



TOWN OF OXFORD
Town Council Meeting
Town Hall – Council Chambers
Tuesday, February 18, 2020
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Town Council Minutes 20 January 2020
4. New Business
 - 4.1 RFD #002-2020: Police Services Review Committee Report
 - 4.2 RFD #003-2020: Travel and Expense Policy Amendment
 - 4.3 RFD #004-3030: Returning Officer Appointment
 - 4.4 Financial Variance Report: April 2, 2019 – January 31, 2020
5. Reports
 - 5.1 Economic Development
 - 5.2 Recreation and Leisure
 - 5.3 Public Works
 - 5.4 Fire
 - 5.5 Audit Committee Minutes
 - 5.6 MAP Committee Minutes
 - 5.7 RCMP Quarterly Report
 - 5.8 Cumberland Forestry Advisory Committee
6. In Camera – Contract Negotiations
7. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers
Date: Monday, January 20, 2020
Presiding Officer: Mayor Patricia Stewart
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper, Wendy Sweet-Kontuk and Wade Adshade

A quorum was present throughout the meeting.

Staff in attendance: CAO – Rachel Jones and Deputy Clerk – Linda Cloney (recording secretary)
Media Present: Mark Rushton – Six Rivers News, Radio, & TV

1. Call to order

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

2. Approval of Agenda

It was moved and seconded that the agenda of the Regular Town Council Meeting for January 20, 2020 be approved as circulated.

Motion Carried

3. Approval of Previous Minutes

It was moved and seconded that the minutes of the Regular Town Council for December 16, 2019 be approved as circulated.

Motion Carried

4. New Business

4.1 Strategic Priorities Chart: Update and Approval

Staff have updated the Strategic Priorities Chart and presented to Council for approval. Council had a general discussion on the unsightly premises, tax sale and budget processes.

It was moved and seconded to accept the Strategic Priorities Chart as amended.

Motion Carried

4.2 Committee List Appointments: Cumberland Forestry Advisory Committee Appointment

It was moved and seconded to appoint Councilor Wade Adshade to the Cumberland Forestry Advisory Committee.

Motion Carried

4.3 Financial Variance Report: 1 April – 31 December 2019

Council had a general discussion regarding the Financial Variance Report.

4.4 New Community Members Welcoming Event

There are 9 families moving to Oxford, NS from South Korea and Vietnam within the next two months. A community event to welcome the families to Oxford is being coordinated for mid-March 2020.

5. Reports

CAO Jones presented the reports

Council had a discussion regarding the welcome signage to Oxford. Staff are researching a couple of options to assist with funding of the welcome signage and other beautification projects.

Council suggested ideas for the Annual Easter Egg Hunt. There was a suggestion to host the Easter Egg Hunt on the Bunny Trail also to partner with the Adventure Therapy Project.

There was a discussion on the Main Street Watermain replacement. This project is anticipated to go tender by the end of February and awarded by the end of March. The affected streets are Main, Duke and Waverly Streets.

The Oxford Volunteer Fire Department have requested to meet with Council to discuss financing for a Rescue Truck.

Council had a discussion regarding the use of Town Equipment to assist the Oxford Volunteer Fire Department to install a fence around the perimeters of the training grounds.

Council directed staff to send a thank you card to Eleanor Crowley for her years of volunteer service on the All Saints Health Care Foundation.

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

Motion Carried

6. Correspondence

6.1 Epilepsy Association of the Maritimes

The Epilepsy Association of the Maritimes reached out to all three Maritime Provinces to support Purple Day, March 26. Council had discussion on this and plans to do a proclamation, in support of this, at the March 16, 2020 meeting.

8. Adjournment

Mayor Patricia Stewart advised Council that the next meeting is scheduled for Monday, February 17, 2020 at 6:00 pm in the Council Chambers.

At 6:28 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary



REQUEST FOR DECISION
Police Services Review Committee Report
#002-2020

Date: 30 January 2020	Subject: Police Services Review Committee Report
Proposal Attached: N/A	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	<p>The Police Services Review Committee recommends to Council to accept the proposal as presented to Oxford and Cumberland County on March 18, 2019 with the reduction of 3 members overall in the district with the cost savings for Oxford to be clarified by Department of Justice.</p>
Background:	<p>Beginning in the Fall of 2018, a joint police service model review was initiated with both the County of Cumberland and Town of Oxford participating. A meeting with the two CAO's, along with representatives from the RCMP and Provincial Department of Justice was held to determine the scope of the work along with timeframes and expectations from all parties.</p> <p>The resulting report was presented to a joint Council meeting of Cumberland and Oxford in March 2019. A full review of the methodology, detailed analysis of the current policing model, as well as several options were presented by the Department of Justice and RCMP representatives. The options showed several ways of potentially reducing costs and members throughout the region.</p> <p>As a result of the report, Oxford Town Council decided to complete a full policing review within the Town, to determine what, if any, option would be appropriate, or if a public request for proposals to consider additional policing service providers would be in the best interests of the community.</p> <p>The review process had a protocol outlined by the Department of Justice which required a Review Committee to be established. This committee included members of Town Council, representatives from the Police Advisory Board, a member of the general public, as well as a representative from the Department</p>

of Justice. Staff were also included as resources for the group.

The Committee endeavored to thoroughly review the information previously presented by the RCMP, liaised through the Department of Justice representative for further information and clarification on many points, had both the RCMP and the Amherst Police Department provide presentations to the Committee on what high level policing issues and services are/would be available, and held a public meeting to inform the community of the process that was being taken, and to gather feedback on policing issues and/or concerns.

As the Town was near completion of its review process, the County of Cumberland wrote to the Minister of Justice noting that they were selecting an option from the March 2019 report for their preferred implementation, which was a reduction of three members across the District (which included the reduction of half a full-time equivalent member in Oxford) and the closure of the RCMP office in Pugwash. The Minister of Justice indicated that to implement any option would require the agreement of both Cumberland County and the Town of Oxford.

The Committee reviewed all of the information, considered the public feedback, and looked at potential costs of different options. There continues to be significant questions as to why the Town of Oxford has the second highest per capita costs for Towns within Nova Scotia. Both the Department of Justice and RCMP representatives state that policing costs cannot appropriately be evaluated by population, noting that the types of calls and call volumes weigh heavily into the calculation of those costs, however it is still a concern of the Police Services Review Committee.

By choosing to remain with the RCMP as a service provider, and working with the County of Cumberland to implement the preferred option from the March 2019 report, the Town is expected to reduce costs by approximately \$80,000 per year. The timing of any such implementation will be dependent upon approval by the Provincial Minister of Justice, as well as any current vacancies within the district and/or the relocation of members and the sale of their homes. The RCMP allows one year for members to sell their homes prior to being transferred.

Based on the information gathered, it is the opinion of the Committee that going to a public RFP process for policing services is not in the Town's best interests at this time.

	Continued monitoring of call volumes, workload analysis, and other statistics will be important to evaluate any change in service levels as compared to reduced costs. The Committee believes that, although the cost for Oxford remains high with the RCMP as the service provider, the reduction of one half a member is a financially prudent option, at the same time as not significantly impacting service levels. Implementing this change and continued monitoring and evaluating the service level provided will give Town Council more information in the future as to the efficiency of this option and/or other potential changes that are considered to be in the best interests of the community.
Benefits:	<ul style="list-style-type: none"> • Thorough review of the information has been done by the Committee, which provides a thoughtful and informed recommendation on this complex matter. • Small reduction in members is less disruptive than changing the entire service provider; • While the public provided feedback on wanting more services, these can be provided as part of the RCMP Contract regardless of the number of members assigned to Oxford; • It is anticipated that the option will be approved by the Minister of Justice for implementation.
Disadvantages:	As noted by the RCMP when the presentation was made in March 2019, any reduction in members may mean a reduction in service levels.
Options:	<p>Council has several options:</p> <ol style="list-style-type: none"> 1. Accept the recommendation of the Police Services Advisory Committee; 2. Consult with the County of Cumberland to accept a different option presented in the 2019 report; 3. Maintain the current number of officers at the current cost; 4. Issue a public Request for Proposals for other police service providers.
Required Resources:	
Source of Funding:	All policing costs are paid through the general operating budget on an annual basis.
Sustainability Implications:	

(Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	
Communication Plan:	Any decision by Council on this matter should be communicated to the public and supported by the reasons documented within this report, the March 2019 report, and the information analysis completed through the Police Services Review Committee.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	<p>Based on the process that has been completed, I support the recommendation of the Police Services Review Committee. It will be important to evaluate the service levels going forward, strengthen our communication with the RCMP on community concerns and issues, and ensure the community is receiving sufficient service levels.</p> <p>In addition, it is my recommendation that we approach the County of Cumberland to develop a terms of reference to establish a Joint Police Advisory Board that will represent Oxford and Cumberland County, since the District members are regionally deployed and resources would be better informed through a broader discussion of policing issues in the region.</p>

CAO Initials: RLJ

Target Decision Date: 18 February 2020



REQUEST FOR DECISION
Travel and Expense Policy Amendment
#003-2020

Date: 13 February 2020	Subject: Travel and Expense Policy Amendment
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	To approve the Travel and Expense Policy as amended.
Background:	<p>Amendments to the Municipal Government Act have presented numbering changes in the legislation. When municipal documents reference specific sections of the MGA, housekeeping amendments to those municipal documents are necessary to accurately reflect the correct sections.</p> <p>At the February Committee of the Whole, the required seven day notice for policy amendments was provided, noting that such a housekeeping amendment is required.</p> <p>The only revision being presented is under section 18 of the current policy, to change the section of the Municipal Government Act from 65A to 65D.</p>
Benefits:	Maintains accuracy within approved policies.
Disadvantages:	N/A
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	

Workplan Implications (now/future):	
Communication Plan:	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 18 February 2020

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Travel & Expense

Number:

Approved by: Council

Effective Date: February 19, 2019

Revision Date:

Minutes reference date:

PURPOSE:

This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer (CAO), and Town of Oxford employees, and members of the public appointed to committees/commissions in relation to Town of Oxford business.

SIGNING AUTHORITY

1. The following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Mayor	CAO/Designate
Members of Council & CAO	Mayor/ Designate
Town Employees/Committee appointees	CAO/Designate

2. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
3. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

ELIGIBLE EXPENSES

4. The following travel expenses will be eligible for reimbursement from the Town, provided such expense is incurred in the course of carrying out duties and responsibilities associated with their employment and duly authorized by the Director or CAO.
 - a. **Privately Owned Vehicle** – The Town will reimburse any authorized individual for the use of privately-owned vehicles on Town business. Reimbursement will be made using the Kilometrage and Transportation Allowance Rates for the Province of Nova Scotia (Section A – Regular Rates) in effect on the date of travel.
 - b. Where several Council members, the CAO and/or employees of the Town of Oxford, or any combination thereof, attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.
 - c. **Insurance** – To ensure that any authorized individual is adequately protected, privately-owned vehicles used for Town business shall, as a minimum, have basic insurance coverage. The authorized individual is responsible for payment of their respective insurance premiums. When the use of a privately-owned vehicle is authorized, the Director/CAO must ensure that the authorized individual is informed that the Employer assumes no financial responsibility

beyond payment of the authorized kilometer rate and that, in the event of an accident, the Employer assumes no responsibility for the deductible amounts related to comprehensive or collision coverage.

- d. **Accommodation** – Authorized individuals will be reimbursed for actual accommodation costs incurred while on Town business. Authorized individuals should request government rates whenever possible. Receipts are required for all accommodation charges.
 - e. Authorized individuals who use private accommodations while on Town business will be reimbursed \$60 per night. No receipt is required.
 - f. **Meals** – For each full day of travel, an authorized individual shall be reimbursed the total per diem allowance shown on Schedule A for meals.
 - g. For partial days, the authorized individual shall be reimbursed at the separate meal allowance rates. Related amounts for partial days of travel shall be prorated according to the current meal breakdown. In order to claim for a full day, the employee/elected official must leave at 8:00 am or prior and return later than 6:00 pm.
 - h. Reimbursement for meals shall not be claimed where meals are included a part of registration fees for conferences or seminars, etc.
 - i. **Air Travel** – The Town will reimburse for air travel and related fees (receipt required) at the economy rate to scheduled service airport nearest destination.
 - j. **Car Rental** – Reimbursement will be made for rental of car at destination. Attempts should be made to acquire economy type of transportation. (Receipts required.)
 - k. **Taxi/Bus** – Taxi/bus fares to and from accommodation to place of business as well as from airport to accommodation, etc. (Receipts required.)
 - l. **Park/Toll** – Highways and bridge tolls, parking fees. Receipts required if charges are over \$10 per day.
 - m. **Incidentals** - Where an authorized individual is travelling on the Town's business and overnight accommodations have been authorized and used, the authorized individual will be reimbursed an allowance as set out in Schedule A per overnight stay to cover miscellaneous out-of-pocket expenses.
 - n. **Registration fees** – Expenditures for conference registration, etc. (Receipt required.)
5. **Travel Advance** – The Town does not routinely issue travel advances. If there are extenuating circumstances, an advance may be approved by the CAO.
6. **Spouses** – The Town of Oxford is not responsible for the costs of travel, lodging, meals, registration, etc. of the spouses when they are accompanying the employee to a conference or meeting.

EXPENSE CLAIMS

7. Expense claims must be submitted on the form provided from time to time by the Town of Oxford and shall be signed by the Claimant.
8. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
 - a. Claims for per diem meal allowances;
 - b. Incidental expenses of less than \$10 for reasonable tips, bridge tokens, parking meters or non-alcoholic beverage.
 - c. Claims for personal vehicle kilometrage for authorized travel.
9. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.
10. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
11. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
 - a. the claim is consistent with policy;
 - b. the expenses claimed were necessarily incurred in the performance of municipal business;
 - c. appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and
 - d. the expenses claimed have appropriate justification.
12. In consideration an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.
13. The use of petty cash to pay an expense claim is prohibited.

TIMEFRAME

14. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
15. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS

16. Fraudulent irregularity, misuse or misappropriation of Town of Oxford funds may result in disciplinary action up to and including termination of employment.

17. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

REPORTING REQUIREMENTS

18. Pursuant to section ~~65A-65D~~ of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:

- a. Within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Oxford website for the Mayor, CAO (including an employee of the Town of Oxford delegated any of the responsibility or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
 - i. Travel and travel related expenses, including transportation, accommodation and incidentals;
 - ii. Meals; and
 - iii. Training and education.
- b. On a quarterly basis, posts the expense reports of each reportable individual on the Town of Oxford website on their expenses regarding the following:
 - i. Travel and travel related expenses, including transportation, accommodation and incidentals;
 - ii. Meals; and
 - iii. Training and education.

REVIEW REQUIREMENTS

19. The Town of Oxford Audit Committee shall review the expense annual summary report relevant to section 18, by October 31st of each year.
20. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy, and following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

REPEAL

21. All previous Travel & Expense Policies of the Town of Oxford are hereby repealed and replaced with this policy.

Certification

I, **Rachel L. Jones, Chief Administrative Officer of the Town of Oxford**, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 19th day of February, 2019.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this _____ day of _____, 2019.

Rachel L. Jones, Chief Administrative Officer

SCHEDULE A

SCHEDULE OF ALLOWABLE INCIDENTALS AND MEALS PER DIEM RATES

Incidentals: \$10 per overnight stay with receipts.

Meals: Travel must commence before 8:00 am.
Travel must end after 6:00 pm.

Breakfast	\$12.00
Lunch	\$17.00
Dinner	\$26.00
Maximum daily allowance	\$55.00

The above amounts are inclusive of all taxes and gratuities, with receipts.

Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware the appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, they shall be paid a meal allowance for that meal.

SCHEDULE B

PRIOR APPROVAL FORM

1. Applicant's Name: _____

2. Present Position: _____

3. Department: _____

4. Proposed Conference, Course, Seminar: _____

5. Location: _____

6. Date: _____

7. I certify that I, as a minimum, will always have basic motor vehicle insurance coverage and that if for whatever reason I do not have insurance coverage, I will notify the Town in writing.

(signature) _____

8. Approved: _____

9. Rejected: _____

10. Subject to the following conditions, if any:

If this application is approved, expenses may be claimed in accordance with the Town's Travel & Expense Policy.

SCHEDULE C

TRAVEL ADVANCE REQUEST FORM

Name

Department

Destination

Purpose of Request

.....

.....

Dates Involved

Estimated Expenses: Registration \$

Travel \$

Accommodations \$

Meals \$

ESTIMATED TOTAL \$

Charge to: Signature:

Approved by: Date:



REQUEST FOR DECISION
Returning Officer Appointment
#004-2020

Date: 13 February 2020	Subject: Returning Officer Appointment
Proposal Attached:	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	To appoint Deputy Clerk Linda Cloney as the Returning Officer for the Town of Oxford.
Background:	<p>Each municipal Council must officially appoint a returning officer to act during municipal elections, either regular or special elections. That person is the primary contact and the person who has the authority to implement processes for the elections according to the Municipal Elections Act. There is a requirement to have that appointment in place by March 13, 2020.</p> <p>During the recent organizational review and restructuring and in discussion with the Deputy Clerk, it was agreed that this was a role that appropriately fell within the duties of this position and was included in the revised job description.</p> <p>In previous years, there has been a practice of Chief Administrative Officers performing this role, however it has been changing. It is my opinion that it is better to have some separation between the CAO and the election, as the CAO is often a resource for information for candidates and is more clearly able to offer assistance without compromising the returning officer role.</p> <p>Due to the amount of work and responsibility involved, there is usually a separate honorarium provided for this role during the year of the election. Fees for the returning officer and any others who work during the election can and will be determined separately.</p>
Benefits:	Having a current employee working as the returning officer is convenient to allow for meetings, advertising, administrative work, and other requirements to happen at and through the Town

	<p>Hall. The Town is responsible to provide for this and incorporating it into the daily routine is often more convenient. It is also easy for the public to access.</p> <p>This also allows good networking among other municipal returning officers, many of whom are current employees with their own municipality.</p>
Disadvantages:	There are certain deadlines and timeframes that can impact daily work with a current employee. However, the particular dates and deadlines are known well in advance as these are prescribed in the Municipal Elections Act.
Options:	<ol style="list-style-type: none"> 1. Formally appoint the Deputy Clerk as the returning office. 2. Seek external candidates who are willing to take on the role.
Required Resources:	
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	
Communication Plan:	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I support the Deputy Clerk taking on this role. It provides continuity within the municipal context for candidates, as well as an important professional development opportunity.

CAO Initials: RLJ

Target Decision Date: 18 February 2020

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 01/31/2020	Variance Actual to Budget (%)
REVENUE			
Tax Revenue			
Residential Tax	778,151	775,493.74	99.66
Commercial Tax	1,021,039	1,019,825.39	99.88
Agreement O.F.F.	0.00	0.00	
Resource Tax	10,712	10,711.59	100.00
Forest (Under 50,000 Acres)	182	182.25	100.14
Business Occupancy Tax	0.00	0.00	
Based on Revenue - Aliant	3,700	0.00	0.00
Sewer Rates	179,676	181,889.20	101.23
Area Rate New Fire Hall	0.00	0.00	
Deed Transfer Tax	12,000	17,391.75	144.93
Total Taxes	2,005,460	2,005,493.92	100.00
Grants in Lieu			
Federal Government - Canada Post	2,390	0.00	0.00
Federal Government - RCMP	21,377	0.00	0.00
Provincial Government - DNR	15,492	0.00	0.00
Provincial Government - Liquor Comm	9,197	5,533.53	60.17
Total Grants in Lieu	48,456	5,533.53	11.42
Services to Other Governments			
Cumberland County - Fire Protection	57,658	57,451.53	99.64
Total Services to Other Governments	57,658	57,451.53	99.64
Own Source Revenue			

Arena - Ice Rentals	48,000	16,507.80	34.39
Arena - Fish and Game Show Revenue	2,000	4,700.00	235.00
Arena - Sign Rentals	2,000	2,800.00	140.00
Arena - Fun Hockey Registrations	1,500	1,670.00	111.33
Soccer Program Registrations	1,500	1,580.00	105.33
Steve Nash Basketball Registrations	0	0.00	
Free Skate Program	2,500	0.00	0.00
Special Program Registrations	500	460.00	92.00
Community Garden - Grant Funding	1,500	0.00	0.00
Strawberry Festival Revenue	4,500	734.16	16.31
Junior NBA	3,000	2,020.00	67.33
Tennis	0	60.00	
Heritage Gas Revenue	16,500	16,477.99	99.87
Theatre Revenue	2,300	1,771.75	77.03
Dog Licences	100	65.00	65.00
Building Permits	500	20.00	4.00
Sub Division Plans	0	0.00	
Fine Revenue	500	1,211.45	242.29
Office Rent Water	5,500	0.00	0.00
Medical Centre Rents	25,000	15,565.25	62.26
Probation Office Rent	2,600	3,000.00	115.38
Interest on Investments	2,500	0.00	0.00
Interest on Taxes	20,000	27,989.63	139.95
A/R adjustments	0	0.00	
Tax Certificates	100	750.00	750.00
Communities in Bloom Revenue	0	0.00	
Sales of materials	3,000	5,937.23	197.91
Total Own Source Revenue	145,600	103,320.26	70.96
Unconditional Transfers			
Equalization Grant	178,171	44,543.00	25.00

Farm Acreage Grant	2,657	2,657.00	100.00
HST Offset Payment	10,000	3,288.00	32.88
Total Unconditional Transfers	190,828	50,488.00	26.46
Conditional Transfers			
EMO Grant Civic #	1,000	0.00	0.00
CNTA Grant - VIC	0	0.00	
Fed Gov Funding - Summer Students	3,470	3,468.00	99.94
Comm Enhancement Grant Funding	0	0.00	
Total Conditional Transfers	4,470	3,468.00	
Other Transfers			
Gas Tax Revenue	0	94,807.00	
County Funding - Arena	20,000	20,000.00	100.00
MPAL Funding Province	15,000	15,000.00	100.00
Grants from Prov- Sinkhole Study	0	68,500.00	
Grants from Other Organizations	10,000	4,601.60	46.02
Transfer from Surplus	26,690	0.00	0.00
TRANSFER FROM OPERATING RESERVE	0	0.00	
Transfer From Local Fire Assoc	10,000	0.00	0.00
Interest on CRA refunds	0	9.59	
Land Sales	0	5,175.00	
Total Other Transfers	81,690	208,093.19	254.74
TOTAL REVENUE	2,534,162	2,433,848.43	96.04
EXPENSE			
General Government			
Mayor Honorarium	9,011	7,508.90	83.33

Mayor Expenses	2,500	1,001.51	40.06
Council Honorariums	25,231	22,227.75	88.10
Council Expenses	12,000	4,839.49	40.33
Salary - CAO	85,000	76,550.82	90.06
Salary - Accountant	0	2,250.02	#DIV/0!
Salary - Deputy Clerk	41,100	36,281.17	88.28
Salary - Office Staff	40,000	8,022.21	20.06
Admin Salaries paid by Water	-	0.00	0.00
Legal Fees	5,000	3,150.38	63.01
CAO Contracted Services	0	11,370.72	
Accounting Contracted Services	35,000	1,426.66	4.08
Canada Pension Plan	17,500	20,845.44	119.12
Employment Insurance	8,500	10,463.70	123.10
Health Plan (Blue Cross)	3,000	4,925.92	164.20
Pension - CAO	0	0.00	
Pension - Employees	18,103	21,359.54	117.99
Xmas Bonuses	675	775.00	114.81
Professional Development	0	1,476.73	
CAO Seminars & Travel	3,000	2,872.15	95.74
Audit Fee	15,000	26,905.95	179.37
Town Hall Insurance	1,750	1,478.70	84.50
Office Postage	3,900	3,864.88	99.10
Office Supplies & Advertsing	10,000	18,753.63	187.54
I T Expenses	6,000	2,165.44	36.09
Office Programmer	0	28,122.03	
Town Hall Janitor & Supplies	4,000	1,037.67	25.94
Town Hall Telephones	7,242	7,200.49	99.43
Town Hall Electricity	4,210	4,012.44	95.31
Town Hall Natural Gas	8,764	4,340.32	49.52
Town Hall Water	300	255.09	85.03
Town Hall Sewer	300	306.00	102.00
Workplace Wellness	0	174.78	

Town Hall Maintenance	10,000	9,219.84	92.20
Municipal Election	0	0.00	
Bond Insurance	0	0.00	
Losses on Appeals/Habitat Subdiv	0	0.00	
OPH Grant	0	0.00	
Lion's Club Rental	0	0.00	
Conferences and Workshops	8,000	10,372.96	129.66
Public Official Liability Ins	3,000	2,250.00	75.00
Dues - UNSM/FCM/CNTA/POL BD	3,300	4,907.12	148.70
Exhibition/Transport Society Grants	1,500	1,500.00	100.00
YMCA Grant	0	0.00	
ORHS Bursary	500	500.00	100.00
NSCC Foundation	5,000	5,000.00	100.00
Oxford Sinkhole		101,550.57	
PVSC - Assessment Costs	19,043	14,281.89	75.00
Valuation Allowance - Taxes	- 1,500	0.00	0.00
Bad debts other	0	0.00	
Interest Town Hall 2013 MFC	1,045	1,141.90	109.27
Interest on Backhoe Loan	7,800	0.00	0.00
Interest Short Term Borrowings	0	0.00	
Bank Service Charges	6,000	7,453.64	124.23
Deficit of Prior Years	0	0.00	
MFC Int - School Enhancement	1,022	1,021.50	99.95
Cash Over/Short	0	(5.79)	
Credit Card Fees & Interest	0	525.00	
Total General Government	379,529	495,684.16	130.61
Protective Services - Police			
Admin - Salary	0	0.00	
Admin - Audit	0	0.00	
RCMP Contract	508,608	461,448.00	90.73

School Crosswalk Guard	8,700	5,548.95	63.78
Prosecuting Attorney Fee	0	37.50	
Corrections	14,966	11,223.00	74.99
Total Police	532,274	478,257.45	89.85
Fire			
Admin - Salary	0	0.00	
Admin - Audit	0	0.00	
Fire Inspection Cost	0	0.00	
Firefighters Honorariums/Incentives	14,495	16,030.00	110.59
Fire Phones	2,500	2,067.34	82.69
Fire Communication System	12,000	7,281.41	60.68
Public Fire Protection Charge	115,407	0.00	0.00
Fire Chief's Convention	3,000	4,405.97	146.87
Fire Training	7,500	4,765.97	63.55
Fire Hall Lights & Power	4,162	3,171.67	76.21
Fire Hall Natural Gas	8,538	3,910.25	45.80
Fire Hall Insurance	3,807	3,731.70	98.02
Fire Hall Maintenance	5,000	3,479.52	69.59
Firefighters Liability Insurance	2,500	2,500.00	100.00
Fire Hall Water	110	0.00	0.00
Fire Hall Sewer	300	306.00	102.00
Fire Trucks Insurance	3,520	3,687.00	104.74
Fire Trucks Fuel	2,600	1,817.11	69.89
Fire Trucks Repairs & Maintenance	15,000	13,673.11	91.15
Fire Equipment & Supplies	10,000	15,363.47	153.63
Fire Equipment Repairs & Maint	2,000	4,360.16	218.01
Fire Training Ground Project	0	0.00	
Fire Truck Pumper/ Tanker	0	0.00	
Fire B.A. - MFC Interest	418	495.26	118.48
Fire Truck 2005 MFC Interest	0	0.00	

Fire Truck 2005 MFC Principal	0	0.00	
Fire New Hall - MFC Interest	9,971	11,627.40	116.61
Interest MFC 2018 B.A.	1,037	0.00	0.00
Fire Breath App MFC Nov 2018 Int		1,036.60	
Total Fire	223,865	103,709.94	46.33
Emergency Management			
REMO	5,476	4,794.26	87.55
EMO Expenses	500	42.72	8.54
EMO SHRU Funding	619	618.80	99.97
Total Emergency Management	6,595	5,455.78	82.73
Other Protective Services			
Building Inspection	7,000	7,000.00	100.00
Animal Control	1,000	0.00	0.00
Other Protective Services	0	0.00	
Total Other Protective Services	8,000	7,000.00	87.50
Transportation Services			
Salary - PW Supervisor	30,000	50,698.91	169.00
Labour - PW	120,000	201,336.17	167.78
Summer Students	0	0.00	
Supervisor Phone	1,638	1,337.47	81.65
Town Truck	9,000	12,130.39	134.78
Supervisor Truck Allow	0	0.00	
Loader and Plow	2,000	2,954.23	147.71
Generator	60	922.62	1,537.70
Tractor	7,000	5,802.02	82.89
Backhoe Lease Etc	8,299	7,503.71	90.42
Roller	0	355.18	
Air Compressor	0	0.00	

Salt Truck	5,000	2,221.76	44.44
Small Tools & Equipment	5,000	7,193.30	143.87
OPH Insurance	161	179.00	111.18
OPH Expenses	270	0.00	0.00
OPH Taxes	2,277	2,342.29	102.87
Town Garage Insurance	396	2,531.00	639.14
Town Garage Fuel (Wood)	1,500	350.00	23.33
Town Garage Maintenance	1,500	1,228.40	81.89
Town Garage Phone	258	166.53	64.55
Town Garage Water	0	0.00	
Town Garage Electricity	4,000	3,356.84	83.92
Workers Compensation	10,000	14,332.65	143.33
Liability Insurance	12,800	15,324.00	119.72
Diesel	13,000	11,197.21	86.13
Oil		0.00	
Gasoline	9,000	6,453.73	71.71
Oxygen	0	0.00	
Sundry	1,100	529.22	48.11
Clothing	1,200	2,548.91	212.41
Health and Safety	5,000	2,354.07	47.08
Salt	15,000	25,402.13	169.35
Road Repairs	0	300.00	
Street Maintenance	25,000	38,642.26	154.57
Street Lighting	6,500	5,600.60	86.16
Street Lights Reim back to Cap Res	0	1,568.77	
Main Street Phase 2 - MFC Int	4,392	4,392.45	100.01
Main Street 2008 MFC Interest	0	0.00	
Main Street 2008 MFC Principal	0	0.00	
Capital from Revenue Salt Shed	0	0.00	
Loader 2013	671	670.74	99.96
Paving 2017	0	0.00	
Paving/Sidewalks 2016-MFC Interest	6,191	6,190.78	100.00

Sidewalks - 2014	0	0.00	
Salt Truck 2016 - MFC Interest	1,161	1,160.82	99.98
Honda Snowblower	0	0.00	
Total Transportation	309,374	439,278.16	141.99
Environmental Health Services			
Sewer Admin Supervisor	18,000	0.00	0.00
Sewer Other Labour	24,000	0.00	0.00
Sewer Safety Equipment	2,000	0.00	0.00
Sewer Maintenance	6,000	5,048.17	84.14
Sewer Power	30,000	28,718.21	95.73
Sewer Lagoon MFC Interest	643	0.00	0.00
Sewer Lagoon MFC Principal	0	0.00	
Transfer Station Contract (FERO)	95,000	67,529.42	71.08
Tip Fees	20,000	34,440.85	172.20
Total Environmental Health	195,643	135,736.65	69.38
Public Health & Environmental Devel			
Medical Centre	30,300	24,261.38	80.07
Deficit Regional Housing Authority	19,100	19,092.00	99.96
Planning - Town of Amherst	16,000	15,643.00	97.77
Interest Medical Centre 2013 MFC	1,608	804.16	50.01
Lease Natural Gas Boiler Med Cent	3,750	3,101.10	82.70
Tree Expense/Trail Reserve	5,000	6,044.27	120.89
Community Eco Dev/Tourism	27,800	20,607.24	74.13
Cumberland Business Connector	8,100	5,000.00	61.73
Communities in Bloom	5,800	6,437.05	110.98
Total Public Health and Envir Dev	117,458	100,990.20	85.98
Recreation and Cultural - Arena			
Arena Labour	58,700	39,419.94	67.15

Arena Telephone	616	401.52	65.18
Arena Electricity	45,192	35,705.91	79.01
Arena Maintenance	35,000	56,504.34	161.44
Lease Natural Gas Boiler Arena	7,580	3,168.40	41.80
Arena Natural Gas	7,009	3,403.16	48.55
Arena Water	2,242	1,674.52	74.69
Arena Sewer	300	306.00	102.00
Arena Insurance	1,598	1,806.00	113.02
Arena Maintenance - Energy Upgrades	0	0.00	
Arena MFC Interest 2018	0	0.00	
Arena Dressng Room 2013 MFC Int.	107	106.60	99.63
Arena 2013 MFC Interest	1,528	1,640.44	107.36
Arena Automation MFC Nov 18 Int	1,883	1,882.96	
Arena Chiller - MFC Int	562	561.82	99.97
Total Arena	162,317	146,581.61	90.31
Fields and Library			
Xmas Lights	1,500	980.18	65.35
Tennis Courts	0	0.00	
Tennis Courts	0	0.00	
Ballfield	3,000	1,444.04	48.13
Skateboard Park	0	0.00	
Mural Lights	500	215.78	43.16
Library Expense	10,500	9,974.45	94.99
Regional Library Board Transfer	7,680	7,680.00	100.00
Total Fields and Library	23,180	20,294.45	87.55
Theatre			
Theatre Movies	0	0.00	
Theatre Telephone	0	0.00	
Theatre Electricity	2,811	3,287.56	116.95

Theatre Expense	200	119.70	59.85
Theatre Maintenance	1,500	1,625.20	108.35
Theatre Natural Gas	4,500	1,709.48	37.99
Theatre Water	300	225.04	75.01
Theatre Sewer	300	306.00	102.00
Theatre Property Tax	1,966	1,965.65	99.98
Theatre Insurance	400	150.00	37.50
Total Theatre	11,977	9,388.63	78.39
Recreation			
Recreation Community Garden Project	1,000	171.44	17.14
Recreation Co-ord Salary	33,000	30,691.23	93.00
Recreation Co-ord Travel	1,200	984.17	82.01
Recreation Summer Students	8,500	9,517.20	111.97
Recreation Office Supplies	0	0.00	
Recreation Postage	1,800	1,624.79	90.27
Recreation Advertising	0	83.93	
Recreation Telephone	491	410.27	83.56
Recreation - Strawberry Festival	2,500	593.17	23.73
Recreation - Summer Soccer Program	1,000	814.89	81.49
Recreation - Tennis Program	100	0.00	0.00
Recreation - General Programs	12,000	12,719.34	105.99
Total Recreation	61,591	57,610.43	93.54
Fiscal Services			
MFC Principal - 2011 School Enhance	10,000	10,000.00	100.00
MFC Principal - 2016 Breathing App	3,200	3,200.00	100.00
MFC Principal - 2018 Breathing App	7,400	7,400.00	100.00
MFC Principal - 2013 Fire Hall	69,700	69,700.00	100.00
MFC Principal - 2013 Med Cent	5,000	5,000.00	100.00
MFC Principal - 2011 Main Phase 2	43,000	43,000.00	100.00

MFC Principal - 2016 Paving/Salt Tr	47,500	47,500.00	100.00
MFC Principal - 2013 Town Hall	7,100	7,100.00	100.00
MFC Principal - 2013 Arena	10,200	10,200.00	100.00
MFC Principal - 2018 Arena Auto	6,200	6,200.00	100.00
MFC Principal - 2011 Arena Chiller	5,500	5,500.00	100.00
MFC Principal - 2014 Loader	30,200	30,200.00	100.00
MFC Principal - 2014 Fire Hall #2	18,800	18,800.00	100.00
MFC Principal - 2014 Arena	4,800	4,800.00	100.00
Backhoe lease principal	9,979	0.00	0.00
Interest ST Borrowings	0	0.00	
Bank Service Charges	0	0.00	
Non Ded Penalties and Interest	0	24.97	
Debenture Discount	0	0.00	
Assessment Costs	0	0.00	
Capital expenditures from revenue	0	0.00	
Transfer to Reserves	0	0.00	
Deficit of Prior Years	0	0.00	
Valuation Allowance	0	0.00	
District School Board	223,782	205,139.00	91.67
Total Fiscal Services	502,361	473,763.97	94.31
TOTAL EXPENSE	2,534,164	2,473,751.43	97.62



CEDO Report

Highlights: January 20 – February 12, 2020 (inclusive)

Promotion

- *Business Directory Signage:* After promoting spaces still available, three requests have been received for the two spaces available.
- *Community Service Organizations Signage:* With the posting of the AA sign, this project is completed until the Gallery re-opens at which time a sign will be ordered and posted beside the Capitol Theatre sign.
- *Directional Signage:* I've purchased stickers to add to the Directional Sign at the corner of Water and Main.
- *Town of Oxford Official Face book group:* In addition to regular postings promoting our businesses, organizations and the community in general, I've posted on summer student grants, scholarship programs, African Heritage Month, Heritage Day, the Home Warming program, the importance of posting civic numbers, welcoming newcomers, and more. Membership for this site continues to increase with 1377 current followers.
- *Newsletter/Calendar:* Created the February Newsletter/Calendar with Corey's input.
- I kept the online *Community Events Calendar* updated and assist in posting news (main page), Council and Committee minutes, etc.

Support for Businesses and Business Development

- On January 22, Rachel and I met with four Oxford businesses/commercial building owners and determined a sufficient level of interest for the Town to seek matching funds for beautification/streetscaping improvements should a provincial grant program be announced in the Spring. An additional business, not able to attend, was in touch by email. Should this initiative move forward and successfully receive funding, I have contacted the Amherst Chamber of Commerce and they have agreed to partner with the Town of Oxford to manage a matching grant program similar to the Gritty to Pretty program offered in Amherst. I've met with ACC's Executive Director to discuss partnership details and other advance preparation for the program is in progress.
- Businesses have been contacted to encourage participation in Wild Blueberry Harvest Festival 2020.
- Shared business-specific information with several local businesses.
- Promotion of local businesses through face book.

Liaison with organizations, service groups and school

- I've been in contact with OREC regarding activities for Earth Day. They will make plans to participate.
- Summer student grant information forwarded to organizations that had requested information (it was also posted on face book).
- Individual groups assisted per requests
- Local organizations are being contacted to encourage participation in Wild Blueberry Harvest Festival 2020.
- Promotion of local organizations through face book and community calendars.

Poetry At Large Poetry Festival, April 25, 26 2020

Committee work is ongoing. Janelle Rushton has confirmed that her Grade 5 class will be creating poetry again this year and we will soon have a date confirmed for public readings. They will be focusing on wild blueberries and Earth Day. The festival's facebook link is <https://www.facebook.com/PoetryAtLargeOxford/>

Other

- Registered the Town to receive free garbage bags from the *Pitch In* clean community initiatives.
- Attended ***Cultural Diversity & Inclusion Training***.
- Planning, obtaining quotes, etc. in preparation for 2020-21 budget discussions
- The Light, a free newspaper out of Tatamagouche, will soon be covering Oxford. Along with Six Rivers, this will help extend our visibility on the North Shore.
- Corey and I met with a representative of *Chantiers jeunesse Youth Volunteering*, a federally funded program.
- I'm working on a progress report relating to CED 2017 Community Engagement Initiative.

Respectfully submitted,
Ruthie Patriquin,
Community Economic Development Officer

Town of Oxford Recreation Department Report

February 2020

The Community Spaces Directory has been compiled and is attached to this report for discussion and information. Please note; that the Nazarene Church is reworking their rental agreement, once completed they will be added to the list. This is a completed operational task through the Strategic Priorities Chart and is intended to assist any discussion around community meeting spaces and/or capital budget investments by the Town. This certainly assists any public inquiries on where space is available for a variety of functions.

Nominations are still open for 2020 Representative Volunteer of the Year Award. If you would like to nominate anyone for this award, please include the volunteer's name and a biography of their volunteering achievements. Any nominations can be forwarded to me by Wednesday, February 19th by 4:30 PM.

We have planned a volunteer workshop called "Show me the Money" put on by the Community Sector Council, the workshop will be February 27th from 10:00 AM- 4:00 PM. This workshop will look at how volunteers and community organizations can make the most of the resources they already have, and how they can find new financial resources to help them accomplish their goals. Cost for this workshop is \$20 and includes lunch. This will be apart of a workshop series called Learn 2 Lead. As part of the Learn 2 Lead series we will also be offering a Babysitting Course, Home Alone Training, and having a motivational speaker come to OREC. The babysitting course will take place on April 9th from 9:00 AM-3:30 PM at the Legion, it is \$30 for registration. Home Alone Training will be offered during March Break, on March 19th from 9:00 AM- 11:30 AM and will be at the Community Room at the Arena. We will also welcome Patrick Manifold, who is a motivational speaker, into OREC on April 20th at 10:30 and have invited grades 7-12 to attend. We have also planned several other volunteer training/workshops around the county. I have attached our brochure for you to view. This is a completed operational task through the Strategic Priorities Chart.

I have partnered with the Adventure Theory Project to celebrate Recreation NS Winter Walk Day. We will be hiking/snowshoeing the Bunny Trail on February 16th from 10:00-12:00 and meeting at the Trail Head on Water Street. We will have snowshoes available for anyone needing them, and everyone is welcome. We will have hot chocolate and snacks at the end of the hike.

March Break is from the 16th-20th and I have planned a weeklong of activities for everyone to enjoy. I have attached a schedule for the week to my report. I am still waiting to finalize details for some events. On Monday March 16th, I am hoping to partner with The Outdoor Adventure Therapy Project to offer an outdoor activity for the day. On the afternoon of the 17th I have been trying to have Little Rays Reptiles to do a show at the Theatre, if not I will plan another

activity for the afternoon. I have also left Thursday afternoon open so the Library is able to offer events too.

Applications for funding for Summer Staff have been submitted through Canada Summer Jobs Funding.

On February 5th, I travelled to Truro to deliver a presentation on our Recreation and Physical Activity Strategic plan to the NSCC Community Recreation Class.

I have been working with Larry Hunter Sign Design to have Trail Maps and Active Transportation and Trail Signage developed. So far, we have been able to have a Trail Map designed to make available to everyone who wishes to use them. I plan to have 500 printed to make available to the public. I have attached a copy of the map to my report. We have also developed "Walk the Block" signs, also attached. They will also be designing Trail Overview signage for the nature trails at OREC and a sign highlighting key walking distances around the walking track at the school.

Arena Report

Both dressing room washrooms have been painted.

There will be a Ringette tournament scheduled for February 17th.

The Fire Department Winter Carnival will be February 29th from 6:00-10:00 PM. As part of the carnival the Fun Hockey Group will be playing against the fire fighters.

I have been in contact with the contractor to tape the roof. He is currently waiting for all of the materials to do the job, he expects to start the job within the next few weeks.

On Sunday February 9th, some of the Amherst Ramblers were at the arena helping one of the teams with their practice.

OREC has booked ice time on Wednesday Mornings to start a Learn 2 Skate Program.

I have attached an updated copy of the ice rental allocations, as you will see the hours from January are down compared to other months. This is due to at least 4 busy days being cancelled due to the weather.

Attached to my report are documents outlining; Ice Rentals, Signage Rental Revenue, Free Skate donations, Trail Maps, Walk the Block Signs, Volunteer Training, and March Break Activities.

Respectfully Submitted,

Corey Skinner, Recreation and Physical Activity Coordinator

**Town of Oxford
Community Space Directory**



Oxford Regional Education Centre -The school has spaces available for both meetings and programs, depending on the schedule may be available for community groups to use. Anyone wishing to use the school for a meeting place or programs must fill out a Use of Facilities form, and have it approved by the school. Please note* that there may be a charge associated with renting an area at the school depending on availability of custodians. Maximum load capacity in Gym- 1000, Maximum load capacity in cafeteria- 500.

Please call 902-447-4513 for more information regarding renting a space at OREC

249 Lower Main Street

Royal Canadian Legion Brach #36 – Legion can be rented for organizations wishing to host and event or program. There may be a fee associated with rent the legion, please Call Arnold MacDonald at 902-552-2005 for more information regarding renting a space at the Royal Canadian Legion. Maximum load capacity- 200.

74 Jackson Street

Oxford Pioneer Heritage Club- \$100 a day to rent. Contact Myrna Murray at 902-447-3774 to book the space. Maximum load capacity – 60.

36 Ellis Street

Oxford Arena- Space available for any groups or organization looking to host a meeting or a workshop, No WIFI available. Call Corey at 902-447-2798 for more information and to check availability on this space. No cost to renting this space. Maximum load capacity- 20.

70 Waverly Street

Oxford Capitol Theatre- Call Eleanor at 902-447-3040 to check availability of the theatre. Capitol Theatre can be rented for \$75 and a damage deposit of \$75 is also required. If you would like to play movies, DVD's only. Canteen available, seating capacity is 165.

If you would like to be placed on our Community Spaces Directory please contact Corey at 902-447-2798 or by email at reclisure@oxfordns.ca

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

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

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

January Ice Rentals	Hours
Minor Hockey	29.25
Skating Club	10
Fun Hockey	6
Ringette	2.5
Pick-up	14.25
Other	3
Public Skating	14.5
Total:	79.5

February Ice Rentals	Hours
Minor Hockey	13.25
Skating Club	0.75
Ringette	

Fun Hockey	2
Pick-up	5.5
Other	1
Public Skating	6
Total:	28.5
Total Hours:	299

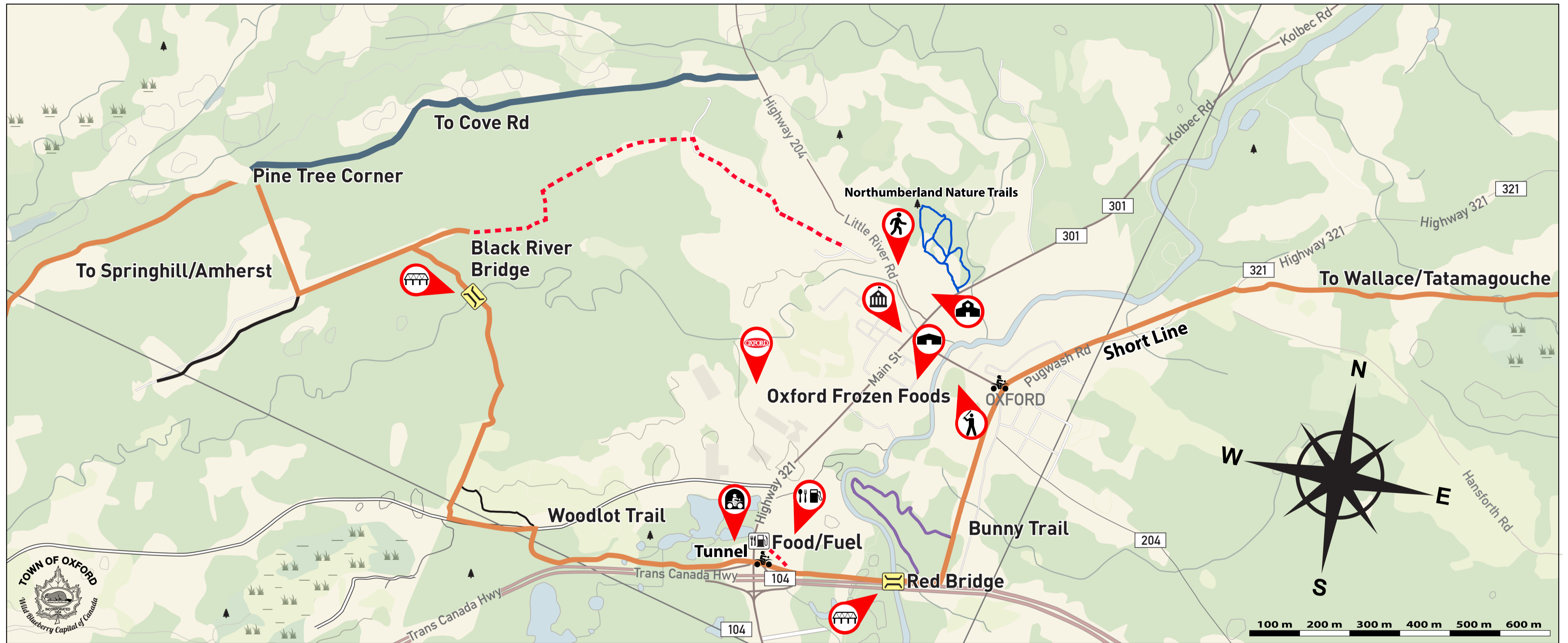
Arena Signage Rentals 2019-2020

Business or Organization	Price
Cansa	\$300
Pat Rushton - RAMS	\$300
Royal Lepage- Peter Swan	\$300
Al Nahrgang	\$300
Scotiabank	\$300
Oxford Frozen Foods	\$300
Windsor K & L Salt	\$300
Oxford Pharmachoice	\$300
Home Hardware	\$300
Nustadia Recreation	\$50
Cumberland Paving	\$300
NSCC	\$200
Total Revenue:	\$3,250

Public Skating Donations 2019-20

Oxford Frozen Foods	\$100
Scotiabank	\$100
National Trailer Sales	\$100
Home Hardware	\$600
OREC Home & School	\$100
Oxford Pharmacy	\$100
Blake's Electric	\$100
Certified Sales & Marketing LTD	\$100
Parker Overhead Doors	\$100
R W O'Brien Pharmacy	\$200
Jorgensen & Bickerton	\$100
Total	\$1,700

THE GREAT TRAIL - OXFORD NS



TheGreatTrail.ca



- | | | |
|-----------------|-----------|---------------------|
| The Great Trail | Town Hall | Arena |
| Multi-use Trail | Food/Fuel | Baseball field |
| Hiking Trail | Bridge | Oxford Frozen Foods |
| Nature Trail | Tunnel | Walking Track |
| Rough Trail | School | |
| Connector Trail | | |

WALK THE BLOCK!





Public Works Monthly Report

January 2020

Water Utility

Water breaks:

- 27 Water Street – January 23
- 168 Water Street – January 27
- 647 Sunset Avenue – January 29

Regular Maintenance

- winter snow removal
 - salting sidewalks & streets
 - 90 tons of salt used
 - Removal of Christmas decorations
-
- Meeting scheduled for February 18, 2020 with Department of Environment to review increased requirements for both water utility and sewage treatment plant operations.
 - Capital budget planning with CAO.

Respectfully submitted,

Wes Adshade
Public Works Supervisor



Fire Department Monthly Report

January 2020

Through the month of January 2020, we had the following calls:

- 1 CO gas/carbon monoxide call
- 3 Mutual Aid calls
- 1 MVA call

The breakdown of calls were 2 town calls and 3 county calls.

We held our annual banquet in January nice to see our councillors in attendance

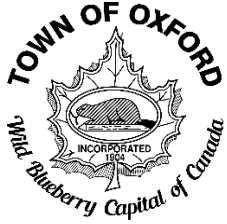
One cheque was presented to the town for 5000.00 and the other cheque will be delivered shortly these are going towards the new firehall after this payment we will only have one more payment left to pay of our share of the new hall.

The parts are now in for the generator just waiting installation.

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

Respectfully submitted,

Trueman Rushton
Fire Chief



Minutes of the Audit Committee Meeting

Place: Council Chambers

Date: Monday, January 27, 2020

Presiding Officer: Rick Draper

Members Present: Dave Clark and Dawn Thompson

Regrets: Tracy Black

A quorum was present throughout the meeting

Staff Present: CAO - Rachel Jones, Senior Accountant - Ruthann Brookins, and Deputy Clerk - Linda Cloney (recording secretary)

1. Call to order

Deputy Mayor Draper called the meeting to order at 6:05 pm.

2. Approval of Agenda

It was moved and seconded that the agenda of the Audit Committee Meeting for January 27, 2020 be approved, as circulated.

Motion Carried

3. Approval of Previous Minutes

3.1 Audit Committee Meeting – 9 October 2019

It was moved and seconded that the minutes of the Audit Committee Meeting held October 9, 2019 be approved as circulated.

Motion Carried

4. New Business

4.1 Financial Management Policies: For Information

The Audit Committee Meeting Package included current financial policies that have been put in place over the past year, in conjunction with the Municipal Finance Corporation. The following are the policies that are included in the package: Debt Management Policy, Capital Reserve Fund Policy, Operating Reserve Fund Policy, Multi-Year Capital Plan Policy, Procurement Policy, Tax & Water Collection Policy, Hospitality Policy, Travel & Expense Policy and Fees Policy.

The next process to be implemented is the Debt Affordability Model, this is currently being developed through the Municipal Finance Corporation and is anticipated to be ready to present to Council in February 2020.

4.2 Financial Variance Report: 1 April – 31 December 2019

Staff anticipate that the financial report in February will be able show projections for year end.

4.3 RFP for Audit Services: Discussion/Timing

For an audit firm to be able to complete financial audits in municipal units, they must be registered and appointed as such by the Department of Municipal Affairs.

Staff recommends remaining with the current auditor for this year's audit. It is much too late in the annual cycle to change to a new auditor at this time.

Staff will develop an RFP over the summer for audit services to be awarded in the Fall of 2020.

General Discussion throughout the meeting

The mentoring program, developed by the Municipal Finance Corporation, with Ruthann will be commencing soon.

There was discussion regarding the full implementation of TownSuite. Staff anticipates the full implementation to be in the Summer of 2020 which will allow for the year-end process to be completed, as well as most of the annual audit. It also allows for the new Senior Accountant to become familiar with the processes and information in our system.

There was a general discussion on our Legal Services.

The Tax Sale and Unsightly and Dangerous Properties procedures were discussed.

5. Adjournment

At 6:32 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried.

Next meeting to be scheduled in May 2020.

Rick Draper, Deputy Mayor

Linda Cloney, Recording Secretary

MINUTES

January 9, 2020

Cumberland Municipal Alcohol Project Committee Meeting – 10-11:30am

Present: *Dave Clark, Don Fletcher, Jason Blanch, Michelle Harrison, Colleen Dowe, Janine DeWitt & Sophie Melanson*

Regrets: *Tom Woods, Sarah Pennoyer, Dr. Ryan Sommers*

- 1) Review of the agenda & Check-in**
- 2) Quick review of the Alcohol Symposium Report**
 - a) Areas of Action
 - b) Potential new members (ex: Allison Lair)
- 3) Quick review of the notes from our Christmas meeting & a few from this meeting**
 - a) Ideas of “quick win” type action**
 - a) Thank you letters to municipalities for continued support & offer to meet
 - b) Check List (of harm reduction tactics) for Event Planners to consider
 - c) Check List more specifically of family-friendly components
 - d) Photo-Voice-type activity with local youth (similar to HRM project)
 - e) Communication strategy to tell people who we are and what we can offer
 - f) Partner with Community Health Boards to celebrate harm reduction champions
 - g) Advocacy efforts toward getting Ron Downey’s replacement sooner than later.
 - h) Follow-up with RCMP to get a new members (in Sarah Pennoyer’s absence)
 - i) Reach out to Allison Lair to become a MAP member
 - j) Delving into a few of these to put into a strategic plan (SEE ATTACHMENT)
- 4) Online-communication items (ongoing item)**
- 5) Next meeting:** February 6, 10am



Oxford

Police Advisory Board

October 1 – December 31, 2019

Submitted by S/Sgt. Craig Learning

The Cumberland District RCMP is made up of five offices located in Amherst, Springhill, Pugwash, Parrsboro and Oxford. The Amherst office consists of a Staff Sergeant, Sergeant, Corporal, Community Policing Officer, 5 general duty Constables as well as 2 District Assistants. Also sitting in our Amherst office is our Cumberland County Street Crime Unit which is comprised of a Corporal and 2 Constables from the RCMP as well 2 Constables from the Amherst Police Department. The North East Nova Domestic Violence Coordinator also works out of the Amherst Detachment. See **Appendix A** for a list of all District Employees.

October 1, 2019 to December 31, 2019

CALLS FOR SERVICE

OCCURRENCE STATS OXFORD RCMP: Including traffic SOTS and Check-stops

TOWN	2019/10/01 – 2019/12/31	2018/10/01 - 2018/12/31
Zone 12 – Town	521	136
OXS – Oxford school	0	1
TOTAL TOWN	521	137

RURAL	2019/10/01 – 2019/12/31	2018/10/01 - 2018/12/31
Zone 6	299	1025
Zone 7	72	226
Zone 8	219	132
Zone 15	0	0
Zone 16	6	7
TCH TC1	2	13
TCH TC2	102	121
OXF	0	0
TOTAL RURAL	700	1,524
TOTAL TOWN AND RURAL	1,221	1,661

Detachment Updates

October 1, 2019 – December 31, 2019

Oxford

2019-1682128

Resist Arrest et al. Complainant reports that subject is having a very loud party. Patrol made. Numerous people outside and inside building. Upon entry by police two persons known to have warrants were observed. Both arrested and fought with police and resisted. O.C. Spray deployed on one subject and punched as he tried to grab for member's baton. Subject transported to hospital and cleared to be lodged. Both lodged in cells. One subject released on paperwork for court, the other remanded.

2019-1568535

While conducting a check point, members spoke to a female driver and passenger noting the clear odor of smoked cannabis and also the odor of fresh cannabis emanating from the vehicle. The driver was charged under the Cannabis Control Act and issued a ticket for Possession and Illegal transportation of Cannabis as well as a 24 hour driving suspension.

2019-1906345

Members responded to a 911 domestic assault. When members arrived on scene, a female could be heard screaming "get out". After interviewing the two individuals, the male was arrested for Assault and brought to Amherst cells to be lodged for the night. A victim Services Referral and Department of Community Services Referral was made. The matter is before the court.

Amherst

2019-1789782

Day shift members dispatched to a theft of side by side complaint that happened overnight from a dealership. Video reviewed and a prolific offender for property crime identified as a suspect. Information later received about a possible location of the stolen vehicle. Search Warrant written and authorized. 6 ATV's, 3 Dirt Bikes and a flat deck trailer recovered from property along with stolen license plates and other stolen property. Two suspects arrested and interviewed. Second Warrant written and authorized for another residence. Above noted prolific offender arrested and interviewed. Other evidence located and seized in support of the initial offence. 3 subjects released on paperwork for court.

2019-1905878

Missing person – time delay 2 hrs – Complainant reporting her brother in law left from their residence to go rabbit hunting on the opposite side of the road and has not been heard from since. PDS deployed and conducted a search with negative results. Incident command was set up and GSAR and Cumberland RCMP deployed throughout the night. Fly-over conducted in the morning. Subject eventually walked out of the bush the following morning after getting lost.

2019-1594431

A traffic stop was initiated with a vehicle in the parking lot of the Esso station in Amherst. It was discovered that the male driver did not have a driver's license and upon further investigation it was determined the female passenger provided a false name to the RCMP member. The female was arrested for ID Fraud and the vehicle was searched which resulted in the location of a prohibited handgun. Both parties were arrested at the scene and the firearm secured at the Amherst RCMP Detachment. This matter is before the court.

20191211051

Surveillance completed in relation to an investigation of selling illicit Cannabis. On November 1st, SCEU executed a Cannabis Act Search Warrant. The home owner was arrested, interviewed and released on paper work. Four Cannabis Act charges, and five unsafe storage charges were laid. Seizure included a large quantity of marijuana bud, packaged and branded cannabis edibles and cannabis concentrates, a quantity of cash, equipment to produce shatter, indoor grow equipment, packaging and merchandise, along with 4 long guns and ammunition. The matter is before the court.

2019-1819431

Two 911 calls were received for an out of control male with weapons. Members attended a residence where they located an intoxicated male. The male was arrested for Possession of a Dangerous Weapon and Uttering Threats. The male resisted arrest and was transported to Amherst Detachment and lodged in cells. The male appeared in court and was then released on an Undertaking. The matter is before the court.

Parrsboro

2019-1568322

A Break in at a seasonal residence was investigated. Two 4-wheelers, two small caliber long guns and some tools were stolen. Neighborhood inquiries were negative. Some items were seized for examination and fingerprints were located on glasses. After being examined the fingerprints were discovered to belong to the complainant. A possible suspect was identified but no investigational avenue to follow up with. File has been concluded, but will be further investigated if more evidence becomes available. Complainant has been updated.

2019-1750532

While stationary alongside Main Street in Parrsboro, an RCMP Member observed a vehicle travelling at a high rate of speed. The vehicle was located a short distance down a side road with a male driver behind the wheel. The male was arrested for dangerous operation and was believed to be impaired. The vehicle was searched and beer, shatter, and 2 rifles were located. The male was charged with multiple weapons offences, dangerous operation, and impaired over .80. He was released on a Promise to Appear and Undertaking. First appearance is scheduled for January.

Pugwash

2019-1850378

An RCMP Member was dispatched to an assault with a weapon & possible gun which happened 2 days previous. Complainant reported an altercation with a female suspect. The female swung a pair of scissors at the male. The male was able to get the scissors from her and then the female threatened to get a gun. The male left the residence. Statements were obtained from both parties. The female was located, arrested, and charged with Assault with a Weapon. She was released on a Promise to Appear and an Undertaking. The matter is before the court.

2019-1851612

Members were dispatched to an assault with weapon. A Youth threatened his mother and grandmother with a knife. While on the phone the Youth left the location heading in an unknown direction. A patrol of the area was conducted, statements obtained, and pictures taken. A short time later the Youth was located and arrested. He was charged with 2 counts of Assault and released. The matter has been referred to Restorative Justice.

Springhill

2019-1675114

Members responded to a report of a disturbance x 3. Upon arrival a male was arrested during which he assaulted police members. He was later released on paperwork for court.

2019-1842325 / 2019-1806394

An investigation is ongoing for a Break and Enter into a Business. Security surveillance video has been obtained and the scene has been processed for fingerprints. Witness statements have been taken. Possible suspects have been identified but no arrests made at this time. The file is still under investigation.

2019-1889527

Female complainant reported that her boyfriend was trying to beat her up while she was on the phone with 911. Though the complainant declined to provide a statement, she told members that the male had damaged her property, punched her, kicked her and had her in a headlock. Members saw evidence of the damage on scene and bruising/swelling on the female's knee. Much of the altercation was recorded via 911. The male was arrested for Assault and Mischief and transported to Amherst Detachment cells where he was held and later released on a Promise to Appear and Undertaking. The matter is before the court.

ANNUAL PERFORMANCE PLAN

Crime Reduction – Violence/Property/Drugs

Initiative: Conduct pro-active and enhanced enforcement, education, and awareness measures, which will in turn contribute to the Division's goal of reducing crimes against persons and property by 2% in comparison to 18/19 values.

The following are measures and targets for **Fiscal Year End 2020**. Results are reflective of first, second and third quarters.

- 350 CSO Checks
 - 210 * Note – Number not wholly accurate. Previous issues with record keeping.
- 23 Presentations Relating to Violence, Property Crime, and Drugs (Not cybercrime or Road-safety. Those numbers are reflected further in this report)
 - 23
- 100 Street Crime Enforcement Unit Judicial Authorizations (Warrants, etc.)
 - 34 * Note – Unit turnover / absence.
- 3481 Pugwash Seasonal Property Checks
 - 507

Road Safety – Speed/Seatbelts/Impaired and Distracted Driving

Initiative: Conduct pro-active & enhanced enforcement, education, & awareness measures, which will in turn contribute to the Division goal of : 1) A 3% reduction of fatal/serious injury collisions over past 2 year average; 2) A 1.5% reduction of reportable MVCs compared to the previous fiscal year.

The following are measures and targets for **Fiscal Year End 2020**. Results are reflective of first, second and third quarters.

- 31 Road Safety Initiatives.
 - 48
- 25 Impaired Driving Investigations (cleared by charge).

- 16
- 2000 Traffic Contacts (SOT/Warnings/Defect Notices).
 - 1600

Connecting With Community – Enhancing Relationships

Initiative: Connecting with our Communities and Enhancing Relationships.

The following are measures and targets for **Fiscal Year End 2020**. Results are reflective of first, second and third quarters.

- Engagement with Our Multicultural Community Members.
- Participation in ‘other’ Community Based Initiatives/Events.
 - 43

Cybercrime – Mitigate Cybercrime

Enhance awareness regarding cybercrime(s) both externally, through presentations and other awareness campaigns, and internally, by ensuring cybercrime files are being appropriately scored.

The following are measures and targets for **Fiscal Year End 2020**. Results are reflective of first, second and third quarters.

- 31 Cybercrime Initiatives and/or Presentations
 - 14

APPENDIX A

The following is a list of all members and staff who are currently posted to Cumberland District R.C.M.P.

District Commander: S/Sgt. Craig Learning
Operations NCO: Sgt. Jason Pennoyer
Community Policing Officer: Cst. Sarah Pennoyer (grtw)

Amherst Office

Team Leader: Cpl. Josh Dubois

Cst. Jeffrey Campbell
Cst. Mike Black
Cst. Phil Basque
Cst. Ken Jackson (ODS)
D/A Rachael McLellan
D/A Lina Taraschi

Oxford Office

Team Leader: Cpl. Robert Parris

Cst. Charlie Smith (grtw)
Cst. Heather Lourie
Cst. Donald Fisher
Cst. Paul Cheesman (cadet training)
D/A Linda Calder

Parrsboro Office

Team Leader: Cpl. Troy Gill

Cst. Steve Maddison
Cst. Don Matthews
Cst. Jordan Carroll
Cst. Tyler Smith
D/A Heather Winters

Pugwash Office

Team Leader: Cpl. Shawn Galbraith

Cst. Marc Blinn
Cst. Rena Currie
Cst. Brenna Counter
D/A Alannah Blanch

Springhill Office

Team Leader: Sgt. Dave Lilly (ODS)

Cst. Mike Currie
Cst. Marilyn Campbell
Cst. Stephanie Guzzwell
Cst. Dan Anger
Cst. Tom Livingstone
Cst. James Campbell (ODS)
Cst. Travise Dow
D/A Cindy MacDonald

Street Crime Enforcement Unit

Team Leader: Cpl. Clay Wortman

Cst. Ryan Wilson
Vacant (Cst. Mike Black incumbent)
Cst. John Haggerty (APD)
Cst. Derek Hebert (APD)

Domestic Violence Coordinator

Lydia Quinn

**Oxford Police Advisory Board
Minutes of the Regular Meeting**

Place: Council Chambers

Date: Tuesday, October 1, 2019

Attending: Byron MacDonnell, Acting Chairman (presiding)
Board Members: Annie Crowe, Councilor Dawn Thompson, Councilor Dave Clark, S/Sgt. Craig Learning and Linda Cloney, recording secretary

Guest in attendance: Department of Justice, Policing Services Consultant Donna Jewers

Call to order: 6:00 pm

Agenda items Discussion and Decisions

2. Agenda It was moved and seconded that the agenda of the Oxford Police Advisory Board for October 1, 2019 be approved.

Motion Carried

3. Approval of Minutes It was moved and seconded that the minutes of the Oxford Police Advisory Board for April 16, 2019 be approved.

Motion Carried

4. Presentation **Donna Jewers – Policing Services Consultant from Department of Justice**
Department of Justice Donna Jewers reviewed the make up of Police Advisory Boards.

The Nova Scotia Police Act is the legislation that establishes the framework for policing in Nova Scotia and outlines the authority of the Minister of Justice.

There is a requirement for every municipality in Nova Scotia to have a Police Board.

The municipal police boards arose out of the desire to balance two competing priorities, one the need for the police service to be independent from the direct control of government and two the need for community oversight on the police service.

The primary function of the Police Advisory Boards is to provide civilian governance on behalf of council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the community.

The second function of the Police Advisory Boards is to provide the administrative direction, organization and policy required to maintain an adequate, effective and efficient police department.

The RCMP Advisory Board cannot exercise jurisdiction over complaints and discipline of RCMP members within their community.

Governance is the key feature of Public Accountability.

The members of the police advisory board are required to sign a code of conduct.

The Annual Performance Plan is the process to ensure that the detachment commander has established programs and services that are meeting the priorities and objectives of policing within the community.

Donna Jewers expressed a Thank You to the Police Advisory Board members for their time in meeting with her.

5.1

RCMP Report

S/Sgt. Craig Learning presented the RCMP report in detail.

Key Highlights discussed:

- Community Policing Officer: Cst. Sarah Pennoyer is new to the Cumberland District RCMP. It is anticipated that Oxford will see an increase presence at the Oxford Regional Education Centre.
- The Cumberland District RCMP has a goal to coordinate a minimum of one road safety initiative per month.
- S/Sgt. Craig Learning requested a signature on the Annual Performance Plan acknowledgement of consultation form. Councilor Clark and Councilor Thompson will take this form back to Council for approval.

It was moved and seconded that the RCMP report for this quarter presented on Tuesday, October 1, 2019 be accepted as presented.

Motion Carried

A copy of the RCMP report is filed.

5.2

Business from the previous meeting

The Police Advisory Board members asked for an update on the data collection that was done in the Spring and an update for the Minister appointment for a new member on the Police Advisory Board. Linda will provide an update on both requests at the next meeting.

5.3

New Business

There was a general discussion regarding the Police Services Review process. Acting Chairman Byron MacDonnell will give an update at the next Police Advisory Board meeting.

5.4

Correspondence

Nil

5.5 **Board Member Issues**

The issue of speeding on Birchwood Road was brought up as a concern from a resident in Oxford. It was discussed that concerns that come in from public to the Police Advisory Board should come in writing and be reported to the RCMP directly.

5.6 **Municipal Issues**
Nil

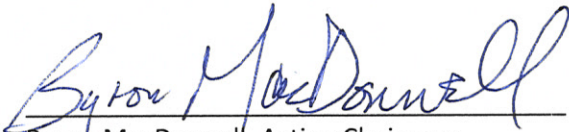
5.7 **Date and time for next meeting**

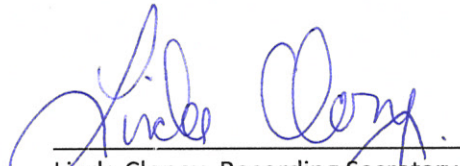
Tuesday, January 7, 2020 at 6:00 pm is scheduled for our next regular meeting

6 It was moved and seconded for the meeting to be adjourned.

Motion Carried

The meeting was adjourned at 7:20 pm


Byron MacDonnell, Acting Chairman


Linda Cloney, Recording Secretary

STRATEGIC PRIORITIES CHART

January 2020

COUNCIL PRIORITIES

NOW

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

TIMELINE

February
February
April
March
December

NEXT

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

ADVOCACY / PARTNERSHIPS

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

OPERATIONAL STRATEGIES

CHIEF ADMINISTRATION OFFICER

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

FINANCE

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

PUBLIC WORKS

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

RECREATION SERVICES

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

PROTECTIVE SERVICES

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

COMMUNITY ECONOMIC DEVELOPMENT

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

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