



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 1st, 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 Councilor 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

Town of Oxford									
Proposed Capital Budget 2023-24			Funding for Capital Projects						
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-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 March 2023
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									

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

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
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

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

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
3/4"	\$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

Town of Oxford Water

Proposed budget for 2023/24		Budget 2022/23	Year End for 2022/23	Proposed Budget
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

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

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.

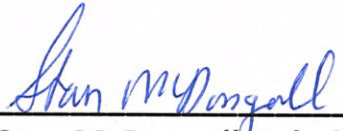
Motion Carried

7. Adjournment

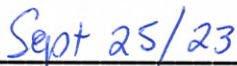
The meeting adjourned at 7:47 PM



Mayor Greg Henley, Chair



Stan McDougall, Admin Assistant



Date Approved

