



TOWN OF OXFORD
Town Council Meeting
Conducted through Zoom Live to FaceBook
Tuesday, 19 May 2020
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Town Council Minutes – 20 April 2020
4. New Business
 - 4.1 RFD #006-2020: Alternative Voting Bylaw 2nd Reading
 - 4.2 RFD #007-2020: Appointment of Solid Waste Bylaw Enforcement
 - 4.3 RFD #008-2020: COVID-19 Property Tax Financing Program Policy
 - 4.4 RFD #009-2020: Asset Management Cohort Program
 - 4.5 Financial Variance Report: 1 April 2019 – 31 March 2020
5. Reports
 - 5.1 Public Works
6. Correspondence
 - 6.1 NSCC Thank You
7. Adjournment



Minutes of the Regular Council Meeting

Place: Conducted through Zoom, streamed live to Town of Oxford FaceBook, per the authority provided by direction by the Minister of Municipal Affairs while under a State of Emergency on March 22, 2020, under the authority provided in Section 14 of *the Emergency Management Act*

Date: Monday, April 20, 2020

Presiding Officer: Mayor Patricia Stewart

Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper and Wade Adshade

Councilor arrived late: Wendy Sweet-Kontuk (7:07pm)

Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: CAO – Rachel Jones and Deputy Clerk – Linda Cloney (recording secretary)
Presenters in attendance: Peter Smith, Eagle Project Management and Paul Wills, Municipal Finance Corporation.

1. Call to order

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

Mayor Stewart reflected on the April 18 & 19, 2020 tragic event in Nova Scotia. “The situation that has occurred in our neighbouring communities has rocked us to the very core. The impact of this fear, grief and uncertainty has been added to already stressful times. Our deepest condolences to the families, circles of friends and communities impacted by this senseless act. On behalf of my Council, staff and the Town of Oxford we are here for you and we stand together.”

Following this reflection was a moment of silence.

2. Approval of Agenda

Correction to 4.8 – Financial Variance Report: 1 April 2019 – 31 March 2020.

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

Motion Carried

3. Approval of Previous Minutes

It was moved and seconded that the minutes of the Regular Town Council for March 23, 2020 be approved, as circulated.

Motion Carried

4. New Business

4.1 Building Assessment Report: Peter Smith, Eagle Project Management

Mr. Peter Smith, Eagle Project Management, presented to Council the Building Assessment Report. A copy of this report is filed with the Council Package.

Below are highlights of the discussion following the presentation.

- Council asked Mr. Smith when does he recommend the roofing to be done? *Response: Mr. Smith commented that the roofing system is going to be a priority, but he is most concerned with the roof top HVAC system, as there is no ability to maintain it, and will need replaced. There are some small repairs we can do now for the short term.*
- Council asked Mr. Smith if we just did the minor repairs how much more life will we get out of the Town Hall? *Response: Mr. Smith commented that we could extend the life for another year or two with minor repairs.*
- Council asked Mr. Smith if it is a Health and Safety issue for the employees that work in the Town Hall? *Response: Mr. Smith commented that it is more of a Health and Safety issue on the second floor of the building, he recommends only minimal occupancy on the second floor.*
- CAO Jones commented that on the last two pages of the report Mr. Smith has included Capital Planning timeframes and cost estimates for the Town Hall, Oxford Pioneer Heritage Building, and the Knights of Pythias Hall.
- Council asked Mr. Smith, regarding energy savings, are our energy costs higher than they should be? *Mr. Smith commented that the key energy conservation is to control the heating system. The heating piping is mainly exposed and needs to be insulated. Also, on the second floor there are very poor working thermostats.*
- Council discussed to investigate provincial and federal funding to assist with the maintenance of the Town Hall. Mr. Smith commented to investigate Efficiency Nova Scotia, they could provide an energy audit on the building and to also inquire for funding through Infrastructure Canada.

Following this presentation Mr. Peter Smith exited the meeting at 6:43 pm.

4.2 Debt Affordability Model: Paul Wills, Municipal Finance Corporation

Mr. Paul Wills, Municipal Finance Corporation, presented to Council the Debt Affordability Model. It is noted that the numbers presented in this report are numbers before the COVID 19 pandemic. A copy of this report is electronically filed.

Below are highlights of the discussion following the presentation.

- Council asked Mr. Wills, is growth in residential and in commercial tax figured in the Debt Affordability Model? *Mr. Wills commented that nothing was factored in the Debt Affordability Model because when he reviewed the history, the Town of Oxford didn't have any growth.*
- CAO Jones commented that when the Oxford Frozen Foods expansion is completed, they would qualify for a phased in assessment agreement (over a 10-year period) under the Commercial Development District Improvement Plan Bylaw.
- Council asked Mr. Wills if the Debt Affordability Model will be a working document? *Mr. Wills replied yes, he commented that he knows a few municipalities that use this model internally as part of their budget process.*

Following this presentation Mr. Paul Wills exited the meeting at 7:00 pm.

4.3 RFD #006-2020: Alternative Voting Bylaw 1st Reading

The purpose of the Alternative Voting Bylaw is to give the Town of Oxford the option to offer alternative voting methods, as in telephone and/or internet, in future municipal elections. Having the bylaw in place simply provides options for Council to decide on into the future. In order to enact a bylaw, it is required for Council to have two readings and the legislated timing around advertising and publishing the Bylaw prior to it being enacted.

Council was advised that, as per the Minister of Municipal Affairs response to the Nova Scotia Federations of Municipalities (NSFM), the municipal election remains scheduled for October 2020. The NSFM and/or the Province of Nova Scotia will notify the municipalities if there are any changes to the scheduled municipal elections.

It was moved and seconded that Town Council give first reading of Bylaw #01-2020, Alternative Voting Bylaw.

Motion Carried

4.4 Regional Solid Waste: Variance to Landfill Operations

There is an ongoing concern around the backlog of recycling. Most of the regions in the Province have been asking the Minister to have permission to landfill the backlog of recyclables. The recyclables include plastic, metal containers and refundables. Whereas

our recycling facility burned, we don't have a lot of capacity to store the recyclables. The various copies of correspondence are provided for Council's information.

4.5 Cumberland Public Libraries Funding Correspondence

There was a general discussion regarding the letter provided to Council from Denise Corey, Chief Librarian. The Cumberland Public Libraries are requesting the Town of Oxford to pay the increased amount for library services in the total amount of \$10,334 for the 2020/21 year. Council directed staff to discuss this during the budget process.

4.6 Medical Centre Tenant Rental Fees: Discussion

A tenant at the Oxford Medical Center is requesting to Council for a reduction or waiving of rent at the space they utilize during the COVID 19 pandemic. Council advised staff to respond that all tenants are expected to provide their regular rental fees for now, and to suggest that the tenant explore the option of funding available by the Canada Emergency Response Benefit (CERB) and other business supports that have been put in place by the Federal Government.

4.7 Water and Property Tax Interest Fees: Discussion

There was a general discussion regarding the Water and Property Tax Interest Fees. The Nova Scotia Utility and Review Board granted the Town of Oxford the option to waive the interest fees from the water utility accounts from March through to the end of June 2020.

Council directed staff to waive the interest fees from the water utility accounts from March – June 30, 2020 and to maintain the property taxation billing schedule as stated in the Town of Oxford's Tax & Water Collection Policy.

4.8 Financial Variance Report: 1 April 2019 – 31 March 2020

There was a general discussion regarding the Financial Variance Report presented. It is anticipated that the Town of Oxford will have a surplus this year. The report shows a surplus of \$300,000 although due to the circumstances, staff have not had an opportunity to fully review all of the accounts

There was discussion that not all revenues have been received as the Provincial financial reporting that triggers the Town's grant funding was sent in late this year.

The Audit Committee will meet when the year end work is completed.

5. Reports

CAO Jones presented the reports.

Economic Development – Council discussed investigating the possibility to revamp and replace the entrance signs coming into Oxford.

Public Works – Council discussed feedback from Public Works using more salt rather than sand. The streets are looking very clean this year compared to other years. Council discussed the watermain project. Duke Street is a priority. The provincial program applications just opened in the past week. The plan is to phase in the watermain project if the complete amount for external funding is not awarded. First phase is Duke Street to connect to Hanlon Street, second phase is Waverly Street and Water Street. Council stated they would like to see major patchwork done on Water and Main Streets and to use hot asphalt rather than the reclaimed material.

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

Motion Carried

6. Correspondence

Nil

7. Adjournment

Mayor Patricia Stewart advised Council that the next meeting is scheduled for Monday, May 18, 2020 at 6:00 pm.

At 7:34 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary



REQUEST FOR DECISION
Alternative Voting Bylaw
#006-2020

Date: 6 April 2020	Subject: Alternative Voting Bylaw 1 st Reading
Proposal Attached: Yes	Submitted by: Linda Cloney, Deputy Clerk

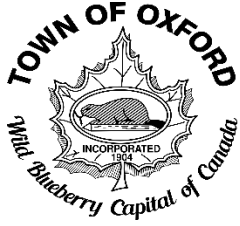
Proposal:	That Town Council give first reading of Bylaw #01-2020, Alternative Voting Bylaw.
Background:	<p>Municipal Councils have the authority to enact a bylaw for alternative voting methods during municipal elections, specifically, the Municipal Government Act Section 172 (1) A council may make by-laws, for municipal purposes, respecting (k) services provided by, or on behalf of, the municipality.</p> <p>Section 146A of the <i>Municipal Elections Act</i> bestows municipal council with the legislative authority to select the method and system of voting. “Section 146A(1) A council may by by-law authorize voters to vote by mail, electronically or by another voting method.”</p> <p>Alternative voting methods include vote by mail, internet voting and telephone voting. The most common method of voting is a traditional voting place model however the move toward alternative voting methods continues to increase.</p>
Benefits:	<ul style="list-style-type: none"> • Increase in accessibility. • Potential increase in voter participation. • Alternate voting methods gives options to extend advance polling opportunities. • Accommodates changing lifestyles and demanding work schedules. • Voter convenience. • Decrease in proxy voting. • Potential of reducing costs in administration, staffing and resources.

Disadvantages:	<ul style="list-style-type: none"> • Security of internet voting. There may be a risk of fraudulent activity, viruses and other technical threats associated with any system or activity that uses internet to receive and transmit personal information. • Concerns that alternate voting methods may violate privacy concerns, such as voter coercion. • Concerns with telephone voting may include the time to navigate through and complete an audio ballot. • Concerns that distributing voting materials by mail is reliant on Canada Post to disseminate voter registration information. Errors can occur as a result of the mail distribution process and the campaign period.
Options:	<p>Council has the option to implement an Alternative Voting Bylaw to be in effect for any future Municipal Elections as an alternative option for the public to exercise their right to vote.</p> <p>Council may choose to implement alternative voting methods only or combine these options with traditional paper ballots. Implementation of both types of voting will increase the regular costs of municipal elections.</p>
Required Resources:	Advertising of the implementation of the bylaw is required by legislation in order to offer alternate voting methods for future municipal elections. Additional educational messages will be required to inform the public on potential alternate voting methods.
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	Communication strategy to inform the public around potential new methods of casting ballots for the municipal election.
Communication Plan:	Advertising will need to take place to indicate second reading and when the bylaw is passed to indicate to the public and the Province when it comes into effect.
Staff Comments/ Recommendations:	Passing this bylaw will give the Town of Oxford the option to enter alternative voting methods in future elections. As there is a timeframe required to pass a bylaw, staff recommend passing the Alternative

	Voting Bylaw to assist with the efficiencies required if the Town of Oxford decides to utilize Alternative Voting Methods.
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: April 20, 2020



Bylaw #01-2020 Alternative Voting Bylaw

BE IT ENACTED by the Council of the Town of Oxford, under the authority of Section 146A of the Municipal Elections Act, R.S., c. 300, s.1. as amended, as follows:

Short Title

- 1) This Bylaw shall be known as Bylaw #01-2020 and may be cited as the “Alternative Voting Bylaw.”

Interpretation

- 2) In this Bylaw:
 - a) “Act” means the Municipal Elections Act, R.S., c. 300, s.1., as amended;
 - b) “advanced poll” means the Tuesday immediately preceding ordinary polling day, and either:
 - i) One other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday, the seventh day before ordinary polling day; or
 - ii) If Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
 - c) “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
 - d) “alternative voting” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
 - e) “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put;
 - f) “candidate” means a person who has been nominated as a candidate pursuant to the Act;
 - g) “Council” means the Council of the Town of Oxford;
 - h) “Education Act” means the *Education Act*, 1995-1996 S.N.S..c.1 as amended;
 - i) “election” means an election held pursuant to the *Act*, including a school board election, a special election and a plebiscite;
 - j) “Election Officer” means an election official under the *Act*;

- k) "elector" means a person:
 - i) Qualified to vote pursuant to the *Act* and the *Education Act*; and
 - ii) Entitled to vote for an election pursuant to section 7 of this Bylaw;
- l) "friend voter" means a friend who votes for an elector pursuant to section 9 of this Bylaw;
- m) "internet ballot" means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- n) "list of electors" means:
 - i) Prior to the list of electors being completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the *Act*; or
 - ii) The list of electors that has been completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*;
- o) "municipality" means the Town of Oxford;
- p) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- q) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- r) "PIN" means the Personal Information Number issued to:
 - i) An elector for alternative voting on alternative polling days; or
 - ii) To a System Elections Officer;
- s) "plebiscite" means a plebiscite directed to be held by the Council pursuant to Section 56 of the *Act*;
- t) "procedures and forms" means the procedure and forms established by the Returning Officer pursuant to subsection 145 (a)(4) of the *Act*;
- u) "proxy voter" means an elector who votes by a proxy pursuant to the *Act*;
- v) "regular election year" means 2020 and every fourth year thereafter;
- w) "rejected ballot" means the refusal by an elector to accept a ballot in a race;
- x) "Returning Officer" means a Returning Officer appointed pursuant to the *Act*;
- y) "seal" means to secure the ballot box and prevent internet and telephone ballots from being cast;

- z) "special election" means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board;
- aa) "spoiled ballot" means an internet ballot or telephone ballot that is accepted by the elector that:
 - i) Is not marked for a candidate in a race; or
 - ii) Is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- bb) "system" means the technology, including software, that:
 - i) Records and counts votes; and
 - ii) Processes and stores the results of alternative voting during alternative polling days;
- cc) "Systems Elections Officer" means:
 - i) A person who maintains, monitors, or audits the system; and
 - ii) A person who has access to the system beyond the access necessary to vote by alternative voting;
- dd) "telephone ballot" means:
 - i) An audio set of instructions which describes the voting choices available to an elector; and
 - ii) The marking of a selection by an elector by depressing the number on a touch tone keypad.

Alternative Voting Permitted

- 3) Subject to the Bylaw, alternative voting shall be permitted on alternative polling days.

Notification of Electors

- 4)
 - a) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
 - b) The notice of alternative polling days shall:
 - i) Identify the alternative polling days for alternative voting; and
 - ii) Inform the elector that telephone voting and internet voting is permitted during alternative polling days.
 - c) The notice may include any other information the Returning Officer deems necessary.

Form of Telephone and Internet Ballots

- 5)
 - a) A telephone and internet ballot shall:
 - i) Identify by the title "Election for Mayor" or "Election for Council" or "Election for School Board Member" as the case may be;

- ii) Identify the name or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
 - iii) Warn the electors to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates” as the case may be.
- b) No title, honour, decoration or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

Oath

- 6) Any oath that is authorized or required shall be made:
- a) In the form specified by the procedures and forms; or
 - b) If the form is not specified by the procedures and forms, in the form required by the *Act*.

Electors

- 7) No person shall vote by alternative voting unless:
- a) The person’s name appears on the applicable list of electors; or
 - b) The person is added to the applicable list of electors pursuant to section 36 of the *Act*.

Proxy Voting

- 8) A proxy voter shall not vote for an elector by alternative voting.

Friend Voting

- 9)
- a) A friend voter shall only vote for an elector by alternative voting if:
 - i) An elector is unable to vote because:
 - (1) The elector is blind;
 - (2) The elector cannot read; or
 - (3) The elector has a physical disability that prevents him or her from voting by alternative voting.
 - ii) The elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
 - b) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
 - c) The elector shall take an oath in the prescribed form set out in the procedures and forms providing that he or she is incapable of voting without assistance.
 - d) The friend of the elector shall take an oath in the prescribed form set out in the procedures and forms that:
 - i) The friend has not previously acted as a friend for any other elector; and
 - ii) The friend will mark the ballot as requested by the elector; and
 - iii) The friend will keep secret the choice of the elector.
 - e) The Returning Officer shall enter in the poll book:
 - i) The reason why the elector is unable to vote;

- ii) The name of the friend; and
- iii) The fact that the oaths were taken.

System Elections Officer

10)

- a) A System Elections Officer shall have access to the system prior to the commencement of alternative voting during advance polling days to verify the count for each candidate is zero.
- b) Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the counts for each of the candidates is zero.
- c) A Systems Elections Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the subsection 146A(4) of the *Act*.

Voting

11)

- a) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
- b) The system shall put spoiled ballots in the ballot box.

Seal

12)

- a) Where alternative voting closes before the close of polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
- b) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

List of persons who voted

13) Where alternative voting closes before the close of polls on ordinary polling day, the system shall:

- a) Generate a list of all electors who voted by alternative voting; and
- b) On the applicable list of electors, cause a line to be drawn through the names of all the electors who voted during alternative polling days.

14) A printed and electronic copy of the lists under section 13 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.

15) Where alternative voting closes at the close of polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

Counting

16)

- a) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
- b) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots and shall not count rejected ballots.

Tallying of Rejected Ballots

17) At the close of ordinary polling day, the system shall tally the number of rejected ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

Recount by system

18) In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.

19) If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.

20)

- a) If the regenerated count and the initial count do not match, the Returning Officer shall:
 - i) Direct one final count be regenerated by the system of the votes cast by alternative voting; and
 - ii) Attend while the final count is being regenerated.
- b) The regenerated final count pursuant to subsection (a) shall be the final count of the votes cast by alternative voting.

Recount by Court

21)

- a) For a recount, the judge shall only consider the final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate.
- b) The final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non alternative voting.

Secrecy

22) An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.

23) Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

Other Methods of Voting

24) If voting via the internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.

Severability

25) If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

Prohibitions

26) No person shall:

- a) Use another person's PIN to vote or access the system unless the person is a friend voter;
- b) Take, seize, or deprive an elector of his or her PIN; or
- c) Sell, gift, transfer, assign or purchase a PIN.

27) No person shall:

- a) Interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- b) Interfere or attempt to interfere with alternative voting; or
- c) Attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

28) No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

Offences and Penalty

29)

- a) A person who:
 - i) Violates any provision of this Bylaw; or
 - ii) Permits anything to be done in violation of any provision of this Bylaw is guilty of an offence.
- b) A person who contravenes subsection a) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000) and in default of payment, to imprisonment for a term of two years less a day, or both.
- c) In determining a penalty under subsection b), a judge shall take into account:
 - i) The number of votes attempted to be interfered with;
 - ii) The number of votes interfered with; and
 - iii) Any potential interference with the outcome of an election.
- d) Pursuant to section 146A of the *Act*



REQUEST FOR DECISION
Solid Waste Bylaw Enforcement Appointment
#007-2020

Date: 30 April 2020	Subject: Solid Waste Bylaw Enforcement Appointment
Proposal Attached: N/A	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	Recommend to Council to appoint CJSMA employees Brenda Lynn Rioux and Michelle Lynn Canfield as Solid Waste Bylaw Enforcement Officers for the Town of Oxford, in conjunction with the Town of Oxford Chapter 52 Solid Waste Bylaw.
Background:	<p>The Town of Oxford is a paying partner within the Cumberland Joint Services Management Authority (CJSMA). Currently, the Town does not empower CJSMA’s special constables to enforce the Town’s solid waste bylaw or assist Town staff in doing so on an official basis. The participation as a paying partner in CJSMA allows the Town to access this service without any additional fee but must be done through a formal motion of Council to make the appointment.</p> <p>Because the two CJSMA employees have special constable status, that gives them additional authority around entering private property to assess and investigate solid waste issues when the Town receives complaints or becomes aware of issues relating to improper storage and/or disposal of solid waste, both commercial and residential. This would not mean that employees would randomly start doing inspections, but would respond on the request of Town staff, primarily the CAO or Deputy Clerk, to investigate concerns that have been made known to the Town.</p>
Benefits:	<ul style="list-style-type: none"> • Brings added capacity and professional response to solid waste issues in the community. • No further cost to the Town of Oxford or its ratepayers. • Consistent approach to enforcement.
Disadvantages:	None foreseen.

Options:	
Required Resources:	No additional internal resources are required that are not already in place.
Source of Funding:	Already provided for through Intermunicipal Service Agreement and partnership fees with CJSMA.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	Will provide additional resources to assist with consistent enforcement of the Town's solid waste bylaw.
Workplan Implications (now/future):	
Communication Plan:	Advise the public that Cumberland Joint Services Management Authority employees have been appointed by Town Council to assist with solid waste bylaw enforcement.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I have worked with similar arrangements in previous jurisdictions and it provides excellent support and collaboration to achieve the goals of the Town of Oxford to maintain a clean and safe community with respect to solid waste.

CAO Initials: RLJ

Target Decision Date: 19 May 2020



REQUEST FOR DECISION
COVID-19 Property Tax Financing Program Policy
#008-2020

Date: 12 May 2020	Subject: COVID-19 Property Tax Financing Program Policy
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	<p>That Town Council approve the COVID-19 Property Tax Financing Program Policy as presented; and, Further that, due to the COVID-19 pandemic, the Town of Oxford waive interest on the current 2020/21 property tax accounts for the month of June 2020 and accounts that remain outstanding after June 30 will attract interest; and further, that any and all outstanding taxes for previous fiscal years will continue to attract interest.</p>
Background:	<p>As presented at the May Committee of the Whole meeting, the Province of Nova Scotia has put provisions in place that allow municipalities to participate in a borrowing program for operational/cashflow purposes. Sections 111-113 of the <i>Municipal Government Act</i> of Nova Scotia provides the authority for municipalities to enact the proposed policy that sets out the process and criteria for taxpayers who may be eligible for assistance with payment of current year property taxes. This is in response to the potential impacts from COVID-19 on ratepayers who may have difficulty making property tax payments. It is recommended to put a policy in place that clearly outlines the program, how property owners can qualify, and other details that are required for implementation in a consistent and transparent manner.</p> <p>The Province has developed the \$380 million loan program based on previous estimates from municipalities, which will help municipalities who will be experiencing cash flow challenges. The borrowing is offered at an interest rate of 1.1%. If the Town opts into the loan program, it will have six months to begin repayment and three years to fully repay the loan. Funds would be borrowed through the Municipal Finance Corporation and the process will be similar to the process of a Temporary Borrowing</p>

Resolution for capital borrowing. Current legislation does not allow municipalities the authority to defer taxation payments, only change or extend due dates.

Municipalities are not required to participate in the program, nor are they required to use the loan program if they do want to offer this to their residents. For those who have the ability to do so, municipalities can offer the program and fund it through their own financial capacity (i.e. operating reserve fund).

The proposed policy has been developed through significant collaboration between the Association of Municipal Administrators, Nova Scotia Federation of Municipalities, and the Department of Municipal Affairs and Housing. It is intended to allow municipalities to offer the program in a way that will do the most good for the most amount of people in as much of a consistent manner as possible. Further to the broader provincial collaboration, the Mayors, Warden and CAO's of the Towns of Oxford and Amherst and the Municipality of the County of Cumberland met for several high-level discussions on the intent of the policy. It was agreed within that group that presenting a consistent policy within our region is a positive and preferred approach.

The qualifying criteria within the draft policy is in place to address those owner-occupied residential properties and businesses that can prove their income has been significantly impacted by COVID-19. The consequences for the tourism industry are expected to be significant. By setting clear criteria within the policy, it then leaves the administration to consistently apply the eligibility criteria to each application.

The application process is intended to be open for most of the month of June to allow sufficient time for submissions. A centralized application portal has been developed and will be hosted through the Association of Municipal Administrators to allow a contactless process. With the Town's interim tax bill due on June 1st, everyone who can pay their taxes on time are respectfully requested to do so. The intent is that the Town would waive interest on 2020/21 tax arrears for the month of June to allow time for applications to be submitted and a payment plan developed. The first six months would require a monthly payment of \$25, with the remaining balance spread over 24 equal payments. The rate of interest for the payment plan will be 1.35% per year. The borrowing interest rate for municipalities is 1.1%, with the addition of 0.25% to cover administration fees

	to implement the program, establish payment schedules, process payments, and track each applicant through the 30-month timespan of the program.
Benefits:	<ul style="list-style-type: none"> • An opportunity to assist those property owners who are hardest hit by financial difficulties as a result of COVID-19. • Facilitating residential property tax installment payments is expected to help residents follow public health protocols to stay home and weather the pandemic in place. • Ensures sufficient cashflow for the Town to maintain services. • Low cost borrowing for municipalities which mitigates additional impacts on the Town's budget. • Consistent approach for all eligible applicants throughout the Cumberland region.
Disadvantages:	<ul style="list-style-type: none"> • Impact on staff workload to manage the applications and payment schedules to ensure compliance. • May not cover all individuals who are impacted by COVID-19.
Options:	<ol style="list-style-type: none"> 1. Implement policy and financing program as presented. 2. Amend policy and implement financing program. 3. Reject implementation of both the policy and financing program.
Required Resources:	Staff time, resolutions of Council to implement policy and request correct amount of borrowing.
Source of Funding:	Borrowed funds through Municipal Finance Corporation through a three-year term.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	Ensures adequate cashflow for the Town to maintain all services and operations. Assists community and businesses where financial impacts are experienced the most.
Workplan Implications (now/future):	CAO to monitor overall plan, Senior Accountant to process applications and payment plans with staff assistance (30-month payment plan term).
Communication Plan:	Information around the policy, eligibility criteria, and application process will need to be sent directly to property and business owners. Suggestion is to do a direct flyer distribution through

	Canada Post, as well as through social media and regular press/media outlets.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 19 May 2020



COVID-19 Property Tax Financing Program Policy

Title

1. This Policy is entitled the “COVID-19 Property Tax Financing Program Policy.”

2. **Objective:**

The Town of Oxford is concerned about the health and safety of residents. The Town of Oxford recognizes that facilitating the payment of property taxes in installments will better allow Nova Scotians to follow the public health directives endorsed by the Government of Nova Scotia. This Policy responds to that need by establishing a one-time property tax installment payment program (the “Program”) for owners of residential and commercial properties negatively affected by the COVID-19 global pandemic.

3. **Authority:**

Sections 111 and 112 of the *Municipal Government Act* give Council the authority to provide for the payment of taxes by installments.

Section 113 of the *Municipal Government Act* allows Council to charge interest for non-payment of taxes when due, at a rate determined by policy.

4. **Scope:**

4.1 Residential - The following owners of residential property are eligible to participate in the Program:

4.1.1 An owner of a residential property that is the owner’s primary residence, where the owner has experienced financial hardship through a significant reduction in income

due to the State of Emergency declared by the Government of Nova Scotia in response to COVID-19, demonstrated through receipt of Provincial or Federal program assistance, or a Record of Employment (ROE) demonstrating layoff from employment after March 1, 2020;

4.1.2 An owner of a residential property where the owner was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season (excluding AirBNBs);

4.2 Commercial - The following owners of commercial property are eligible to participate in the Program:

4.2.1 An owner of a taxable commercial property where the property has a total taxable 2020 property assessment value equal to or less than \$2 Million and where the owner's business or building located on the property has experienced financial hardship through loss of revenue related to the State of Emergency, demonstrated through the following:

4.2.1.1 A comparison of the total business sales for the months of March, April, and May in 2019 and 2020, showing a reduction of sales in the amount of 30% or more from that period in 2019 to 2020.

4.2.2 An owner of a taxable commercial property who has experienced financial hardship through loss of revenue related to the State of Emergency, regardless of the assessed value, where:

4.2.2.1 The owner of the property is a tourism operator registered under the *Tourist Accommodations Registration Act* and the property is used for tourist accommodations (e.g., hotels, motels, bed and breakfasts);

4.3 Exclusions: Regardless of sections 4.1 and 4.2 of this policy, the following are not eligible to participate in the Program:

4.3.1 Property owners who have not experienced financial hardship through loss of revenue related to the State of Emergency;

4.3.2 Property owners who have received compensation from Business Interruption Insurance towards the payment of property taxes;

4.3.3 Properties occupied by daycare centres in receipt of federal or provincial funding, or those in receipt of other emergency funding;

4.3.4 Properties used for landfill, pipeline, managed forest, parking, and commercial vacant land;

4.3.5 Properties for which there is an active tax agreement with the Town of Oxford through legislation or bylaw;

4.3.6 Properties owned by non-profit organizations that are funded by the Town of Oxford or that are partially exempted from property tax;

4.3.7 All properties managed under payment-in lieu-programs.

4.4 General Requirements

4.4.1 Installments shall be payable by the person, company or other entity assessed for the property for the current fiscal year.

4.4.2 In order for taxes for a property to qualify for the Program, the taxes for the property must not be in arrears at the time of application.

4.5 Application

4.5.1 Property owners wishing to apply to participate in the Program for a property must complete and submit to the Town of Oxford an application through the online portal located at <https://nspropertytaxprogram.ca/>.

4.4.3 The application deadline to participate in the Program for the Town of Oxford is June 30th, 2020.

5. **Administration**

5.1 Tax Installments

5.1.1 For applications meeting the Program criteria set out above, property tax payments normally due between June 1st, 2020 and September 30th, 2020 for approved properties may be paid in installments as follows.

5.1.2 For each property, Program participants will pay tax installments as follows:

5.1.2.1 Payments of \$25 per month for six months, payable on or before the last day of each month, commencing in the month the property tax payment is normally due. For further clarification, minimum monthly payments are

due by the last day of each month beginning in June through to and including November 2020.

5.1.2.2 Following these six months at \$25 per month, monthly payments equal to 1/24th of the balance of the amount eligible for the Program plus interest as set out below. These monthly payments are payable on or before the last day of each month and continue for 24 months.

5.1.4 The rate of interest for the Program will be 1.35% per year.

5.1.5 Interest on amounts owing under the Program will be calculated commencing on the date the property tax payment is normally due and continuing until all installments have been paid.

5.2 Terms of the Program

5.2.1 The Senior Accountant, or their delegate, shall approve qualifying applicants.

5.2.2 Payments under the Program must remain in good standing with the Town of Oxford throughout the duration of the Program.

5.2.3 Default in payment of an installment when due will result in the following:

5.2.3.1 The balance of outstanding taxes on the applicable property and interest will become immediately due and payable; and

5.2.3.2 The outstanding taxes and interest then owing will become subject to the municipality's regular rate of interest for overdue taxes of 1.5% per month, compounded to equal 18% per year.

5.2.4 All amounts owing and payable on the property tax account that are not included in the Program (i.e. other valid written payment arrangements) are due on their normal dates and any amounts not paid when due will be subject to the Town's regular rate of interest for overdue taxes of 1.5% per month, compounded to equal 18% per year.

5.2.5 Payments received by the Town from a property owner will first be applied to any installments due under the Program, in priority to any other taxes or other amounts owing by the owner to the Town of Oxford.

6. Responsibilities

6.1 Council will:

6.1.1 Monitor the implementation and administration of this policy and make any amendments required for the effective and efficient operation of the Program.

6.2 The Chief Administrative Officer will:

6.2.1 Be responsible for the administration and implementation of this policy and the Program; and

6.2.2 Identify necessary amendments to this policy in consultation with Council and managerial staff and make recommendations accordingly to Council.

7. **General Provisions**

Payments received by mail and/or through online banking are deemed to be paid **on the date received by the Town**. Property owners must allow sufficient mailing and/or electronic processing time to ensure payments are received by the Town of Oxford on or before the due date.



REQUEST FOR DECISION
Asset Management Program
#009-2020

Date: 13 May 2020	Subject: Asset Management Cohort Program
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Council approve funding in the amount of \$7,500 from the Town of Oxford’s Gas Tax Fund to participate in the Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program beginning Spring 2020.
Background:	<p>When the Federal Government first introduced the Gas Tax Funding Program, much of the background that led to this program was the fact that municipalities across Canada had significant infrastructure deficits. The need to invest in infrastructure renewal and development significantly outpaced most of the municipalities’ ability to fund the work. A source of significant and reliable funding to complete the work was required, and the Gas Tax Funding Program was established. It is a federal/provincial agreement and distributed to municipalities through our provincial governments. Over the years it has been refined and broadened to include more projects within the eligibility criteria to help municipalities bring their infrastructure up to the standards that are critical to ensure continuity of services, including capacity building and asset management.</p> <p>To properly plan for and apply funding to prioritized projects, increased focus on and adoption of comprehensive asset management plans is needed. It is part of the requirements of the Federal/Provincial agreement to continue the flow of Gas Tax Program funding to municipalities. The current requirement of approving and implementing a Capital Investment Plan (CIP) each year is part of the work being done to look at long-term plans. To be able to plan capital infrastructure investment properly and strategically, a comprehensive understanding of all assets must first be identified. At minimum, an inventory of assets as well as the condition of the infrastructure is necessary. As part of the Outcomes Report due March 31, 2018 and 2023, Nova Scotia will report to Canada on progress made towards improving municipal planning and asset management.</p>

	<p>The Province of Nova Scotia is developing a Province-wide asset management system for municipal infrastructure. A central portal for GIS and other information has been created. A pilot project with several municipalities was conducted to gather the data and start the process.</p> <p>The AIM Network is a company that has been working in consultation with the requirements that the Province of Nova Scotia has and has also worked with 14 Nova Scotian municipalities to begin the task of developing individual asset management strategies. The attached document outlines the approach that is taken through a cohort system of grouping several municipalities together and working through the process, both independently in each community, and together through a workshop environment.</p> <p>In speaking with several colleagues who have gone through this process, the AIM Network comes highly recommended. They not only have experience in asset management, but also understand the requirements and challenges in Nova Scotia. The next cohort has just started, but if the Town of Oxford is interested in participating now, the group would be available for us to begin immediately. Due to the COVID-19 gathering restrictions, the start up is done virtually and the first workshop is not anticipated to be scheduled before September.</p>
Benefits:	<p>Part of the work through this process will identify our gaps, opportunities and look at a service review. If approved, the recommendation is to start with the Town’s water utility infrastructure. When considering the Strategic Priorities Chart that Council has approved, there are several Now and Next strategic priorities that connect to asset management. Specifically, those priorities are Source Water Protection Strategy, Water Management Strategy, Watermain Replacement Plan, and Service Capacity Review. Developing the asset management project would support and help to complete these priorities, as well as position the Town to be better prepared with potential projects when funding programs become available. It also allows for more deliberate infrastructure planning in a proactive manner, rather than reactive to emergency or unforeseen issues.</p>
Disadvantages:	<p>Staff and Council time to participate in the workshops.</p>
Options:	<ol style="list-style-type: none"> 1. Participate in the AIM Network Cohort to start asset management planning. 2. Find another company who can facilitate the development of the Town’s asset management strategy.

	3. Continue to try to find time within current staff to develop an asset management strategy.
Required Resources:	Staff time for workshops and fieldwork, expecting that the CAO, Public Works Supervisor, Senior Accountant and a member of Council will participate.
Source of Funding:	This project is eligible for Gas Tax Funds. Alternatively, it could be funded from the 2020/21 General Operating Budget.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	Developing a comprehensive asset management strategy and plan has tremendous implications that will assist the Town's response to aging infrastructure, continuity of services, climate change response, compliance with the Accessibility Act, submission of a ten-year Capital Investment Plan that is required by the Province, and supports the Financial Condition Index Action Plan to improve the Town's financial indicators.
Workplan Implications (now/future):	This will become a priority for staff members to participate in the program and complete the field work to develop a strategy for the Water Utility to begin with, and develop a further plan to complete further data sets on all of the Town's infrastructure (above and below ground including storm and wastewater, roads, sidewalks, facilities, greenspaces, etc.). It is very useful to have a consistent member of Council present for the workshops to bring an elected official perspective to the process, as well as continuity at the Council table.
Communication Plan:	Working on developing a plan, and further having a plan in place, makes it clearer to communicate the priorities on infrastructure replacement to the public.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	It is my recommendation that the Town participate in the AIM Network Cohort Program beginning Spring 2020.

CAO Initials: RLJ

Target Decision Date: 19 May 2020



APPLY TO JOIN AIM NETWORK'S SECOND ASSET MANAGEMENT COHORT PROGRAM

Following the successful implementation of its inaugural cohort program in 2018-2019, which helped to build asset management foundations in 33 leading municipalities in Atlantic Canada, AIM Network is pleased to offer a second cohort program in 2020-21 to a select group of municipalities in the region.

This unique municipal leadership opportunity is designed to strengthen governance and decision making about infrastructure by helping municipalities to incorporate asset management as a strategic, ongoing business process in their organization. Doing so creates efficiencies and saves money, resources and time over the long-term for the benefit of the community.

How does the program work?

Beginning in Spring 2020, participating municipalities will learn and 'do' asset management with others in their cohort in a peer-to-peer learning environment using their own data and information. Over 18 months, they will build their internal capacity to manage their asset portfolio for the long-term, using an approach called the **AIMnet Solution** (see graphic).

What is a cohort?

- A group of 6 or 7 small to mid-sized municipalities located in the same general region in their province.
- Municipalities should be at a similar stage of asset management or be similar in size.
- Municipalities should value long-term planning and commit to achieving the outcomes of the program.
- Municipalities commit to involving a team of about three people for the duration of the program, ideally including:
 - 1) the CAO/Town Manager,
 - 2) a senior public works or engineering person and
 - 3) a Councilor.

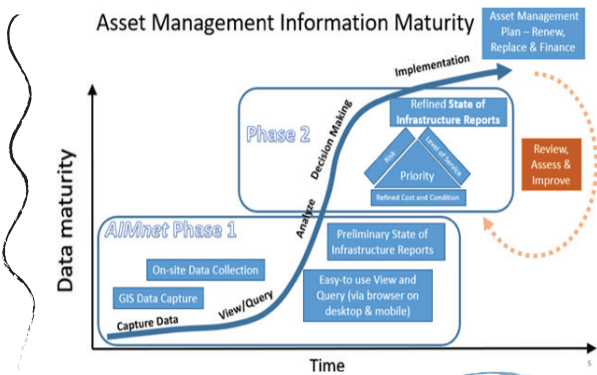
AIM Network is supporting one cohort in each Atlantic province. Regions with a history or desire for municipalities to work together in a supportive and collaborative environment will be prioritized in selection.

"The biggest eye opener for me was that I realized how much I didn't know and how important this information is to make the right decisions. I am encouraged by the improvement in data and analysis that is now coming to Council, especially the maps that show the red zones where assets need immediate attention. This process not only supports staff and council in working together to set priorities, but it also helps to communicate those priorities to the public in a meaningful way."

Mayor Gary Bishop, Pasadena, NL
(participant of the inaugural cohort program)

What will your municipality learn and do?

The program involves some prep work followed by five facilitated workshops. Municipalities will need to complete some work between workshops. AIM Network will provide some one-on-one or small group support following some of the workshops.



Cost per municipality to participate: \$7500*

Fee Includes:

- All fees and expenses for field data collection and preparing an inventory for a major asset group.
- Set up of your Town Map in GIS showing location of water lines, hydrants, valves OR roads, sidewalks and trails, etc. and associated attribute data.
- Hard copy and digital maps and reports.
- Program registration for up to 3 participants from each municipality for all 5 workshops (i.e. 15 person days of training per municipality), including training materials, templates, facilitator fees, and lunches and breaks for all attendees
- Individual or small group technical support following workshops to assist with completing workshop activities.

Not Included: Travel costs to attend workshops. (Workshops will be held in the Cohort Group's region.) *Note: Municipalities may use their gas tax funds for this Program.



PROGRAM DETAILS

Pre-workshop:

- Prepare an inventory of one asset group such as your Town's water distribution system, your roads and trails network or other asset group.
- Layer the information over a town base map indicating location of individual assets (eg. water lines and hydrants OR roads and trails, etc.)
- Provide hard copy maps as well as digital maps set up in a GIS system showing replacement priority determined by age and life expectancy;
- Prepare a Preliminary State of Infrastructure Report for the system summarizing the infrastructure owned, life expectancy based on age and estimated replacement cost based on preliminary default values.

Phase 1:

Organizational Capacity Building

Workshop 1:

Asset Management Planning Roadmap & Policy

- Assess internal capacity for implementing an asset management program and prepare a short-term (i.e. 2-3 year) workplan to address gaps or overcome barriers.
- Prepare an asset management policy for Council adoption

Workshop 2:

Services & Levels of Service

- Prepare a list of services being provided by your town and the infrastructure relied on to provide the services;
- Identify where gaps exist between current level of service and desired level of service
- Identify strategies, actions and costs to close gaps.

Phase 2:

Prioritizing renewal and replacement of infrastructure

Workshop 3:

Assessing Risk

- Understand the potential risk to infrastructure and services posed by social, economic or political risk and how to assess the probability and consequence of such risk on your infrastructure and services.
- Assess impacts of climate change and its effect on risk and level of service decisions
- Review inventory replacement priority based on default probability and consequence of failure for the assets.

Workshop 4:

Prioritizing Infrastructure for Renewal and Replacement

- Assess risks to the various aspects of the asset group and prioritize projects or initiatives. (Phase 2 of AIMnet Solution).
- Post-workshop: AIM Network will update each municipality's maps and reports based on risk assessment and refined condition ratings identified during the workshop to prioritize renewal and replacement.

Workshop 5:

Critical Asset Strategy & Capital Projection

- Generate a list of critical infrastructure or components within the system and strategies for preventative maintenance, monitoring and renewal.
- Investigate and assess alternatives to replacement (e.g. renewal, risk mitigation, etc.) to manage funding shortfalls.
- Prepare capital requirement projections for the asset group.

“ In the beginning, I had to be sold on the concept of the cohort program by our town engineer. But the way that we're all engaged in this process and working on it as a team, it really is a brilliant concept. This is something that was done in house by current staff and council and everybody has buy in. I really applaud the AIM Network for doing it this way and I would highly recommend the cohort program to any municipality that has the opportunity to do it. To network with other similar sized municipalities is an added bonus. ” - *Susan Higdon, Town Clerk, Stellarton, Nova Scotia (participant of the inaugural cohort program)*

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
REVENUE			
Tax Revenue			
Residential Tax	778,151	775,493.74	0
Commercial Tax	1,021,039	1,019,236.28	0
Agreement O.F.F.	0.00	0.00	
Resource Tax	10,712	10,711.59	0
Forest (Under 50,000 Acres)	182	182.25	100
Business Occupancy Tax	0.00	0.00	
Based on Revenue - Aliant	3,700	2,935.55	79
Sewer Rates	179,676	181,439.20	101
Area Rate New Fire Hall	0.00	0.00	
Deed Transfer Tax	12,000	18,341.75	153
Total Taxes	2,005,460	2,008,340.36	100
Grants in Lieu			
Federal Government - Canada Post	2,390	2,695.53	113
Federal Government - RCMP	21,377	22,295.30	104
Provincial Government - DNR	15,492	16,104.00	104
Provincial Government - Liquor Comm	9,197	5,533.53	60
Total Grants in Lieu	48,456	46,628.36	96
Services to Other Governments			
Cumberland County - Fire Protection	57,658	57,452	100
Total Services to Other Governments	57,658	57,452	100
Own Source Revenue			
Arena - Ice Rentals	48,000	37,082	77
Arena - Fish and Game Show Revenue	2,000	4,700	235
Arena - Sign Rentals	2,000	3,450	173
Arena - Fun Hockey Registrations	1,500	1,970	131
Soccer Program Registrations	1,500	1,580	105
Steve Nash Basketball Registrations	0	0	
Free Skate Program	2,500	0	0
Special Program Registrations	500	460	92
Community Garden - Grant Funding	1,500	0	0
Berry Bolt	4,500	729	16
Junior NBA	3,000	2,020	67
Tennis	0	60	
Heritage Gas Revenue	16,500	38,173	231
Theatre Revenue	2,300	2,424	105
Dog Licences	100	65	65
Building Permits	500	2,750	550

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
Sub Division Plans	0	0	
Fine Revenue	500	1,611	322
Office Rent Water	5,500	5,500	100
Medical Centre Rents	25,000	19,130	77
Probation Office Rent	2,600	3,000	115
Interest on Investments	2,500	0	0
Interest on Taxes	20,000	30,649	153
A/R adjustments	0	0	
Tax Certificates	100	800	800
Communities in Bloom Revenue	0	0	
Sales of materials	3,000	8,812	294
Total Own Source Revenue	145,600	164,967	113
Unconditional Transfers			
Equalization Grant	178,171	178,171	100
Farm Acreage Grant	2,657	2,657	100
HST Offset Payment	10,000	3,288	33
Total Unconditional Transfers	190,828	184,116	96
Conditional Transfers			
EMO Grant Civic #	1,000	1,000	100
CNTA Grant - VIC	0	0	
Fed Gov Funding - Summer Students	3,470	3,468	100
Comm Enhancement Grant Funding	0	0	
Total Conditional Transfers	4,470	4,468	100
Other Transfers			
Gas Tax Revenue	0	0	
County Funding - Arena	20,000	20,000	100
MPAL Funding Province	15,000	15,000	100
Grants from Prov- Sinkhole Study	0	68,500	
Grants from Other Organizations	10,000	4,602	46
Transfer from Surplus	26,690	0	0
TRANSFER FROM OPERATING RESERVE	0	0	
Transfer From Local Fire Assoc	10,000	10,000	100
Interest on CRA refunds	0	10	
Land Sales	0	5,175	
Total Other Transfers	81,690	123,286	151
TOTAL REVENUE	2,534,162	2,589,257	102
EXPENSE			

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
General Government			
Mayor Honorarium	9,011	9,011	100
Mayor Expenses	2,500	1,092	44
Council Honorariums	25,231	26,433	105
Council Expenses	12,000	5,062	42
Salary - CAO	85,000	65,339	77
Salary - Accountant	0	7633	
Salary - Deputy Clerk	41,100	30,841	75
Salary - Office Staff	40,000	35,692	89
Admin Salaries paid by Water	-	-	0
Legal Fees	5,000	3,150	63
CAO Contracted Services	0	17774	
Accounting Contracted Services	35,000	1,596	5
Canada Pension Plan	17,500	18,857	108
Employment Insurance	8,500	8,214	97
Health Plan (Blue Cross)	3,000	1,684	56
Pension - CAO	0	0	
Pension - Employees	18,103	18,101	100
Xmas Bonuses	675	775	115
Professional Development	0	1477	
CAO Seminars & Travel	3,000	2,872	96
Audit Fee	15,000	21,906	146
Town Hall Insurance	1,750	1,479	84
Office Postage	3,900	3,980	102
Office Supplies & Advertsing	10,000	14,240	142
I T Expenses	6,000	7,751	129
Office Programmer	0	36799	
Town Hall Janitor & Supplies	4,000	5,807	145
Town Hall Telephones	7,242	9,294	128
Town Hall Electricity	4,210	5,230	124
Town Hall Natural Gas	8,764	7,051	80
Town Hall Water	300	338	113
Town Hall Sewer	300	306	102
Workplace Wellness	0	175	
Town Hall Maintenance	10,000	16,248	162
Municipal Election	0	0	
Bond Insurance	0	0	
Losses on Appeals/Habitat Subdiv	0	0	
OPH Grant	0	0	
Lion's Club Rental	0	0	
Conferences and Workshops	8,000	10,373	130
Public Official Liability Ins	3,000	2,250	75
Dues - UNSM/FCM/CNTA/POL BD	3,300	5,740	174
Exhibition/Transport Society Grants	1,500	1,500	100

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
YMCA Grant	0	0	
ORHS Bursary	500	500	100
NSCC Foundation	5,000	5,000	100
Oxford Sinkhole	-	101,551	
COVID - 19 Costs	-	86	
PVSC - Assessment Costs	19,043	14,282	75
Valuation Allowance - Taxes	- 1,500	-	0
Bad debts other	0	0	
Interest Town Hall 2013 MFC	1,045	1,142	109
Interest on Backhoe Loan	7,800	1,125	14
Interest Short Term Borrowings	0	0	
Bank Service Charges	6,000	9,981	166
Deficit of Prior Years	0	0	
MFC Int - School Enhancement	1,022	1,022	100
Cash Over/Short	0	-6	
Credit Card Fees & Interest	0	691	
Total General Government	379,529	541,440	143
Protective Services - Police			
Admin - Salary	0	0	
Admin - Audit	0	0	
RCMP Contract	508,608	461,448	91
School Crosswalk Guard	8,700	7,290	84
Prosecuting Attorney Fee	0	300	
Corrections	14,966	14,966	100
Total Police	532,274	484,004	91
Fire			
Admin - Salary	0	0	
Admin - Audit	0	0	
Fire Inspection Cost	0	0	
Firefighters Honorariums/Incentives	14,495	16,030	111
Fire Phones	2,500	2,764	111
Fire Communication System	12,000	8,089	67
Public Fire Protection Charge	115,407	120,935	105
Fire Chief's Convention	3,000	4,476	149
Fire Training	7,500	6,519	87
Fire Hall Lights & Power	4,162	3,260	78
Fire Hall Natural Gas	8,538	7,195	84
Fire Hall Insurance	3,807	3,732	98
Fire Hall Maintenance	5,000	4,167	83
Firefighters Liability Insurance	2,500	2,500	100
Fire Hall Water	110	-	0

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
Fire Hall Sewer	300	306	102
Fire Trucks Insurance	3,520	3,687	105
Fire Trucks Fuel	2,600	2,119	81
Fire Trucks Repairs & Maintenance	15,000	13,852	92
Fire Equipment & Supplies	10,000	15,478	155
Fire Equipment Repairs & Maint	2,000	4,458	223
Fire Training Ground Project	0	0	
Fire Truck Pumper/ Tanker	0	0	
Fire B.A. - MFC Interest	418	495	118
Fire Truck 2005 MFC Interest	0	0	
Fire Truck 2005 MFC Principal	0	0	
Fire New Hall - MFC Interest	9,971	11,627	117
Interest MFC 2018 B.A.	1,037	-	0
Fire Breath App MFC Nov 2018 Int		1,037	
Total Fire	223,865	232,726	104
Emergency Management			
REMO	5,476	4,784.15	87
EMO Expenses	500	76.25	15
EMO SHRU Funding	619	618.80	100
Total Emergency Management	6,595	5,479.20	83
Other Protective Services			
Building Inspection	7,000	7,000	100
Animal Control	1,000	0	0
Other Protective Services	0	0	
Total Other Protective Services	8,000	7,000	88
Transportation Services			
Salary - PW Supervisor	30,000	30,201	101
Labour - PW	120,000	88,490	74
Summer Students	0	0	
Supervisor Phone	1,638	1,795	110
Town Truck	9,000	6,442	72
Supervisor Truck Allow	0	0	
Loader and Plow	2,000	3,915	196
Generator	60	881	1,468
Tractor	7,000	11,434	163
Backhoe Lease Etc	8,299	1,499	18
Roller	0	0	
Air Compressor	0	0	
Salt Truck	5,000	5,561	111
Small Tools & Equipment	5,000	7,659	153

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
OPH Insurance	161	179	111
OPH Expenses	270	261	97
OPH Taxes	2,277	2,342	103
Town Garage Insurance	396	2,531	639
Town Garage Fuel (Wood)	1,500	350	23
Town Garage Maintenance	1,500	1,803	120
Town Garage Phone	258	222	86
Town Garage Water	0	0	
Town Garage Electricity	4,000	4,305	108
Workers Compensation	10,000	11,437	114
Liability Insurance	12,800	15,324	120
Diesel	13,000	12,867	99
Oil		957	
Gasoline	9,000	8,324	92
Oxygen	0	0	
Sundry	1,100	529	48
Clothing	1,200	2,637	220
Health and Safety	5,000	2,537	51
Salt	15,000	34,009	227
Road Repairs	0	0	
Street Maintenance	25,000	37,887	152
Street Lighting	6,500	6,741	104
Street Lights Reim back to Cap Res	0	0	
Main Street Phase 2 - MFC Int	4,392	4,392	100
Main Street 2008 MFC Interest	0	0	
Main Street 2008 MFC Principal	0	0	
Capital from Revenue Salt Shed	0	0	
Loader 2013	671	671	100
Paving 2017	0	0	
Paving/Sidewalks 2016-MFC Interest	6,191	6,191	100
Sidewalks - 2014	0	0	
Salt Truck 2016 - MFC Interest	1,161	1,161	100
Honda Snowblower	0	0	
Total Transportation	309,374	315,535	102
Environmental Health Services			
Sewer Admin Supervisor	18,000	-	0
Sewer Other Labour	24,000	49,624	207
Sewer Safety Equipment	2,000	-	0
Sewer Maintenance	6,000	8,097	135
Sewer Power	30,000	33,977	113
Sewer Lagoon MFC Interest	643	-	0
Sewer Lagoon MFC Principal	0	0	
Transfer Station Contract (FERO)	95,000	80,572	85

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
Tip Fees	20,000	42,131	211
Total Environmental Health	195,643	214,402	110
Public Health & Environmental Devel			
Medical Centre	30,300	28,998	96
Deficit Regional Housing Authority	19,100	19,092	100
Planning - Town of Amherst	16,000	15,643	98
Interest Medical Centre 2013 MFC	1,608	804	50
Lease Natural Gas Boiler Med Cent	3,750	3,411	91
Tree Expense/Trail Reserve	5,000	5,132	103
Community Eco Dev/Tourism	27,800	26,988	97
Cumberland Business Connector	8,100	10,000	123
Communities in Bloom	5,800	6,437	111
Total Public Health and Envir Dev	117,458	116,505	99
Recreation and Cultural - Arena			
Arena Labour	58,700	70,889	121
Arena Telephone	616	535	87
Arena Electricity	45,192	47,423	105
Arena Maintenance	35,000	59,941	171
Lease Natural Gas Boiler Arena	7,580	3,168	42
Arena Natural Gas	7,009	6,452	92
Arena Water	2,242	2,254	101
Arena Sewer	300	306	102
Arena Insurance	1,598	1,806	113
Arena Maintenance - Energy Upgrades	0	0	
Arena MFC Interest 2018	0	0	
Arena Dressng Room 2013 MFC Int.	107	107	100
Arena 2013 MFC Interest	1,528	1,640	107
Arena Automation MFC Nov 18 Int	1,883	1,883	
Arena Chiller - MFC Int	562	562	100
Total Arena	162,317	196,968	121
Fields and Library			
Xmas Lights	1,500	980	65
Tennis Courts	0	0	
Trails		0	
Tennis Courts	0	0	
Ballfield	3,000	1,444	48
Skateboard Park	0	0	
Mural Lights	500	260	52
Library Expense	10,500	11,140	106
Regional Library Board Transfer	7,680	7,680	100

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
Total Fields and Library	23,180	21,504	93
Theatre			
Theatre Movies	0	0	
Theatre Telephone	0	0	
Theatre Electricity	2,811	4,580	163
Theatre Expense	200	290	145
Theatre Maintenance	1,500	1,919	128
Theatre Natural Gas	4,500	2,281	51
Theatre Water	300	300	100
Theatre Sewer	300	306	102
Theatre Property Tax	1,966	1,966	100
Theatre Insurance	400	150	38
Total Theatre	11,977	11,791	98
Recreation			
Recreation Community Garden Project	1,000	171	17
Recreation Co-ord Salary	33,000	38,384	116
Recreation Co-ord Travel	1,200	1,179	98
Recreation Summer Students	8,500	9,898	116
Recreation Office Supplies	0	0	
Recreation Postage	1,800	2,121	118
Recreation Advertising	0	84	
Recreation Telephone	491	547	111
Recreation - Strawberry Festival	2,500	593	24
Recreation - Summer Soccer Program	1,000	815	81
Recreation - Tennis Program	100	-	0
Recreation - General Programs	12,000	14,939	124
Total Recreation	61,591	68,731	112
Fiscal Services			
MFC Principal - 2011 School Enhance	10,000	10,000	100
MFC Principal - 2016 Breathing App	3,200	3,200	100
MFC Principal - 2018 Breathing App	7,400	7,400	100
MFC Principal - 2013 Fire Hall	69,700	69,700	100
MFC Principal - 2013 Med Cent	5,000	5,000	100
MFC Principal - 2011 Main Phase 2	43,000	43,000	100
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500	100
MFC Principal - 2013 Town Hall	7,100	7,100	100
MFC Principal - 2013 Arena	10,200	10,200	100
MFC Principal - 2018 Arena Auto	6,200	6,200	100
MFC Principal - 2011 Arena Chiller	5,500	5,500	100
MFC Principal - 2014 Loader	30,200	30,200	100

Town of Oxford 1	Budget 19-20	Actual 04/01/2019 to 03/31/2020	Variance Actual to Budget (%)
MFC Principal - 2014 Fire Hall #2	18,800	18,800	100
MFC Principal - 2014 Arena	4,800	4,800	100
Backhoe lease principal	9,979	6,912	69
Interest ST Borrowings	0	0	
Bank Service Charges	0	0	
Non Ded Penalties and Interest	0	25	
Debenture Discount	0	0	
Assessment Costs	0	0	
Capital expenditures from revenue	0	0	
Transfer to Reserves	0	0	
Deficit of Prior Years	0	0	
Valuation Allowance	0	0	
District School Board	223,782	223,782	100
Total Fiscal Services	502,361	499,319	99
TOTAL EXPENSE	2,534,164	2,715,404	107
NET INCOME	(2.00)	-126,148	6,307,376



Public Works Monthly Report

April 2020

Hope things are well with everyone.

During the month of April, cold patch and gravel were placed in critical areas.

Streets and parking lots have been swept and tidied after the winter months.

Trimmed bushes around the lagoons with other maintenance

Repaired the standpipe at 466 Foundry Street (the former Stanfield's building)

We are installing a Chlorine Residual Analyzer at the old reservoir on the Pugwash Road in May as a requirement from the Department of Environment as part of our water utility operations.

In the month of May into June, weather pending, we will be starting some sidewalk repair as well as asphaltting holes where required.

We have the paint for crosswalks we are waiting for more than two nice days if possible to start them.

Streets we are looking to pave are:

- 665 ft of Horton Street from Peel Street to Pugwash Road
- 650 ft of Thompson Road from Pugwash Road to the corner of Thompson Road
- 160 ft Sandy Lane
- 125 ft on the right side of Lower Main Street by Lower Main Market

Approximately the same tonnage from last year with an estimated 550 ton of asphalt.

Respectfully submitted,

Wes Adshade
Public Works Supervisor

TOWN OF

OXFORD AWARD

2019-2020 Recipients

**Megan Corbett • Practical Nursing
Cumberland Campus • Class of 2021**

Megan is in her first year of the Practical Nursing program at Cumberland Campus. She is appreciative of your financial support knowing that it will help her complete her studies.

“From receiving this bursary, it will help me achieve my goals of becoming a nurse, and allow me to focus on school with all the proper supplies needed. Thank you.”



**Ruby Hannah • Social Services
Cumberland Campus • Class of 2020**

Ruby is in her final semester of the Social Services program at Cumberland Campus. She appreciates everything the community does to support NSCC students and she is grateful for the many opportunities she has to have an impact on the Town of Oxford.

“Receiving this award is an asset in allowing me to complete this final semester of Social Services at NSCC.”



Thank you,
nscc Foundation

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
- **COMMUNITY CENTRE: Feasibility** - March
- Unsightly Premises Campaign
- Website: Refresh

ADMINISTRATION

1. Collection Process - Nov.
 2. Tax Sales - Dec.
- TownSuite Software Implementation
 - Records Management

PUBLIC WORKS

1. Water Utility/DOE Compliance Plan
 - 2.
 - 3.
- WATER PIPE REPLACEMENT: 3-Year program
 -

RECREATION SERVICES

1. **RECREATION MASTER PLAN: Draft** - Dec.
 2. Community Spaces Directory - Dec.
 3. Website: Refresh - Feb.
- Active Transportation: Projects
 - Program Inventory: Review

PROTECTIVE SERVICES

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

COMMUNITY ECONOMIC DEVELOPMENT

1. Service Group Signage - Sept.
 2. Downtown Beautification - Mar.
 3. Mural Installations - Jan.
- COMMUNICATION STRATEGY
 - BRANDING STRATEGY: Terms of Reference

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