



Town Council Meeting  
Council Chambers, conducted through Zoom and  
streamed live to Facebook.  
Monday, September 25, 2023  
6 PM

## **AGENDA**

1. Call to Order
2. Approval of Agenda  
*Pages 1 - 2*
3. Approval of minutes from the previous meetings
  - 3.1 Council Minutes – June 26, 2023  
*Pages 3 - 25*
  - 3.2 Special Council Minutes – September 11, 2023  
*Pages 26 – 28*
4. Presentation
  - 4.1 – Jimmy Ward – Municipal Physical Activity Leader (MPAL) –
    - 4.1.1 - Anti-Racism Charter  
*Pages 29 - 30*
    - 4.1.2 – Walkability Plan  
*Submitted separately*
    - 4.1.3 – Proposal from PEACH  
*Pages 50 – 53 (added to package on September 25)*
5. New Business
  - 5.1 Technology Devices Policy – *presented at COW September 11 – needs approval*  
*Pages 31 - 34*
  - 5.2 Accessibility Plan – Town of Oxford – 2023-2026 – *presented at COW September 11 – needs approval*  
*Submitted separately*
  - 5.3 3-year Arena Lease – *changes made to agreement* – needs approval  
*Verbal presentation*
  - 5.4 Well #4 – replace the well pump, pipe, and wire - \$43,087.41 – needs approval

*Verbal presentation*

- 5.5 Skada upgrade – increase budget amount from \$20,000 to \$26,000 – needs approval

*Verbal presentation*

- 5.6 Enter 5-year lease agreement with Oxford Pioneer Heritage Club – needs approval.

*Verbal presentation*

- 5.7 Tax & Water Collection Policy – recommending changes

*Pages 35 - 42*

- 5.8 Update on Town of Oxford 2022/2023 – Audited Financials

*Verbal presentation*

- 5.9 Drug and Alcohol Policy – introduction and consideration

*Pages 43 - 49*

- 5.10 Appointment of Abiola Falaye – Land Use Planner for the Town of Oxford

Verbal presentation

- 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, June 26, 2023.

**Presiding Officer:** Mayor Greg Henley

**Councilors present:** Carla Black, Brenton Colborne, Chrystal McNutt, Oliva Canning, Deputy Mayor Arnold MacDonald, and Paul Jones

**Regrets:** Nil

***A quorum was present throughout the meeting.***

**Staff in attendance:** Linda Cloney - CAO, Ruthann Brookins - Senior Accountant 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 Oxford Transfer Station is open Wednesday June 28, 2023, instead of Saturday July 1<sup>st</sup>, due to Canada Day, and the hours were from 11:00 AM to 7:00 PM. Thursday the hours were also 11:00 AM to 7:00 PM. Friday the hours were 8:30 AM to 4:30 PM.

This will be the last regular meeting of the Oxford Town Council until September.

The Accessibility Committee was scheduled to meet Wednesday June 28, 2023, and is scheduled to be a short meeting due to graduation occurring that evening. A draft is to be presented of the Oxford Accessibility plan.

Mayor Henley extended congratulations to the graduating class of 2023 from Oxford Town Council.

**1. Call to Order**

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

**2. Approval of Agenda**

Moved by Councillor Black and seconded by Councillor Jones that the agenda of the Regular Council Meeting for June 26, 2023, be approved, as presented.

***Motion Carried***

**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**

***Approved by*** \_\_\_\_\_

**Mayor Greg Henley, on June 26, 2023**

**4. New Business**

**4.1 Asset Management Policy – Linda Cloney presenting, Pages 14 – 15**

CAO Linda Cloney reviewed with Council the draft Oxford Asset Management Policy previously discussed at the last COW meeting. In recent application for the PCAP grant, it was realized that this policy helped support the application process for grants such as PCAP and others. For formality and housekeeping, it was requested that Council considers approving the Asset Management Policy at the next Council meeting.

The purpose of this policy is to improve 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.

Moved by Councillor Canning and seconded by Councillor Jones that the Council of the Town of Oxford adopts the Asset Management Policy as presented.

***Motion Carried***

#### **4.2 Engineering Services Proposal – Source Water Protection Plan, Pages 16 – 25**

CAO Linda Cloney reviewed with Council with the Town of Oxford's approval for operation of the water treatment facility, Approval Number 2009-066282-02 requires that we submit a Source Water Protection Plan, including an implementation schedule. It is based on the Department of the Environment and Climate Change which developed a Municipal Source Water Protection Plan, a guide for water utilities and municipalities.

The Source Water Protection Plan is an overdue item and was brought to the attention by the Department of Environment and Climate Change. Staff quickly sought out for services and was in touch with Dillian Consulting, a firm that is very familiar with the Town of Oxford's water treatment facility. Council was then informally advised for a quick approval to initiate getting the work done quickly and efficiently.

The Source Water Protection Plan will need the skill set that Dillon Consulting offers to be completed correctly and efficiently. A detailed proposal, with a cost of \$29,700 for this service before tax was presented to Council. This item was reported to come out of the Water Operating Budget in 2023/2024 budget year.

Moved by Councillor Colborne and seconded by Councillor Black that the Council of the Town of Oxford enters into an agreement with Dillon Consulting Limited to provide engineering and environmental regulatory support for the update of the Source Water Protection Plan for the Town of Oxford Water Supply System as per the Water Treatment Facility Approval Number 2009-066282-02 in the sum of \$29,700.00 plus taxes.

***Motion Carried***

*(a copy of the agreement can be found in the agenda package.)*

#### **4.3 Appointment of Brian Wood as a Fire Inspector and Building Official for the Town of Oxford, Page 26**

The Town of Oxford was informed that Monty Madison, who had been a building official and fire inspector for the Town of Oxford, working out of the County of Cumberland office has retired. Brian Wood has been hired to fill the position. Brian has a Level 2 certification as a building official and is a fire inspector. Brian has previously served the Town of Amherst as well as the County of Cumberland.

Moved by Deputy Mayor MacDonald and seconded by Councillor Colborne that the Council of the Town of Oxford appoint Brian Wood, an employee of the Municipality of the County of Cumberland, as a Fire/Building Official for the Town of Oxford.

***Motion Carried***

*(a copy of this request is in agenda package)*

#### **4.4 Draft 2023/2024 Budgets for approval** **4.4.1 Draft 2023/2024 Capital Budget, Page 27**

The Senior Accountant reviewed with Council the draft 2023/2024 Capital Budget as previously reviewed by the Audit Committee which was moved and seconded to approve the draft and present to Council for approval.

Several major projects were outlined in the 2023/2024 Capital budget, which is available on the Town of Oxford website for review.

Moved by Councillor McNutt and seconded by Councillor Jones that the Council of the Town of Oxford approve the 2023/2024 Capital Budget as presented.

Councillor McNutt – Yay  
Deputy Mayor MacDonald – Yay  
Mayor Henley – Yay  
Councillor Black – Yay

Councillor Colborne – Yay  
Councillor Canning – Yay

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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
<b>General :</b>									
Town Hall Roof Replacement	60,000.00	60,000.00							
Land Purchase-Wells(survey Costs)	10,000.00	10,000.00							
<b>Transportation:</b>									
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							
<b>Sewer :</b>									
Waste Water pump	10,000.00	10,000.00							
<b>Protective Services:</b>									
Fire Truck	120,000.00						120,000.00		
<b>Total for Capital (General) Projects</b>	<b>507,000.00</b>	<b>242,352.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>2,148.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>0.00</b>	
<b>Water Utility</b>									
Truck use 50% for wells and other water projects								32,000.00	
Backhoe Replacement-50% 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			250,000.00	\$275,000 from Capital Reserve is Grant \$ 250,000.00 from the province provided in March2023
<b>Total for Capital (Water) Projects</b>	<b>800,000.00</b>	<b>275,000.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>75,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>384,500.00</b>	
<b>Combined Totals (General &amp; Water) Capital Projects</b>	<b>1,307,000.00</b>	<b>517,352.00</b>	<b>8,000.00</b>	<b>200,000.00</b>	<b>77,148.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>384,500.00</b>	
No infrastructure available until this year for sewer and pumping stations									



#### **4.4.2 Draft 2023/2024 General Operating Budget, Pages 28 – 35**

The Senior Accountant reviewed with Council the draft 2023/2024 General Operating Budget as previously reviewed by the Audit Committee which was moved and seconded to approve the draft and present to Council for approval.

It was highlighted that there is more revenue this year due to the increase in home valuations, which have increased approximately 10% in many areas. Expenses had increased 7.5% for the 2023/2024 budget, and the increase in revenue generated by increased home valuations was welcomed. With the increase in valuations and expenses, the overall increase in revenue was 7%.

The 2023/2024 General Operating Budget was \$2.962 million dollars. Several large projects were reviewed with Council for the 2023/2024 budget year including repairs to buildings, infrastructure, and investments in equipment. It was further noted that a tender would be issued for the repair or replacement of the Town Hall roof.

A discussion of reserves was had to highlight their importance and to help inform the listening public that reserves are necessary and important to have to allow for large-scale projects to be applied for and funding granted, often in the form of 50 cent dollars. Reserves are also necessary to have to borrow money, when required. Currently, the senior accountant reviewed with Council that the Town of Oxford was at a good reserves level.

Moved by Councillor McNutt and seconded by Councillor Jones that the Council of the Town of Oxford estimates that the sum required for the lawful purposes of the Town of the year 2023/2024, after crediting probably revenues from all sources, other than the rates for the year, is the sum of \$2,961.949.00 and;

Further resolved that the Deed Transfer Tax will remain the same at 1.5% and;

Further resolved that the Town Council hereby authorizes the levying and collection of a rate for the current year of \$4.2804 per \$100 on the value of the property assessed in the assessment roll as Commercial property and \$1.7874 per \$100 on the value of the property assess in the assessment roll as Residential and Resource property, and \$0.25 on the value of the property assess in the assessment roll as Forest Acreage under 50,000 and;

Further resolved that the Sewer rates will remain the same and they are as follows:

SEWR Sewer Flat Rate	\$325.00
SW 2 Sewer Flat Rate Sen #1	\$4,875.00
SW01 Oxford Frozen Foods Rate	\$15,725.00
SW10 Sewer Flat Rate	\$325.00
SW12 Sewer Flat Rate	\$487.00
SW13 Sewer Flat Rate	\$569.00
SW14 Sewer Flat Rate	\$650.00
SW15 Sewer Flat Rate	\$731.00
SW16 Sewer Flat Rate	\$812.00
SW17 Sewer Flat Rate	\$975.00
SW18 Sewer Flat Rate	\$1,381.00
SW19 Sewer Flat Rate	\$1,137.00
SW20 Sewer Flat Rate	\$1,300.00
SW21 Sewer Flat Rate	\$1,462.00
SW22 Sewer Flat Rate Sen #2	\$3,635.00
SW23 Apt Complex OES	\$6,337.00
SW25 OREC Sewer Rate	\$7,812.00
SW28 Oxford Frozen Foods Office Building 05979188	\$974.00

and;

Further resolved that the rates and taxes be due and payable September 30, 2023 and;

Further resolved that an interest rate of 1.5% per month, or 18% per annum, compounded, be charged on the 2023/2024 tax bills still outstanding after September 30, 2023, and that interest charges are applied on the first day of each month for outstanding amounts.

Councillor McNutt – Yay  
Mayor Henley – Yay  
Councillor Black – Yay  
Councillor Canning – Yay  
Councillor Jones - Yay  
Councillor Colborne – Nay  
Deputy Mayor MacDonald – Nay

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Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
<b>REVENUE</b>			
<b>Tax Revenue</b>			
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
<b>Total Taxes</b>	<b>2,221,353</b>	<b>2,239,411</b>	<b>2,457,312</b>
<b>Grants in Lieu</b>			
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
<b>Total Grants in Lieu</b>	<b>48,093</b>	<b>48,081</b>	<b>50,121</b>
<b>Services to Other Governments</b>			
Cumberland County - Fire Protection	61,797	61,797	66,432
<b>Total Services to Other Governments</b>	<b>61,797</b>	<b>61,797</b>	<b>66,432</b>
<b>Own Source Revenue</b>			
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
<b>Total Own Source Revenue</b>	<b>125,393</b>	<b>158,952</b>	<b>133,150</b>
<b>Unconditional Transfers</b>			
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
<b>Total Unconditional Transfers</b>	<b>188,051</b>	<b>194,819</b>	<b>196,034</b>
<b>Conditional Transfers</b>			
EMO Grant Civic #	1,000	1,000	1,000
Fed Gov Funding - Summer Students	1,869	1,870	1,450
<b>Total Conditional Transfers</b>	<b>2,869</b>	<b>2,870</b>	<b>2,450</b>
<b>Other Transfers</b>			
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
<b>Total Other Transfers</b>	<b>77,361</b>	<b>85,326</b>	<b>56,451</b>
<b>TOTAL REVENUE</b>	<b>2,724,916</b>	<b>2,791,256</b>	<b>2,961,950</b>
<b>EXPENSE</b>			
<b>General Government</b>			
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
IT 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

<b>Proposed Budget for 2023/24</b>	<b>Approved Budget for 2022/23</b>	<b>Expected Year End 2022/23</b>	<b>Proposed Budget 2023/24</b>
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
<b>Total General Government</b>	<b>416,263</b>	<b>397,995</b>	<b>505,383</b>
<b>Protective Services - Police</b>			
RCMP Contract	530,143	530,143	582,508
School Crosswalk Guard	8,410	8,906	21,917
Corrections	14,249	13,905	14,948
<b>Total Police</b>	<b>552,802</b>	<b>552,953</b>	<b>619,373</b>
<b>Fire</b>			
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
<b>Total Fire</b>	<b>290,187</b>	<b>280,811</b>	<b>302,071</b>

Proposed Budget for 2023/24	Approved Budget for 2022/23	Expected Year End 2022/23	Proposed Budget 2023/24
<b>Emergency Management</b>			
Regional Emergency Mgmt Officer	5,500	855	7,633
Emergency Measures Expenses	550	207	609
Special Hazard Response Unit	700	619	665
<b>Total Emergency Management</b>	<b>6,750</b>	<b>1,681</b>	<b>8,907</b>
<b>Other Protective Services</b>			
Building Inspection Officer	7,000	7,000	7,525
Animal Control	200	0	215
<b>Total Other Protective Services</b>	<b>7,200</b>	<b>7,000</b>	<b>7,740</b>
<b>Transportation Services</b>			
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



<b>Proposed Budget for 2023/24</b>	<b>Approved Budget for 2022/23</b>	<b>Expected Year End 2022/23</b>	<b>Proposed Budget 2023/24</b>
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
<b>Total Transportation</b>	<b>554,545</b>	<b>456,204</b>	<b>534,562</b>
<b>Environmental Health Services</b>			
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
<b>Total Environmental Health</b>	<b>202,135</b>	<b>218,662</b>	<b>239,478</b>
<b>Public Health &amp; Environmental Devel</b>			
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
<b>Total Public Health and Envir Dev</b>	<b>83,809</b>	<b>64,387</b>	<b>84,502</b>
<b>Recreation and Cultural - Arena</b>			
<b>Arena Expenses</b>			
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
<b>Total Arena Expenses</b>	<b>91,001</b>	<b>130,704</b>	<b>69,126</b>
<b>Fields and Library</b>			
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
<b>Total Fields and Library</b>	<b>35,344</b>	<b>39,121</b>	<b>33,310</b>
<b>Theatre</b>			
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
<b>Total Theatre</b>	<b>13,666</b>	<b>15,374</b>	<b>16,296</b>
<b>Recreation</b>			
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

<b>Proposed Budget for 2023/24</b>	<b>Approved Budget for 2022/23</b>	<b>Expected Year End 2022/23</b>	<b>Proposed Budget 2023/24</b>
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
<b>Total Recreation</b>	<b>45,158</b>	<b>39,902</b>	<b>58,466</b>
<b>Fiscal Services</b>			
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
<b>Total Fiscal Services</b>	<b>426,057</b>	<b>423,849</b>	<b>482,736</b>
<b>TOTAL EXPENSE</b>	<b>2,724,916</b>	<b>2,628,644</b>	<b>2,961,949</b>
<b>NET INCOME</b>	<b>0</b>	<b>162,612</b>	<b>0</b>

#### 4.4.3 Draft 2023-2024 Water Operating Budget, Pages 36 – 37

The Senior Accountant reviewed with Council the draft 2023/2024 Water Operating Budget as previously reviewed by the Audit Committee which was moved and seconded to approve the draft and present to Council for approval.

The UARB sets the water revenue and associated rates.

A few mandated expenses were reviewed with Council for the 2023/2024 Water Operating Budget including the Source Water Protection Plan. The SCADA system is also slated to be upgraded over the next three years. Half of the purchase of a new backhoe and pickup truck will come out of the Water Operating Budget.

Moved by Councillor McNutt and seconded by Councillor Colborne that the Town of Oxford approve the 2023/2024 Water Operating Budget as presented and that in accordance with the Nova Scotia Utility and Review Board (NSUARB) Order for the 2023/24 fiscal year, the rates are as follows:

##### Water Base Charges (Quarterly)

Unmetered (based on 15,000 imp. gal. per quarter) \$107.63

##### Size of Meter

5/8"	\$78.12
¾"	\$114.65
1"	\$187.70
1.5"	\$370.33
2"	\$589.49
3"	\$1,173.92
4"	\$1,831.39
6"	\$3,657.72

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

1st Block (0 to 140,000,000 imp gal per year per Customer) \$1.97 per 1000 Imp. Gallons

2nd Block (>140,000,000 imp gal per year per customer)  
\$1.20 per 1000 Imp. Gallons

Minimum Bill

The minimum bill shall be the Base Charge.

Councillor McNutt – Yay  
Deputy Mayor MacDonald – Yay  
Mayor Henley – Yay  
Councillor Black – Yay  
Councillor Canning – Yay  
Councillor Colborne – Yay

DRAFT

## Town of Oxford Water

Proposed budget for 2023/24		Budget 2022/23	Year End for 2022/23	Proposed Budget
<b>REVENUE</b>				
<b>Water Revenue</b>				
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	
	<b>Total Metered Sales</b>	<b>491,254</b>	<b>497,581</b>	<b>535,758</b>
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
	<b>TOTAL REVENUE</b>	<b>658,832</b>	<b>671,597</b>	<b>701,769</b>
<b>EXPENSE</b>				
<b>Source, Power and Pumping</b>				
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
	<b>Power and Pumping Total</b>	<b>135,600</b>	<b>92,512</b>	<b>150,486</b>
<b>Treatment</b>				
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
	<b>Treatment Total</b>	<b>47,800</b>	<b>38,526</b>	<b>55,116</b>
<b>Transmission and Distribution</b>				
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
	<b>Transmission and Distribution Total</b>	<b>99,425</b>	<b>44,676</b>	<b>104,305</b>
<b>Administration</b>				
5872	Admin Salaries	41,320	52,792	60,374

## Town of Oxford Water

	<b>Proposed budget for 2023/24</b>	<b>Budget 2022/23</b>	<b>Year End for 2022/23</b>	<b>Proposed Budget</b>
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 / <b>Regulatory Fees</b>	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
	<b>Administration Total</b>	<b>101,250</b>	<b>108,283</b>	<b>139,952</b>
	<b>Other</b>			
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
	<b>Total</b>	<b>208,386</b>	<b>208,072</b>	<b>232,965</b>
	<b>TOTAL EXPENSE</b>	<b>592,460</b>	<b>492,068</b>	<b>682,825</b>
	<b>NET INCOME/SURPLUS Transfer to Ca</b>	<b>66,372</b>	<b>179,529</b>	<b>18,944</b>

**4.5 Revised 2022 2023 Boards and Committees, Page 38**

CAO Linda Cloney reviewed with Council that due to an insurance exercise where data had to be collected from all volunteers on all boards and committees, there were a few names that were not added or removed, and a revision was required.

On the Arena Association Committee, the names Mitchell Hannigan, Timothy Wood, Cole Wood was to be added. On the Welcoming Committee, the name Mariana Nardy was to be added.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to approve the revised 2022 2023 Boards and Committees as presented.

***Motion Carried***

**5. Correspondence**

**5.1 The Cumberland County Exhibition regarding issues to the grounds, Page 39**

CAO Linda Cloney reviewed with Council that a letter was received from the Board of the Cumberland County Exhibition thanking the Town for their assistance in the maintenance the grounds but has noted some issues regarding the gravel that had been laid and grounds being used without permission. Staff will be going in to investigate these items.

**5.2 Corrections Canada Pipe and Drum Band – use of gazebo, Page 40**

Starting in August on Monday nights at 6:30 PM, the Corrections Canada Pipe and Drum Band are scheduled to play and had reached out looking for new members.

**6. In-Camera**

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

At 6:57 PM it was moved by Councillor Jones and seconded by Councillor McNutt to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

***Motion Carried***



At 7:43 PM it was moved by Councillor Jones and seconded by Councillor McNutt to come out of in-camera and resume the Regular Council Meeting.

***Motion Carried***

Moved by Councillor Black and seconded by Councillor McNutt that the Council of the Town of Oxford approve to set a minimum bid of \$10,000 for the property account number 00715522, civic number 6606 Little River Road from the May 4, 2023, tax sale.

***Motion Carried***

## **7. Adjournment**

The meeting adjourned at 7:47 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**



## Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook  
Date: Monday, September 11, 2023  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Paul Jones, Brenton Colborne, Deputy Mayor Arnold MacDonald, Chrystal McNutt, and Olivia Canning

Councillors Regrets:

***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 McNutt and seconded by Councillor Black that the agenda of the Special Council Meeting for September 11, 2023, be approved, as presented.

***Motion Carried***

3. **Approval of connecting Town water and sewer services with PID# 25463126 on Horton Street.**

CAO Cloney presented to Council a request from Oxford Frozen Foods to connect to Oxford water and sewer services which would involve taking water services from Horton Street and crossing the street to the

property. This water service crossing would have the ability to service up to 4 different properties in the future, like a project that had been completed on Birchwood and McCormick.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to connect town water services to PID# 25463126 on Horton Street.

***Motion Carried***

4. **Approval to enter agreement with Dillon Consulting RE: Design and preparation of the tender package for the work of the replacement of water utilities on Foundry Street and with aid with the funding application.**

CAO Cloney presented to council a housekeeping item regarding work done over the summer, regarding the Provincial Capital Assistance Program (PCAP) that was received and the funding from that was used toward engineering and design plans for Foundry Street. Dillon Consulting is providing those plans for the Town of Oxford, and it is a requirement for Council to move to enter into agreement with Dillon to provide these plans.

Moved by Councillor Jones and seconded by Councillor Black to enter into an agreement with Dillon consulting to provide engineering and design plans for the Foundry Street project.

***Motion Carried***

5. **In Camera**
  - 5.1 **acquisition, sale, lease, and security of municipal property**

At 7:03 PM it was moved by Councillor McNutt and seconded by Deputy Mayor MacDonald to go in-camera to discuss acquisition, sale, lease, and security of municipal property.

***Motion Carried***

At 8:03 PM it was moved by Councillor Jones and seconded by Deputy Mayor MacDonald to come out of in-camera and resume the Special Council Meeting.

***Motion Carried***

Moved by Councillor McNutt and seconded by Councillor Black to accept the bid from Dexter Construction for pavement patching on Water Street located at civic address 273 at a cost of \$23,085.00 plus HST and Water Street pavement patching located at civic address 63 at a cost of \$13,515.00 plus HST for a total of \$36,600.00 plus HST.

***Motion Carried***

## **5. Adjournment**

The meeting adjourned at 8:05 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**



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## RECREATION NOVA SCOTIA (RNS) LAUNCHES THE ANTI-RACISM CHARTER

**Halifax, NS:** On October 19<sup>th</sup> 2022, representatives from recreation organizations, Municipalities, non-profits, First Nations, Government, and volunteer groups gathered in Halifax for a public signing of the *Anti-Racism Charter in Recreation*, guest speakers, panel discussions and the opportunity to network as part of the Anti-Racism Summit.

The Anti-Racism Charter has been developed throughout 2022 with funding support from the Department of Canadian Heritage. Guided by a steering committee and a youth advisory council composed of leaders in the recreation sector and those with lived experiences, RNS held in-person and online opportunities for surveys, focus groups, engagement sessions, and trainings across the province for recreation stakeholders to share input, feedback, and shape the Anti-Racism Charter.

“The Anti-Racism Charter, and the work that has led up to its development, will promote discussions and actions regarding racist and discriminatory behaviour in recreation. As an organization we are privileged to lead this work and collaborate with partners along the way,” says Recreation Nova Scotia’s Board Chair Gordon Tate.

The Charter provides unifying guidelines for the recreation sector to address and combat systematic racism and provides organizations who sign on and commit themselves to it with key action steps and a template moving forward towards confronting racism in the sector, promoting and leading conversations around diversity and inclusion, contributing to further research, and fostering equitable treatment and opportunities for all.

The Charter consists of four Actions/Commitments:

**Acknowledge & Address Racism** - Commit to zero tolerance of all forms of racism and develop practical processes to address racist acts and behaviours. Acknowledge and update discriminatory policies that encourage or perpetuate the exclusion of racialized populations.

**Provide Ongoing Training & Educational Opportunities** - Deliver continued learning opportunities that provide practical skills to combat racism in recreation at all levels of an organization. Promote, participate in, and support external opportunities that have the same objectives, while always considering the safety of all participants.

**Build Racially Representative Communities** - Meaningfully encourage participation and opportunities for racially diverse community members within your area of recreation, critically examine participation within the organization at all levels, while employing communication and engagement practices that proactively include first-voice representation.



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**Design Equitable & Inclusive Opportunities** - Create opportunities for racialized people to take on leadership and decision-making roles at all levels of an organization, paying special attention to mentorship, business, and skill development opportunities. Mindfulness of emotional, psychological, and physical safety of racialized persons will be required, particularly in historically white and under-representative organizations.

RNS encourages organizations to sign on through the following five steps to implementation:

**ENDORSE:** Show your organization's commitment by signing and submitting the signatory form to [antiracism@recreationns.ns.ca](mailto:antiracism@recreationns.ns.ca).

**COMMIT:** Pledge to initiate goal setting, complete a scan of helpful resources and initiatives already in existence, and proactively work on an anti-racism action plan.

**ANNOUNCE:** Share and celebrate your commitment internally and externally.

**PURSUE:** Work toward regular check-ins and evaluation of action plan progress.

**REPORT:** Communicate accomplishments and undertaken initiatives associated with the adopted anti-racism action plan.

More information on the Anti-Racism Charter can be found on the Recreation Nova Scotia's website: <https://www.recreationns.ns.ca/anti-racism-charter-in-recreation.html>.



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**DEPARTMENT:** Council and All Departments

**TITLE:** Technology Devices Policy

Minutes reference date: 16 May 2022 PAGE ???

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## PURPOSE:

The Town of Oxford recognizes the role technology plays in providing municipal services. To allow staff to work together in an environment where learning, informed decision making and innovation is key, the Town of Oxford provides devices to some of its staff. Devices can be devices/notebooks, tablets and or cell phones. The purpose of this policy is to outline the acceptable use and care of these devices and the employee's role in ensuring municipal assets, information and network systems are protected.

## SCOPE:

This policy applies to all municipal employees who are issued a device and applies to device use on and off municipal premises. This policy should be read in conjunction with the ***Information/Communication Technology Usage Policy***.

All employees who are issued a device will be asked to sign for receipt of the device, and to acknowledge that they have read, understood, and will comply with this Policy and the ***Device Use Guidelines***.

## DEFINITIONS:

Term	Definition
<b>Municipal location</b>	Any property owned by the Municipality
<b>Off-Site</b>	Any place that is not a municipal premise
<b>VPN</b>	Virtual Private Network – Enables a secure network connection over the internet
<b>Device</b>	Any technology device including devices/notebooks, tablets and cell phones.

**POLICY STATEMENT:**

To safeguard municipal assets, information and network systems/services, employees are responsible for the care and security of the device issued to them. Employees should take good care of the device and ensure that it is not damaged, lost or stolen. Employees will familiarize themselves with the **Device Use Guidelines** and direct any questions to the CAO, IT Department or designate.

In order to maintain security over the devices and a healthy work life balance for our employees, it is the policy of the Municipality that, except where outlined herein, devices should remain in the workplace. Being provided a device does not imply that employees can use them outside of the workplace. Express permission to remove devices from the workplace must be received from the employee's supervisor/Director or the CAO.

It is the policy of the Town of Oxford that employees will act in accordance with the following:

**1. Use of Devices**

**Devices may be removed from the premises in the following circumstances:**

- 1.1. Staff are attending a meeting, training session or gathering at a Municipal location where their device is required for training or operational purposes.
- 1.2. Staff are required to work off-site at the direction of their supervisor (off-site presentations, on call, overtime, etc.) – in these instances staff must sign out the device through their supervisor using the Device Sign-out Form.
- 1.3. Staff are asked by their Director to take their device to facilitate work flow in non-routing circumstances (i.e., working from home, extended work-related absence where contact through the VPN is necessary) – in these instances staff must sign out the device through their Director using the Device Sign-out Form.

**Devices are not to be off premise during unpaid leave without express permission of the CAO and signing of the appropriate form. In all circumstances of extended leave the Municipality may require the device be returned during that leave.**

**Staff at the Officer, Manager or Director level is exempt from the portability restrictions of this policy.**

**2. Care of Devices**

Employees are responsible to ensure compliance with the following:

- 2.1 Devices are only to be used for municipal use; friends or family members shall not use devices.
- 2.2 Devices shall never be checked as luggage at the airport.
- 2.3 Devices shall never leave Canada without the express permission of the CAO to



ensure compliance with Government of Nova Scotia Bill No. 19 – Personal Information International Disclosure Protection Act (PIIDPA).

**Page 3 of 4**

2.4 Devices must be carried in a device carrying case when leaving the workplace – the device must be turned off properly before placing in the carrying case.

2.5 Devices must be protected from extreme temperatures, food, drink, and dirt (from hands or the environment) – employees will never clean the device with water or chemicals except those designed specifically for that purpose: and,

2.6 All errors or unexpected behaviours with devices must be reported to the IT Department or designate describing the error, conditions, or unexpected behaviours.

**Due to warranty requirements, devices in need of cleaning or repair must be returned to IT Department or designate. Staff must not attempt to repair any hardware or software faults under any circumstances.**

### **3. Security of Devices**

3.1 Devices shall never be left in an area where they are vulnerable to theft.

3.2 Devices shall never be left in an unlocked vehicle, regardless of whether it is in a private driveway or garage. If it is necessary to leave the device in a vehicle, devices shall be locked in the trunk or, if there is not trunk, hidden from plain view and the vehicle locked.

3.3 Employees shall only connect to trusted Wifi connections and where possible users should notify IT Department or designate when planning to connect through Wifi outside of normal conditions (e.g., while travelling out of province).

3.4 Devices shall never be left unattended in an unsecure area in the workplace.

3.5 User accounts must always be locked when the device is unattended: and,

3.6 Employees are not permitted to connect any equipment, e.g., personal printers, cameras, scanners, USB flash drives, cell phones etc. without the permission of the IT Department or designate.

#### **Lost or Stolen Device:**

**If a device is lost or stolen, immediate action should be taken to prevent loss of or malicious access to information and network resources by calling the CAO. The CAO will notify the Police and provide asset tracking support with the assistance of the IT Department or designate.**

#### 4. Guidelines & Accountability

In conjunction with this policy, a set of Device Use Guidelines will be maintained. These are subject to review and approval of the CAO.

Staff will be required to sign a Device Agreement prior to being issued a device for their municipal use.

#### ROLES AND RESPONSIBILITIES:

Title/Role	Responsibilities
Directors & Supervisors	<b>The Directors/Supervisors will:</b> <ul style="list-style-type: none"> <li>• Ensure this policy is being adhered to</li> <li>• Provide employees with adequate direction on when a device can leave the premise</li> </ul>
Employees	<b>The Employees will:</b> <ul style="list-style-type: none"> <li>• Ensure this policy is adhered to</li> <li>• Protect the device issued to them</li> </ul>
Office Assistant or designate	<ul style="list-style-type: none"> <li>• Review the policy on a yearly basis for relevancy and potential updates.</li> <li>• Maintain the Device Use Guidelines</li> </ul>
IT Department	<b>IT Department will:</b> <ul style="list-style-type: none"> <li>• Repair and or replace faulty equipment</li> <li>• support the RCMP investigation in the case of a stolen device</li> </ul>
CAO	<b>The CAO will:</b> <ul style="list-style-type: none"> <li>• Notify the Police and the IT Department in the case of a stolen device</li> <li>• Ensure this policy is adhered to</li> <li>• Approve changes to the device use guidelines</li> </ul> *This policy is subject to the approval of the CAO

#### RELATED DOCUMENTATION:

Document Name	Document Type
Information/Communication Technology Policy	Policy
Device Agreement	Contract
Device/Notebook Sign-out Form	Form
Device Use Guidelines	Form
Personal Information International Disclosure Protection Act (PIIDPA)	Legislation



## TOWN OF OXFORD POLICY

**Subject: Tax and Water Collection Policy**

**Number:**

**Approved by: Council**

**Effective Date:**

**Revision Date:**

Minutes Reference Date:

### **Purpose**

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

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

### **Terms**

1. “*Immediate Family*” means spouse, children, parents, and siblings.
2. “*Lien*” means charges that are or can be attached to and encumber the title to a property and can result in the property being sold so the Town of Oxford can collect the money it is owed. These charges can arise pursuant to legislation (e.g., the Municipal Government Act).

### **Scope**

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

All water, tax levies and amounts added as tax liens or lien-able charges are subject to these policy statements.

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

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

## **Policy**

### **Tax Accounts**

1. The Town will issue an interim tax bill with a due date of June 1 each year. The bill will be calculated at 50% of the prior year's bills with the discretion of the CAO to adjust any tax accounts where the variance between the prior year and current year assessment is substantial.
2. Sewer charges will be determined by the Council through separate bylaw and/or policy and the full amount for the year will be included on the interim tax bill.
3. The final tax bill will be due on September 30 each year.

### **Interest**

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

### **Tax Collection - General Practices**

6. Provisions of the Municipal Government Act (MGA) Section 6 deal with Tax Collection and provide the legislative framework within which the Staff are expected to carry out tax collection. This policy is intended to provide more specific guidance in certain circumstances but is not intended to allow Staff actions contrary to the Act or to limit the authority given to Staff under the Act.

7. Staff will make every reasonable effort to collect taxes due to the Town. This includes reasonable effort to locate taxpayers whose whereabouts are not readily known. A few procedures common to the collection industry may be used, including the use of outside agencies as outlined in administrative policies or procedures approved by the CAO.
8. The MGA provides that every person liable to pay taxes shall be served with a tax bill, to be mailed to the address shown on the filed roll or to a more current address if known to the Treasurer. Canada Post E-post-delivery has legislated authority to deliver electronic mail; E-post-delivery is deemed by Council to meet the requirements of the MGA should E-post be a service offered to property owners.
9. The Town of Oxford considers it to be the responsibility of the property owner to ensure their address is up to date on the assessment roll and the tax system through contacting Property Valuation Services Corporation. The Town will be deemed to have a more current address if the notification has been received in writing from the taxpayer at least 30 days prior to the invoice date of the tax bill following the notification. Having filled the legal requirement to bill as noted above. The Town considers it to be the taxpayer's responsibility to contact the Town to determine amounts owing for taxes if they have not received their bill.
10. The Town accepts no responsibility to notify new property owners of arrears against properties they buy after the filing of the annual assessment roll except for the usual tax billing process. It is the responsibility of the purchaser and their solicitor to ensure that taxes for the year of purchase are paid. The Town will make every effort possible, within the staff resources available, to change ownership information on properties as it becomes available from the Property Valuation Services Corporation but will not accept responsibility for interest that may accrue on tax arrears that remain unpaid because of a change of ownership.

## **Payment Arrangements**

11. Staff have authority to enter tax arrears payment arrangements with taxpayers giving due consideration to the taxpayer's personal circumstances and history of the taxpayer to comply with prior tax payment agreements. Staff may make reasonable demands for personal financial information from a taxpayer. No provision in this policy requires a taxpayer to provide such personal information but failure to do so may preclude the acceptance of a payment arrangement for their arrears. If a tax arrears payment arrangement results in taxes being

outstanding for more than six (6) years, the arrangement must be documented in writing to ensure the period of tax lien is extended to cover the property.

## **Properties In Tax Sale Position**

12. By September 30 of each year, all accounts will be reviewed. Accounts that have current year tax outstanding and part or all prior year tax outstanding shall be in tax sale position. The CAO is authorized to adopt administrative guidelines that identify minimum amounts below which the second year's taxes will not trigger the tax sale procedures.
13. Tax Sale properties shall be sent a preliminary notice giving **60** calendar days to pay the account in full. The preliminary notice shall indicate that a title search and/or survey of the property may be commenced at the end of the 60 days without further warning - the cost of which will constitute a lien on the property in question.
14. Once a preliminary notice is issued, staff are still permitted to enter payment arrangements with the taxpayer. Any such arrangement should not normally extend beyond the end of that fiscal year at which time the account must be paid for in full.
15. Properties for which there are no negotiated payment arrangements will be submitted for title search after a list of eligible properties is provided to Council. A survey will be conducted, if found to be necessary. A Notice of Intent to sell for taxes shall be issued on each property no earlier than January 15 of the following calendar year.
16. Once a property has been issued a Notice of Intention it should not normally be removed from the tax sale process except because of full payment. Staff may determine when circumstances dictate otherwise and remove property from the list.
17. If payment arrangements as negotiated above are dishonored, staff will immediately, without notice, begin or continue the formal process of tax sale unless other arrangements satisfactory to Staff can be negotiated.
18. The Town of Oxford will not accept a tender/bid from a tax assessed owner, his/her agent, or his/her immediate family for any sum less than the full amount of taxes, interest and expenses associated with respect to the land.

## **Properties Not in Tax Sale Position**

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

## **Collection Procedures Involving Issuance of Warrants**

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

## **Tax Account Adjustments/Write Offs**

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

- d. Where a taxpayer has been discharged from their liabilities under bankruptcy.
- e. Where the taxpayer cannot be located. despite reasonable efforts to do so.

## **Collections Costs**

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

## **Property Tax Deferral**

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



# **WATER ACCOUNTS**

## **GENERAL PROVISIONS**

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

## **ARREARS COLLECTION**

27. Staff are responsible and authorized to negotiate and accept reasonable payment arrangements with customers who are in arrears. The circumstances of the individual customer will be considered in these negotiations.
28. All water accounts will be reviewed at the due date and those with arrears of \$30 and over will be sent a reminder notice. The reminder will allow a ten-day period in which the account is to be paid. At the end of the ten-day period those accounts still outstanding will be sent a Notice of Intention to Disconnect, within five business days, unless the account is paid for in full. Staff are expected to use collection tools at their disposal and their judgement in applying this policy in determining accounts that will be disconnected.
29. Staff are authorized to use generally accepted collection practices to locate exited water customers and collect arrears. If an inactive account is deemed to be uncollectable or if the expense of collections outweighs the amount to be obtained, staff may approve the write-off of the account. A list of account write-offs shall be presented to the Council on an annual basis.
30. Staff may waive the interest charges if in their judgement the circumstances warrant it.
31. The CAO is authorized to adopt administrative policies/guidelines that further guide the collection process in accordance with the UARB approved rules and regulations governing the water billing and collection process.

**REPEAL**

32. The council hereby repeals and replaces all previous policies for tax & water collections.

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Linda Cloney, CAO

Date

DRAFT



# TOWN OF OXFORD POLICY

NUMBER:

PAGES: 7

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**DEPARTMENT:** Human Resources  
**TITLE:** Drug and Alcohol Policy

**MINUTES REFERENCED DATE:**  
**1<sup>ST</sup> REVISION DATE:**  
**CURRENT REVISION DATE:**

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## STATEMENT

It shall be the policy of the Town of Oxford to standardize guidelines and rules for various types of impairment and the use of cannabis by employees and operations controlled by the town. This policy is to enable the Town of Oxford to promptly and effectively address concerns of appropriate use and non-compliance to ensure effective and required service delivery and safe operation of equipment and vehicles by all staff.

## PURPOSE

This Policy establishes a framework for the responsible use of alcohol, certain medications, and cannabis in support of the following objectives:

- a. the maintenance of a physically fit workforce;
- b. the promotion of safety in the workplace;
- c. the maintenance of operational effectiveness; and
- d. the avoidance of impairment which would prevent the safe and effective performance of employees' duties and endangerment of co-workers and public.

## POLICY STATEMENT

This policy applies to all employees of the Town of Oxford, including full-time union or non-union, part-time, casual, temporary, probationary, contract, as well as those employed or volunteering under other conditions to use the Town of Oxford controlled operations, facility operations, machinery, vehicles, and equipment.

## DEFINITIONS

**"Cannabis consumption"** In respect of cannabis, includes its smoking, vaping, ingesting, or absorption by any other means into the body.

**"Impairment"** is a decrease in mental or physical capacity or awareness that can lead to the partial or complete loss of function, either temporarily or permanently, which would be expected to cause employees difficulty in completing their work tasks safely and may put themselves, their co-workers, and the public in danger. Impairment may be from alcohol, cannabis, street drugs, or certain medications.

**"Misuse of cannabis"** is an act or conduct by an employee of Town of Oxford or of any operation controlled by Town of Oxford ("employee") related to cannabis consumption or possession that:

1. It is an offence under any applicable federal law, the *Criminal Code* or the *Cannabis Act*, any applicable provincial, or municipal law, or the place where an employee is working;
2. It undermines safety or operational effectiveness.

**"Operational effectiveness"** requires an employee to carry out their daily tasks in a safe and correct manner consistently during all work hours, excepting normal errors or omissions, ensuring that work is completed timely, safely and according to established work practices and procedures.

In this Policy, "cannabis" and "possession" have the same meanings as in subsection 2(1) of the *Cannabis Act*.

## **STANDARD OF CONDUCT**

Employees are required to conduct themselves in a professional manner and are expected to make responsible choices in respect of their use of alcohol, certain medications, and cannabis for recreational or medical purposes.

Employees must not engage in any misuse of alcohol, certain medications, or cannabis. Any misuse of alcohol, certain medications, or cannabis will be dealt with through the most appropriate administrative or disciplinary action (including dismissal depending on the circumstances), or both.

Employees must inform their supervisor without delay before commencing or continuing a duty if their ability to perform that duty safely and effectively may be compromised due to alcohol, certain medications, or cannabis consumption. The Employer has the right to reasonable and sufficient information from the employee to appropriately verify an absence or accommodate injury or disability.

The determination by a supervisor that an employee's ability to perform a duty safely and effectively may be compromised due to alcohol, certain medications, or cannabis consumption should be based on interactions with the employee and observation of some or all the following:

Odour of alcohol or cannabis	unsteady gait	repetitive statements
glassy or red eyes	poor coordination	lack of focus
unusual talkativeness	anxiety	boasting or overly animated
slow reaction	flushed face	slow response to questions or comments
inattention	argumentative	loud, noisy, or slurred speech
lethargy	staggering or stumbling	

Employees are encouraged to self-disclose any alcohol or drug dependency for positions that are safety sensitive. For safety sensitive positions, the Employer has the right to require an employee to undergo impairment testing when a determination has been made by the Employer that impairment may exist. Refusal to comply with a request for impairment testing, or a positive test for impairment, may result in discipline.

**RELEVANT LAWS**

Cannabis and certain medication consumption and possession by employees is permitted provided such consumption and possession is in accordance with all applicable Canadian federal, provincial, and municipal laws, this Policy, and any directions prohibiting certain medications and cannabis consumption and possession such as under the Prohibitions sections below.

Any Alcohol consumption and possession is not permitted during an employee's working hours.

While the recreational use of cannabis is legal and regulated in Canada, the importation or exportation across Canada's national borders of any amount of cannabis, including cannabis for medical purposes, remains prohibited under Canadian law.

Cannabis consumption and possession remain illegal in most countries. Employees could be denied entry to these countries because of their cannabis consumption or involvement in the legal cannabis industry in Canada. Employees are responsible for obtaining information about the cannabis consumption and possession laws and policies of any country that they intend to visit.

The Town of Oxford acknowledges that under some circumstances alcohol, certain medications and cannabis consumption could undermine the maintenance of physically fit employees; the promotion

of safety in the workplace; and the maintenance of operational effectiveness. This acknowledgement is based on the following considerations:

- a. Alcohol, certain medications, and cannabis consumption causes impairment of attention, cognition, mood, memory, judgement, and motor skills, to a greater or lesser degree, depending on:
  - i. the amount of alcohol, medications, or THC (delta-9-tetrahydrocannabinol) that an employee has consumed;
  - ii. the employee's health and physical constitution;
  - iii. the preparation of the alcohol, medications, or cannabis, i.e., in dry or oil form;
  - iv. the route of consumption, i.e., by inhaling or ingestion; and
  - v. environmental factors that alter human metabolism;
- b. concurrent use of alcohol or pharmaceuticals, such as over the counter or prescription medications, can magnify, alter or prolong the effects of cannabis;
- c. cannabis is fat-soluble and therefore moves from the bloodstream into the tissues more rapidly, and is eliminated from the body more slowly, than many other intoxicating substances;
- d. traces of alcohol, certain medications, or cannabis may remain in the human body for up to 28 days or more following consumption and therefore:
  - i. the level of alcohol, certain medications, and cannabis measured in body fluids and tissues may not correspond to the degree of impairment caused by alcohol, certain medications, and cannabis; and
  - ii. moderate or persistent alcohol, certain medications, and cannabis impairment, i.e., the state of alcohol, certain medications, and cannabis impairment in which a person appears well, constitutes an important occupational and safety risk;
- e. alcohol, certain medications, and cannabis consumption can cause significant impairment in the ability to perform complex tasks in casual users up to 24 hours after consumption;
- f. alcohol, certain medications, and cannabis consumption can cause persistent impairment in chronic or heavy users, extending for weeks or months, and may be amplified in extreme conditions;
- g. regular or heavy alcohol, certain medications and cannabis consumption can lead to chronic alcohol, certain medications, and cannabis impairment, i.e. prolonged or permanent neuro-cognitive dysfunction, which persists even after all detectable traces of alcohol, certain medications, and cannabis have been eliminated by the body;

- h. alcohol, certain medications, and cannabis consumption can be harmful to health, especially to the neurological development of persons under 25 years of age, including fetal exposure in utero; and
- i. alcohol, certain medications, and cannabis consumption can be addictive.

Employees should be aware that cannabis smoke contains many of the same harmful substances as tobacco smoke and therefore can damage lungs and cause bronchitis-like symptoms, coughing and wheezing which, alone or together, can affect their overall physical performance.

## **PROHIBITIONS ON ALCOHOL, CERTAIN MEDICATIONS, AND CANNABIS CONSUMPTION AND POSSESSION**

### **General Prohibitions**

Employees are prohibited from alcohol, certain medications, and cannabis consumption during the entire period of the working day or shift of the employee, except where authorized by a medical practitioner and there is no impairment.

## Prohibitions Before and During the Performance of Specific Duties

In addition to the above prohibitions, cannabis consumption is prohibited by an employee during the following periods:

Period of prohibition	Duty
cannabis consumption during the 12 hours before, and alcohol consumption during the 8 hours before, any known or expected performance of ...	<ul style="list-style-type: none"> <li>• any duty.</li> </ul>
cannabis consumption during the 24 hours before any known or expected performance of ...	<ul style="list-style-type: none"> <li>• operation of any vehicle, equipment, plant operations, or facility operations, on RQM business;</li> </ul>

### Additional Prohibitions

The Town of Oxford may determine additional prohibitions on alcohol, certain medications, and cannabis consumption and possession applicable to its employees if alcohol, certain medications, and cannabis consumption or possession may impact positions, tasks, activities, or operations, based on the following criteria:

- a. safety; and
- b. operational effectiveness

### REPORTING AN INCIDENT

Employees are required to report any incident of suspected misuse of alcohol, certain medications, and cannabis by an employee to their immediate supervisor, CAO, or appropriate authority.



## Certification

I, Linda Cloney, Chief Administrative Officer of the Town of Oxford, do hereby certify that the policy of the foregoing is a true copy and was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on \_\_\_\_\_.

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Linda Cloney, CAO

DRAFT

# ‘Walk and Wheel’ Project Proposal

## A Scoping Assessment

Submitted to the Town of Oxford, Nova Scotia

Sept 20, 2023

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This proposal is being submitted by two members of the PEACH Research Unit team, who are offering their time as independent consultants to complete the proposed project work. The Basis for Proposal written below describes our understanding of the project, ascertained from an initial meeting with Oxford’s Municipal Physical Activity Leader and the Regional Physical Activity Consultant for Fundy Region in August 2023.

### Basis for Proposal

The Town of Oxford is located along the Trans-Canada Highway which brings travelers to the edge of town as ‘a stop along the way’. However, the Town has a desire to be a vibrant and active destination for more people.

Oxford is surrounded by a network of well-used recreational trails (e.g., hiking, snowshoeing, cycling, mountain biking), including access to the Trans Canada Trail. These recreational routes can attract more people to the community and encourage more active lifestyles for community members.

According to the Town’s *Physical Activity and Recreation Strategic Plan (2019-2024)*, while walking is the top activity that residents wish to do more, the condition/maintenance of roadside and cycling infrastructure is considered a significant challenge to achieving physical activity goals (Town of Oxford, p. 4). Therefore, the Town seeks to make strategic investments in walking and wheeling infrastructure (e.g., sidewalks, bike lanes, safe pedestrian crossings, etc.) that enrich social and physical activity in and around the Town.

To meet the needs of current and future generations, targeted infrastructure improvements that consider the accessibility and age-friendliness of active transportation routes are likely necessary. Therefore, we propose that a first step to achieving these goals lies in a scoping assessment of the active transportation assets and challenges present in the Town of Oxford.



# Scope of Work

We will perform a series of community assessments that inform the state of active transportation infrastructure in the Town of Oxford and its suitability for persons who experience a range of (dis)abilities.

These assessments will be informed by federal and provincial accessibility standards for the built environment and environmental indicators of age-friendly and accessible physical activity spaces compiled from tested neighbourhood assessment tools such as the Rural Active Living Assessment Toolkit (RALA), Senior Walking Environmental Assessment Tool (SWEAT-R), Stakeholder Walkability/Wheelability Audit in Neighbourhoods (SWAN), and the World Health Organization's Checklist of Essential Features for Age-Friendly Cities.

We will conduct assessments both in-person using a sampling method to audit the quality of select streets and trails, and remotely by performing spatial analyses using available GIS datasets. Outputs will include a final report and a video summary of the project methods, findings, and recommendations for future infrastructure projects.

The goal of this work will be to provide supportive data that may strengthen proposals for future design interventions along public roads and trails.

Findings may include:

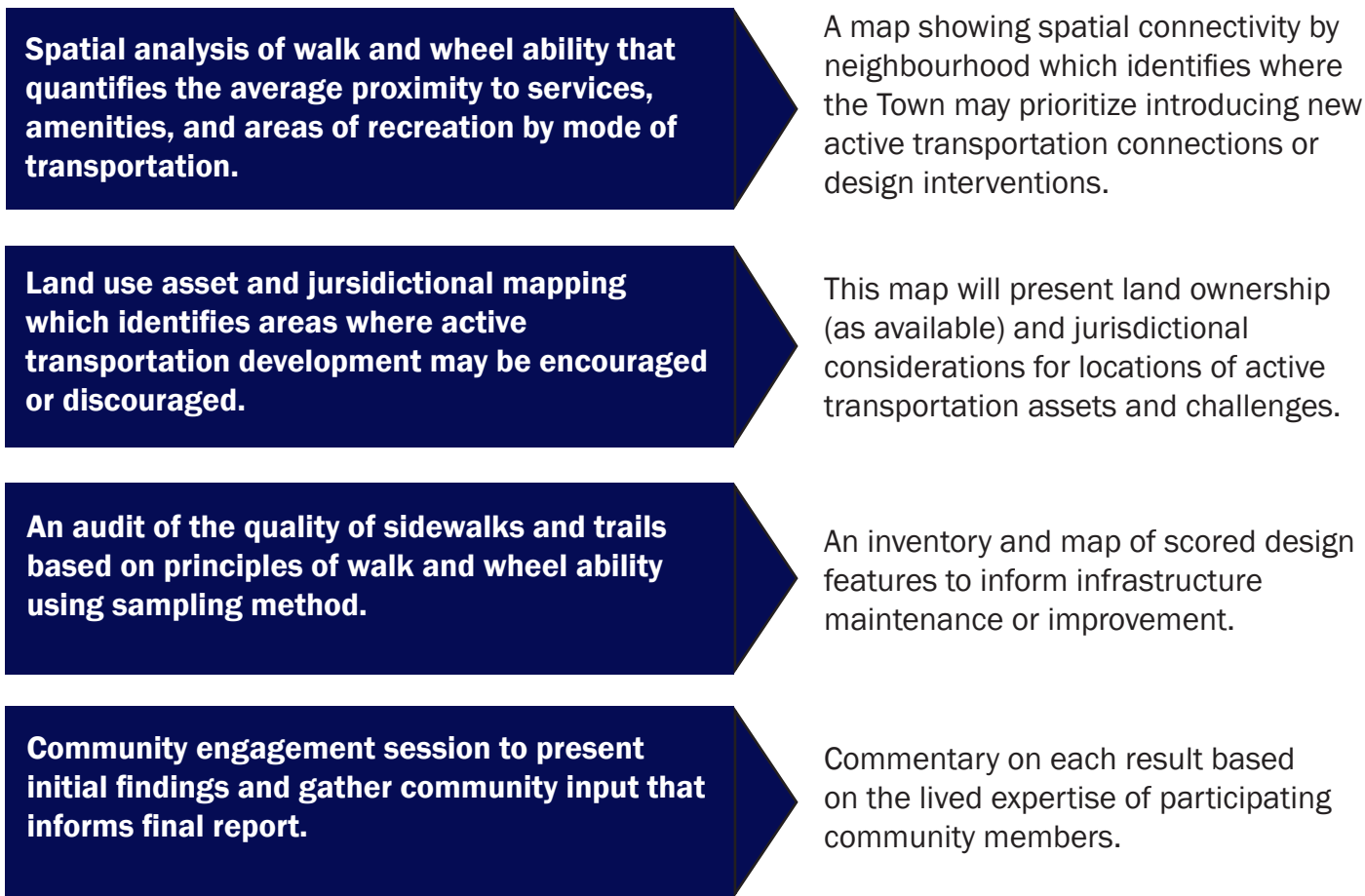
- areas of interest (e.g., where infrastructure development may be directed or avoided);
- top priorities for maintenance or improvement of active transportation/recreation routes based on quality scores;
- average distance to services and amenities to suggest where additional pedestrian and/or cycling connections may be of benefit; and,
- accessibility requirements for pedestrian infrastructure to include in later design projects.

Our expertise does not qualify us to directly recommend public works projects in the Town of Oxford. Therefore, the proposed report will not include specific site designs for application in Oxford, nor will it provide costing for site design options. This report will offer an information resource, but will not serve as a plan or strategy in itself.



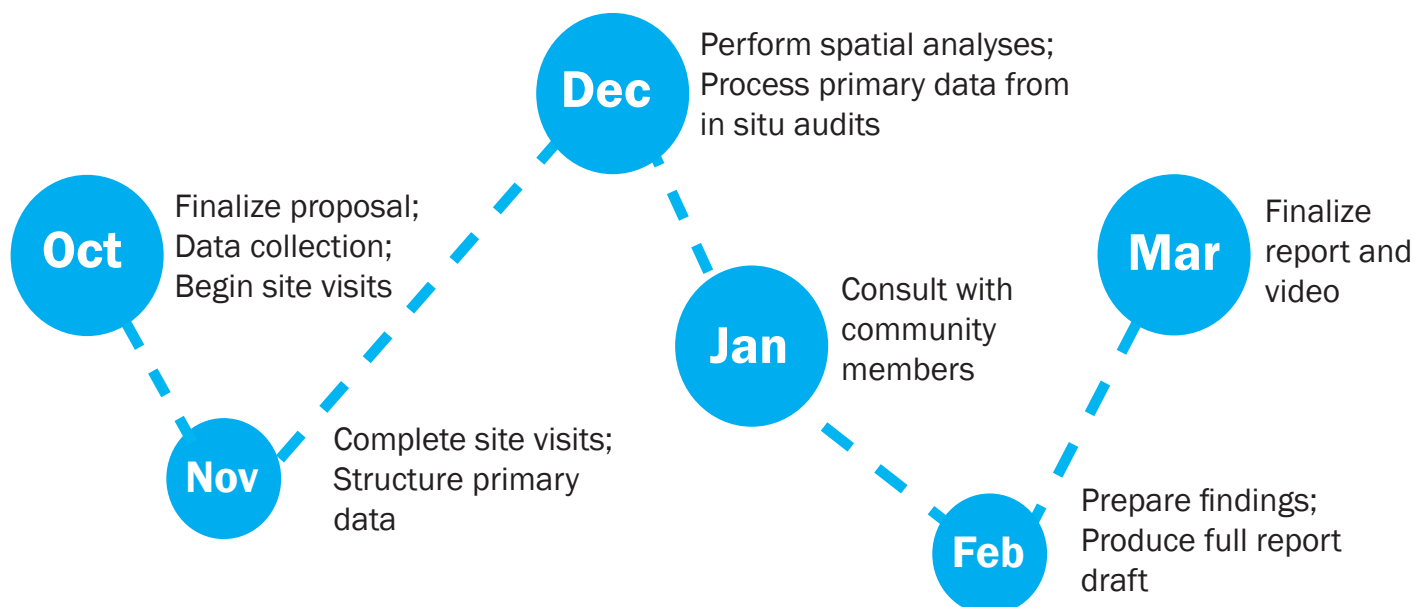
# Proposed Activities

The following specific activities and their products are proposed:



## Timeline

Please note: Exact dates for deliverables to be identified later.





## Data Availability

The deliverables of this report are dependent upon the availability and reliability of some existing data sources, such as road network data and classifications, trail network data, and other spatial information. We look forward to discussing the details of this proposal with you further.

## Estimated Budget

**Hours (Clark): \$4,050**  
**Hours (Deturbide): \$4,050**  
**Gas/mileage (approx.): \$700**  
**Engagement session: \$100**

**Total = \$8,900**

## Qualifications

### Kate Clark

Researcher & Project Management Professional

Kate Clark (MPlan) has over six years of experience performing consultation, community assessments, and best practice reviews for accessibility and age-friendliness in the built environment. Formally educated as an urban planner, Kate has built her knowledge of strategies that shape cities that are inclusive, healthy, and designed for people of all ages and abilities.

Kate is a qualified Accessibility Professional with the Rick Hansen Foundation's Accessibility Certification (RHFAC) and a certified Women's Safety Assessor through the UN Women's Safe Cities and Safe Public Place programme.

### Katherine Deturbide

Research Analyst & GIS Specialist

Katherine Deturbide (MPlan) has over four years of experience of working with GIS mapping software, particularly for analyses related to community health and accessibility. She also has extensive experience with conducting community health research and writing and facilitating community engagement activities.

With a background in both urban planning and architecture, Katherine is interested in learning about how accessibility-related data can better inform urban design practices to develop more active, healthy, and inclusive communities. Katherine is a qualified Accessibility Professional with the Rick Hansen Foundation's Accessibility Certification (RHFAC).