



TOWN OF OXFORD
Town Council Meeting
Town Hall – Council Chambers
Monday, 20 January 2020
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Town Council – 16 December 2019
4. New Business
 - 4.1 Strategic Priorities Chart: Update and Approval
 - 4.2 Committee List Appointments: Cumberland Forestry Advisory Committee Appointment
 - 4.4 Financial Variance Report: 1 April – 31 December 2019
 - 4.5 New Community Members Welcoming Event
5. Reports
 - 5.1 Economic Development
 - 5.2 Recreation and Leisure
 - 5.3 Public Works
 - 5.4 Fire
 - 5.5 All Saints Health Care Foundation
6. Correspondence
 - 6.1 Epilepsy Association of the Maritimes
7. In Camera
8. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers
Date: Monday, December 16, 2019
Presiding Officer: Mayor Patricia Stewart
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper and Wade Adshade
Regrets: Wendy Sweet-Kontuk

A quorum was present throughout the meeting.

Staff in attendance: CAO – Rachel Jones and Deputy Clerk – Linda Cloney (recording secretary)

Media Present: Mark Rushton – Six Rivers News, Radio, & TV and Darrell Cole – Cumberland News Now

1. Call to order

Mayor Patricia Stewart called the meeting to order at 6:00 pm

2. Approval of Agenda

It was moved and seconded that the agenda of the Regular Town Council Meeting for November 18, 2019 be approved as circulated.

Motion Carried

3. Approval of Previous Minutes

In the previous minutes, an error was noted in 8. Adjournment. It should read Mayor Patricia Stewart advised Council that the next meeting is scheduled for Monday, December 16, 2019 at 6:00 pm in the Council Chambers.

It was moved and seconded that the minutes of the Regular Town Council November 18, 2019 be approved as amended.

Motion Carried

4. New Business

4.1 Strategic Priorities Chart: Discussion and Update

Council had a general discussion on prioritizing the Strategic Priorities Chart. Staff will revise the Strategic Priorities Chart and present to Council at the January 2020 Committee of the Whole meeting.

4.2 MFC Best Practices: Financial Forecasting Policy, Cash Flow Forecasting Policy, Documentation of Accounting Policies and Procedures – Presentation from Paul Wills at the last Committee of the Whole

It was moved and seconded that Town Council approve the Financial Forecasting Policy as presented.

Motion Carried

It was moved and seconded that Town Council approve the Cash Flow Forecasting Policy as presented.

Motion Carried

It was moved and seconded that Town Council approve the Documentation of Accounting Policies and Procedures Policy as presented.

Motion Carried

4.3 Committee List Appointments: Cobequid Housing Authority

The Town of Oxford has a vacant position on the Board of the Cobequid Housing Authority that should be filled with a volunteer from Oxford. Staff was directed by Council to post an ad in the paper and on social media regarding this opportunity.

4.4 Strategic Priority: Capital Asset Inventory Future Planning

Council had a general discussion on the Capital Asset Inventory Future Planning. Below are the highlights of the conversation.

- The Capital Theatre and the Medical Center are to be added to the report under the buildings heading.
- Reported under the heading “Equipment”, there is a van that will need to be replaced in 2 – 3 years.
- Staff anticipates the largest capital asset expense for next fiscal year is the center pins on the loader, estimated to be \$25,000.00.
- The Fire Department is compiling their list of assets; it is not included in this report.
- The Oxford Pioneer Heritage Hall building was discussed. Council would like to receive a cost analysis on the Oxford Pioneer Heritage Hall.
- Council will need an accessibility committee formed by April 2020.
- The handicap bathroom stall in the arena was discussed.
- Council mentioned they would like to see a heat pump installed at Dr. Rondeau’s office space.

4.5 Lions Club Community Centre Feasibility: Discussion

Council had a general discussion regarding the letter from the Lion's Club.

A copy of this letter has been filed.

4.6 Financial Variance Report: 1 April – 30 November 2019

Council asked staff to investigate the Health Plan and Small Tools financial numbers as they are over budgeted.

5. Reports

CAO Jones presented the reports

There was a general discussion on the success of the Oxford Bargain Bonanza Day.

Council asked staff to give an update on the arena signage at the next meeting.

Council raised a concern regarding the number of hours Minor Hockey gives Oxford in comparison to Springhill and Amherst. Staff will contact Minor Hockey to set up a meeting to discuss this issue.

Council directed staff to include the cost to operate the arena to the next set of property tax bills for the community's awareness.

Council mentioned that Stanfield's may be a location to explore as an alternate comfort center. CAO Jones will get into contact with Mike Johnson regarding this matter.

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

Motion Carried

6. Correspondence

Mayor Stewart brought to Council's attention that the Town of Oxford had received several Christmas cards and that they are on display at the front office.

7. IN CAMERA – Nil

8. Adjournment

Mayor Patricia Stewart advised Council that the next meeting is scheduled for Monday, January 20, 2020 at 6:00 pm in the Council Chambers.

At 6:50 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary

STRATEGIC PRIORITIES CHART

January 2020

COUNCIL PRIORITIES

NOW

1. **POLICE SERVICES REVIEW: Recommendation to Council**
2. **3-YEAR CAPITAL PLAN**
3. **MASS ALERT SYSTEM: Options**
4. **COMMUNITY CENTRE: Feasibility**
5. **SOURCE WATER PROTECTION/WATER MANAGEMENT STRATEGY**

TIMELINE

February
February
April
March
December

NEXT

- WATER MANAGEMENT STRATEGY: Terms of Reference
- BRANDING STRATEGY: Terms of Reference
- WATER PIPE REPLACEMENT: 3-Year Program
- PUBLIC COMMUNICATION STRATEGY
- SERVICE CAPACITY REVIEW

ADVOCACY / PARTNERSHIPS

- *Park Proposal (Lions)*
- *Water System Funding*
- *Off-Highway Vehicle: Status*

OPERATIONAL STRATEGIES

CHIEF ADMINISTRATION OFFICER

- **POLICE SERVICES REVIEW: Report** - February
- **MASS ALERT SYSTEM: Options** - April
- **3-YEAR CAPITAL PLAN** - February
- Unsightly Premises Campaign
- Website: Refresh
-

FINANCE

1. Collection Process - March
 2. Tax Sales - March
 3. MFC Mentorship Program – April
- TownSuite Software Implementation
 -

PUBLIC WORKS

1. Water Utility/DOE Compliance Plan: February
 2. OHS Refresh: May
 3. Department of Transportation Compliance Plan - June
- WATER PIPE REPLACEMENT: 3-Year program
 -

RECREATION SERVICES

1. **COMMUNITY CENTRE: Feasibility** - March
 2. Community Spaces Directory - February
 3. Active Transportation & Trail Signage - February
- Trail Maps/Brochures
 - Arena Usage Agreement
 - Volunteer/Leadership Workshops

PROTECTIVE SERVICES

1. Regular Liaison Schedule: Mayor & CAO
 2. Apparatus Inventory Assessment - April
 - 3.
- -

COMMUNITY ECONOMIC DEVELOPMENT

1. Poetry Festival - April
 2. Downtown Beautification - Mar.
 3. Wild Blueberry Harvest Festival - June
- -

BOLD CAPITALS = Council NOW Priorities; **CAPITALS** = Council NEXT Items; *Italics* = Advocacy;
Title Case = Departmental Strategic Initiatives



Town of Oxford Boards and Committees November 2019

Boards

Cumberland Joint Services Management Authority – (CJSMA)

Councillor Adshade

Northern Regional Solid Waste Management Committee

Councillor Clark

Cumberland Health Authority

Councillor Sweet-Kontuk

Police Advisory Board

Councillor Thompson, Councillor Adshade, Byron MacDonnell (Acting Chair), Annie Crowe, DOJ Representative - **vacant**

Cumberland Regional Library Board

Councillor Colborne

Municipal Alcohol Program Board (MAP)

Councillor Sweet Kontuk

Committees

Regional Emergency Measures Organization Advisory Committee– (REMO)

Councillor Colborne

Personnel Committee

Chairperson Councillor Draper, Councillor Colborne and Councillor Thompson

Arena Fundraising Committee

Chairperson Councillor Colborne, Councillor Sweet-Kontuk, Corey Skinner, and Community Members Bev Clark, Tracy Black, Greg Wood, Alfie King, Eleanor Crowley, Joe Reade, Tom Reid, & Tracy Sweet

Audit Committee

Councillor Draper, Councillor Thompson, Councillor Adshade, and Tracy Black

Physician Recruitment Committee

Mayor Trish Stewart

Cumberland Tourism Strategy Committee

Deputy Mayor Rick Draper

Police Services Review Committee

Deputy Mayor Rick Draper, Mayor Trish Stewart, Councillor Dave Clark, David Hoffman, Byron MacDonnell, Donna Jewers, CAO Rachel Jones

Cumberland Forestry Advisory Committee

Councillor Wade Adshade

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
REVENUE			
Tax Revenue			
Residential Tax	778,151	775,493.74	99.66
Commercial Tax	1,021,039	1,019,825.39	99.88
Agreement O.F.F.	0.00	0.00	
Resource Tax	10,712	10,711.59	100.00
Forest (Under 50,000 Acres)	182	182.25	100.14
Business Occupancy Tax	0.00	0.00	
Based on Revenue - Aliant	3,700	0.00	0.00
Sewer Rates	179,676	181,889.20	101.23
Area Rate New Fire Hall	0.00	0.00	
Deed Transfer Tax	12,000	14,501.75	120.85
Total Taxes	2,005,460	2,002,603.92	99.86
Grants in Lieu			
Federal Government - Canada Post	2,390	0.00	0.00
Federal Government - RCMP	21,377	0.00	0.00
Provincial Government - DNR	15,492	0.00	0.00
Provincial Government - Liquor Comm	9,197	5,533.53	60.17
Total Grants in Lieu	48,456	5,533.53	11.42
Services to Other Governments			
Cumberland County - Fire Protection	57,658	57,451.53	99.64
Total Services to Other Governments	57,658	57,451.53	99.64
Own Source Revenue			
Arena - Ice Rentals	48,000	14,043.54	29.26
Arena - Fish and Game Show Revenue	2,000	4,700.00	235.00

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
Arena - Sign Rentals	2,000	1,300.00	65.00
Arena - Fun Hockey Registrations	1,500	1,600.00	106.67
Soccer Program Registrations	1,500	1,580.00	105.33
Steve Nash Basketball Registrations	0	0.00	
Free Skate Program	2,500	0.00	0.00
Special Program Registrations	500	460.00	92.00
Community Garden - Grant Funding	1,500	0.00	0.00
Strawberry Festival Revenue	4,500	734.16	16.31
Junior NBA	3,000	2,020.00	67.33
Tennis	0	60.00	
Heritage Gas Revenue	16,500	16,477.99	99.87
Theatre Revenue	2,300	1,771.75	77.03
Dog Licences	100	65.00	65.00
Building Permits	500	20.00	4.00
Sub Division Plans	0	0.00	
Fine Revenue	500	1,057.90	211.58
Office Rent Water	5,500	0.00	0.00
Medical Centre Rents	25,000	14,304.38	57.22
Probation Office Rent	2,600	2,400.00	92.31
Interest on Investments	2,500	0.00	0.00
Interest on Taxes	20,000	22,267.89	111.34
A/R adjustments	0	0.00	
Tax Certificates	100	700.00	700.00
Communities in Bloom Revenue	0	0.00	
Sales of materials	3,000	2,387.08	79.57
Total Own Source Revenue	145,600	87,949.69	60.41
Unconditional Transfers			
Equalization Grant	178,171	44,543.00	25.00
Farm Acreage Grant	2,657	2,657.00	100.00

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
HST Offset Payment	10,000	3,288.00	32.88
Total Unconditional Transfers	190,828	50,488.00	26.46
Conditional Transfers			
EMO Grant Civic #	1,000	0.00	0.00
CNTA Grant - VIC	0	0.00	
Fed Gov Funding - Summer Students	3,470	3,468.00	99.94
Comm Enhancement Grant Funding	0	0.00	
Total Conditional Transfers	4,470	3,468.00	
Other Transfers			
Gas Tax Revenue	0	94,807.00	
County Funding - Arena	20,000	20,000.00	100.00
MPAL Funding Province	15,000	15,000.00	100.00
Grants from Prov- Sinkhole Study	0	68,500.00	
Grants from Other Organizations	10,000	4,601.60	46.02
Transfer from Surplus	26,690	0.00	0.00
TRANSFER FROM OPERATING RESERVE	0	0.00	
Transfer From Local Fire Assoc	10,000	0.00	0.00
Interest on CRA refunds	0	9.59	
Land Sales	0	5,175.00	
Total Other Transfers	81,690	208,093.19	254.74
TOTAL REVENUE	2,534,162	2,415,587.86	95.32
EXPENSE			
General Government			
Mayor Honorarium	9,011	6,758.01	75.00
Mayor Expenses	2,500	926.81	37.07

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
Council Honorariums	25,231	20,125.11	79.76
Council Expenses	12,000	4,530.00	37.75
Salary - CAO	85,000	67,963.92	79.96
Special Salary	0		
Salary - Deputy Clerk	41,100	32,132.77	78.18
Salary - Office Staff	40,000	5,262.21	13.16
Admin Salaries paid by Water	-	0.00	0.00
Legal Fees	5,000	3,150.38	63.01
CAO Contracted Services	0	11,370.72	
Accounting Contracted Services	35,000	1,426.66	4.08
Canada Pension Plan	17,500	17,750.59	101.43
Employment Insurance	8,500	9,025.17	106.18
Health Plan (Blue Cross)	3,000	4,547.00	151.57
Pension - CAO	0	0.00	
Pension - Employees	18,103	20,045.08	110.73
Xmas Bonuses	675	775.00	114.81
Professional Development	0	1,476.73	
CAO Seminars & Travel	3,000	2,872.15	95.74
Audit Fee	15,000	26,905.95	179.37
Town Hall Insurance	1,750	1,478.70	84.50
Office Postage	3,900	3,864.88	99.10
Office Supplies & Advertsing	10,000	15,920.42	159.20
I T Expenses	6,000	843.20	14.05
Office Programmer	0	28,122.03	
Town Hall Janitor & Supplies	4,000	1,037.67	25.94
Town Hall Telephones	7,242	6,369.13	87.95
Town Hall Electricity	4,210	2,671.89	63.47
Town Hall Natural Gas	8,764	3,308.63	37.75
Town Hall Water	300	167.54	55.85
Town Hall Sewer	300	306.00	102.00
Workplace Wellness	0	0.00	

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
Town Hall Maintenance	10,000	4,001.71	40.02
Municipal Election	0	0.00	
Bond Insurance	0	0.00	
Losses on Appeals/Habitat Subdiv	0	0.00	
OPH Grant	0	0.00	
Lion's Club Rental	0	0.00	
Conferences and Workshops	8,000	10,372.96	129.66
Public Official Liability Ins	3,000	2,250.00	75.00
Dues - UNSM/FCM/CNTA/POL BD	3,300	2,171.54	65.80
Exhibition/Transport Society Grants	1,500	1,500.00	100.00
YMCA Grant	0	0.00	
ORHS Bursary	500	250.00	50.00
NSCC Foundation	5,000	5,000.00	100.00
Oxford Sinkhole		101,550.57	
PVSC - Assessment Costs	19,043	14,281.89	75.00
Valuation Allowance - Taxes	- 1,500	0.00	0.00
Bad debts other	0	0.00	
Interest Town Hall 2013 MFC	1,045	1,141.90	109.27
Interest on Backhoe Loan	7,800	0.00	0.00
Interest Short Term Borrowings	0	0.00	
Bank Service Charges	6,000	5,641.39	94.02
Deficit of Prior Years	0	0.00	
MFC Int - School Enhancement	1,022	1,021.50	99.95
Cash Over/Short	0	(5.79)	
Credit Card Fees & Interest	0	525.00	
Total General Government	379,529	450,837.02	118.79
Protective Services - Police			
Admin - Salary	0	0.00	
Admin - Audit	0	0.00	

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
RCMP Contract	508,608	350,170.00	68.85
School Crosswalk Guard	8,700	5,029.20	57.81
Prosecuting Attorney Fee	0	37.50	
Corrections	14,966	11,223.00	74.99
Total Police	532,274	366,459.70	68.85
Fire			
Admin - Salary	0	0.00	
Admin - Audit	0	0.00	
Fire Inspection Cost	0	0.00	
Firefighters Honorariums/Incentives	14,495	16,030.00	110.59
Fire Phones	2,500	1,917.78	76.71
Fire Communication System	12,000	6,924.70	57.71
Public Fire Protection Charge	115,407	0.00	0.00
Fire Chief's Convention	3,000	4,335.97	144.53
Fire Training	7,500	4,298.05	57.31
Fire Hall Lights & Power	4,162	2,892.22	69.49
Fire Hall Natural Gas	8,538	2,737.34	32.06
Fire Hall Insurance	3,807	3,731.70	98.02
Fire Hall Maintenance	5,000	3,479.52	69.59
Firefighters Liability Insurance	2,500	2,500.00	100.00
Fire Hall Water	110	0.00	0.00
Fire Hall Sewer	300	306.00	102.00
Fire Trucks Insurance	3,520	3,687.00	104.74
Fire Trucks Fuel	2,600	1,817.11	69.89
Fire Trucks Repairs & Maintenance	15,000	13,673.11	91.15
Fire Equipment & Supplies	10,000	12,268.72	122.69
Fire Equipment Repairs & Maint	2,000	3,476.85	173.84
Fire Training Ground Project	0	0.00	
Fire Truck Pumper/ Tanker	0	0.00	

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
Fire B.A. - MFC Interest	418	495.26	118.48
Fire Truck 2005 MFC Interest	0	0.00	
Fire Truck 2005 MFC Principal	0	0.00	
Fire New Hall - MFC Interest	9,971	11,627.40	116.61
Interest MFC 2018 B.A.	1,037	0.00	0.00
Fire Breath App MFC Nov 2018 Int		1,036.60	
Total Fire	223,865	97,235.33	43.43
Emergency Management			
REMO	5,476	4,751.54	86.77
EMO Expenses	500	42.72	8.54
EMO SHRU Funding	619	618.80	99.97
Total Emergency Management	6,595	5,413.06	82.08
Other Protective Services			
Building Inspection	7,000	7,000.00	100.00
Animal Control	1,000	0.00	0.00
Other Protective Services	0	0.00	
Total Other Protective Services	8,000	7,000.00	87.50
Transportation Services			
Salary - PW Supervisor	30,000	44,833.53	149.45
Labour - PW	120,000	177,990.73	148.33
Summer Students	0	0.00	
Supervisor Phone	1,638	1,183.57	72.26
Town Truck	9,000	9,319.87	103.55
Supervisor Truck Allow	0	0.00	
Loader and Plow	2,000	2,714.37	135.72
Generator	60	922.62	1,537.70
Tractor	7,000	5,541.30	79.16

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
Backhoe Lease Etc	8,299	6,483.57	78.12
Roller	0	355.18	
Air Compressor	0	0.00	
Salt Truck	5,000	1,780.46	35.61
Small Tools & Equipment	5,000	5,734.56	114.69
OPH Insurance	161	179.00	111.18
OPH Expenses	270	0.00	0.00
OPH Taxes	2,277	2,342.29	102.87
Town Garage Insurance	396	2,531.00	639.14
Town Garage Fuel (Wood)	1,500	350.00	23.33
Town Garage Maintenance	1,500	1,228.40	81.89
Town Garage Phone	258	148.16	57.43
Town Garage Water	0	0.00	
Town Garage Electricity	4,000	2,350.08	58.75
Workers Compensation	10,000	12,837.52	128.38
Liability Insurance	12,800	15,324.00	119.72
Diesel	13,000	8,312.86	63.95
Gasoline	9,000	5,753.40	63.93
Oxygen	0	0.00	
Sundry	1,100	529.22	48.11
Clothing	1,200	2,375.00	197.92
Health and Safety	5,000	2,354.07	47.08
Salt	15,000	18,308.30	122.06
Road Repairs	0	300.00	
Street Maintenance	25,000	27,541.74	110.17
Street Lighting	6,500	5,032.81	77.43
Street Lights Reim back to Cap Res	0	1,568.77	
Main Street Phase 2 - MFC Int	4,392	4,392.45	100.01
Main Street 2008 MFC Interest	0	0.00	
Main Street 2008 MFC Principal	0	0.00	
Capital from Revenue Salt Shed	0	0.00	

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
Loader 2013	671	670.74	99.96
Paving 2017	0	0.00	
Paving/Sidewalks 2016-MFC Interest	6,191	6,190.78	100.00
Sidewalks - 2014	0	0.00	
Salt Truck 2016 - MFC Interest	1,161	1,160.82	99.98
Honda Snowblower	0	0.00	
Total Transportation	309,374	378,641.17	122.39
Environmental Health Services			
Sewer Admin Supervisor	18,000	0.00	0.00
Sewer Other Labour	24,000	0.00	0.00
Sewer Safety Equipment	2,000	0.00	0.00
Sewer Maintenance	6,000	5,011.67	83.53
Sewer Power	30,000	22,609.57	75.37
Sewer Lagoon MFC Interest	643	0.00	0.00
Sewer Lagoon MFC Principal	0	0.00	
Transfer Station Contract (FERO)	95,000	58,639.91	61.73
Tip Fees	20,000	31,536.20	157.68
Total Environmental Health	195,643	117,797.35	60.21
Public Health & Environmental Devel			
Medical Centre	30,300	22,219.81	73.33
Deficit Regional Housing Authority	19,100	19,092.00	99.96
Planning - Town of Amherst	16,000	15,643.00	97.77
Interest Medical Centre 2013 MFC	1,608	804.16	50.01
Lease Natural Gas Boiler Med Cent	3,750	2,790.99	74.43
Tree Expense/Trail Reserve	5,000	6,044.27	120.89
Community Eco Dev/Tourism	27,800	18,402.83	66.20
Cumberland Business Connector	8,100	5,000.00	61.73
Communities in Bloom	5,800	6,437.05	110.98

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
Total Public Health and Envir Dev	117,458	96,434.11	82.10
Recreation and Cultural - Arena			
Arena Labour	58,700	30,254.13	51.54
Arena Telephone	616	358.00	58.12
Arena Electricity	45,192	21,656.57	47.92
Arena Maintenance	35,000	50,534.72	144.38
Lease Natural Gas Boiler Arena	7,580	3,168.40	41.80
Arena Natural Gas	7,009	1,929.86	27.53
Arena Water	2,242	1,071.47	47.79
Arena Sewer	300	306.00	102.00
Arena Insurance	1,598	1,806.00	113.02
Arena Maintenance - Energy Upgrades	0	0.00	
Arena MFC Interest 2018	0	0.00	
Arena Dressng Room 2013 MFC Int.	107	106.60	99.63
Arena 2013 MFC Interest	1,528	1,640.44	107.36
Arena Automation MFC Nov 18 Int	1,883	1,882.96	
Arena Chiller - MFC Int	562	561.82	99.97
Total Arena	162,317	115,276.97	71.02
Fields and Library			
Xmas Lights	1,500	980.18	65.35
Tennis Courts	0	0.00	
Tennis Courts	0	0.00	
Ballfield	3,000	1,444.04	48.13
Skateboard Park	0	0.00	
Mural Lights	500	172.00	34.40
Library Expense	10,500	9,854.40	93.85
Regional Library Board Transfer	7,680	7,680.00	100.00
Total Fields and Library	23,180	20,130.62	86.84

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
Theatre			
Theatre Movies	0	0.00	
Theatre Telephone	0	0.00	
Theatre Electricity	2,811	2,142.93	76.23
Theatre Expense	200	119.70	59.85
Theatre Maintenance	1,500	1,463.20	97.55
Theatre Natural Gas	4,500	1,031.18	22.92
Theatre Water	300	145.86	48.62
Theatre Sewer	300	306.00	102.00
Theatre Property Tax	1,966	1,965.65	99.98
Theatre Insurance	400	150.00	37.50
Total Theatre	11,977	7,324.52	61.15
Recreation			
Recreation Community Garden Project	1,000	171.44	17.14
Recreation Co-ord Salary	33,000	26,845.08	81.35
Recreation Co-ord Travel	1,200	795.89	66.32
Recreation Summer Students	8,500	9,517.20	111.97
Recreation Office Supplies	0	0.00	
Recreation Postage	1,800	1,299.83	72.21
Recreation Advertising	0	83.93	
Recreation Telephone	491	365.77	74.49
Recreation - Strawberry Festival	2,500	593.17	23.73
Recreation - Summer Soccer Program	1,000	814.89	81.49
Recreation - Tennis Program	100	0.00	0.00
Recreation - General Programs	12,000	12,537.01	104.48
Total Recreation	61,591	53,024.21	86.09

	Budget 19-20	Actual 04/01/2019 to 12/31/2019	Variance Actual to Budget (%)
Fiscal Services			
MFC Principal - 2011 School Enhan	10,000	10,000.00	100.00
MFC Principal - 2016 Breathing App	3,200	3,200.00	100.00
MFC Principal - 2018 Breathing App	7,400	7,400.00	100.00
MFC Principal - 2013 Fire Hall	69,700	69,700.00	100.00
MFC Principal - 2013 Med Cent	5,000	5,000.00	100.00
MFC Principal - 2011 Main Phase 2	43,000	43,000.00	100.00
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500.00	100.00
MFC Principal - 2013 Town Hall	7,100	7,100.00	100.00
MFC Principal - 2013 Arena	10,200	10,200.00	100.00
MFC Principal - 2018 Arena Auto	6,200	6,200.00	100.00
MFC Principal - 2011 Arena Chiller	5,500	5,500.00	100.00
MFC Principal - 2014 Loader	30,200	30,200.00	100.00
MFC Principal - 2014 Fire Hall #2	18,800	18,800.00	100.00
MFC Principal - 2014 Arena	4,800	4,800.00	100.00
Backhoe lease principal	9,979	0.00	0.00
Interest ST Borrowings	0	0.00	
Bank Service Charges	0	0.00	
Non Ded Penalties and Interest	0	24.97	
Debenture Discount	0	0.00	
Assessment Costs	0	0.00	
Capital expenditures from revenue	0	0.00	
Transfer to Reserves	0	0.00	
Deficit of Prior Years	0	0.00	
Valuation Allowance	0	0.00	
District School Board	223,782	186,490.00	83.34
Total Fiscal Services	502,361	455,114.97	90.60
TOTAL EXPENSE	2,534,164	2,170,689.03	85.66



CEDO Report

Highlights: December 13, 2019- January 15 (inclusive)

Promotion

- *Business Directory Signage:* Gateway Insurance sign installed. We still have room for two more business signs by removing the “place saver” signs.
- *Community Service Organizations Signage:* Capitol Theatre sign has been installed; AA sign approved and being printed.
- *Town of Oxford Official Face book group:* regular postings on a variety of topics and events including Town Hall news, funding and training opportunities, anti-littering, CBDC, local events, promotion of local businesses, no parking area, etc. Membership for this site has increased by 25 in the past month.
- *Newsletter/Calendar:* Wrote a press release and submitted to Amherst News and Shoreline Journal on January 8. Added more information on the Bunny Trail (with map) and printed for distribution from the Town Hall and Library, face book and website, etc. It is attached to this report (pages 3-4). Provided input to Corey’s January Community Calendar. Meeting with Corey and Rachel regarding February Newsletter/Calendar.
- I kept the online *Community Events Calendar* updated and assist in posting news on the main page, Council and Committee minutes, etc.

Support for Businesses and Business Development

- The Business Directory has again been updated and another business has asked to be added to my email group contact list. The Directory that appears online has been supplemented with additional information for CED and Front Office use.
- Planning meeting with Rachel re January 22 meeting to which store front businesses and storefront building owners have been invited. We want to assess degree of interest in storefront improvement investments before we consider seeking grants to provide matching funds relating to beautification/streetscaping. Through various means, the January 22 opportunity has been promoted to the businesses since November.
- Keeping apprised of the Labour Force Committee’s work through their notes etc. (Drop Box)
- Posting business-related opportunities on face book, encouraging businesses to join our face book page and our email contact group, emailing this group regarding opportunities.

Liaison with organizations, service groups and school

As I had discovered that the Foodbank had an incorrect street number, I was able to remedy this with cooperation of the GIS Coordinator. The Foodbank sits on Town property. It has been informed and a number will be placed on the building.

Poetry At Large Poetry Festival

The Committee met twice during this report's time frame. With most participants scheduled, the focus will move to promotion. We're pleased to have two youth poets scheduled for the DownTown Poetry event in which we've also included a Youth Open Mic time slot for the first time. Please encourage anyone ages 12-20 to sign up for this Open Mic. Ongoing overall coordination from my office continues. Please plan to attend at least one of the four festival events on **April 25 and 26**. This festival helps to support local businesses and organizations in addition to raising awareness of our local arts and culture scene and the Town's profile overall. We are waiting to confirm if the Grade 5 students will be involved again this year.

Other

- Corey and I are working on clean community initiatives for the last week in April (Earth Day is April 22).
- Registered to attend *Cultural Diversity Training* and *Building an Intercultural Workplace*, both in Amherst.
- Reviewed our website, made updates and corrections, forwarded suggestions to CAO.
- Attended *Team Cumberland* meeting held here on January 14, 2020. Guest speaker was Sebastian Green, Ignite Labs, rural innovation hub for Northern Nova Scotia, located in Stellarton. The meeting also included information on other economic development initiatives.
- Progress is being made in creating a Cumberland County Chamber of Commerce.
- I used most of my overtime to be out of the office over the Christmas season, returning January 6.

Respectfully submitted,
Ruthie Patriquin,
Community Economic Development Officer

What's Happening in Oxford?

January - February 2020 Update

Have you noticed the **new NO PARKING signs on Main Street across from Canada Post**? To improve vehicle and pedestrian safety, no parking is allowed between these signs from 8 a.m. – 5 p.m., Monday – Friday. No one wants a parking ticket!

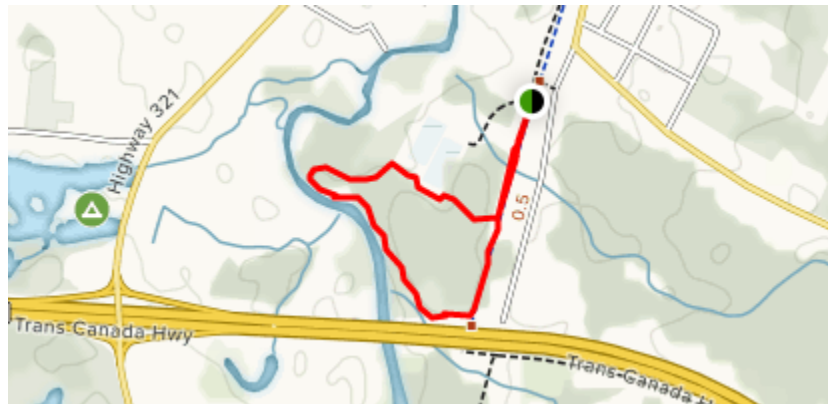
Based on work they've done and public feedback, the Town of Oxford's **Police Services Review Committee** expects to have a recommendation to Council within the next month.

After a jam-packed schedule of holiday-related things to do in our little town, Oxford took a short breath and is right back at it, offering lots of ongoing activities in which residents and visitors can get involved. And behind the scenes a variety of special events are being planned. Here are some highlights.

The arena is open for **free skating** on Wednesday and Fridays (4-5 pm) and Sundays (4-5:30 pm). Those wanting to book ice time should contact Corey Skinner, Recreation and Leisure, at 902 447-2798, regarding cost and availability.

The **Oxford Pioneer Heritage Club** continues to provide various activities for residents ages 55 and up at their hall on Ellis Street. While some events are specifically for club members (join for \$5.00 annually) others are open to anyone in this age range. Examples are Bingo on the second Tuesday of the month, 1-2:30 pm at only \$.25/card, various types of card games three times a week, Potluck suppers the third Wednesday of each month. A new club executive has recently been elected: President Carolyn Myers-Young, Vice President Sharon Rogers, Treasurer Ron Porter, and Secretary Betsy Cook. The Club is a good example of how Oxford and area volunteers continue to provide opportunities for social interaction and personal enjoyment for community members.

Now, let's talk about the **Bunny Trail**.



Yes, from the aerial view, it's shaped like a sitting bunny (just bend your neck to the left a bit and you'll see it).

* The dot on the map signifies the Station Street entrance. (<https://www.alltrails.com/trail/canada/nova-scotia/bunny-trail-via-station-street>) . If you're standing at the Station Street entrance, turn the map upside down so that you're looking toward the Trans Canada Hwy. ** Please keep in mind that this map shows the Bunny Trail but not the other trails in that area.

At about 2.9 km, the **Bunny Trail** is considered an “easy” trail. When accessed from Water Street (look for the Trans Canada Trail sign by Station Street in South Oxford), you proceed in the TC Trail going toward the red bridge across the River Philip. The bridge is on the TC trail, running parallel to the Trans Canada Hwy. As you proceed in this direction, you will have the option to experience the Bunny Trail (on your right). Volunteers have contributed time and money to make this new walking/snowshoeing trail enjoyable for all ages. Stop and rest on donated seating, view the River Philip, have your lunch on the picnic table, watch for blue jays in the birdfeeders and feel stress ease away with this great woods-therapy experience. You’ll come back out on the TC Trail at the red bridge. You can also access the Bunny Trail by entering the Trans Canada Trail near the Irving on Upper Main Street.

Did you know? The Trans Canada Trail has been re-named the **Great Trail**.

Some Indoor Activities:

Although June seems a long way off, many young people (and their parents) are already thinking about the Prom. Thank goodness OREC is having a **Prom Dress Fashion Show and Sale** on February 5 offering a great opportunity to sell last year’s dress; buy one for this year at a very reasonable price; or just attend for the fun of it.

On February 15, you can spread a little love around at **Trinity United Church’s Valentine Tea**.

Mark your calendar for Oxford’s **International Women’s Day celebration on March 7**. It’s great to see several young women on the organizing committee and I’m sure it’s going to be an entertaining event.

April is National Poetry Month and the six-member Oxford Poetry at Large Committee has been planning the **2020 Poetry Festival (April 25/26)** since last September. This year they are excited to include an Open Mic for youth, ages 12-20. Those interested in participating can see details on the *Oxford Poetry at Large* face book page or may contact me, at the Town Hall, (902-447-2250; email: rpatriquin@oxfordns.ca).

If it’s theatre that you’re interested in, be reassured: plans are already in the works for the Church Mouse Players’ April Dinner Theatre and the Cumberland Performing Arts Spring musical performances (“Aladdin Jr”).

In May, you’ll see two previous shows combined this year. The **Oxford Hunting and Fishing Expo and the Wild Blueberry Show & Shine** are scheduled for the Oxford Arena on May 23.

Importance of Volunteers:

Many of the above activities and events are made possible by volunteers. The Town of Oxford is now accepting nominations for the **Representative Volunteer of the Year Award**. If you would like to nominate an Oxford resident for this award, please send the volunteer’s name and a list of their volunteer contributions to Corey Skinner at the Town Hall by February 18.

Be sure to check out the printed monthly **Community Calendar**. If you haven’t received one in the mail, drop into the Town Hall for a copy or check it out at the Oxford Library. It is also on the Town website under the menu item, “Calendars” where you will also find **Community Events** calendars showing events in current and upcoming months.

Ruthie Patriquin,
Community Economic Development Officer
902 447-2250, Email: rpatriquin@oxfordns.ca
Town of Oxford



Recreation Department Report

January 2020

I have partnered with the Adventure Theory Project to host a snowshoe event on the Bunny Trail January 19th from 1:00-4:00. We will have snowshoes available for anyone needing them, and everyone is welcome. We will have hot chocolate and snacks at the end of the hike.

Nominations are now open for 2020 Representative Volunteer of the Year Award. If you would like to nominate anyone for this award, please include the volunteer's name and a biography of their volunteering achievements. Any nominations can be forwarded to me by Wednesday, February 18th by 4:30 PM.

Ruthie and I will be partnering to organize an Earth Day Community Clean up on April 22nd. We are hoping to have one clean-up event during the day at the school and one more in the evening on the trail. We will be applying for to be a part of Pitch-In Canada which is an initiative sponsored by Tim Hortons, and will also be applying for some grant funding through The Great Trail to clean up the trails. Stay tuned for more information regarding this.

We have planned a volunteer workshop called "Show Me the Money" put on by the Community Sector Council, the workshop will be February 27th from 10:00 AM- 4:00 PM. Watch our Facebook page for more information regarding this event.

We now have snowshoes available to be borrowed by the public. There are 8 sets of snowshoes and Nordic walking poles that are available for the public free of charge.

I have worked with Greg Nix to have four different Great Trail signs made. These signs will provide users an overview/outline of our trails and let them know where they are in relation to the trails. These 4 signs will be strategically placed throughout our trail system. They are: Trail Head on Water Street; at the Irving; along the trail between the tunnel and bridge; and, at the Black River Bridge. I also had a section of the trail, leading to the Irving completed and covered with gravel to make accessible to all users. If you have a chance, check it out. All this work completed is through a grant from the Department of Communities, Culture, and Heritage through their Active Communities Fund.

Through the Active Communities Fund, I have also been working to develop "Walk the Block" signs, signage for the trails at OREC, and a sign outlining key walking distances around the walking track at OREC.

Arena

Our employee Carson has returned to work, effective January 6th. Jimmy McNutt finished up working on January 11th, and I would like to thank Jimmy for stepping up and working at the arena when we needed someone, he was a great help.

We have received new nets and net pegs and we have received lots of positive comments regarding them.

All dressing rooms have been freshly painted.

This month already, we have seen a few cancellations due to the weather.

I have yet to hear anything back from Minor Hockey regarding the letter I sent in November concerning the number of ice rentals we are receiving on the weekends.

There are close to 30 kids registered between both groups of Fun Hockey.

Overall for the past 3 months have seen a significant increase in residents taking part in Free Skates.

Attached to my report are documents outlining; Ice Rentals, Signage Rental Revenue, and Free Skate donations.

In response to a question asked at last month's Council meeting, the following is from my report in September 2019: "I have begun to send letters to various business in town and throughout the county inviting them to advertise at the arena. A sponsorship package has been developed to offer a few different ways for businesses to advertise. Approximately 80 letters have been sent with a response already from three who will be purchasing advertising space." This confirms that the summer students visited other local arenas and sports facility to collect more information on the businesses that are currently advertising in those locations. The list of these businesses and individuals was used to distribute the advertising package in the fall.

Respectfully Submitted,

Corey Skinner

Arena Signage Rentals 2019-2020

Business or Organization	Price
Cansa	\$300
Pat Rushton - RAMS	\$300
Royal Lepage- Peter Swan	\$300
Al Nahrgang	\$300
Scotiabank	\$300
Oxford Frozen Foods	\$300
Cumberland Paving	\$300
NSCC	\$200
Total Revenue:	\$2,300

Public Skating Donations 2019-20

Oxford Frozen Foods	\$100
Scotiabank	\$100
National Trailer Sales	\$100
Home Hardware	\$400
OREC Home & School	\$100
Oxford Pharmacy	\$100
Blake's Electric	\$100
Certified Sales & Marketing LTD	\$100
Parker Overhead Doors	\$100
R W O'Brien Pharmacy	\$200
Jorgensen & Bickerton	\$100
Total	\$1,500

October Ice Rentals:	Hours:
Minor Hockey:	4
Skating Club:	
Fun Hockey:	2
Public Skating:	1
Ringette:	
Pick-up:	2
Other:	
Total:	9

November Ice Rentals:	Hours:
Minor Hockey	28.5
Skating Club	10
Fun Hockey	6
Public Skating	16.5
Ringette	11
Pick-up	15
Other	2.25
Total:	89.25

December Ice Rentals:	Hours:
Minor Hockey	17.75
Skating Club	7.25
Fun Hockey	8
Ringette	22
Pick-up	16.5
Other	5.25
Public Skating	16
Total:	92.75

January Ice Rentals	Hours
Minor Hockey	3.75
Skating Club	2.75
Fun Hockey	4
Ringette	
Pick-up	6.5
Other	
Public Skating	6
Total:	23

Total Hours: 214



Public Works Monthly Report

December 2019

Water Utility

Water breaks:

- 42 Waverly Street – December 18
- 48 Duke Street – December 19

In 2019 we experienced 48 water breaks in total for the year.

Sewer

Sewer repairs:

- 4852 Main Street – December 12
- 4856 Main Street - December 18

Streets

Street repairs with reclaimed asphalt:

- Duke St
- Waverly St
- Water St

Repaired Culvert on the lagoon road that washed out

Regular Maintenance

- cleaning floats on lift station
- salting sidewalks & streets
- replacing UV lights
- Christmas decorations and parade
- 204 ton of salt delivered 100 -120 ton in the salt shed now

Small Tools (general summary of purchases in 2019)

- used Stihl cut off saw with blades & cart
- acetylene gauges & torches
- Milwaukee Power Hammer drill
- electric sump pump

- miscellaneous small hand tools (wrenches, pliers, etc.)
- Budget overage in the small tools budget line, reported in last month's financial report, was an improper allocation of @\$4,800 and has been removed.

Respectfully submitted,

Wes Adshade
Public Works Supervisor



Fire Department Monthly Report

December 2019

Through the month of December 2019, we had the following calls:

- 4 mutual aid calls
- 2 MVA'S
- 1 power pole on fire
- 1 electrical fire
- 1 suspicious odor

The breakdown of calls were 3 town calls and 6 county calls.

The hook up for the generator will be done this month; parts are in, we are just waiting on the electrician to install.

We will be bringing in our cheques for the new firehall and truck payments as per our agreement, I believe the truck will be paid off this year.

We would like to have a meeting to discuss funding for a rescue truck to replace our old truck 5, mostly what kind of price so we can start looking at used rescues with a price range.

If you have any questions please feel free to contact me.

Respectfully submitted,

Trueman Rushton
Fire Chief

All Saints Health Care Foundation
Report to Oxford Council
January 2020

January 2019 at All Saint's Health Care Foundation started out with the Oxford Representative, Eleanor Crowley, deciding to step down at the end of 2019. I also shared this with the Town of Oxford to give them time to find a replacement.

I attended eight (8) meetings this past year and we finished some things on going such as the WiFi access in the hospital as well as contributing to Laptops for the doctors to better integrate their systems. There is a new Doctor as well and he is trained in other specialities we haven't supported before but we are looking forward to purchasing a portable ultrasound machine for him. This is a hand held device for his office here at the Hospital. We also have a new nurse with specialities such as pressure sores. We are contributing to her expansion in other fields she is working on.

The Foundation is continuing to expand its funding for portable defibrillators within the Cumberland County community. We have also helped with other efforts in the community to promote healthy lifestyles such as the Pit Pond Trail.

As well we continue to help with the purchase of equipment within the Hospital Facility. It has been a pleasure to serve on this Foundation. Thank you for asking me and supporting me in this. December 2019 was my last meeting. I am of the age where I am snuggling up my 'circle of things I do' to the size of the community of Oxford.

Thank you again.

Respectfully submitted,

Eleanor Crowley

Received via e-mail
16 January 2020

March is Epilepsy Awareness Month & March 26 is Purple Day!

The Epilepsy Association of the Maritimes (EAM), founding agency of Purple Day, is reaching out to all three Maritime Provinces to support Purple Day, March 26th. Most have participated in the past and we hope this year, all Municipalities, Towns and Cities participate.

Purple Day was founded 12 years ago by Cassidy Meagan, a local eight-year-old girl who wanted one day of awareness every year for those who live with this very common neurological condition. On June 28th, 2012, the Government of Canada created the Purple Day Act and received Royal Assent and March 26th is officially recognized as Purple Day in Canada. Epilepsy Maritimes shared Purple Day with our 27 other Canadian Epilepsy agencies and working with Cassidy Megan, approached the Anita Kaufman Foundation in the U.S. to make Purple Day a global initiative and we succeeded. It is recognized in over 85 countries and on every continent. In fact, Ricky Arnold, US Astronaut celebrated Purple Day on the International Space Station with Mission Control in 2018.

We are asking every municipality to participate in the month of March (Epilepsy Awareness month) to show support for your constituents who live with epilepsy. We will provide all Council members with purple ribbons. We respectfully request that they be worn throughout the month of March, especially at your monthly March Council Meeting(s) and March 26th. We would appreciate a photo to be emailed to us and with your permission, we can upload it to our Facebook page and website. We do this every year and our members from many communities throughout the Maritimes contacted us and told us how much they appreciated the support from their local political representatives! By participating in this very important initiative, you are reducing stigma. You are community leaders and when your constituents see they are supported, it will give them courage to speak out and talk about epilepsy.

EAM provides an educational component that features seizure awareness and seizure first aid. This is provided to schools, teachers, bus drivers and staff, employers, first responders, nursing homes, hospitals, small options, recreation groups and community groups. This educational piece provides a better understanding of this very common neurological condition and also what to do during a seizure and after care. These age appropriate presentations take about an hour and are provided free of charge. They have been vetted by the QEII Health Science Center and the IWK. We also provide scholarships and bursaries to students with epilepsy who pursue post-secondary education; we provide advocacy and support and have provided employment support.

Please contact us at the address below to let us know how many ribbons you require and what your plans are to show support in your community. Also, please kindly let us know when your council meetings are in March and if you wish, we can provide a proclamation for Purple Day. We have everything in French and English and please specify if you wish one or the other or both and the numbers of each. The proclamation is read in English and French in the House of Commons and also in many other cities and towns throughout the Maritimes.

Thank you for taking the time to read and respond to our request. Please confirm the number of ribbons needed and we will send a reminder about the photo a day or two before your Council meeting.

Janine Lisenchuk
Epilepsy Association of the Maritimes
902-429-2633 or 1-866-EPILEPSY



Proud Founding Agency of Purple Day