



TOWN OF OXFORD  
Town Council Meeting

Conducted through Zoom Live to FaceBook

Monday, 15 June 2020  
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
  - 3.1 Town Council Minutes – 19 May 2020
4. New Business
  - 4.1 RFD #010-2020: Alternative Voting Options
  - 4.2 Draft 2020/21 Operation Budget (circulated separately)
5. Reports
  - 5.1 Recreation
  - 5.2 Public Works
  - 5.3 Fire
6. Correspondence
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, May 19, 2020

Presiding Officer: Mayor Patricia Stewart

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

Councilor arrived late: Councillor Brenton Colborne (6:13 pm)

Regrets: Councillor Wendy Sweet-Kontuk

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

Staff in attendance: CAO – Rachel Jones and Deputy Clerk – Linda Cloney (recording secretary)

### **1. Call to order**

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

Mayor Stewart and Council recognized Jayla Spence, Jersey Spence and Olivia Melay. They worked together on a craft project and sold some of their crafts. Part of the proceeds went to the Oxford and Area Food Bank Association. Mayor and Council are very proud of their action of kindness to the community.

Mayor Stewart and Council also recognized Shelly Mattinson and Carly Moore for all their dedication and hard work. They have organized banners to be made of the graduates for the OREC graduating class of 2020. These banners will be displayed along Main Street in Oxford during June until graduation day. Mayor Stewart and Council recognized how much they have gone above and beyond to collect money and were successful to get enough donations to cover all costs. Hats off to everyone who has been involved to make this happen.

### **2. Approval of Agenda**

It was moved and seconded that the agenda of the Regular Town Council Meeting for May 19, 2020 be approved, as presented.

***Motion Carried***

### **3. Approval of Previous Minutes**

It was moved and seconded that the minutes of the Regular Town Council for April 20, 2020 be approved, as presented.

***Motion Carried***

### **4. New Business**

#### **4.1 RFD #006-2020: Alternative Voting Bylaw 2<sup>nd</sup> Reading**

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

***Motion Carried***

#### **4.2 RFD #007-2020: Appointment of Solid Waste Bylaw Enforcement**

It was moved and seconded that Town Council 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.

***Motion Carried***

#### **4.3 RFD #008-2020: COVID-19 Property Tax Financing Program Policy**

This initiative came forward because the Nova Scotia Federation of Municipalities (NSFM) approached the Province for a solution to help taxpayers that have had income/sales affected by to COVID-19.

The COVID-19 Property Tax Financing Program Policy is a Municipal Short-Term Loan Program; that the Province will facilitate through the Municipal Finance Corporation (MFC). Municipalities are not allowed to borrow money for operating or cashflow purposes. The COVID-19 Property Tax Financing Program Policy has given the municipalities the authority to borrow. This will allow the Town of Oxford to offer support to ratepayers who have had their income/sales impacted by COVID-19 and provide a policy that ensures everyone is treated equally.

Qualifying criteria for residential properties are that you must be the owner/occupier (primary residence in the Town of Oxford) and prove that your income has been affected by COVID-19.

Qualifying criteria for commercial properties are that they have a commercial assessment under \$2,000,000 or be a registered tourism operator.

The Town of Oxford has been collaborating with the County of Cumberland and the Town of Amherst to have a similar policy to present to the residents and businesses.

The essence of the policy allows those who qualify for the program to make a \$25.00 payment per month for the first six months. The remaining taxes will have a 1.1% interest rate on the municipal loan and a 0.25% interest to cover administrative fees. A total of 1.35% interest with the remaining taxes will be averaged over the next 24 months. In total, this is a 30-month program. The Town of Oxford will borrow the money through the MFC at an interest rate of 1.1% with at 30-month payment term.

Staff will communicate this program to the public through a notice on social media, the Town website, and a mailout to property owners, so they are fully informed of it.

It was moved and seconded 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.

***Motion Carried***

#### **4.4 RFD# 009-2020: Asset Management Cohort Program**

The gas tax agreement is between the federal and provincial governments and provides consistent infrastructure funding based on a set formula for municipalities. As part of the requirements for municipalities and provinces to continue to receive gas tax funding there are timeframes in which the province must feedback about outcomes on what progress is being made by municipalities regarding asset management. One of the dates for the Outcomes Report was in 2018 and the next one is in 2023.

It is a requirement for municipalities to have an asset management plan and strategy in place in order to continue to receive gas tax funding.

The Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program is typically an 18-month process that brings a group of municipalities together to work through the process, support each other in learning and developing asset management plans, and provides support for grant funding through the Federation of Canadian Municipalities to assist with the projects. They have successfully worked with 14 municipalities in Nova Scotia already and come highly recommended for the process and achieved outcomes from their process.

It was moved and seconded 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.

***Motion Carried.***

#### **4.5 Financial Variance Report: 1 April 2019 – 31 March 2020**

Council had discussion regarding the Financial Variance Report presented. It is anticipated that the Town of Oxford will have a \$126,000.00 deficit this year.

CAO Jones gave a verbal report explaining some of the reasonings for the deficit.

- wage increases from the collective agreement were not included in the approved budget.
- funding was provided by the Province for the Oxford Sinkhole expense and the unused funds were not carried over from last year. Staff will consult with the auditors; we may need to reinstate the 2018/2019 financial statements and bring that balance forward to the 2019/2020 year.
- Council decided to use strictly salt versus sand and salt combination for the winter plowing season. This cost was an extra \$19,000.
- Extra accounting and audit fees cost was an extra \$25,000.
- We had unexpected maintenance issues at the arena and town hall that were necessary to fix. This cost was an extra \$30,000
- Tipping fees at CJSMA had an extra cost of \$22,000. All units experienced higher than anticipated tipping fees.

Based on approving a very tight budget, there is no room to absorb any unforeseen or unexpected overages.

Council had a discussion regarding the Policing Review results. Council would like to know the expected time frame for a response back from the Minister regarding the letter sent from the Policing Review Committee and Council. CAO Jones will follow up.

Council had a discussion regarding the results of using strictly salt versus the salt and sand combination during the winter plowing season. There was not a lot of feedback provided from staff as to if there was a significant change regarding drains and clean up of the streets. Council did notice there was not as much of a mess this year to clean up versus other years. Public Works did a great job cleaning up the streets.

The deficit will need to be the first thing paid in the 2020/2021 year.

It is anticipated to have a preliminary draft 2020/21 budget for discussion at the June Committee of the Whole meeting.

#### **5. Reports**

CAO Jones presented the Public Works report.

Council had a discussion regarding the sidewalk maintenance and crosswalk painting starting soon.

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

***Motion Carried***

## **6. Correspondence**

### **6.1 NSCC Thank You**

Mayor Stewart and Council received a nice thank you letter from the NSCC Foundation for the \$5,000 contribution.

This year the NSCC Foundation presented to Mayor and Council the 2019-2020 recipients, Megan Corbett – Practical Nursing and Ruby Hannah – Social Services. Congratulations were extended to these two ladies.

## **General Discussion**

Council had a discussion regarding the damage that was done to the Bunny Trail recently.

Council would like to mention to residents that if you see any activity that damages property to call the RCMP.

It is understood that 40 – 50 people use the Bunny Trail every day from all ages.

Council wants to express their acknowledgment of all the hard work that Al and Maxine Clark put into our community. They are the Town of Oxford's Volunteers of the Year.

Council also had a brief discussion regarding the Strategic Priorities Chart and would like to have an update soon.

## **7. Adjournment**

Mayor Patricia Stewart advised Council that the next meeting is scheduled for Monday, June 15, 2020 at 6:00 pm.

At 6:35 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried***

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**Patricia Stewart, Mayor**

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**Linda Cloney, Recording Secretary**



**REQUEST FOR DECISION**  
**Alternative Voting Options**  
**#010-2020**

Date: 15 June 2020	Subject: Alternative Voting Options
Proposal Attached: Yes	Submitted by: Linda Cloney, Deputy Clerk & Returning Officer

Proposal:	That Council approve engaging Intelivote Systems Inc. to provide an Alternate Integrated Voting Service for the purpose of the October 17, 2020 Town of Oxford Municipal Election and any subsequent municipal elections that may occur in the Town of Oxford between 2020 and May 1, 2024.
Background:	<p>On May 18, 2020 at the Town of Oxford Council Meeting, Town Council passed the Alternative Voting Bylaw. This bylaw allows the Town to conduct municipal elections with the option of using alternative voting options, specifically by Internet and telephone methods.</p> <p>Due to COVID-19, the traditional paper ballots option will have serious challenges with physical distancing, recruitment of election staff and personal protective equipment costs, particularly as the second wave of the virus and subsequent implementation of public health restrictions may coincide with the timing of this year's election. Providing the alternative voting options to our electors will be safer for everyone during these unprecedented times.</p> <p>Additionally, in light of environmental awareness and efforts to reduce, reuse, and recycle, the elimination of printing an excess number of ballots simply to have to destroy them after the fact is a costly practice that does not support proactive environmental efforts.</p> <p>In 2019, Halifax Regional Municipality released a public Request for Proposals to procure a service provider for alternative voting services. Within the RFP was the language that would allow other Nova Scotia municipalities to utilize the same services through this procurement process. Each additional municipality has the option to enter into its own contract with Intelivote Systems Inc.</p>

	<p>Intelivote Systems Inc. presented their electronic voting services to Council at the June 8, 2020 Committee of the Whole Meeting outlining the process for Internet and telephone voting, and addressing issues around accessibility, security, voter fraud, and election staff and candidate support. Intelivote has conducted over 45 online Municipal and School Board elections and by-elections in Nova Scotia and over 215 in Ontario.</p>
Benefits:	<ul style="list-style-type: none"> <li>• Safety to our staff and electors.</li> <li>• Increase in accessibility.</li> <li>• Potential increase in voter participation.</li> <li>• Alternate voting methods gives options to extend advance polling opportunities.</li> <li>• Accommodates changing lifestyles and demanding work schedules.</li> <li>• Voter convenience.</li> <li>• Decrease in proxy voting.</li> <li>• Decrease in environmental impact.</li> <li>• Potential of reducing costs in administration, staffing and resources.</li> </ul>
Disadvantages:	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Concerns that alternate voting methods may violate privacy concerns, such as voter coercion.</li> <li>• Concerns with telephone voting may include the time to navigate through and complete an audio ballot.</li> <li>• 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.</li> </ul>
Options:	<p>Council has three voting methods to choose.</p> <ol style="list-style-type: none"> <li>1. Choose the traditional paper ballot model. This method is paper ballots only.</li> <li>2. Choose the traditional paper ballot model combined with electronic voting. The combination of the two methods is the more costly option.</li> <li>3. Choose the electronic voting model. This method is internet and telephone voting methods only.</li> </ol>
Required Resources:	<p>If electronic voting only is the chosen option, the Town will engage internal staff as the Returning Officer, external recruitment of support</p>

	personnel (1-2 people), additional tablet or laptop for public voting station, and engage Intelivote Systems Inc. to implement the services to conduct the municipal election.
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	By providing alternative voting methods, the Town addresses reduced environmental impact with wasted and unnecessary paper election supplies, increases accessibility for every potential voter, provides a public space for those who need to access it, and moves forward with a solution that will address public health concerns in the face of a second wave of COVID-19.
Workplan Implications (now/future):	Communication strategy to inform the public around potential new methods of casting ballots for the municipal election.
Communication Plan:	The use of social media, website, flyers, mailout and the local paper are all methods staff will utilize to communicate to the public.
Staff Comments/ Recommendations:	Staff recommends implementing the electronic voting method. With COVID-19 there is so much uncertainty as to what processes and/or personal protective equipment that could be required at that time. There may be difficulties with equipment shortages again as was experienced in the first wave of the virus. The electronic voting method safely supports democracy and public health protocols for our electors and staff.
CAO's Review/ Comments:	Currently, the Towns of Stellarton, Annapolis Royal, Berwick, Digby, Mahone Bay, and Shelburne have committed to alternative voting methods only. Several other Councils will be presented with this recommendation over the coming weeks.

CAO Initials: RLJ

Target Decision Date: June 15, 2020



# inteli<sup>✓</sup>vote systems inc

202 Brownlow Avenue, Suite 900, Dartmouth, NS, B3B 1T5 Phone 1(888) 481-1156

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Ms. Linda Cloney  
Deputy Clerk  
Town of Oxford  
105 Lower Main Street  
Oxford, NS, B0M 1P0

Via Email: lcloney@oxfordns.ca

May 21, 2020

Re: eVoting Services – Intelivote Systems Inc.

Dear Linda,

Thank you for reaching out to us the other day regarding your potential online voting requirements. As the Canadian leader of evoting services, I am pleased to provide you with this quote and description of our services for electronic voting services for your 2020 Municipal and CSAP School Board voting requirements.

This document is provided to you based on preliminary information I have received in our conversation, the HRM RFP that was issued and awarded to us, as well as some assumptions we have made based on previously conducting over 45 online Municipal and School Board elections and by-elections in Nova Scotia, and over 215 online Municipal and School Board elections and by-elections in Ontario.

Intelivote has assumed that part of your mandate may be to increase eligible elector participation in your election, reduce and/or contain voting costs and manage administrative efforts and costs associated with the conducting of a local election. I know our solution can address all these issues.

It has also become abundantly clear to many of the election officials we have communicated with, that the current Covid-19 situation has added a further series of issues to the safety and willingness of election workers to work elections that require dealing in close proximity with eligible electors who may be looking to cast a paper ballot at a polling location. Added to this, the uncertainty of a potential second wave of the disease possibly becoming an issue in the fall, seems to be the impetus for many councils and election officials to consider evoting and allowing their citizens the option to vote from the comfort and safety of their homes.

I have attached an overview of our services and a detailed breakdown of the evoting services provided and a fee structure for your municipality, as well as the cost for Intelivote to manage the mail-out, by first class Canada Post mail, of the voter instruction letter including Personal Identification Numbers (PINs) to your eligible electors.

Please do not hesitate to contact me via email or call me at 1-888-481-1156 if you have any questions.

Yours truly,

Dean Smith  
President and Founder

## Electronic Voting (eVoting) - Solution Overview

Intelivote Systems Inc. (ISI) a Canadian owned and operated company, is the recognized Canadian leader in the successful implementation of eVoting; members casting their ballots using the Internet, wireless devices and mobile or land line telephones.

The Intelivote solution even provides a seamless integration of traditional in-person polling station voting and mail-in balloting, with an electronic voting solution which includes telephone and Internet voting. ISI's leadership position comes as a result of our extensive experience in conducting municipal, union, association, and political leadership elections in a secure and auditable fashion ensuring voter anonymity and ballot privacy.

Intelivote has delivered more eVoting events in Canada than all our competitors combined and in addition to our Canadian elections and events, we have gained international experience and credibility in the successful implementation of both Internet and telephone based voting applications used to deliver elections in the United States and the United Kingdom.



Intelivote understands that, in addition to other event requirements, event officials' mandate includes containing event costs, managing administrative time/effort, and providing overall management for the voting event. These requirements are among the key objectives and benefits available through the implementation of eVoting options.

ISI's extensive subject matter expertise in Union, and Association Elections and voting events, Municipal Elections, and Political Party Leadership Elections, has resulted in a full suite of eVoting system modules that address the needs of both the event officials and members.

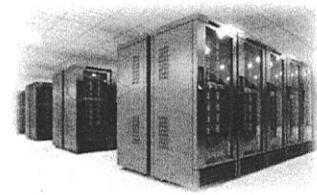
Intelivote does not sell its software; it is provided as a voting service. There is no additional software or hardware for clients to purchase to run a voting event using the Intelivote suite of modules. All the services are provided with our base service and all the modules are Internet enabled; secured by encryption, digital certificates and login IDs and passwords.



Voter anonymity, PIN security and event auditability are paramount in the design and delivery of the eVoting solutions ISI provides. In addition, the ability to import member information from clients' membership or eligible Member Lists, export updated member information and perform demographic and statistical analysis on voting activity, further demonstrates the flexibility of our voting solution.

The ability for authorized event officials to review information on particular aspects of the eVoting event as it progresses (member participation rates, etc.) provides increased visibility to those voting event metrics that can define a successful electronic voting event.

ISI maintains a hosted data centre environment in Halifax through Bell Canada, which also hosts some of the most sensitive government and financial applications running in Atlantic Canada. The full range of services we deliver, including high-speed high-bandwidth data capability, and scaleable IVR (telephone) port availability, further demonstrates our commitment to our ensuring an event with maximum performance, communications path diversity, application redundancy and high survivability.



ISI's project management capability, coupled with our established processes and procedures is delivered by a team of information systems professionals and electronic voting experts, providing clients with the best in-class Internet and telephone voting solution.



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Our experience confirms that several other categories of electors; disabled electors, retirees, shift workers and electors travelling are positively impacted by offering electronic voting. It is clear that eVoting specifically and effectively addresses all their requirements while at the same time offering them a new degree of convenience and secrecy not offered in traditional balloting at a polling location.

The ability to cast your ballot using the telephone, in addition to the Internet, addresses another important social-economic issue often cited in Internet-only voting solutions. The fact that Internet enabled electors have a more ample opportunity to cast their ballot than those who do not have Internet service, has been defined as a form of "digital divide" between certain groups of citizens.

This demographic of electors who for various reasons, either are not comfortable with the technology, or cannot afford the technology (PC) and/or Internet service, or that the technology is not offered in their vicinity, are addressed by Intelivote's solution with the use of our telephone enabled voting. Typically everyone has access to phone service and this presents an equal opportunity to all electors. In municipal elections and union events conducted by Intelivote over the past several years, on average, up to 20% of eligible electors casting their ballot electronically used a phone to cast their vote, clearly confirming the value of this option. I expect this would be similar in your particular situation.

Intelivote has been proactive in accommodating persons with disabilities facilitating their comfort and participation when using eVoting services. Intelivote's solution is compliant with the guidelines as listed by the W3C technologies website principles which include organization, functionality and readability of information provided, as well as alternative ways of representing information (audio).

As traditional election costs continue to climb and municipal voting participation rates continue to drop, providing electors with choice in how they cast their ballot offers an opportunity to increase voter participation and selecting Intelivote as the service supplier provides our clients with the benefit of having one of Canada's most experienced providers at your side during the entire voting period.

As noted earlier we are the Canadian leader in delivering eVoting services and **we are the only eVoting service organization with Federal Government security clearance for all our personnel, and our operations location.** This is in support of our selection as the supplier to the Federal Government of Canada for all the security clearance required eVoting performed by the Canadian Industrial Relations Board, and the Public Service Labour Relations Board.

In addition to having delivered the most Municipal Elections of all the service suppliers in Canada, our client list includes many of Canada’s largest unions and associations and includes other organizations we have successfully delivered a variety of events that support their AGM’s, executive and board elections, job action votes and agreement votes. A **sample** of our over 2,000 elections include services for these clients:

• Alberta Labour Relations Board	• Ontario Labour Relations Board
• Canada Industrial Relations Board (CIRB) – over 30 events	• State of Washington - Public Employment Relations Commission
• Newfoundland and Labrador Assoc. of Public and Private Employees (NAPE)	• Nova Scotia Gov. Employees Union - NSGEU - over 25 events
• New Brunswick Union of Public and Private Employees (NBPEA)	• Public Service Alliance of Canada – (PSAC) - over 20 events
• Public Service Labour Relations Board	• Nova Scotia Paramedics (IUOE)
• Nova Scotia Nurses Union	• Telecommunications Workers Union
• Elementary Teachers of Toronto (ETT)	• Canadian Flight Attendant Union
• Toronto Secondary Unit Teachers -TSU	• Manitoba Health Authority
• Unifor (numerous locals)	• Association of Cdn. Financial Officers
• Nurses Association of NB	• Teamsters Canada Rail Conference
• CUPE (numerous locals)	• Teamsters (numerous locals)
• IBEW (numerous locals)	• Canadian Merchant Services Guild
• Customs and Immigration Union (CIU)	• ACTRA
• Union of BC Performers	• Canada Actors Equity Assoc. (CAEA)
• Professional Association of Foreign Service Officers (PAFSO)	• United Steelworkers – USW (numerous locals)
• Association of Academic Staff University of Alberta (AASUA)	• Telecommunications Employees Association of Manitoba (TEAM)
• Canadian Broadcasting Corporation	• Doctors Nova Scotia
• Association of Municipal Clerks and Treasurers of Ontario (AMCTO)	• Confédération des syndicats nationaux (CSN) – numerous events
• Canadian Aboriginal and First Nations - over 15 events	• Canadian Political Leadership Elections (14)
• Ontario Municipal & School Board Elections - 215 Events	• Nova Scotia Municipal & School Board Elections – 45 Events

### Intelivote Modules

A series of modules are included in the Intelivote system that ensure all the key stakeholders in the eVoting process are provided with the information they require to perform their tasks in support of the event. These include:

- Auditor Module – provides support for an independent third party to formally audit the voting and availability of the system during the eVoting period.
- Ballot Review module – provides the opportunity for event officials to review the spelling and audio quality of information appearing on the eVoting ballots prior to the voting event starting.
- Chief Electoral Officer (CEO) module – provides an interactive monitoring and reporting capability to review the activity of the electors as the eVoting progresses.
- Voter Help module – provides assistance to electors who contact the HelpLine by allowing agents to review and query the status of a elector’s activity. It is important to note that the agent can never see how a voter has cast their ballot.
- Voter Help Supervisor module – provides supervisory administration and management of the Voter HelpLine agents and their activities.
- Enumerator module – provides the event officials the opportunity to add eligible elector to the Electors List during a defined enumeration period.
- Deputy Returning Office (DRO) module – provides the DRO the capability to manage the electors appearing at a manual polling location by providing a capability to lookup electors, review their status within the eVoting system and strike them off the official list when a paper ballot is issued.
- Candidate module – offers candidates the opportunity to review and track elector’s “attendance” whether they are using electronic voting or manual voting and assists them in “getting the vote out”.
- Voter module – facilitates electors casting their ballots using either a phone or an Internet enabled device.

The opportunity to provide your electors with the option of electronic voting is an important step in the evolution of democracy and will give electors the convenience of “Choice” in the method of casting their ballot in your election. Intelivote Systems has the experience and has laid the groundwork to ensure that when this step is taken it will be placed on a firm foundation.

## Electronic Voting – Services Table

There is a significant amount of flexibility in both the system capability and the methods by which an electronic vote can occur. Listed below are some of the most common features/services:

1. Voting will be enabled by implementation of the eVoting solution, (phone and Internet) allowing voting over a 7-12 (typically) day period, 24 hours a day.
2. The municipality will provide Voter Help Line services staffed by their personnel. Hours of operation will be determined by the municipality. Intelivote will train your staff to perform the service at no additional cost.
3. Creation and mail-out of the Personal Identification Numbers and Voter Instruction Letters by Canada Post required for electors to vote, will be provided based upon the Electors List provided by the client, through Elections Nova Scotia.
4. Internet and telephone voting is in English and French (if required).
5. All training for election personnel required to assist with the event.

### Services Pricing

Pricing ± to be adjusted based on Eligible Electors once the Final Voters List is produced.

eVoting base minimum rate	Estimated # Eligible Members	Voter Letter Printing & Postage Rate
\$2,500	930	\$1.20
eVoting Costs Summary		
Intelivote eVoting Solution	Electronic voting using the Internet and telephone, provided to the list of eligible electors.	\$2,500
Voter Instruction Letter	Cost of creation, production, supplies for producing and mailing the Voter Instruction Letter. This is based on a single page letter with black & white print and includes the cost of Canada Post postage for the mail-out.	\$1,116
<b>Total</b>		<b>\$3,616</b>

Applicable taxes are additional

### Notes:

1. An Intelivote eVoting consultant/project manager is included in the services pricing and assigned to your event to assist and direct all aspects of your vote.
2. Training and support during the event is included in the price of the service.

Base Services

#	Base Fee Services Included	Description	Not Included
1	Multiple voting channels	Provides the elector with a choice of voting channel: internet, wireless device, and mobile or land line telephone. Includes the activities associated with the telecommunications setup for electronic voting; appropriate bandwidth; phone ports; website registration etc.	Elector equipment / hardware; equipment and internet connections for the Polling Stations (if required).
2	Voting event system setup	This eVoting system is fully configurable, facilitating a wide array of voting configuration options. All activity associated with configuring the event is included in the base service. This includes such activities as: candidate or question assignment; race and candidate name recordings; elector list management; secure ID and password management; configuring and loading races/questions (i.e. type of race, sequence and presentation display).	
3	PIN management	Intelivote Systems will generate the PINs using the eligible elector population to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each eligible elector based on the file provided by the owner of the list. In addition to the PIN, an eligible elector category is created and finally a file is produced suitable for production of voter instruction letters.	
4	Customization of voter instructions	Creation of the Voter Instruction Letter providing specific instructions on how to successfully use the electronic voting process.	
5	Customized welcome webpage	Generation of a customized webpage working with the client ensuring all legislative issues and association by-laws relating to voter notification are adequately addressed.	
6	Full enumeration capability	Provides the ability to add electors to the official electors list, assign the necessary categorization based on geography or local for example, and issue a PIN for voting purposes.	Equipment or hardware used by the returning officer or clerk. A standard PC with internet access is required.

Town of Oxford – 2020 Municipal and CSAP School Board Election

#	Base Fee Services Included	Description	Not Included
7	Support module for Voter's HelpLine	The Voter HelpLine workers will have secure login access to the Voter HelpLine module. It provides a full set of features designed for agents to provide support to electors who may have questions regarding the event or issues relating to the elector profile, PINs, etc.	The Voter HelpLine Centre and the agents who staff it. Telecommunications costs for the Voter HelpLine. Equipment or hardware used by the staff. Standard PCs with internet access are required.
8	Event Official(s) management tools	The Event Officials will have a secure login which will allow for an up-to-the-minute view of critical eVoting data, required for the administration of the eVoting event.	Equipment or hardware used by the Event Official, standard PC with internet access is required.
9	Auditor control & management tools	The Auditor will have a secure login capability to audit the various processes as determined by the eVoting event authorities. They will have the capability to observe the voting event as it progresses, monitoring voting activity to the candidate level in a secure mode available only to them.	Equipment or hardware used by the Auditor. A standard PC with internet access is required.
10	Candidate 'Supporter Tracking' capability	Prior to and during the eVoting event, candidates will have the ability to identify their lists of supporters using a secure login in the Candidate module. During the voting period the candidate or approved designate can track the participation of supporters online.	Equipment or hardware used by the Candidate. A standard PC with internet access is required.
11	Reporting	A series of reports are available both during and after the voting event. These include vote results, audit reports, participation rate reports etc.	
12	Training	Training available on the features and use of the Auditor, CEO, Candidate, Enumeration, and Voter HelpLine modules. Training is normally provided via web training.	
13	Account Management	An experienced eVoting consultant, who assists with all aspects of the event and who is the single point-of-contact for the client.	

## Electronic Voting Estimates

Voting dates

Polling Date                      Saturday, October 17

Advertising	Candidates	\$ 700.00
	Polling Dates	\$ 1,300.00
Intelivote Systems		\$ 3,616.00
Tablet		\$ 150.00
RO Honarium		\$ 2,000.00
Legion		\$ 125.00
<b>Covid Supplies</b>		
Signage	40 each pkg of 3	\$ 120.00
Gloves	40 for 100 pkg	\$ 240.00
Masks	pkg of 20 is \$25	\$ 25.00
Lysol wipes	13 per container	\$ 39.00
Hand Sanitizer	\$8.00 each	\$ 40.00
		\$ 8,355.00



**Traditional Paper Ballots Voting Estimates**

Advance Polling Dates: Saturday, October 10 and Tuesday, October 13

Note: we may need additional polling dates to ensure people can get out to vote

Polling Date Saturday, October 17

Advertising	Candidates	\$ 700.00
	Polling Dates	\$ 1,300.00
Ballots	1000	\$ 290.00
Ballot Boxes	6	\$ 14.40
Privacy Screens	4	\$ 30.00
rulers		
envelopes		
pencils		
Additional forms		\$ 112.65
Poll Books	6	\$ 98.70
seals	1 pkg of 25	\$ 30.00
Legion		\$ 375.00
<b>Covid Supplies</b>		
Signage	\$40 each pkg of 3	\$ 120.00
Gloves	\$40 for 100 pkg	\$ 360.00
Masks	pkg of 20 is \$25	\$ 25.00
Lysol wipes	\$13 per container	\$ 117.00
Hand Sanitizer	\$8.00 each	\$ 80.00
Deputy Returning Officer		\$ 450.00
Deputy Returning Officer		\$ 450.00
training		\$ 55.00
training		\$ 55.00
RO Honarium		\$ 2,000.00
Poll Clerks		\$ 390.00
Poll Clerks		\$ 390.00
training		\$ 55.00
training		\$ 55.00
Lunch and allowance - election day		\$ 175.00
lunch and allowance - adv polls		\$ 105.00
lunch and allowance - adv polls		\$ 105.00
Constables		\$ -
		\$ 7,937.75



## Town of Oxford Recreation Department Report

June 2020

Baseball NS has released their Return to Play manual for the 2020 season. There are three different phases to their manual, and phase 1 is set to begin on Monday, June 15<sup>th</sup>. There is no word yet on when they expect phase 2 may start. I have attached the adaptations for phase 1 for you to view. I've yet to hear from Minor Baseball regarding their plan for the season or if they will even try to organize anything this summer. Once I do, I think it will give us a better understanding of the service levels required for our baseball field this year. I have heard from the Facilities Manager in Springhill and she informed me their fields will be open for recreation use only, if they start to get bookings for their field they will start to put their bases out.

I have received a proposal from Angela Ward to host a socially distanced boot camp at our tennis courts. After speaking to Rachel, and representatives from the Dept. of Communities, Culture, and Heritage, we decided that with all the precautions and social-distancing measures she had proposed, we decided to allow her access to use the Tennis Court for her bootcamp. Attached is her plan for the bootcamp.

Wes and I plan to start installing trail signage next week. Signage is from grant received from Communities, Culture & Heritage. Signs will be placed on the trail entrance on the Great Trail on Water Street, by the Irving, and on Black River Road. Other signs will be installed in the entrances to the Northumberland Nature Trails located behind OREC.

I was informed that our application for Canada Summer Jobs Funding was denied. It is my understanding that we are not the only municipality who was denied funding. I have sent in more information to them should more funding become available; however they are not sure if more will become available.

I have received a shutdown report for the arena from Black & McDonald. In the report there are some suggestions as to what work needs to be done in our compressor room.

With June 26<sup>th</sup> being my final day here working for the Town of Oxford, this will be my final report for council before I leave. I wanted to say Thank You to everyone that I have worked with on council over the past 8 years. I am ever thankful of giving me the opportunity to start my career and giving me the opportunity to challenge myself and to learn every day. Oxford has become my home for the past 5 years, and I could not be prouder to have lived here. I have made many great memories and relationships during my time here that I will miss greatly. I wish the Town of Oxford, nothing but the best of luck with any future endeavours there may be.

Thanks again.

Respectfully Submitted,

Corey Skinner

**Phase 1: Return to Training**

<b>Setting</b>	<b>Adaptations</b>
General	<p style="text-align: center;"><b><u>Environment/Facility</u></b></p> <ul style="list-style-type: none"> <li>• Indoor training is permissible as long as it follows provincial public health measures.</li> <li>• Dugouts are off limits to athletes (coaches/organizers can utilize, assuming physical distancing is possible)</li> <li>• Field bookings should be done with 15 minute grace times between to allow for limited interaction between groups using the field</li> <li>• No sharing of water bottles.</li> <li>• No sharing of food of any kind.</li> <li>• No spitting.</li> <li>• No chewing gum.</li> <li>• No sunflower seeds.</li> <li>• All participants to shower at first opportunity after each event.</li> <li>• Associations will work with facility owners to adopt Baseball NS Return to Play plan. Associations will be also be beholden to any additional health precautions put in place by facility owners.</li> <li>• Coaches should sanitize any high touch surface areas prior to vacating the facility (as dugouts are not being used, there should be minimal high touch areas)</li> </ul> <p style="text-align: center;"><b><u>Equipment</u></b></p> <ul style="list-style-type: none"> <li>• No sharing of personal helmets, gloves, hats, or training devices.</li> <li>• No sharing of bats (unless cleaned with a certified disinfectant after every use)</li> <li>• No sharing of catcher’s gear. Catchers gear can only be used if the following conditions are met: <ul style="list-style-type: none"> <li>➤ Personal gear is used</li> <li>➤ ‘Association gear’ is used by one person per day, and disinfected after each session</li> </ul> </li> <li>• No sharing of any other equipment unless disinfected between personal uses.</li> </ul>

3) Use sanitary practices recommended by the public health authorities.

a) Practice proper hygiene as it can help reduce the risk of infection or spreading infection to others.

b) Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom– or use alcohol-based hand sanitizer if soap and water are not available (have these readily available or ask members to bring their own).

c) Avoid touching your eyes, nose or mouth.

4) The Coronavirus that causes COVID-19 spreads through droplets that people produce as they breathe, talk, cough and sneeze.

When coughing or sneezing:

a) Cough or sneeze into a tissue or the bend of your arm, not your hand.

b) Use a tissue and dispose of any used tissues as soon as possible in a lined waste basket and wash your hands afterwards.

c) Keep Physical Distancing of 2 m or 6 feet:

5) Wear a mask if in close contact with others (surgical procedure or cloth mask is sufficient, N-95 mask not required). Masks don't replace proper physical distancing. Masks are not mandated at this time.

6) Avoid large groups where social distancing is not feasible.

	<ul style="list-style-type: none"> <li>• All participants to disinfect their equipment after each event.</li> <li>• All uniforms or clothing to be washed after each event.</li> <li>• The following precautions are recommended to minimize the risks of multiple people handling the same baseballs:             <ul style="list-style-type: none"> <li>➢ Balls should be sanitized after use <u>or</u> not used for four days to reduce likely hood of transmission</li> <li>➢ Two different training groups should not be using the same baseballs (unless sanitized between use).</li> <li>➢ Athletes should be provided with the opportunity to sanitize their hands between drills/activities.</li> </ul> </li> </ul>
	<p style="text-align: center;"><b><u>Physical Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Ride sharing to be discouraged whenever possible.</li> <li>• Spectator are limited to one family member, <u>or</u> no more than one acquaintance of the athlete. All spectators will be expected to maintain physical distancing</li> <li>• All First Aid kits are to be updated to include PPE (as deemed appropriate by public health) should physical contact may be necessary due to injury</li> <li>• One designated person to handle injury situations to avoid physical contact between the injured person and multiple people</li> <li>• Teams should have a communal hand sanitizer available, but athletes will be encouraged to bring a personal bottle for use.</li> </ul>
<p>Practice/Training</p>	<p style="text-align: center;"><b><u>Environment</u></b></p> <p style="text-align: center;"><b>General Adaptation apply</b></p>
	<p style="text-align: center;"><b><u>Equipment</u></b></p> <p style="text-align: center;"><b>General Adaptions apply</b></p>
	<p style="text-align: center;"><b><u>Physical Distancing</u></b></p> <ul style="list-style-type: none"> <li>• 10 people permitted on the field of play. Must include a minimum of two coaches.</li> <li>• Coaches must maintain physical distancing while working with athletes</li> <li>• Athletes to use bring personal gear onto the field.</li> </ul>

Competition	
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**No Competition in Phase 1**

Phase 1 Notes

- Given the limited physical contact within our sport, and the spacious outdoor environment, the RTP Committee feels physical distancing will not be an issue.
- Associations should have a participant registry or the ability to trace names, dates, time, and contact info for training activities. Should a COVID-19 case be reported, this will assist in tracing.
- Associations must report potential cases of COVID-19 to Baseball Nova Scotia immediately. Further activities must be suspended until confirmation of a negative test is provided.
- All participants will be required to sign a **Release, Waiver of Liability, and Indemnity** acknowledging the inherent risk in participation, and the release of liability towards Baseball Nova Scotia and the association. BNS will provide the waiver. Associations must have the signed waiver prior to allowing any athlete on the field. BNS will be auditing associations to ensure they have collected the signed waiver.
- The association should communicate all guidelines to its members. BNS does not collect contact information for every member, so the association should communicate the guidelines to its members or their guardians.
- Distribution of three documents will be done prior to any activity:
  - Association Guidelines
  - Coaches Guidelines
  - Participant Guidelines
- Challenger Baseball serves athletes with disabilities. Given the underlying conditions present with many of our athletes, and the need for constant physical interaction, Baseball Nova Scotia has decided to suspend all Challenger programs until September 1<sup>st</sup>, 2020. General guidelines do not apply to this program.



## Physical – Distancing Bootcamp - REVISED

**Purpose:** To provide community members a safe environment to be physically active in and to support one another while maintaining appropriate physical distancing.

- Bootcamps will run once per week on Saturday mornings (unsure of start time 9am, 930am, 10am – will want input from potential participants) and will run for no longer than 60 minutes
- All financial transactions will be done via e-transfer, there will be NO exchange of cash.
- Bootcamp will only allow for 9 participants, as the instructor (myself) will count as 10, as we must abide by the rule of social gatherings with no more than 10 individuals.
- Every participant will be screened using my COVID assessment tool – if the participant answers YES to any of the questions he/she will be advised to go home and call 811 for further instruction and assessment.
- Individuals will each be given a space of 10ft x 10ft (NS Fitness Association only recommends 6ft or more) or more to be physically active within. I've already measured this space and it has great potential for this size of a group keeping with physical-distancing guidelines.
- All participants will be given full instructions as to where they will be stationed prior to getting out of their vehicle to attend Bootcamp.
- All participants are to bring their own yoga mat and water bottle and are not to share.
- I will ask participants to bring their own resistance bands, however I will have extras that have been disinfectant that I can provide to the participant.
- All resistance bands will be placed in a bucket at end of Bootcamp to be disinfectant with hot, soapy water and sanitizer. Each participant would put their band in bucket when signalled to do so, one at a time, keeping with social-distancing.
- I will leave my fitness studio unlocked during class (100 meters from Tennis Courts) to provide participants access to washroom facilities and water cooler. All areas within studio are disinfectant prior to and after Bootcamp.
- Participants requiring use of studio facilities will only be allowed one person at a time to enter. Hand hygiene, social distancing and COVID symptom signage have been posted within studio facilities.
- Hand sanitizer and wipes are available at front door and washroom within fitness facility.
- All participants will have names and dates recorded of Bootcamps attended on Excel Spreadsheet if this information was ever required for Public Health contact tracing.

Thank you for your time.

Angela Ward, RD, FIS

The Fit & Frugal Dietitian



**Black & McDonald Limited**

71 Loftus Street – Second Level, Moncton, New Brunswick, E1E 2N1

Phone: 506-858-5688 | Fax: 506-388-2286 | Web: [www.blackandmcdonald.com](http://www.blackandmcdonald.com)



Refrigeration Project Proposal prepared for:

**Oxford Arena  
70 Waverly St  
Oxford, NS  
BOM-1P0**

Reference to:

**Shut Down Report 2020  
Quote No. 8036-**

Attention:

**Cory Skinner**

Dated:

**June 10, 2020**

Submitted by:

**Black & McDonald Limited  
71 Loftus Street  
Moncton, New Brunswick  
E1E 2N1  
Telephone: (506) 858-5688**

**Black & McDonald Limited**

71 Loftus Street – Second Level, Moncton, New Brunswick, E1E 2N1  
Phone: 506-858-5688 | Fax: 506-388-2286 | Web: www.blackandmcdonald.com



Thank you for this opportunity to submit the following information and pricing for your consideration.

As per a discussion with our technician Steve Lavigne, Steve has asked me to supply you with pricing on following information from his shut down report 2020.

Note: The following repairs should be done during your shutdown period,

**Compressor Motor:**

The compressor motor is making a lot of noise when it running it sound like bearings ready to fail. This motor is obsolete it is very hard to get a part winding motor. The motor can be taken to motor shop and overhauled, I have done this before and in some cases it costs more than just replacing it with a new energy efficient motor. According to Steve this motor should be replaced.

- One – Compressor 30hp motor.
- One – Compressor Pulley –
- One – Soft start motor starter.

Black and McDonald LTD. Price to supply only compressor motor, pulley, and soft start. **\$4,030.00**

All Taxes, installation, extra as Applicable.

**Miscellaneous items.**

- Two – Pails of Noco chill 68 refrigeration oil - **\$175.00 x 2 = \$350.00**
- One – 8JEMS insert Brine Pump - **\$61.00**
- One – Main Ammonia 6" Suction Gauge – **\$439.00**
- Four – Compressor belts – C-120 - **\$69.00 x 4 = \$276.00**

If you have any questions or require any additional information, please do not hesitate to contact our office at 858-5688.

Kind Regards,

Dan Fearon  
Industrial Refrigeration Division



## Public Works Monthly Report

May 2020

### Water Utility

Repaired and flushed four hydrants.

Installed a Residual analyzer at the Pugwash Road tank per Department of Environment requirements.

Repaired a water leak on the corner of Horton & Peel Streets which only involved a service.

### Public Works

Repaired the sewer at 4158 Presbyterian Church on Main Street.

Repaired a culvert at 294 Water Street.

Fixed winter maintenance damaged lawns at 4852 Main Street, corner of Horton & Peel Streets, and 4158 Main Street.

Dry weather conditions allowed for the crew to paint crosswalks and parking spaces, which included moving the crosswalk from in front of the Post Office to the intersection of Ellis and Main Streets; this supports safer pedestrian traffic and removes a crosswalk from a private driveway entrance.

Ditching on Horton Street and New Hansford Road.

Mowing & whipper snipping season has started. Summer student Izaac Weatherbee is back as of June 1<sup>st</sup> to focus on watering the hanging baskets and completing green space maintenance throughout the summer.

Sidewalk repair is scheduled when the weather and workforce availability permits.

Just received notice that the Town's subsequent application for summer student funding has been approved at full funding for two students. The recruitment process will begin very soon.

Respectfully submitted,

Wes Adshade  
Public Works Supervisor



## Fire Department Monthly Report

April and May 2020

### April 2020: 10 Calls

- 2 MVA'S
- 2 Structure fires
- 2 Stand by for another Dept.
- 3 Grass/brush forest fires
- 1 Vehicle fire

All 10 calls were in the county

### May 2020: 7 Calls

- 2 Commercial fire alarms
- 2 MVA'S
- 2 Forest fires
- 1 Structure fire

2 town calls and 5 county calls

Truck 4 has been repaired and is now back in service. Initial quote to complete the work was approximately \$15,000, and the end resulting bill including the tow to Dartmouth was \$16,945. This work also comes with a two-year warranty.

Truck 5 has been repaired and is now back in service. The initial quote for work required was between \$8-10,000. A second company provided a quote which was much lower, with the final work being done at a cost of just under \$2000.

We plan to have Fleet Ready in every six months to commence a preventative maintenance plan on our fleet vehicles. This cost is \$375.00 for each visit, plus supplies for all trucks as necessary.

It looks like we will be joining the new 50/50 fundraising effort that Amherst and other departments have started. The more tickets we sell, the bigger our share of the prize will be. Along with this our regular 50/50 will be starting up again within the next few weeks.

I have been getting quotes over the last few weeks on equipment that we will need to purchase this year. Specifically, we are looking at the regular hose replacement, TMR base radio rechargeable batteries, and a charging station for the new breathing apparatus we have. We will

also need to consider replacing the last 4 breathing packs that is the result of the program started when with the previous Chief.

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

Respectfully submitted,

Trueman Rushton  
Fire Chief