



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook.
Monday, June 26, 2023
6 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of minutes from the previous meetings
 - 3.1 Town Council Minutes – May 23, 2023
Pages 3 - 10
 - 3.2 Special Council Minutes – June 12, 2023
Pages 11 – 13
4. New Business
 - 4.1 Asset Management Policy – *Linda Cloney presenting*
Pages 14 - 15
 - 4.2 Engineering Services Proposal – Source Water Protection Plan
Pages 16 - 25
 - 4.3 Appointment of Brian Wood as a Fire Inspector and Building Official
for the Town of Oxford
Page 26
 - 4.4 Draft 2023/2024 Budgets for approval
 - 4.4.1 Draft 2023/2024 Capital Budget
Page 27
 - 4.4.2 Draft 2023/2024 General Operating Budget
Pages 28 - 35
 - 4.4.3 Draft 2023-2024 Water Operating Budget
Pages 36 - 37
 - 4.5 Revised 2022 2023 Boards and Committees
Page 38

5. Correspondence

5.1 The Cumberland County Ex regarding issues to the grounds

Page 39

5.2 Corrections Canada Pipe and Drum Band – use of gazebo

Page 40

6. In-Camera

6.1 acquisition, sale, lease, and security of municipal property

7. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers and conducted through Zoom and streamed live to Facebook

Date: Monday, May 23, 2023.

Presiding Officer: Mayor Greg Henley

Councillors present: Carla Black, Brenton Colborne, Chrystal McNutt, Oliva Canning, and Deputy Mayor Arnold MacDonald

Regrets: Councillor Paul Jones

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, and Stan McDougall – Administrative Assistant (recording secretary).

Announcements Prior to Call to Order

Prior to calling the meeting to order, Mayor Henley made the following announcements:

The Accessibility Committee is scheduled to meet Wednesday May 25, 2023, at 6:00 PM in Oxford Council Chambers.

The Audit Committee is scheduled to meet Thursday May 26, 2023, at 6:00 PM in Oxford Council Chambers. All Oxford Town Council was invited to this meeting. This meeting is to discuss the draft 2023-24 budget.

In 2023, the Municipal Wellness Program celebrates Municipal Wellness week from May 23 to May 26, 2023. A series of events for employees and elected officials is planned across the dimensions of health, physical, mental and workplace, financial and social interactions.

1. Call to Order

At 6:01 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt that the agenda of the Regular Council Meeting for May 23, 2023, be approved, as presented.

Motion Carried

3. Approval of minutes from the previous meetings

3.1 Town Council Minutes – April 17, 2023, Pages 2 – 10

Approved by _____
Mayor Greg Henley, on May 23, 2023

4. New Business

4.1 Easement for Training Grounds, Pages 11 - 13

The Oxford Fire Department Training Ground Committee had submitted a proposal for Council to consider an easement for their training grounds property that would be established off the TransCanada Trail. The easement, if granted, would allow the occasional travel of fire apparatus down approximately 340 meters of trail between April and November yearly. With Council's approval of the easement the Oxford Fire Department Training Ground Committee would like to build a driveway off the Trail to Enter into the training ground. Once the driveway is established, the grounds would be leveled around the existing infrastructure that is above and below the ground.

Significant investment for the training grounds is already in place at the property near the sewer lagoons and includes an underground water tank, concrete burn pad with charcoal filtration system and a pad to have a burn structure erected on it. The site had been originally constructed for a regional training facility for Cumberland County.

The easement, if granted, would allow for easier access for Oxford Fire to conduct training and would allow for more control in a safer and more secure environment.

Councillor McNutt recommended discussions to have Oxford Fire Department repair any rutting that may occur on the trail by the heavy vehicles.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne to grant the easement to the Oxford Fire Department for access to their training grounds.

Motion Carried

4.2 Easement for driveway use at 6841 Little River Road, Page 14

For the newest and last home that is being built and nearing completion with Habitat for Humanity, the new owners have reached out to Oxford Council to request permission to place their driveway off the side of the house to the right of way off Little River Road which could eventually be the driveway or access to the new Oxford Community Centre. The new owner currently had a company scheduled in soon to place the gravel and prepare the driveway.

CAO Linda Cloney explained that the new owner realizes that the trail road is currently not maintained and is used by many to access the school and is used for multiple purposes.

Councillor McNutt expressed concern that their laneway could potentially be congested due to future events at the Community Centre. Having the driveway to the side of the home would also allow the new resident access to the rear door, which was explained to Linda to be the preferred main entrance.

Moved by Councillor Colborne and seconded by Councillor McNutt to grant the easement for driveway for 6841 Little River Road as requested.

Motion Carried

4.3 Water and Sewer Services Request – 6841 Little River Road, Page 15

Habitat for Humanity Nova Scotia made a formal request to Council to connect to sewer and water services at 6841 Little River Road

Moved by Councillor McNutt and seconded by Councillor Colborne to approve the formal request to have sewer and water services hooked up at 6841 Little River Road.

Motion Carried

4.4 PCAP Application – Foundry Street Waterline Replacement Project, Page 16 – 20

CAO Linda Cloney explained that PCAP (Provincial Capital Assistance Program) supports investment in high-priority Municipal infrastructure projects. Linda explained to Council that this is a 2-step grant process, and this first step provides the framework to be able to apply to the larger pool of funding once the federal budget releases.

The proposal is to do construction on Foundry Street to replace the waterline and paving due to the numerous water breaks and overall condition of the road. This application allows for engineers to come in to analyze the road, perform a cost analysis and design and engineer plans in this first phase of analysis. The funding would come later either this year or next year.

Dillon Consulting, who are very familiar with the Town of Oxford water system can put together the construction design, and the cost analysis. The deadline to apply is June 7, 2023.

A resolution from council supporting the submission of the Foundry Street Waterline Renewal project for funding consideration under the Provincial Capital Assistance Program was needed to move forward toward potential 50 cent dollars to perform this analysis, if approved,

by the PCAP program. CAO Linda Cloney explained to Council that this application, if approved, would provide up to 50% funding for Dillon Consulting to start on the engineering analysis for the Foundry Street Waterline Renewal project and then once completed, application for the funding to do the actual work would take place.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to approve the application to the Provincial Capital Assistance Program for 50% of the design costs for the Foundry Street Water Main Replacement Project.

Motion Carried

4.5 Revise 2023-2024 Boards and Committees, *Page 21*

CAO Linda Cloney discussed revisions to the 2023-2024 Boards and Committees with Council.

There was still a vacancy in the All-Saints Community Health Care Foundation for a public appointee. An Oxford resident can fill this vacancy and knowledge of the health care industry is preferred. Meetings are currently held through the day, every two months. The meetings are approximately 2 hours long and held at the All-Saints Hospital in Springhill and the meeting starts around 9-9:30 AM and lasts between 1 and 2 hours. Milage would be paid to travel to the meetings.

The Accessibility Committee announced that there was a new committee member, Danielle Laurie that has been with the committee for a while, but her name is now formally added to the Boards and Committees list.

A new committee to be added for consideration is the Inclusion, Diversity and Equity Committee. The province of Nova Scotia, Office of Equity, Anti-Racism Initiatives (OEA) has requirements under the Dismantling Racism and Hate Act with a goal to create a strategy to address systematic inequity and racism and create a plan to address

equity and anti-racism. One Councillor is being sought to sit on the committee.

Councillor Canning volunteered to sit on the Inclusion, Diversity and Equity Committee and was added as a member, pending approval from Council. Councillor Canning and Linda would have an initial meeting to discuss the terms of membership and would then reach out at a future meeting. Linda encouraged anyone that is interested to reach out with their interest as the plan would be to get the committee started as soon as possible.

Source Water Protection Advisory Committee was another committee to be considered to add to the 2023-2024 Boards and Committees. This is a directive from the Department of the Environment to have an updated Water Protection Plan. This directive has been in place for some. One Councillor is needed and would involve other stakeholders including the town planner, Department of the Environment, Department of Natural Resources, Department of Highways, and the County. Mayor Henley volunteered to sit on this committee and was added as a member pending approval from Council.

Cumberland Central Landfill Community Liaison Committee, to which Councillor McNutt is currently a voting member and Linda as a non-voting member as staff. The committee was ideally looking for two Oxford residents or business operators to sit on this committee to round out the committee. Matters relating to solid waste, the landfills, transfer station operations are discussed in meetings with this committee. The Department of Environment and GFL take part in meetings with this committee.

Councillor McNutt offered to create an on-going post with all the vacancies for the Boards and Committees.

Lastly, the Downtown Beautification Committee is to be added to the 2023-2024 Boards and Committees List, which had held their first informal meeting. The committee was formed to start a downtown

revitalization project. Councillor Canning, Councillor McNutt and Councillor Black currently sit on this committee. One or two public appointees would be invited to sit in on this committee.

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to approve the amendments to the 2023-24 Boards and Committees.

Motion Carried

5. Correspondence

5.1 RCMP Retroactive Costs – Municipality of Barrington, Pages 22 – 23

The municipality of Barrington wrote a letter of concern regarding the disappointment of the retroactive costs for the RCMP to the Attorney General and Minister of Justice at the Department of Justice as well as shared it to all the municipalities, Councils, and elected officials of Nova Scotia.

Council gave direction to Linda to send a letter in support of these concerns.

5.2 12-month notice – Municipal Affairs and Housing, Pages 24 – 28, for informational purposes.

CAO Linda Cloney briefly reviewed the notice with Council.

6. In-Camera

6.1 acquisition, sale, lease, and security of municipal property

At 6:36 PM it was moved by Councillor Colborne and seconded by Councillor Black to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

Motion Carried

At 6:53 PM it was moved by Councillor Black and seconded by

Councillor Canning to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to enter into an agreement to purchase a truck for the public works department from Lounsbury Chevrolet, Moncton, NB, Deal #224608 at a cost of \$64,750.12 after having reviewed several quotes and where as it was an emergency to acquire a new truck immediately for use by the public works department.

Motion Carried

7. Adjournment

The meeting adjourned at 6:58 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Monday, June 12, 2023
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Brenton Colborne, and Deputy Mayor Arnold MacDonald.
Councillors Regrets: Chrystal McNutt and Olivia Canning

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), Ruthann Brookins (Senior Accountant), and Nick Purdy - Public Works Supervisor

1. Call to Order

At 6:47 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda

Moved by Councillor Colborne and seconded by Councillor Black that the agenda of the Special Council Meeting for June 12, 2023, be approved, as presented.

Motion Carried

3. In Camera

3.1 acquisition, sale, lease, and security of municipal property

At 6:48 PM it was moved by Councillor Colborne and seconded by Councillor Jones to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:21 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to come out of in-camera and resume the Special Council Meeting.

Motion Carried

Moved by Councillor Jones and seconded by Councillor Colborne to enter into an agreement to purchase a 2023 John Deere 320P backhoe for the use of the public works department from Brandt Tractor at a cost of \$217,900.00 with a trade-in value of \$41,000.00 leaving a total of \$176,900.00 plus taxes and admin fees and includes a set of forks and a snow push attachment.

Motion Carried

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

Motion Carried

3. Adjournment

The meeting adjourned at 6:46 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

DRAFT



Asset Management Policy

Policy Name:	Asset Management Policy	Policy No.
Effective:	Amended:	Renewal date:

1. PURPOSE:

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

2. STRATEGIC ALIGNMENT:

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

3. SCOPE:

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

4. PRINCIPLES:

4.1 Service Delivery to Community:

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

4.2 Holistic Approach:

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

4.3 Long term Sustainability and Resilience:

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

4.4 Fiscal Responsibility and Asset Management Decision-Making:

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

4.5 Continuous Improvement:

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

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

5. Roles and Responsibilities:

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

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

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

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



May 29, 2023

Town of Oxford
168 Water Street
P.O. Box 670
Oxford, Nova Scotia
B0T 1W0

Attention: Ms. Linda Cloney
Chief Administrative Officer

Engineering Services Proposal – Source Water Protection Plan (Step 2)

Dillon Consulting Limited (Dillon) is pleased to submit the following proposal as requested by the Town of Oxford (Town) to provide engineering and environmental regulatory support for the update of the Source Water Protection Plan (SWPP) for the Town of Oxford Water Supply System. This work will be completed in accordance with the requirements outlined by the Nova Scotia Environment and Climate Change (NSECC) Terms of Reference for Developing a Municipal Source Water Protection Plan.

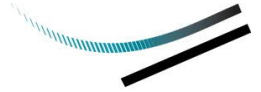
The SWPP has 5 Steps, however Dillon can only provide direct assistance and reporting to update Step 2 at this time. The steps are:

- Step 1 – Form a Source Water Protection Advisory Committee;
- Step 2 – Delineate a Source Water Protection Area Boundary;
- Step 3 – Identify Potential Contaminants and Assess Risk;
- Step 4 – Develop a Source Water Protection Management Plan; and
- Step 5 – Develop a Monitoring Program to Evaluate the Effectiveness of a Source Water Protection Plan.

Dillon can also provide assistance and guidance as well as reporting and advisory services for the other four steps; however, we would need access to monitoring and assessment information before attempting to complete work for these steps. At this time, it is not known to what degree data exists or if other tasks have been completed or information maintained. As well, per NSECC guidance, members of the Source Water Protection Advisory Committee will only consist of government representatives or stakeholders; as such Dillon would not be part of the committee.

As a result, this work plan is focussed on completing Step 2 by updating the SWPP with a review of wellfield performance, observation well monitoring data and confirming/updating of the Source Water Protection Area. This will be done by

137 Chain Lake
Drive
Suite 100
Halifax, Nova
Scotia
Canada
B3S 1B3
Telephone
902.450.4000
Fax
902.450.2008



refreshing the groundwater flow model originally developed for the well field. The original model was developed more than twenty years ago by Dillon for the Town of Oxford to support protection planning being considered by the Town at that time (Town of Oxford McElmon Brook Wellfield Groundwater Management and Protection Plan, October, 2000).

During this activity, Dillon will also review available current data to determine the level of effort estimated to complete and report on the other protection planning steps based on availability and quality of information.

Given that there is some uncertainty of the amount of data available, Dillon recommends an on-site meeting to assist in the collection of available data and visit of the wellfield to assess the need for and timeline to collect needed information.

Should the required data be readily available in digital format, work could be completed this year. However, if the water level and chemical/bacteria quality data are lacking, additional time and effort may be needed to collect, analyze and compile the appropriate information. As well, a meeting to discuss these timelines may be required with NSECC.

Our assumptions on the information currently available are:

- McElmon Brook well field, containing four production wells with available data including:
 - Pumping rates/times and water levels from the SCADA system;
 - Water Quality monitoring data (daily, weekly, monthly, quarterly and/or annual);
 - Well Logs;
- McElmon Brook well field, containing five observation wells with available data including:
 - Water level information from data loggers and or manual readings (daily and or monthly/quarterly);
 - Water Quality monitoring data (annual); and
 - Well Logs.

This letter outlines our understanding of the SWPP requirements, work plan, schedule and fee to complete the SWPP.



Scope and Methodology

Prior to initiation of services, Dillon will meet with Town staff onsite to review available data and visit the wellfield and observation wells to assess suitability of existing data and need for additional information.

The services required for this project are divided into the following components which follow the Nova Scotia Terms of Reference for System Assessment Reports for Developing a Municipal Source Water Protection Plan:

Review Previous Groundwater Flow Model

Dillon will require the water level and quality information outlined above for both the production wells and observation wells either at the project kick-off meeting or within two weeks following the meeting. Once this information is provided, the project team will familiarize themselves with the changes (or lack thereof) that have occurred since the previous work completed by Dillon in 2001.

Update Source Water **Protection** Area Boundary

Using the information gathered from the Town and site visit, Dillon will update the groundwater flow model with MODFLOW software to produce a new Water Protection Area Boundary with updates/confirmation of the NSECC required Wellhead Protection Areas (WHPAs) for:

- Zone 1 (0-2 year travel time);
- Zone 2 (2 to 5 year travel time); and
- Zone 3 (5 to 25 year travel time)

As well, we will also update the Dillon recommended Zone 4 (Balance of Recharge Zone) and characterize the quality and quantity of the source water. The available water yield will be compared to Town's water withdrawal permit and long term sustainable yields for the wellfield. The water quality and microbial risks will be summarized based on source water analytical data, including total coliforms and E. coli, if applicable; and threshold limits of parameters identified in the Guidelines for Canadian Drinking Water Quality.

Additional works

Dillon will review the data and previously completed work to address the other protection planning steps. From this review Dillon will identify information gaps and prepare a proposed scope of work to fill those gaps in collaboration with the Town and to complete the reporting for the remaining steps.



Reporting

Once the groundwater model is updated and the Source Water Protection Area Boundary and WHPAs are updated or confirmed, Dillon will prepare a draft interim report that will summarize the conclusions and identify recommendations necessary to allow the water utility to meet the *Nova Scotia Developing a Municipal Source Water Protection Plan* requirements.

Project Team

Sean Des Roches, M. Sc. will be the Project Manager for this work. Sean is an environmental scientist with experience in water system assessments, potable water sampling and phased environmental site assessments. Sean has experience with groundwater modeling, hydrogeochemical investigations, and chemical analysis/interpretation of contaminants in soil, sediment, surface water and groundwater for sites across Atlantic Canada.

Andrew Blackmer, M.Sc., P. Geo. is a Partner with Dillon. He is a registered professional geoscientist, project/program manager and client relationship manager. His 30 years' experience include providing overall program management and leadership as a senior hydrogeologist and technical advisor/ reviewer for both groundwater supply development projects and contaminated sites management programs, providing hydrogeological analysis and interpretation on complex sites, and providing technical advice and review of investigation, risk assessment and remediation work plans for a wide range of sites and issues

Sarah Devereaux, M. Eng, P. Eng. is a Civil Engineer with over 27 years of experience in environmental and municipal projects. Sarah's primary focus is as a Project Manager and Project Risk Manager for large infrastructure projects. Sarah has been recognized as one of Canada's Most Powerful Women by the Women's Executive Network, Engineers Canada Award for the Support of Women in Engineering, Engineers Nova Scotia Award for the Advancement of Women in Engineering, Consulting Engineers of Nova Scotia Distinguished Service Award and the Fellowship in Engineers Canada.

Brad MacLean, M. Sc., is a senior hydrogeochemist with over 20 years of experience. His expertise includes water resource management (exploration, development, and protection), water fate and transport modeling, soil and water quality modeling & assessment, environmental site assessments, soil and groundwater remediation, vapour assessment, and risk assessment. During his involvement in groundwater water supply projects throughout the Maritimes he has sited, drilled, tested, sampled, modelled, rehabilitated, assessed saltwater intrusion potential, completed GUDI



assessments and/or provided GUDI mitigation options for water supplies in the communities of Greenwood, Pugwash, Parrsboro, Sydney, Digby, Shelburne, Musquodoboit, St Peter's, Louisdale, Eskasoni, Pictou Landing, Fox Harbour, Chester, Hartlen Point, Hammonds Plains, St Stephens, Saint John, Fredericton, Elsipogtog, Kingsclear, Lennox Island, and many more private supplies. Groundwater risk assessment work primarily involves chemical fate and transport, stability and temporal analysis in concert with pumping dynamics assessment to predict the degree of risk associated with remaining petroleum impacts relative to the potential for potable water supply quality degradation. He has also co-authored and presented workshops for source water assessment, vapour monitoring and numerical interpretation of chemical data to various federal agencies (Environment Canada, Health Canada, PWGSC, etc.) and graduate university courses.

Bev Smith, P. Geo., is a hydrogeologist and associate at Dillon with over 15 years of technical experience. Bev manages environmental compliance monitoring programs for various waste disposal landfills, septage lagoons, industrial, petroleum storage/handling facilities, a former U.S. military base and municipal well fields. As part of these programs, Bev reviews hydrogeological information to assess inferred groundwater flow directions by aquifer, as well as hydraulic gradients; water quality information in comparison to applicable regulatory criteria and to assess for indicator parameter trending; and the comprehensive reports prepared for regulatory submission.

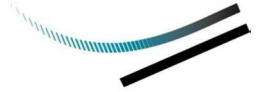
Schedule

We recommend the following schedule for the completion of the above outlined scope of work. Note that timelines may change depending upon availability of data.

Table 1: Project Schedule

Task	Date
Kick-off Meeting (virtual) / Contract Sign Back	Within 1 week of approval
Site Visit	Within 1 week of kickoff
Draft report	Within 2 months of kickoff
Draft report comments from the Town of Oxford	Within 2 weeks from submission of draft
Final Report	Within 2 weeks of receipt of comments from Town of Oxford

Dillon recommends providing a conservative interim draft submission date of August 14, 2023 to the client to provide time should there be an unforeseen delay in the execution of the project.



Fees

Dillon will complete the above-noted scope of work for a lump sum fee of \$29,700, excluding applicable taxes. Dillon will invoice monthly based on a percent of project progress.

Assumptions

Our proposal is based on the following assumptions:

- Access to the wellfield during initial site visit;
- Access to the wellfield SCADA data for download;
- Access to the wellfield water quality data in electronic (PDF/Lab data/Excel[®]) format; and
- Access to provincial DEM and Town mapping data in electronic format.

Closing

Dillon's policies require written authorization to proceed prior to commencing work. Please review the attached Agreement for Professional Services, and Terms of Engagement. To acknowledge that you have read, understood and accept these terms that apply to our services and to provide written authorization to proceed, please sign and return one copy of this full document including the Agreement for Professional Services, and Terms of Engagement, to the undersigned.

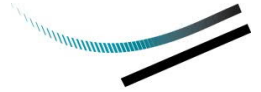
We trust this proposal is sufficient for your purposes at this time, and we again thank the Town of Oxford for the opportunity to work with you on this assignment. If you have any questions, please feel free to contact the undersigned at sdesroches@dillon.ca

Sincerely,

DILLON CONSULTING LIMITED

Sean Des Roches
Project Manager

SD:kk



Attachment: Appendix A: Agreement for Professional Services; and
Dillon Consulting Limited Terms of Engagement.

Commercial Confidentiality Statement

This document contains trade secrets or scientific, technical, commercial, financial and labour or employee relations information which is considered to be confidential to Dillon Consulting Limited ("Dillon"). Dillon does not consent to the disclosure of this information to any third party or person not in your employ. Additionally, you should not disclose such confidential information to anyone in your organization except on a "need-to-know" basis and after such individual has agreed to maintain the confidentiality of the information and with the understanding that you remain responsible for the maintenance of such confidentiality by people within your organization. If the head or any other party within any government institution intends to disclose this information, or any part thereof, then Dillon requires that it first be notified of that intention. Such notice should be addressed to: Dillon Consulting Limited, 235 Yorkland Boulevard, Suite 800, Toronto, Ontario M2J 4Y8, Attention: Legal Department.

Appendix A

*Agreement for Professional Services; and
Dillon Standard Terms of Engagement*

AGREEMENT FOR PROFESSIONAL SERVICES

- 1. This Agreement for Professional Services (this "Agreement") is between DILLON CONSULTING LIMITED ("Dillon") and _____ (insert full legal name) (the "Client").
2. The Client is a: (Please check the appropriate box and provide the requested information)
- [] Corporation incorporated under the laws of _____ (insert jurisdiction of incorporation);
- [] Partnership having the following general partners _____ (list all general partners);
- [] Sole Proprietorship; or
- [] Other (please specify) _____
3. The Client acknowledges that it has read, understood and accepts the following attachments which form part of this Agreement:
A. Terms of Engagement (dated December 21, 2015).
B. Offer of Services Letter from Dillon (dated: May 29, 2023).
C. Other:
i) NONE
ii) _____
iii) _____
4. The Client agrees to the following additions or amendments to the attached Terms of Engagement:
A. The laws of Nova Scotia shall govern all matters arising out of this agreement and the venue for any related litigation will be Halifax.
5. The Client:
A. Authorizes Dillon to proceed with the work described in the Offer of Services Letter;
B. Acknowledges that it has had the opportunity to read, discuss and negotiate the attached Terms of Engagement prior to executing this Agreement;
C. Agrees to be bound by and comply with the provisions of this Agreement, the attached Terms of Engagement and Offer of Services Letter, and any other attachments to this Agreement;
D. Agrees that the signing of a facsimile copy or portable document format (PDF) copy of this Agreement and any amendments thereto shall have the same effect as the signing of an original; and
E. Agrees that the retention of an electronic version of this agreement is permitted and that the subsequent production of an electronic version of this document shall be treated as if it was the production of an original signed copy.

DILLON CONSULTING LIMITED:

THE CLIENT:

Per: _____
I/We have authority to bind Dillon.
Name: _____
Title: _____
Date: _____

Per: _____
I/We have authority to bind the Client.
Name: _____
Title: _____
Date: _____

Per: _____
I/We have authority to bind Dillon.
Name: _____
Title: _____
Date: _____

Per: _____
I/We have authority to bind the Client.
Name: _____
Title: _____
Date: _____

DILLON CONSULTING LIMITED - TERMS OF ENGAGEMENT

These terms of engagement govern the services to be provided by Dillon Consulting Limited ("Dillon") to the Client and constitute part of the agreement for services between Dillon and the Client (the "Agreement"). By accepting Dillon's offer of services, the Client agrees to be bound by and comply with these terms of engagement.

1. Warranty

1.1 Dillon warrants that it will perform its services with the standard of due care and diligence usually practised by the consulting profession, at the time that the services are rendered. The Client acknowledges and agrees that all other warranties, representations or remedies, express or implied, except the warranty for loss of the work required under Section 2118 of the Civil Code of Quebec are excluded and the Client agrees to waive any right, remedy or cause of action it may have with respect to such warranties, representations or remedies. In addition, the Client agrees to defend and indemnify Dillon from all other liability, including but not limited to liability for direct, incidental or consequential damages arising in connection with Dillon's actions, whether such liability arises in contract, tort or otherwise.

2. Limitation of Liability

2.1 Dillon's liability to the Client and all claimants not party to this agreement shall be limited to injury or loss caused by negligence of Dillon and/or sub-consultants for which it is responsible. The total amount of Dillon's liability for said negligence shall not exceed the lesser of \$50,000.00 or Dillon's fees for this project in total for all claims, costs and expenses and the Client hereby waives all claims in excess of this amount howsoever arising including any claim for contribution and indemnity which the Client may have against Dillon. The Client irrevocably and unconditionally agrees to defend, indemnify and hold Dillon harmless from all claims and expenses associated therewith resulting from claims brought by other parties in excess of the aforesaid limit.

2.2 Increased liability limits may be negotiated prior to the commencement of services by Dillon upon the prior written request of the Client, the payment of an additional fee as determined by Dillon, and the prior written agreement of Dillon.

3. Confidentiality

3.1 Documents prepared by Dillon and provided to the Client (the "Dillon Documents"), such as proposal documentation, reports and any documentation containing professional advice, are intended exclusively for the purposes, project and site locations outlined in those documents. The information contained in any Dillon Document may not be appropriate for other uses by the Client or for use by third parties and any such use or reuse is at the sole risk of the user.

3.2 Certain Dillon Documents contain confidential information which is the intellectual property of Dillon and which is provided to the Client solely for the purposes outlined in the document. The Client shall not provide any such confidential information to any other person, or use the information in a manner other than prescribed in the Dillon Document or Documents without the prior written consent of Dillon.

4. Provision of Relevant Information

4.1 The Client shall provide Dillon with all relevant information of which the Client is aware and which may be required by Dillon to perform its services for the Client. Without limiting the generality of the foregoing, if the Client has knowledge of or suspects that hazardous materials may exist at any site at which services are to be performed by Dillon, the Client shall provide this information promptly to Dillon in writing.

4.2 Dillon shall not be responsible or liable for any incorrect or inadequate advice, report, recommendation, finding, decision or conduct based either directly or indirectly on inaccurate or inadequate information supplied by the Client.

5. Site Access, Subterranean Structures and Utilities

5.1 The Client shall grant or obtain free and ready access to each project site at which Dillon is to perform services for the Client. The Client shall notify all owners and occupiers of property at the project site that Dillon is to be granted free and ready access to the site.

5.2 Unless otherwise agreed in writing by Dillon and the Client, the Client shall delineate accurately on the Client's property all subterranean structures and utilities. The Client assumes sole and complete responsibility for any damage or injury caused to any person, property, subterranean structures or utilities because of incorrect or inadequate information provided to Dillon and the Client agrees to indemnify, defend and hold Dillon harmless from any claim or liability for injury or loss resulting from such damage or injury.

6. Samples

6.1 Unless otherwise agreed in writing, all samples obtained by Dillon, including soil cores, may be discarded by Dillon within 30 days after submission of Dillon's report to the Client. A mutually agreed storage fee will be charged to the Client for any samples stored longer than this 30 day period.

6.2 If any of the samples contain substances or constituents that Dillon believes may be hazardous or detrimental to the environment or human health and safety, Dillon may, at the Client's expense, return such samples to the Client or dispose of the samples in a manner deemed appropriate by Dillon.

These terms of engagement govern the services to be provided by Dillon Consulting Limited ("Dillon") to the Client and constitute part of the agreement for services between Dillon and the Client (the "Agreement"). By accepting Dillon's offer of services, the Client agrees to be bound by and comply with these terms of engagement.

7. Force Majeure

7.1 Notwithstanding any other provision of the Agreement, Dillon shall not be deemed in breach of the Agreement or liable for any failure or delay in performing any of its obligations under the Agreement, if the failure or delay is caused directly or indirectly by any event or circumstance beyond Dillon's control, including, without limiting the generality of the foregoing, acts of God, government or civil or military authority, inclement weather, fire, flood, labour trouble, failure of transportation, accident, act or omission of the Client or anyone employed or engaged directly or indirectly by the Client, or the discovery of hazardous or potentially hazardous materials or situations at or near the project site.

7.2 Where an event or circumstance of the kind referred to in Clause 7.1 arises, Dillon may, at its option, extend the period of time for completion of the Agreement or terminate the Agreement.

8. Payment

8.1 Unless otherwise stipulated in this agreement for services, the Client shall pay Dillon for its services as follows (applicable taxes are extra):

- (a) fees shall be paid on the basis of Dillon's current schedule of standard flat hourly rates;
- (b) routine expenses and disbursements (communications, local travel, project office supplies, production of routine documents/drawings, courier/messenger services, standard software/computer costs, and similar items) shall be paid at a standard rate of 8% of fees;
- (c) other project-related expenses and disbursements (sub-consultant/sub-contractor charges, travel beyond local area, living expenses when away from home office, advertising costs, testing services, use of specialized equipment or software, approval/permit/licence fees, project specific insurance, production of tender or other non-routine documents, and similar items) shall be paid at cost plus a 5% administration fee;
- (d) payment shall be made within thirty days of the date of Dillon's invoice;
- (e) interest shall be paid by the Client at an annual rate equivalent to the average bank prime rate plus 4% on all amounts unpaid within 30 days of the date of Dillon's invoice, with payment to be applied first to accrued interest and then to the unpaid principal amount.

9. Independent Professional Services Consultant

9.1 Unless otherwise agreed in writing by Dillon and the Client, it is acknowledged that Dillon is an independent professional services consultant in performing services under this agreement, and accordingly it is further acknowledged that Dillon is an independent contractor.

10. Defects in Service

10.1 The Client shall promptly report to Dillon any defects or suspected defects in Dillon's work or services of which the Client becomes aware, so that Dillon may take measures to minimize the consequences of such defects. Failure by the Client to notify Dillon in a timely manner shall relieve Dillon of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given. No unilateral withholdings, deductions or offsets shall be made from Dillon's compensation for any defects or suspected defects unless Dillon has been found legally liable for such amounts.

11. Suspension of Services

11.1 If the Client fails to make payments when due, or otherwise is in breach of the Agreement, Dillon may suspend performance of services upon five (5) calendar days' notice to the Client. Dillon shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension.

12. Agreement

12.1 These terms of engagement govern the services to be provided by Dillon under the Agreement, shall be amended only by the written agreement of Dillon's authorized representative and the Client, and shall not be altered or supplemented by any other understanding or agreement. The Client waives its right to unilateral rescission of contract under the Civil Code of Quebec and undertakes not to seek termination of the Agreement during the term of the Agreement.

12.2 The Agreement, of which these terms of engagement form a part, shall be governed by and interpreted in accordance with the laws of the province or territory of jurisdiction named on the Agreement for Professional Services.

12.3 Titles and section headings are for convenience of reference only and shall not be considered in interpreting the text of the terms of engagement.

12.4 If any clause in these terms of engagement is held illegal, invalid or unenforceable in whole or in part, the remaining clauses shall not be impaired and shall remain in full force and effect. All limitations of liability, releases, indemnities and similar provisions shall survive termination of the Agreement for any cause, and shall apply even in the event of the fault, negligence or other liability of Dillon, and shall extend to the officers, directors, employees and agents of Dillon.

From: [David Buell](#)
To: lcloney@oxfordns.ca
Cc: [Glen Boone](#)
Subject: Appointments
Date: June 14, 2023 8:24:48 AM
Attachments: [image001.png](#)

Good morning, Linda,

Brian Wood has joined our team. Brian is a Level II Building Official and Fire Inspector. Brian is a Cumberland County resident and has previously served the Town Of Amherst as well as Cumberland County. We are happy to have Brian back with us.

I would ask that you arrange to have Brian appointed as Fire Inspector and Building Official for the Town of Oxford.

Additional, Monty Maddison has retired and Monty's appointment as Building Official may be revoked at your discretion.

Thank you, Linda,

David

David L. Buell

Permits & Inspections Supervisor
Development and Planning Department
902-667-1142
902-667-3853
www.cumberlandcounty.ns.ca



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Town of Oxford									
Proposed Capital Budget 2023-24									
<i>Funding for Capital Projects</i>									
Capital Projects Detail	Estimated Cost	Capital (General) Reserve	Gas Tax Reserve	Federal Grant	Provincial Grant	County Grant & Other Grants	MFC Debt, Debentures	Water Capital Depreciation Account (Reserve)	Notes
General :									
Town Hall Roof Replacement	60,000.00	60,000.00							
Land Purchase-Wells(survey Costs)	10,000.00	10,000.00							
Transportation:									
Sidewalks	30,000.00	27,852.00			2,148.00				Part of Accessibility Grant for \$5026.80
Paving-Foundry Street part of water project									
Trails	8,000.00		8,000.00						
Truck-50% from Water	64,000.00	32,000.00							
Backhoe Replacement with trade in-50% from Water	205,000.00	102,500.00							
Sewer :									
Waste Water pump	10,000.00	10,000.00							
Protective Services:									
Fire Truck	120,000.00						120,000.00		
Total for Capital (General) Projects	507,000.00	242,352.00	8,000.00	0.00	2,148.00	0.00	120,000.00	0.00	
Water Utility									
Truck use 50% for wells and other water projects								32,000.00	
Backhoe Replacement-505 use for water breaks								102,500.00	
Watermain Replacement (Foundry from Handel to end of road -1 Km)	800,000.00	275,000.00	0.00	200,000.00	75,000.00				\$275,000 from Capital Reserve is Grant \$ 250,000.00 from the province provided in March2023
Total for Capital (Water) Projects	800,000.00	275,000.00	0.00	200,000.00	75,000.00	0.00	0.00	384,500.00	
Combined Totals (General & Water) Capital Projects	1,307,000.00	517,352.00	8,000.00	200,000.00	77,148.00	0.00	120,000.00	384,500.00	
No infrastructure available until this year for sewer and pumping stations									

Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
REVENUE			
Tax Revenue			
Residential Tax	886,643	871,018	990,259
Commercial Tax	1,073,089	1,072,156	1,198,569
Resource Tax	12,244	12,192	13,895
Forest (Under 50,000 Acres)	180	179	180
Based on Revenue - Aliant	1,800	1,674	1,500
Sewer Rates	197,397	197,383	202,908
Deed Transfer Tax	50,000	84,809	50,000
Total Taxes	2,221,353	2,239,411	2,457,312
Grants in Lieu			
Federal Government - Canada Post	3,090	3,090	3,390
Federal Government - RCMP	21,487	21,475	21,452
Provincial Government - DNR	14,985	14,985	16,419
Provincial Government - Liquor Comm	8,531	8,531	8,860
Total Grants in Lieu	48,093	48,081	50,121
Services to Other Governments			
Cumberland County - Fire Protection	61,797	61,797	66,432
Total Services to Other Governments	61,797	61,797	66,432
Own Source Revenue			
Soccer Program Registrations	1,600	1,610	0
Special Program Registrations	1,500	1,506	3,100
Arena Lease-payment for expenses pd	27,000	47,293	13,813
Heritage Gas Revenue	22,070	21,979	25,142
Theatre Revenue	1,500	1,996	2,500
Dog Licences	100	85	100
Building Permits	700	7,499	4,000
Fine Revenue	500	115	500
Office Rent Water	6,000	5,665	5,835
Medical Centre Rents	19,023	19,111	22,161
Probation Office Rent	2,400	3,600	3,870

Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
Interest on Taxes	40,000	41,625	44,747
Tax Certificates & Certificate of Sales	1,000	2,000	2,150
Sales of materials	2,000	4,867	5,232
Total Own Source Revenue	125,393	158,952	133,150
Unconditional Transfers			
Municipal Financial Capacity Grant	178,171	178,172	178,172
Farm Acreage Grant	2,880	2,880	3,062
HST Offset Payment	7,000	13,767	14,800
Total Unconditional Transfers	188,051	194,819	196,034
Conditional Transfers			
EMO Grant Civic #	1,000	1,000	1,000
Fed Gov Funding - Summer Students	1,869	1,870	1,450
Total Conditional Transfers	2,869	2,870	2,450
Other Transfers			
MPAL Funding Province	14,583	14,000	15,050
Grants from Province Other		10,000	2,879
Grants from Other Organizations	3,000	4,928	3,000
Covid RESTART Fund	56,378	56,378	35,522
Transfer From Local Fire Assoc	3,400	0	0
Interest on CRA refunds	0	20	0
Total Other Transfers	77,361	85,326	56,451
TOTAL REVENUE	2,724,916	2,791,256	2,961,950
EXPENSE			
General Government			
Mayor Honorarium	9,011	9,011	10,813
Mayor Expenses	1,000	586	1,000
Council Honorariums	25,232	23,304	37,200
Council Expenses	2,300	185	3,000
Salary - CAO	60,425	54,857	64,730
Salary - Accountant	51,593	47,960	54,600
Salary - Town Clerk	0	5,510	0

Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
Salary - Office Staff	73,116	78,280	83,603
Admin Salaries paid by Water	-55,540	-52,792	-60,880
Legal Fees	8,000	18,885	20,302
CAO Contracted Services	2,000	0	2,898
Accounting Contracted Services	4,000	1,652	1,776
CPP paid by employer	15,735	16,420	23,066
EI Paid by employer	5,053	6,983	8,178
Health Plan paid by employer	3,300	1,686	9,936
Pension Plan paid by employer	14,679	14,072	21,224
Administration Appreciation Bonus	850	859	923
Professional Development	1,200	237	2,225
Seminars & Travel	6,000	4,855	6,450
Audit Fee	25,000	22,045	22,000
Town Hall Insurance	3,000	4,853	5,217
Office Postage	1,300	1,242	1,586
Office Supplies & Advertsing	8,800	12,955	15,283
I T Expenses	7,380	6,658	11,057
Office Programmer	5,530	5,567	6,434
Town Hall Janitor & Supplies	5,700	6,137	6,598
Town Hall Telephones	4,750	4,277	4,597
Town Hall Electricity	4,200	4,669	5,019
Town Hall Natural Gas	7,000	5,969	6,416
Town Hall Water	700	468	503
Town Hall Sewer	325	325	349
Workplace Wellness	1,000	407	1,000
Town Hall Maintenance	10,750	6,414	16,895
Conferences and Workshops	2,000	1,442	1,551
Public Official Liability Ins	2,600	2,700	2,902
Dues - AMANS/FCM/CNTA/POL BD	5,200	5,084	5,465
OREC Bursary	500	500	500
NSCC Foundation	5,000	5,000	5,000
COVID - 19 Costs	16,705	16,705	35,522
PVSC - Assessment Costs	18,143	18,143	18,113
Valuation Allowance - Taxes	38,000	30,000	30,000
Bad debts other	5,000	0	5,000
Interest Town Hall 2013 MFC	521	423	160

Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
Interest on Backhoe Loan	3,054	1,635	345
Bank Service Charges	6,000	6,014	6,465
Cash Over/Short		-4,336	200
Credit Card Fees & Interest	150	150	161
Total General Government	416,263	397,995	505,383
Protective Services - Police			
RCMP Contract	530,143	530,143	582,508
School Crosswalk Guard	8,410	8,906	21,917
Corrections	14,249	13,905	14,948
Total Police	552,802	552,953	619,373
Fire			
Fire Inspection Cost			5,000
Firefighters Honorariums/Incentives	20,000	19,225	20,667
Fire Phones	2,035	2,140	2,238
Fire Communication System	6,538	5,329	9,608
Public Fire Protection Charge	157,773	157,773	158,157
Fire Chief's Convention	3,780	3,043	2,672
Fire Training	4,720	1,842	2,580
Fire Hall Lights & Power	5,200	5,386	5,790
Fire Hall Natural Gas	8,900	9,096	9,778
Fire Hall Insurance	3,700	1,727	1,856
Fire Hall Maintenance	3,695	4,611	6,918
Firefighters Liability Insurance	15,220	9,901	10,644
Fire Hall Water		310	431
Fire Hall Sewer	325	325	325
Fire Trucks Insurance	4,800	5,268	5,663
Fire Trucks Fuel	5,000	4,922	5,291
Fire Trucks Repairs & Maintenance	13,000	12,196	17,111
Fire Equipment & Supplies	19,350	18,080	19,436
Fire Equipment Repairs & Maint	9,850	14,402	15,483
Fire B.A. - MFC Interest	352	331	268
Fire New Hall - MFC Interest	4,952	4,052	1,575
Fire Breath App MFC Nov 2018 Int	997	853	581
Total Fire	290,187	280,811	302,071

Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
Emergency Management			
Regional Emergency Mgmt Officer	5,500	855	7,633
Emergency Measures Expenses	550	207	609
Special Hazard Response Unit	700	619	665
Total Emergency Management	6,750	1,681	8,907
Other Protective Services			
Building Inspection Officer	7,000	7,000	7,525
Animal Control	200	0	215
Total Other Protective Services	7,200	7,000	7,740
Transportation Services			
Salary - PW Supervisor	25,000	13,228	27,508
Labour - PW	145,527	134,278	118,745
Summer Students			1,269
Supervisor Phone	1,980	1,886	1,235
Town Truck & Van	6,650	6,138	5,402
Loader and Plow #624 & 544	9,300	27,960	16,230
Tractor Kubota	15,280	14,133	10,829
Backhoe Interest and Repair	6,200	7,025	2,813
Salt Truck	11,860	10,641	13,590
Equipment and Small Tools	17,320	18,704	18,619
OPH Insurance	250	972	1,045
OPH Expenses	3,075	85	3,306
OPH Taxes	2,400	2,422	2,604
Town Garage Insurance	3,100	3,596	3,866
Town Garage Fuel (Wood)	1,500	1,590	1,709
Town Garage Maintenance	2,000	5,341	16,241
Town Garage Phone	300	694	1,740
Town Garage Electricity	4,600	4,041	4,344
Workers Compensation	14,400	12,643	13,591
Liability Insurance	14,500	16,826	18,088
Diesel	25,200	17,072	18,352
Gasoline & Oil	11,600	10,022	10,774
Public Works Clothing Allowance	2,000	3,733	3,733

Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
Health and Safety	8,500	13,988	15,038
Salt	39,000	27,171	41,925
Street Maintenance	90,600	67,783	100,274
Street Lighting	7,300	7,172	7,710
Contingency Account/Capital Projects	79,874	22,148	50,000
Paving/Sidewalks 2016-MFC Interest	4,403	4,135	3,354
Salt Truck 2016 - MFC Interest	826	775	629
Total Transportation	554,545	456,204	534,562
Environmental Health Services			
Sewer Admin Supervisor	5,000	3,837	5,502
Sewer Other Labour	2,911	9,028	12,041
Sewer Safety Equipment	1,000	346	1,075
Sewer Maintenance	23,900	21,154	22,740
Sewer Power	37,700	60,575	65,118
Transfer Station Contract (FERO) /Wages/ Bait	83,524	89,914	96,658
Tip Fees	48,100	33,809	36,344
Total Environmental Health	202,135	218,662	239,478
Public Health & Environmental Devel			
Medical Centre	27,760	29,918	32,162
Deficit Regional Housing Authority	32,723	14,646	28,391
Planning - Town of Amherst	17,500	15,581	16,750
Interest Medical Centre 2013 MFC	326	272	113
Tree Expense/Trail Reserve	4,000	3,970	7,086
Communities in Bloom	1,500	0	0
Total Public Health and Envir Dev	83,809	64,387	84,502
Recreation and Cultural - Arena			
Arena Expenses			
Arena Telephone	530	571	614
Arena Electricity	35,200	44,286	47,607
Arena Maintenance	2,421	28,364	2,355

Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
Covid 19 Expenses	39,673	39,673	-
Arena Natural Gas	5,700	7,231	7,773
Arena Water	3,100	2,621	2,818
Arena Sewer	325	325	325
Arena Insurance	2,500	6,242	6,710
Arena 2013 MFC Interest	717	588	230
Arena Automation MFC Nov 18 Int	835	802	693
Total Arena Expenses	91,001	130,704	69,126
Fields and Library			
Xmas Lights	1,000	1,208	1,299
Tennis Courts	3,500	798	3,763
Trails	1,000	11,620	1,075
Ball and Soccer Fields	1,500	2,407	1,613
Skateboard Park	1,000	21	1,075
Mural Lights	330	567	609
Library Expense	16,370	12,165	12,768
Regional Library Board Transfer	10,644	10,334	11,109
Total Fields and Library	35,344	39,121	33,310
Theatre			
Theatre Electricity	3,000	2,310	2,484
Theatre Expense	250	301	323
Theatre Maintenance	2,000	3,591	3,860
Theatre Natural Gas	5,400	5,367	5,769
Theatre Water	420	325	325
Theatre Sewer	325	325	325
Theatre Property Tax	2,091	2,213	2,196
Theatre Insurance	180	943	1,014
Total Theatre	13,666	15,374	16,296
Recreation			
Recreation Community Garden Project	1,000	0	1,075
Recreation Co-ord Salary	34,615	27,730	41,860
Recreation Co-ord Travel	900	1,590	1,710
Recreation Summer Students	3,738	3,607	2,538
Recreation Postage/office supplies	1,500	237	2,171

Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
Recreation Telephone	405	265	285
Recreation - Summer Soccer Program	1,000	0	0
Recreation - Misc	1,000	5,782	2,850
Recreation - General Programs	1,000	690	5,978
Total Recreation	45,158	39,902	58,466
Fiscal Services			
MFC Principal - 2016 Breathing App	3,200	3,200	3,200
MFC Principal - 2018 Breathing App	7,400	7,400	7,400
MFC Principal - 2013 Fire Hall	69,700	69,700	69,700
MFC Principal - 2013 Med Cent	5,000	5,000	5,000
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500	47,500
MFC Principal - 2013 Town Hall	7,100	7,100	7,100
MFC Principal - 2013 Arena	10,200	10,200	10,200
MFC Principal - 2018 Arena Auto	6,200	6,200	6,200
Backhoe lease principal	4,983	6,403	1,664
Transfer to Reserves	40,000	40,000	100,000
District School Board	224,774	221,147	224,772
Total Fiscal Services	426,057	423,849	482,736
TOTAL EXPENSE	2,724,916	2,628,644	2,961,949
NET INCOME	0	162,612	0

Town of Oxford Water

	Budget 2022/23	Year End for 2022/23	Proposed Budget
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REVENUE

Water Revenue

4405	Metered Water/Base Charge	171,939	184,489	210,577
4406	Metered Water/Consumption	26,036	32,712	325,181
4407	Metered Water/O.F.F. Base Charge	28,493	30,194	
4408	Metered Water/O.F.F. Consumption	264,786	250,186	
	Total Metered Sales	491,254	497,581	535,758
4410	Flat Rate Sales	2,104	5,975	2,153
4415	Public Fire Protection	157,773	157,773	158,157
4420	Sale of Services	250	4,050	250
4425	Sprinkler Service	200	200	200
4427	Interest on O/S Arrears	5,251	4,018	5,251
4429	Amortization of deferred contributi	2,000	2,000	0
	TOTAL REVENUE	658,832	671,597	701,769

EXPENSE

Source, Power and Pumping

5804	P&P Supervisor Salary	15,000	5,508	22,006
5806	P&P Power	75,500	66,278	71,249
5808	P&P Labour	1,100	1,100	1,133
5810	P&P Repairs and Maintenance	44,000	19,626	56,098
	Power and Pumping Total	135,600	92,512	150,486

Treatment

5821	Treatment Insurance property	295	268	288
5822	Treatment Chemicals & Testing	25,310	19,888	21,379
5824	Treatment Power	7,170	5,378	5,782
5826	Treatment Labour	2,200	2,200	2,266
5828	Treatment Maintenance	12,825	10,791	25,401
	Treatment Total	47,800	38,526	55,116

Transmission and Distribution

5842	T&D Meters	5,760	1,039	5,933
5844	T&D Labour	29,444	27,798	42,766
5846	T&D Maintenance & Services	58,221	15,784	36,200
	Lead Sampling	0	0	2,864
5852	T & D Hydrants	6,000	54	2,122
	Cross connection Control program	0	0	14,420
	Transmission and Distribution Total	99,425	44,676	104,305

Administration

5872	Admin Salaries	41,320	52,792	60,374
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Town of Oxford Water

	Proposed budget for 2023/24	Budget 2022/23	Year End for 2022/23	Proposed Budget
5874	Admin CPP	7,500	7,079	7,743
5876	Admin EI	3,000	3,010	2,855
5878	Admin Pension	7,500	5,082	7,743
5880	Admin Health Plan	1,500	722	4,258
5882	Admin WCB	6,180.00	4,889	4,440
5884	Admin Rentals	5,665.00	7,146	5,835
5886	Admin Legal Fees	6,391.00	11,030	6,583
5888	Special Services / Regulatory Fees	2,000.00	81.75	2,060
5890	Admin Office Expense	7,210.00	7,210	27,400
5892	Admin Audit Fee	9,065.00	6,000	8,500
5894	Admin Bank Charges	829.00	150	161
5897	Valuation expense	3,090.00	3,090.00	2,000
	Administration Total	101,250	108,283	139,952
	Other			
5912	Depreciation	90,107	84,624	85,000
5914	Town Taxes	19,610	19,627	19,610
5917	Lease Interest Backhoe	2,727	1,635	345
5918	MFC Interest 2016 Water Upgrades	4,072	4,445	3,936
5919	MFC Duke Street Interest	12,804	17,583	12,656
5921	Lease Principal-backhoe	5,311	6,403	1,664
5922	MFC Principal Watermain Upgrades	43,000	43,000	43,000
5923	MFC Principal 2021 Watermain Duke St	30,755	30,755	30,755
5924	Amortization of debenture discount	0	0	1,000
	Capital out of Revenue	0	0	35,000
	Total	208,386	208,072	232,965
	TOTAL EXPENSE	592,460	492,068	682,825
	NET INCOME/SURPLUS Transfer to Ca	66,372	179,529	18,944

2023 / 2024 Boards and Committees

APPROVED - October 17, 2022

Revised - November 21, 2022, December 20, January 17, 2023, March 20, April 17, May 23

Boards		Black	Canning	Colborne	Henley	Jones	MacDonald	McNutt
All Saints Community Health Care Foundation	Public Appointee (vacant)							
Cumberland Joint Services Management Authority - (CJSMA)	Mayor Henley				1			
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor Black	1						
Police Advisory Board	Deputy Mayor MacDonald, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1			1	
Police Services Review	Mayor Henley, Councillor Colborne, David Hoffman, Thomas Shears, Carla Black	1		1	1			
Committees - Internal								
Accessibility Committee	Deputy Mayor MacDonald, Josephine MacDonald (Chair), Danielle Laurie, Tracy Briggs, Mandy Blake (Vice Chair), Brenda MacDonald, Meagan Marchant and Kiersten Hiltz						1	
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Robert Moores (Secretary), Paula Rogers (Treasurer), Russell Thompson, Patrick Rushton, Kristen Thompson, Shannon Hanna, Murray Thompson, Mitchell Hannigan , Timothy Wood , Cole Wood and Councillor Paul Jones.					1		
Audit Committee	Councillor Jones, Deputy Mayor MacDonald, Councillor McNutt, Josephine MacDonald					1	1	1
Downtown Revitalization/Beautification Committee	Councillor McNutt, Councillor Black, Councillor Canning	1	1					1
Inclusion, Diversity and Equity Committee	Councillor Canning		1					
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Jimmy Ward (MPAL), Kelsey Clark, Carrigan Guthro, Millisa Ellis, Elaine Mazur, Kristen Thompson, Megan Baker, Connor Patriquin, and Sarah Henley		1					1
Road Trails Act Review Committee	Councillor McNutt, Councillor Jones, Councillor Colborne, and Councillor Canning		1	1		1		1
Source Water Protection Advisory Committee	Mayor Henley, Councillor Colborne			1	1			
Town Buildings Committee	Mayor Henley, Councillor Colborne, Councillor Jones (Chair)			1	1	1		
Welcoming Committee	Deputy Mayor MacDonald, Councillor Black, Helen Reade, Catherine Mundle, Michelle Cann, Sarah Henley, Jodi Getson, and Mariana Nardy	1					1	
Committees - External								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt - Vacant positions for residents / business operators							1
Cumberland Health Stakeholders	Mayor Henley				1			
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, Carrigan Guthro (Public Appointee), Helen Reade (Public Appointee)	1						
Northern Region Solid Waste Management Committee	Councillor McNutt							1
Physician Recruitment Committee	Mayor Henley				1			
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne			1				
Victorian Order of Nurses (VON)	Councillor Colborne			1				
		8	4	8	7	6	4	6



The Cumberland County Ex.

56 Waverly St

Oxford, NS

BOM 1PO

May 23, 2023

To Oxford Town Council,

The board of the Cumberland County Ex would like to thank you for cleaning up the piles of rubble that accumulated on our grounds during the winter. We especially appreciate that you moved the gravel that was up against our arena footing.

There are, however, a couple of issues relating to the grounds:

We noticed that you or the arena committee have put a thin layer of very large sized gravel over most of the driveways around the arena and near our horse and cattle barns. This type of gravel is not suitable for either people walking or our livestock. We ask that you either remove the gravel, or cover it with a finer gravel more suited to the needs of pedestrians and animals and expect that this will be done by early summer.

Also, it has come to our attention that on more than one occasion, the Town of Oxford has used the Exhibition grounds to organize events. While we fully understand that the users of the arena park on our property during the winter season, we are not happy with other organizations using our grounds without our permission. In future, we expect a written request for use of the grounds.

Sincerely,

The Board of the Cumberland County Exhibition

Received: June 19, 2023

"Hi, Linda. My name is Tanya Ted and I am with the Corrections Canada Pipe and Drum Band. We were hoping to have practice some Monday night in that little picnic, shelter band, shelter, whatever you want to call it across from the grocery store.

I was just wondering if we had to have special permission or if we could just show up in practice, we are trying to drum up a little more interest in our band, get some new members.

We are going around to different communities around the area and just trying to see if anybody's interested in learning to play pipes or drums and we are willing to give them lessons.
