Trans Canada Trail. I have planned a community wide clean up of the trail and have partnered with the local 4H Clubs and Girl Guides for this event. The clean-up will be on April 22nd at 6:00 pm to help celebrate Earth Day! We will meet on the corner of Water St and Foundry St. I will also have the BBQ set up and have food and refreshments available for anyone wishing to volunteer! I have also been working with a Communications Advisor for the Trans Canada Trails to create a press release for the event and to send around to local media. I have attached the draft press release for you to view. Also if there is anyone wishing to help out for the evening it would be greatly appreciated.

I have our annual Easter Egg Hunt planned for April 20th at 11:00 AM. This year I will have the event at Black River Park. Typically this is a very successful event and there will be prizes for everyone.

Rachel and I will be meeting again on April 12th to further discuss and plan our new Physical Activity and Recreation Strategy. As I get more information regarding this process, I will be sure to include in my report.

Our volunteer workshop series "Learn 2 Lead" will be offering Mental Health First Aid Training on May 7th and 8th in Amherst. The cost of this workshop is \$30 and if being offered to residents at an extremely discounted price! If you know anyone who may be interested in this, have them contact me for more information.

Our Volunteer Awards Banquet was held on April 10th at 6:30 at the Fire Hall. At the awards we honored 17 different volunteers and volunteer organizations and treated them to a supper served by the Parkview. Very successful night and a huge thank you to everyone who helped!

I had been asked to fill out information regarding our Walkability Signs placed around town. The information gathered will be used in the resource manual for all MPAL's in the province. This is a perfect opportunity to highlight some of the work we are doing here to the rest of the province!

Oxford Berry Bolt 1 Mile and 5K runs are scheduled for May 4th, registrations are already coming in and the date is fast approaching. Race will start at the arena and they will be allowed to utilize the arena for registration, bathrooms, and anything else they may need.

Our Community Wide Yard Sale will be held on May 18th this year.

Arena Report

Arena closed for the season on April 7th after the Under 14 Maritime Ringette Championship had concluded. Brian and Carson have been working to get the ice out and the arena cleaned for any upcoming events in the future. Weekend of April 6th and 7th there were 21 games of ringette played over both days, one of our busiest weekends of the entire season. We also have a request from some of the ringette teams, I have attached it for your consideration.

Overall we had approx 526 of hours booked at our arena this year.

Break down of hours (approx):

Minor Hockey: 161 hours

Public Skating: 80

Fun Hockey: 25

Skating Club: 60

Private Rentals: 100

Ringette: 100

In comparison Amherst had rented out 440 hours to minor hockey and Springhill had rented out 353 hours to minor hockey.

MEDIA RELEASE

FOR IMMEDIATE RELEASE

Girl guides and 4-H members join forces for Earth Day spring clean along town's trail

Event on April 22 is the first in a series of
funded spring clean-ups along The Great Trail of Canada

Oxford, Nova Scotia, April 17, 2019 – Right on time for Earth Day, Girl Guides in Oxford will join forces with 4-H group members and the local municipality to get their section of The Great Trail ready for spring.

On April 22 at 6:00 pm, volunteers will don their gloves and get to work on ridding the Trail in their town of litter and sprucing it up for another trail season. But keeping the Trail clean won't be a chore – anyone who joins in will be provided with garbage picks and bags, and will also be treated to a BBQ and entertainment afterwards. The clean-up will begin at the parking lot on the corner of Water Street and Foundry Street.

Our local Trail Association has worked tirelessly over the past few years to fundraise for and complete major projects necessary to complete our section of the Trans Canada Trail. This included the installation of 2 bridges, an underground tunnel, and extensive work done to the trail. Because of this great work and the funding available from the new Spring Clean-Up Grant program, we thought this would be a great opportunity to help clean-up our trails just in time for hiking and biking seasons and also a great opportunity to celebrate Earth Day too!

The volunteer event in Oxford is one of the many spring clean-ups supported by a new funding program from Trans Canada Trail (TCT), the non-profit organization that raises money for the further development of The Great Trail.

Under its new Spring Clean-Up Grant Program, TCT has granted funding to **171 Trail groups** who wish to spruce up their sections of The Great Trail in 2019, **disbursing \$165,000 in total to Trail groups across Canada. In Nova Scotia, 28 Trail groups** are among those to have received funding specifically for spring clean-ups.

The Great Trail, formerly known as the Trans Canada Trail, is the world's longest network of recreational, multi-use trails and connects 15,000 communities across Canada.

Quote from TCT spokesperson

Photographers and journalists are welcome to join in the festivities on April 22. Interviews can be arranged in advance.

CONTACT:

Jane O’Faherty
Publicist, Trans Canada Trail
514.603.5202
jofaherty@tctrail.ca

The Great Trail by Trans Canada Trail

Stretching for more than 24,000 kilometres and profiling Canada’s diverse landscapes and cultures, The Great Trail is the world’s longest network of recreational multi-use trails. With the valued support of our partners, donors, volunteers and all levels of government, The Great Trail links over 15,000 communities from coast to coast to coast.

Moving forward, our mission will be to continue to enhance and improve the Trail. This involves creating more adventures by developing new Trail sections, converting more roadways to greenways, making the Trail more accessible, funding emergency repairs and strengthening our relationship with Indigenous communities. We will promote and assist in the development and use of The Great Trail by garnering support and continuing to nurture valuable relationships with Trail enthusiasts and partners across the country.

Corey Skinner

From: Mike Fisher [kellyfisher@hfx.eastlink.ca]
Sent: Thursday, April 11, 2019 11:51 AM
To: recleisure@town.oxford.ns.ca
Subject: Shot clocks

Hi Corey

I am writing to you to inquire if the Oxford arena could consider putting in permanent shot clocks for ringette.

Currently when any ringette event is held in Oxford the teams are transporting shot clocks from their home association (Halifax, PEI or NB) and setting them up at the arena. If there were permanent shot clocks set up then this would eliminate the teams from having to do this. I believe the shot clocks run about \$1500-1800 and then would require to be hard wired with an on/off switch. At least that is what is done in HRM.

The last few years have seen an increase in the rental hours by ringette at the Oxford arena and I understand ringette uses the majority of ice there when compared to hockey. I only see this to continue in the future as Oxford is a central meeting place for the three provinces to play and at a very reasonable rental rate.

I am hoping this is something that can be considered.

Any additional questions please let me know.

Thanks
Mike Fisher

Sent from my iPhone



Public Works Monthly Report

March 2019

Water Breaks

- March 7 - corner Prince William & Main Streets
- March 12- 64 Birchwood Road
- March 25 126 Crescent Avenue
- March 26 - 4 Sandy Lane
- March 28 - 18 Waverly Street
- River crossing Black River behind 47 Water Street

Cold Patching

Read water meters

Rodded 4 sewers

- Rodding sewers in homes has been a service supplied in the past from Public Works. As a Town service, we are responsible for the main sewer line to the property line only. In discussion with the CAO, we will be advising residents that in-home sewer services will no longer be provided by the Town. If a problem is reported, the sewer main will be checked to ensure there is flow. After that, the resident will be responsible to contact a plumber to correct any problem. Providing service that is not the Town's responsibility creates additional liability, puts a strain on human and financial resources, and takes away from local plumbers and their potential business.

Respectfully submitted,

Wes Adshade
Public Works Supervisor

Oxford Fire Department
March 2019 Report

Total of 7 calls for the month of March:

- 1 MVA
 - 1 Medical
 - 2 mutual aid calls
 - 1 electrical
 - 1 flue fire
 - 1 fire alarm
- 2 calls were town calls
 - 5 calls were county

In addition to our regular training, we had members take other training including ICS 100 AND 200, and medical first responder.

We are preparing for our annual auction which will be held in early May.

Dave Davenport will be scheduled over the next couple of month to do the pump test on all our trucks.

If you have any questions or concerns feel free to contact me.

Respectfully submitted,

Trueman Rushton
Fire Chief