



TOWN OF OXFORD
Town Council Meeting

Conducted through Zoom Live to FaceBook

Monday, 21 September 2020
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Special Town Council Minutes – 22 June 2020
 - 3.2 Special Town Council Minutes – 25 June 2020
4. New Business
 - 4.1 Proclamation: Right to Know Week
 - 4.2 Cumberland MAP Community Vibrancy & Harm Reduction Champion Award: Councillor Clark
 - 4.3 RFD #011-2020 FCM Funding Application
 - 4.4 Dangerous and Unightly Premises Report: For Information
 - 4.5 Accounting Improvements and Issues Report: For Information
 - 4.5 Strategic Priorities Chart: Update
5. Reports
 - 5.1 Public Works
 - 5.2 Finance General Operating Budget Variance Report: 1 April – 15 September 2020
 - 5.3 Fire
 - 5.4 Cumberland Public Libraries Board Report
 - 5.5 Cumberland MAP Minutes: 28 May 2020, 16 July 2020, 13 August 2020, 3 September 2020
6. Correspondence
 - 6.1 Rilyn Cann: Thank You: Mayor Stewart
7. Adjournment



Minutes of the Special Town Council Meeting

Place: Conducted through Zoom, 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, June 22, 2020

Presiding Officer: Mayor Patricia Stewart

Councilors Present: Deputy Mayor Rick Draper, Councilors Dave Clark, Dawn Thompson, Wade Adshade, Wendy Sweet-Kontuk and Brenton Colborne

Regrets: Nil

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 shared a note of thanks from Valentina Scotton, an international student from Trento, Italy, for the sponsorship of her 2020 grad banner. Mayor Stewart and Council also sent out their condolences to the family of the late Bill Park. Bill Park was a Councillor for Oxford in 1980 – 82 and 1985 – 91. Mr. Park was also the Mayor of Oxford in 1994-98.

2. Approval of Agenda

It was moved and seconded that the agenda of the Special Town Council Meeting for June 22, 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 June 15, 2020 be approved, as presented.

Motion Carried

4. New Business

4.1 Draft 2020/21 Operation Budget

During the 2020/21 budget process, Council noted that this budget has been one of the more challenging budgets to date.

Council thanked the public for engaging with Council regarding the decision of the season 2020/21 of the Oxford Arena.

Based on the discussion and direction from Council from the last Council meeting, CAO Jones presented to Council the balanced draft 2020/21 Operation Budget. This budget reflects the closure of the Oxford Arena for one year and leaving the Recreation Director position vacant for the remainder of the year.

The actual for arena expenses for 2019/20 is \$196,968.00 and the draft budget amount for 2020/21 is \$162,317.00. Due to COVID-19 the arena has already lost between \$30,000 and \$40,000.

CAO Jones presented to Council a comparison report to reflect the amount of increased taxes Oxford would need to apply to offset the costs of the arena and the Recreation Director Position ranging between 14 and 18 cent increases spread across residentially and commercially assessed properties, or ranging between 21 and 29 cents on residentially assessed properties only.

The first line item that will need to be paid in the 2020/21 budget is the deficit of \$99,458.00

Council asked if the Town of Oxford opens the arena, could they get by with one employee?
Response: No, the Collective Agreement responsibilities calls for two employees. Also, if there are tournaments or over time, there would need to be two employees.

Council asked where the County of Cumberland and the Town of Amherst give minor hockey and figure skating free ice time, what would the Town of Oxford lose for revenue with the ice times we currently have?

Response: Regarding Own Source Revenue we may lose close to \$50,000.00 in ice time revenues alone due to free ice time being offered in neighbouring municipalities.

Council asked what is the agreement between the Oxford Agriculture Society and the Town of Oxford regarding the Oxford Arena?

Response: There is a 99-year lease on the property. The Oxford Arena belongs to the Town of Oxford. The Oxford Agriculture Society uses it every year for four weeks during the Cumberland County Exhibition. Staff have thoroughly reviewed the lease agreement and nowhere in it does it say it would revert to the Oxford Agriculture Society if the arena is not used.

Changes that were made to the Draft Budget 2020/21: Communities in Bloom – from \$2,000 to \$750.00; NSCC – from \$5,000 to \$0 (deferred for one year); Community Economic Development – from \$18,780 to \$12,000. Following these changes, up to \$41,767 would be transferred to Reserves.

Moved and seconded that the Council of the Town of Oxford estimates that the sum required for the lawful purposes of the Town for the year 2020/21, after crediting probable revenues from all sources, other than the rates for the year, is the sum of \$2,411,150.00 and;

Further resolved that the Town Council hereby authorizes the levying and collection of a rate for the current year of \$4.1557 per \$100 on the value of the property assessed in the assessment roll as Commercial property and \$1.6874 per \$100 on the value of the property assessed in the assessment roll as Residential and Resource property, a sewer service charge per the Town's Sewer Charges Bylaw calculated at the 2019/20 fiscal year rate per connection, these being the rates the Council deems sufficient to raise the sum to defray the expenditures of the Town for the current year and;

Further resolved that the rates and taxes be due and payable September 30, 2020 and;

Further resolved that an interest rate of 1.5% per month, or 18% per annum, compounded, be charged on the 2020/21 final tax bills still outstanding after September 30, 2020, and that interest charges are applied on the first day of each month for outstanding amounts.

Motion Carried

5. Adjournment

At 7:15 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary



Minutes of the Special Town Council Meeting

Place: Conducted through Zoom streamed to YouTube, 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: Thursday, June 25, 2020

Presiding Officer: Mayor Patricia Stewart

Councilors Present: Councilors Dave Clark, Dawn Thompson, Rick Draper, Wade Adshade, Wendy Sweet-Kontuk and Brenton Colborne

Regrets: Nil

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 7:18 pm.

2. New Business

2.1 Solid Waste Management Issue

The following synopsis of the issue being presented to Council was read aloud:

The Town of Amherst, the Town of Oxford and the Municipality of the County of Cumberland are taking steps to ensure that the region's solid waste disposal system continues to deliver good service at favourable cost.

The three municipalities propose to issue a Request for Proposals to companies that may be interested in buying the waste disposal system that serves the region.

It is proposed that the administration of the RFP will be guided by the following guiding principles:

1. With high fixed costs, the solid waste business is essentially a volume business and, given demographic trends in Cumberland County, per unit costs for waste disposal are

likely to rise. The three municipal Councils are collectively of the opinion that being good stewards requires them to explore solutions that will allow the citizens and businesses of the region access to per unit costs that reflect the advantages of higher volumes.

2. All efforts should be made to ensure continuity of existing facility expertise and knowledge through retention of existing staff.
3. A favourable long-term royalty and tipping-fee arrangement for the three (3) municipalities that provides long-term disposal for the municipalities over the life of the facility.
4. Development of a communication plan to keep citizens informed about the sale and the continuation of waste management programs and services.
5. Optimizing proceeds of sale based on an asset valuation and a business valuation approach to the divestiture of the facility.
6. The interest of the three municipalities to divest themselves of any environmental liabilities regarding past, present and future operations and solid waste facilities located at Little Forks.
7. Ensure the facility maintains the necessary environmental approvals and meets all applicable environmental laws and regulations.
8. The Committee makes all decisions by consensus, with the understanding that any final agreement must be approved by all three (3) municipal councils.

It was moved and seconded that Council approves the issuance of a Request for Proposals (RFP), jointly with the Councils of the Municipality of the County of Cumberland and the Town of Amherst, for the (i) divestiture of Cumberland Central Landfill assets and (ii) a long-term waste/resource benefits agreement for the future operation of the facility; and

That the current Steering Committee consisting of the Warden of the Municipality of the County of Cumberland, the Mayors of Oxford and Amherst, the Chief Administrative Officers of all three municipalities and the General Manager of the Cumberland Central Landfill be tasked with administering the RFP process together with the Lead Negotiator and making a recommendation back to the Councils; and,

That Council approves the Guiding Principles attached to this resolution, jointly with the Councils of Town of Amherst and the Municipality of the County of Cumberland; and,

That any sale or long-term agreement waste/resource benefits agreement resulting from this RFP requires the prior approval of ALL of the Councils; and,

That the (i) selection of a preferred proponent and (ii) any sale or long-term agreement waste/resource benefits agreement resulting from this RFP requires the prior approval of ALL of the Councils.

Motion Carried

3. Adjournment

At 7:25 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary

**PROCLAMATION
RIGHT TO KNOW WEEK
September 28 to October 4, 2020**

WHEREAS the **Town of Oxford** has adopted the principles of openness, transparency and accountability; and

WHEREAS *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the **Town of Oxford**; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the **Town of Oxford** joins all other Canadian jurisdictions and democracies worldwide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, **Mayor Patricia Stewart**, do hereby proclaim September 28 to October 4, 2020 to be Right to Know Week in the **Town of Oxford**.



REQUEST FOR DECISION
FCM Direct Funding Application for Asset Management
#011-2020

Date: 2 September 2020	Subject: FCM Direct Funding Application for Asset Management
Proposal Attached:	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That the Town of Oxford submit a joint application for direct funding through the Federation of Canadian Municipalities to fund up to 90% or \$50,000 to complete the Town's asset inventory.
Background:	<p>The Town has embarked on a program to document its assets and develop an asset management strategy that will provide the benchmark on decision-making for capital budget planning well into the future. This is being done in collaboration with the AIM Network in a municipal cohort group. The first set of assets to be documented is the Town's water utility.</p> <p>The Federation of Canadian Municipalities (FCM) is offering funding to municipalities to do further work on the development of a comprehensive asset management inventory, setting up all groups of assets into a GIS system, undertake condition and risk assessments, and the preparation of a comprehensive capital budget program. Communities who wish to make application together and find economies in scale in doing so are offered 90% of the funding for this program, or up to \$50,000. Municipalities can utilize Gas Tax Funds to fund their 10% of the project.</p> <p>The AIM Network will facilitate and guide municipalities through this process to ensure the best application is put forward. Other municipalities in the current cohort group have expressed interest in making a collaborative application to maximize the funding that is available.</p>
Benefits:	<ol style="list-style-type: none"> 1. A complete asset management inventory and strategy will be completed for the Town, which will be required in the future to continue to receive Gas Tax Funding. 2. Working in collaboration with other municipal units and the AIM Network provides resources that are otherwise not available within our organization. 3. A comprehensive asset management plan will allow for strategic long-term financial planning and contribute to the requirement of an Accessibility Plan. 4. Access current funding to reduce the Town's costs in developing an asset

	<p>management plan.</p> <p>5. A full asset management plan will address many of the strategic priorities that Council has already identified.</p>
Disadvantages:	None foreseen.
Options:	
Required Resources:	Council support and staff time to work through the application process.
Source of Funding:	Gas Tax Funds for the asset management plan costs, there may be some travel costs or staff time through the process.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	A comprehensive asset management plan addresses environmental, economic and service capacity risks and opportunities. Feeding into an accessibility plan also impacts social and cultural aspects within our community.
Workplan Implications (now/future):	Staff are currently involved in the first phase of asset management planning, and this project would be combined with much of this work.
Communication Plan:	Once each part of an asset management plan is developed, it will be presented to Council for approval and made public to inform our community.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	Asset management, and all the areas it reaches in our community and organization, is critical to continuing to provide Council and staff information on priorities and the capacity to make informed and strategic decisions well into the future. It also connects to existing and potential overall plans (Municipal Planning Strategy, Source Water Protection Plan, Recreation Master Plan, Debt Affordability Model, FCI Action Plan, Sustainable Community Action Plan, Climate Change and REMO, etc.).

CAO Initials: RLJ

Target Decision Date: 21 September 2020

Proposed Motion for Asset Management Program Funding Application

Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Inventory and Capital Projections.

Be it therefore resolved that the Town of Oxford commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

Activity 1: Prepare an inventory of major assets including roads, sidewalks, sewer, storm, trails, fleet and municipal-owned buildings and structures in spreadsheet and GIS

Activity 2: Undertake Condition Assessments on all Town Infrastructure.

Activity 3: Prepare State of Infrastructure Reports, a Preliminary Capital Program and fact sheets for public information.

Be it further resolved that the Town commits **\$4,830** from its budget toward the costs of this initiative.

Name: _____

Title: _____

Signature: _____

Date: _____



Town of Oxford, NS Asset Management Project

Proposed Workplan and Deliverables:

1. Complete an inventory of all major assets including sewer, roads, storm, trails, sidewalks, parks, fleet and municipal-owned buildings and structures in spreadsheet and GIS

(a) Obtain data, capture and verify linear assets (roads, sidewalks, sewer, storm and trails) and provide data in Excel spreadsheet format.

b) Set up datasets in GIS system including base maps and asset layers for linear assets. Provide all data in an easy-to-use format to enable town staff to view and query.

(c) Set up fleet, building and facility inventory in spreadsheet format.

2. Undertake Condition Assessments on all Town Infrastructure.

(a) Calculate remaining life, condition and replacement cost for linear assets based on age.

(b) Undertake a condition assessment of all major buildings and structures to calculate remaining life, condition and replacement cost.

(c) Provide a training session and documents for our Town staff to become familiar with their own data and information and the GIS system.

2. Prepare State of Infrastructure Reports, a Preliminary Capital Program and Fact Sheets for Public Information.

(a) A Preliminary State of Infrastructure Reports (condition, life expectancy and replacement cost) will be generated addressing each major asset group. This P-SOIR will present information in table and graph formats summarizing the Town's major assets in a format that can be easily understood.

(b) Prioritize projects based on risk and level of service with input from the Town's staff and/or Council to generate a Refined State of Infrastructure Reports to support capital planning budgets.

(c) Compile prioritization into a 5-year capital work program and identify funding shortfall/surplus based on 20-year infrastructure demands or current revenue structure.

(d) Conduct a Project Wrap-up Workshop for Council to present the project deliverables and to discuss findings and next steps in asset management planning.

(e) Develop Asset Management Fact sheets for each asset class for public information purposes that outline municipal priorities, services, and 20-year expenditure plan.

Budget:

- Total Cost: \$48,300
- FCM grant amount: \$43,470;
- Town of Oxford: \$4,830..

Project Management & Implementation:

This work will be managed by AIM Network and Matt Delorme, P. Eng., EC Atlantic.

FCM Application Process:

1. Prepare detailed application for submission to FCM. (AIM Network will prepare draft and review with designated representation for Town.)
2. Prepare a Workplan and Budget for the Project. (AIM Network will prepare draft and review with designated representation for Town.)
3. Complete an assessment form (Excel template) to document the Town's starting point with asset management planning. (AIM Network will guide a designated rep for the Town with completing this.)
4. A signed Council resolution that the Council supports this work and agrees to pay its 10% share of the total cost (\$4,830). (Note: Town may use its Gas Tax Funding for this.) AIM Network to provide exact wording for the resolution which, when adopted, can be copied onto Town letterhead and signed by Town Clerk or authorized representative.
5. A letter of Collaboration signed by all participating municipalities in the collaborative application to support funding for 90% of project costs. (AIM Network will prepare a draft LoC for signing.)
6. Upon submission of all application documents, the application will be reviewed by FCM staff for completeness. It will then be sent to two 'peer reviewers' (asset management professionals identified by FCM) to assess the merits of the application, the qualifications of those undertaking the work on behalf of the municipality and overall value to municipality for money.
7. Upon successful approval of the grant application, a contract (grant agreement) will be issued by FCM to the Town for signature.
8. Upon completion of the project, the following will be submitted to FCM:
 - A Final Project Report (template provided by FCM). (AIM Network will assist by preparing a draft final report to be reviewed by the Town).
 - Copies of all deliverables from the Project. (AIM Network will assist by obtaining copies of all deliverables for those doing the work).
 - A final assessment form (Excel template) to document how the Town has progressed in its asset management activities and knowledge by undertaking this project.
9. Upon submission and approval of the Final Report and deliverables, FCM will review for completeness and approve payment (approx. 2-3 months following project completion).



CHIEF ADMINISTRATIVE OFFICER REPORT

TO: TOWN COUNCIL

FROM: Rachel Jones, Chief Administrative Officer

SUBJECT: DANGEROUS & UNSIGHTLY PREMISES

DATE: 11 SEPTEMBER 2020

Over the course of the spring and summer, staff have received a number of concerns from both Council members and the general public on particular properties that are considered in non-compliance with the *Municipal Government Act of Nova Scotia (MGA), Part XV Dangerous and Unsightly Premises*, and/or the Town of Oxford Solid Waste Bylaw. Additional work by staff have identified a much longer list of potential properties that will require some level of follow up through this issue.

Council and staff are well-aware of the broader issue with a larger number of properties that fall within the MGA that need to be cleaned up, after very little requirement to do so in past years. A measured approach to be able to manage the workload on these cases has begun and will continue with one or two properties each month based on safety and extent of work required. Winter months can present challenges to this as snow cover as well as frozen ground can often impede identification of issues and cleanup work. This is an identified priority for the CAO through the Strategic Priorities Chart and delegated workplan.

It is always a best practice to provide reasonable notice and timeframes to property owners to have the properties in question cleaned up by their rightful owners. However, if this is not possible, the MGA provides the Town the authority to complete the work once it becomes clear that the property owner will not or cannot complete it. If the Town completes the work, the costs are placed on the property as a lien. These costs are then anticipated to be recovered through payment from the property owner when received on a property tax billing, or through any potential tax sale. There are generally legal costs associated through this process to ensure the proper process is followed. There are circumstances where all costs may not be recovered if a tax sale is not successful.

Pursuant to MGA s.354(3), the Dangerous or Unsightly Premises Administrator shall provide a public report to Council at least twice annually to provide updates on orders that have been given and remedial progress on those orders. A summary of properties that have been or are currently being dealt with in 2020 are as follows:

4984 Main Street: enforced proper storage of collected solid waste and additional vehicles that were not associated with the property owner. Removal of debris and regular ongoing clean up of the back of the property continues to be done to the satisfaction of the Town. This file is considered resolved.

16 River Avenue: Enforcement Officers through CJSMA assisted in advising the property owner of the requirements to properly store and dispose of solid waste and compost. Most of the issues are resolved through the Town's Solid Waste Bylaw. Any further issues may need to be dealt with under the MGA.

165 James Street: this property was also addressed through Bylaw Enforcement Officers of CJSMA regarding the clean-up of solid waste and articles of garbage based on the Town's Solid Waste Bylaw. This file is considered resolved.

41 Pugwash Road: communication has been established with the out of province landowner. Work has started to clear the brush and clean up the property. A final letter has been sent indicating a deadline of September 30, 2020 for substantial work to be completed. After that, if the Town is not satisfied with the condition of the property, next steps may be to continue the work by order of the Town.

63 Elm Street: This property has been derelict and ramshackle for an extended time. Registered mail has been sent to the property owner this month to begin the process of required clean up. Staff will continue to follow up on this property with the anticipated resolution through the fall of 2020.

Outside of the Dangerous or Unsightly Premises legislation, for the information of Council there were two other properties were investigated as they pertained to non-permitted land use as outlined within the Town's Land Use Bylaw. The Town's contracted Development Officer worked closely with the CAO to determine proper uses and specific contact with one of the property owners. The property in question was being used for a non-permitted purpose in a residential zone and has since been rectified. The second property was determined to have no infraction of the Land Use Bylaw. Both files are considered resolved.



COUNCIL REPORT

TO: TOWN COUNCIL

FROM: RUTHANN BROOKINS, SENIOR ACCOUNTANT

SUBJECT: ACCOUNTING IMPROVEMENTS AND ISSUES

DATE: JANUARY-JULY 2020

Since the beginning of my employment with the Town of Oxford, the learning curve within municipal finance as well as the existing internal information and processes has been steep. Much of this was anticipated, particularly with specific accounting rules and regulations that municipal government is required to do that is very different from the private sector. In addition to that, the issue of previous staff turnover, inconsistent practices, undocumented processes, and lack of professional accounting expertise internally has provided a significant puzzle that we call our financial and accounting systems and practices.

Without clear and consistent practices, much of the accounting work had to be traced back for months and sometimes years to be able to be confirmed and reported with any level of confidence. The saying “when you pull a thread, you get a sweater in your lap” has been a regular one in our work environment. Investigating one issue often leads to finding other inconsistencies or questions that necessitates additional follow up and research. All of that takes time to sort out to get to what should be simple answers on our financial information.

Through this work, I have started putting in place more efficient processes that will continue to provide streamlined work and more consistent results for all areas within our financial reporting and accounting practices. The following is a sample of the work that has been undertaken for this purpose:

- Researched Fire Truck payments back to 2011 as requested for fire department, had to go to manual records as details were not provided in Computer system;
- Set up Oxford Frozen Foods water billings on spreadsheets with formulas. Now takes one hour to produce water bills versus an afternoon of manual calculations;
- Set up payroll, vacation time, in lieu time, sick time on an Excel spreadsheet with cumulative formulas. This decreases human error from using manual paybooks with manual calculations;

- Set up checks and balances not currently in place for deductions, adjustments in Town Suite, payroll allocations, etc.;
- Created a spreadsheet to allocate public works hours to specific areas, eg. water, streets, maintenance etc. This will be maintained at the same time as payroll is processed and allows for more accurate allocation between general and water utility expenses, as well as capital projects;
- Organized a system for payables so all payments are made off invoices not statements;
- Revamped the bank deposit spreadsheet for posting clarity;
- Created a water meter issues spreadsheet to keep a history of meters that are continually catching up on a reading and for unreasonable readings;
- Created a spreadsheet to calculate HST rebates so we no longer require additional external assistance to complete this function;
- Working on a Years of Service spreadsheet for employees as required by the CUPE Collective Agreement and for non-unionized staff to determine levels of eligible benefits. There is no current policy or reliable record in place;
- Implemented a practice to transfer funds from the water utility fund to the general operating fund for expenses paid from general account, on a quarterly basis. This policy was suggested by my mentor at Municipal Finance Corporation. Previously this was done as needed or at year end;
- Implemented a policy to balance Simply with Town Suite quarterly. Previously this was done at audit. By leaving this to once a year, it is too long to remember reasons for adjustments if left to audit time;
- Implemented a detailed file system for our many Power Bills, this enables a quick look up in case of discrepancies, applying credits, etc.;
- Revamped the water bill mail out instruction sheet for clarity and to have a standard operating procedure in place for any staff to follow;
- Created a spreadsheet for the COVID 19 Municipal Operating Loan payment plans showing the payments, date of payments, principal, and interest. Also indicates when future bills will be issued;
- Discovered some arena and administrative salaries were being automatically posted to Public Works. The appropriate adjustments were made and adjusted the payroll system to allocate properly going forward;
- Completed COVID 19 financial analysis for various reports required by CAO and other government departments such as Statistics Canada;
- Discovered inconsistencies with deductions taken from employees and remittances given to Revenue Canada, Manulife, and CUPE for 2019. I researched back payments, found the errors, made payments, and put checks in place to prevent this error from happening in the future;
- Discovered an error with reported Revenues, some water bills were recording revenue twice. This was fixed before 2019/20 year end. It appears as if this same error occurred in 2018/19 and fixed at year end audit;
- Discovered an error with the allocation of the Backhoe Lease payments. This was fixed before 2019/20 year end. It appears that this same error occurred in 2018/19 and fixed at year end audit;

- Researched the School Enhancement Fund with computer history, manual books and old bank statements. Details are sparse but looks as if the money borrowed for school enhancement was not kept separate and was used in the Operating Reserve Fund. The final payment for this debenture will be made in the fiscal year 2021/22.

With the understanding that Council wants and needs accurate financial reports in order to assess our financial position and provide oversight for the administration, as well as to provide public transparency around the Town's financial status, staff will continue to find efficiencies and correct processes that place the Town in line with acceptable and required financial reporting practices. Due to the state of records and practices, much of this work takes more time than expected. We continue to strive for efficiencies and putting a solid foundation in place on which we can continue to build into the future.

STRATEGIC PRIORITIES CHART

September 2020

COUNCIL PRIORITIES

NOW

1. **POLICE SERVICES REVIEW: Waiting for Public Safety Canada to respond**
2. **ASSET MANAGEMENT STRATEGY (Council resolution 19 May 2020)**
3. **MASS ALERT SYSTEM: Options**
4. **3-YEAR CAPITAL PLAN**
5. **SOURCE WATER PROTECTION/WATER MANAGEMENT STRATEGY: Review**

TIMELINE

October
January 2021
April 2021
February 2021
June 2021

NEXT

- COMMUNITY CENTRE: Feasibility
- 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*
- *Oxford Frozen Foods Limited: Communication & Relationship*

OPERATIONAL STRATEGIES

CHIEF ADMINISTRATION OFFICER

- **POLICE SERVICES REVIEW: follow up**
- **ASSET MANAGEMENT STRATEGY:** this will also address –
 - **3-YEAR CAPITAL PLAN** - February
 - SERVICE CAPACITY REVIEW
 - WATER PIPE REPLACEMENT: 3-Year Program
 - COMMUNITY CENTRE: Feasibility
- Unsightly Premises Campaign
- Website: Refresh
- New Council Orientation Program

FINANCE

1. TownSuite Software Implementation – December (1st phase)
2. Collection Process - Nov.
3. Tax Sales - January

ADMINISTRATION

4. Records Management
5. **MASS ALERT SYSTEM: Options** - April

PUBLIC WORKS

1. Water Utility/DOE Compliance Plan
 2. Development of shovel-ready priorities
 - 3.
- WATER PIPE REPLACEMENT: 3-Year program
 -

RECREATION SERVICES

- 1.
 - 2.
-

PROTECTIVE SERVICES

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

COMMUNITY ECONOMIC DEVELOPMENT

1. Downtown Beautification - December
 - 2.
 - 3.
- -

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



Public Works Monthly Report

July & August 2020

July 2020 Report

Water Utility

Breaks and Repairs:

- break at 62 Waverly Street (curb stop)
- 30 Prince William Street (curb stop)
- repaired the water valve on Foundry Street
- 232 Water Street
- repaired the curb stop at 70 Waverly St
- repaired the water valve on the Little River Road

Installed a transformer and new control valve switch in Well # 4

Streets, Sidewalks and Sewer

Sidewalk repairs were completed at:

- 4791 Main Street (2 driveways)
- 47 Prince William Street
- 63 Water Street

General Maintenance

- Painted dugouts, picnic tables and telephone poles
- Put calcium on the trail going up Station Street for dust control
- Trimmed bushes around entrances & signs coming into town
- Filled in the ditch on Little River Road and seeded it to allow for easier sidewalk snow removal and summer lawn care

August 2020

Water Utility

Repaired breaks:

- 47 Water Street
- 77 Birchwood Road
- 2 separate breaks on Upper Foundry Street
- 237 Water Street

Installed the new VFD (variable frequency device) in Well # 3 that was damaged due to the NSP high voltage incident on June 2nd.

Streets, Sidewalks and Sewer

- Repaired sewer at Oxford Home Hardware.
- Sidewalk installation in front of Oxford Frozen Foods (100 ft).
- Sidewalk repair at Oxford Home Hardware & Meadow Vista.
- Installed a new manhole lid on Sandy Lane & Horton Street in preparation for capital paving project completion.

General Maintenance

- Installed hand sanitizers in Capitol Theatre, Fire Hall, Town Hall & Public Works.
- Painted the exterior of Town Hall. There is some wood rot that will need to be addressed next year for maintenance.
- Removed the bushes from around the statue at the cenotaph.
- Removed two trees at 21 Henderson Street and one to be removed at the Cenotaph immediately to avoid falling limbs on the monument.

Respectfully submitted,

Wes Adshade
Public Works Supervisor

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES	
REVENUE					
Tax Revenue					
Residential Tax	791,627	791,355	100	All Tax revenue for the year	
Commercial Tax	1,025,365	1,025,365	100		
Agreement O.F.F.	0	0			
Resource Tax	13,358	10,491	79		
Forest (Under 50,000 Acres)	179	179	100		
Business Occupancy Tax	0	0			
Based on Revenue - Aliant	3,700	2,534	68		
Sewer Rates	181,000	181,589	100		
Deed Transfer Tax	12,000	11,307	94		Could be more than expected this year as house sales are up
Total Taxes	2,027,229	2,022,819	100		
Grants in Lieu					
Federal Government - Canada Post	2,456	0	0	These amounts need to have applications made for payment to us.	
Federal Government - RCMP	17,491	0	0		
Provincial Government - DNR	15,342	0	0		
Provincial Government - Liquor Comm	8,976	0	0		
Total Grants in Lieu	44,265	0	0		
Services to Other Governments					
Cumberland County - Fire Protection	57,000	0.00	0	Cumberland County yet to be invoiced for amount.	
Total Services to Other Governments	57,000	0	0		
Own Source Revenue					
Arena - Ice Rentals	0	17			

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Arena - Fish and Game Show Revenue	0	0		
Arena - Sign Rentals	0	0		
Arena - Fun Hockey Registrations	0	0		
Soccer Program Registrations	0	0		
Steve Nash Basketball Registrations	0	0		
Free Skate Program	0	0		
Special Program Registrations	0	0		
Community Garden - Grant Funding	0	0		
Berry Bolt	0	0		
Junior NBA	0	0		
Tennis	0	0		
Heritage Gas Revenue	20,000	0	0	
Theatre Revenue	1,000	0	0	
Dog Licences	50	0	0	
Building Permits	1,000	0	0	
Sub Division Plans	0	0		
Fine Revenue	750	75	10	
Office Rent Water	5,500	0	0	
Medical Centre Rents	20,000	9,625	48	
Probation Office Rent	0	0		
Interest on Investments	0	0		
Interest on Taxes	25,000	14,986	60	
A/R adjustments	0	0		
Tax Certificates	500	800	160	More than expected this year as house sales are up
Communities in Bloom Revenue		200		Cumberland Food Action Network
Sales of materials	3,000	0	0	
Total Own Source Revenue	76,800	25,703	33	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Unconditional Transfers				
Equalization Grant	178,171	44,543	25	Provided by Province in installments.
Farm Acreage Grant	2,657	2,728	103	
HST Offset Payment	7,000	7,135	102	
Total Unconditional Transfers	187,828	54,406	29	
Conditional Transfers				
EMO Grant Civic #	1,000	0.00	0	
CNTA Grant - VIC	0	0.00		
Fed Gov Funding - Summer Students	7,028	5.00	0	
Comm Enhancement Grant Funding	0	0.00		
Total Conditional Transfers	8,028	5	0	
Other Transfers				
Gas Tax Revenue		0.00		
County Funding - Arena	0	0.00		
MPAL Funding Province	0	0.00		
Grants from Prov- Sinkhole Study	0	0.00		
Grants from Other Organizations	0	17,500.00		\$17,500 Downtown Beautification Grant.
Transfer from Surplus	0	0.00		
TRANSFER FROM OPERATING RESERVE	0	0.00		
Transfer From Local Fire Assoc	10,000	0.00	0	
Interest on CRA refunds	0	0.00		
Land Sales	0	0.00		
Total Other Transfers	10,000	17,500	175	
TOTAL REVENUE	2,411,150	2,120,433	88	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
EXPENSE				
General Government				Insurance costs increased after budget was approved. Gallagher increase by 2,817 and JP Financial by 3,064.
Mayor Honorarium	9,011	3,754	42	
Mayor Expenses	2,500	270	11	
Council Honorariums	27,000	10,513	39	
Council Expenses	5,000	70	1	
Salary - CAO	62,513	38,559	62	
Salary - Accountant	31,500	19,430		
Salary - Deputy Clerk	30,200	18,628	62	
Salary - Office Staff	25,116	10,565	42	
Admin Salaries paid by Water	-64,000	-26,667	42	5/12 of 64,000 as we are 5 months into the budget
Legal Fees	5,000	0	0	
CAO Contracted Services		0		
Accounting Contracted Services	5,000	0	0	
Canada Pension Plan	20,000	9,333	47	
Employment Insurance	9,000	4,481	50	
Health Plan (Blue Cross)	3,000	2,117	71	
Pension - CAO		0		
Pension - Employees	20,000	14,194	71	
Xmas Bonuses	850	0	0	
Professional Development	1,500	0	0	
CAO Seminars & Travel	3,000	0	0	
Audit Fee	20,000	0	0	
Town Hall Insurance	1,750	1,578	90	
Office Postage	4,200	2,922	70	4 of 6 bill mail outs already expensed
Office Supplies & Advertsing	12,000	4,912	41	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
I T Expenses	7,000	781	11	
Office Programmer	0	22		Adobe license
Town Hall Janitor & Supplies	6,000	2,419	40	
Town Hall Telephones	8,000	3,730	47	
Town Hall Electricity	5,000	1,476	30	
Town Hall Natural Gas	8,000	843	11	
Town Hall Water	350	125	36	
Town Hall Sewer	306	434	142	taxes and sewer on property Owner Unknown
Workplace Wellness		352		Going away celebration for Corey
Town Hall Maintenance	15,000	9,128	61	\$7000 invoice paid to ATL REFAC repaired the heat
Municipal Election	10,000	3,656		
Bond Insurance		0		
Losses on Appeals/Habitat Subdiv		0		
OPH Grant		0		
Lion's Club Rental		0		
Conferences and Workshops	3,000	48	2	
Public Official Liability Ins	3,000	2,250	75	
Dues - UNSM/FCM/CNTA/POL BD	6,000	315	5	
Exhibition/Transport Society Grants	0	0		
YMCA Grant	0	0		
ORHS Bursary	500	0	0	
NSCC Foundation	0	0		
Oxford Sinkhole	0	0		
COVID - 19 Costs	5,000	3,016	60	
PVSC - Assessment Costs	18,892	9,446	50	
Valuation Allowance - Taxes		0		
Bad debts other		0		
Interest Town Hall 2013 MFC	982	474	48	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Interest on Backhoe Loan	1,125	1,273	113	For proper allocation of expenses there will be 254.52 interest /month, the budget should allow for \$3054.24. Take \$1928.70 from Principal Backhoe Lease accoun#5768
Interest Short Term Borrowings		0		
Bank Service Charges		2,119		Monthly service fees-Scotia connect, and account maintenance Last y
Deficit of Prior Years	99,458	0	0	
MFC Int - School Enhancement	622	414	67	
Cash Over/Short		0		
Credit Card Fees & Interest	500	423	85	
Total General Government	432,875	157,402	36	
Protective Services - Police				
Admin - Salary		0		
Admin - Audit		0		
RCMP Contract	505,605	252,802	50	
School Crosswalk Guard	7,200	377	5	
Prosecuting Attorney Fee	500	0	0	
Corrections	15,000	7,314	49	
Total Police	528,305	260,493	49	
Fire				
Admin - Salary		0		
Admin - Audit		0		
Fire Inspection Cost		505		Church of the Nazarene requested/required for occupancy load
Firefighters Honorariums/Incentives	17,000	39	0	
Fire Phones	2,700	602	22	
Fire Communication System	17,000	3,192	19	
Public Fire Protection Charge	120,935	0	0	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Fire Chief's Convention	-	0		
Fire Training	7,500	359	5	
Fire Hall Lights & Power	4,000	1,744	44	
Fire Hall Natural Gas	7,200	997	14	
Fire Hall Insurance	3,800	7,168	189	Yearly fee paid
Fire Hall Maintenance	5,000	1,641	33	
Firefighters Liability Insurance	2,500	5,767	231	Portion will be reimbursed by firefighters Yearly fee paid
Fire Hall Water	500	0	0	
Fire Hall Sewer	306	306	100	
Fire Trucks Insurance	3,700	3,996	108	Yearly fee paid
Fire Trucks Fuel	2,200	686	31	
Fire Trucks Repairs & Maintenance	15,000	25,531	170	
Fire Equipment & Supplies	15,000	101	1	
Fire Equipment Repairs & Maint	4,500	4,937	110	
Fire Training Ground Project	0	0		
Fire Truck Pumper/ Tanker	0	0		
Fire B.A. - MFC Interest	453	226	50	
Fire Truck 2005 MFC Interest	0	0		
Fire Truck 2005 MFC Principal	0	0		
Fire New Hall - MFC Interest	9,327	4,649	50	
Interest MFC 2018 B.A.	-	702		MFC #38-A-1 CK Agee #91 Debenture Payment S/B 1393.92 this year
Total Fire	238,621	63,149	26	
Emergency Management				
REMO	5,500	5,063	92	
EMO Expenses	500	0	0	
EMO SHRU Funding	619	619	100	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Total Emergency Management	6,619	5,682	86	
Other Protective Services				
Building Inspection	7,000	3,989	57	
Animal Control	1,000	0	0	
Other Protective Services	0	0		
Total Other Protective Services	8,000	3,989	50	
Transportation Services				
Salary - PW Supervisor	31,000	13,327	43	50 % of wages
Labour - PW	87,700	34,118	39	50 % of wages
Summer Students	2,000	9,169		
Supervisor Phone	1,600	1,032	64	
Town Truck	9,000	2,543	28	
Supervisor Truck Allow	-	0		
Loader and Plow	28,000	3,384	12	
Generator	60	0	0	
Tractor	7,000	2,720	39	
Backhoe Lease Etc	1,500	453	30	
Roller	-	0		
Air Compressor	-	0		
Salt Truck	5,000	1,869	37	
Small Tools & Equipment	5,000	4,052	81	
OPH Insurance	200	195	98	Yearly fee paid
OPH Expenses	300	0	0	
OPH Taxes	2,300	2,342	102	
Town Garage Insurance	500	2,871	574	Yearly fee paid
Town Garage Fuel (Wood)	1,500	0	0	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Town Garage Maintenance	1,500	4,010	267	
Town Garage Phone	260	73	28	
Town Garage Water	-	0		
Town Garage Electricity	4,000	1,168	29	
Workers Compensation	12,000	7,219	60	
Liability Insurance	12,800	13,107	102	Yearly fee paid
Diesel	13,000	1,660	13	
Oil	-	0		
Gasoline	9,000	2,496	28	
Oxygen	-	0		
Sundry	1,100	0	0	
Clothing	3,000	0	0	
Health and Safety	5,000	1,050	21	
Salt	30,000	0	0	
Road Repairs	-	0		
Street Maintenance	25,000	27,739	111	
Street Lighting	7,000	3,575	51	
Street Lights Reim back to Cap Res		0		
Main Street Phase 2 - MFC Int	2,705	1,780	66	
Main Street 2008 MFC Interest	0	0		
Main Street 2008 MFC Principal	0	0		
Capital from Revenue Salt Shed	0	0		
Loader 2013	0	0		
Paving 2017	0	0		
Paving/Sidewalks 2016-MFC Interest	5,662	2,831	50	
Sidewalks - 2014	0	0		
Salt Truck 2016 - MFC Interest	1,062	531	50	
Honda Snowblower	0	0		

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Total Transportation	315,749	145,315	46	
Environmental Health Services				
Sewer Admin Supervisor	18,000	5,331	30	20% of wages
Sewer Other Labour	35,000	13,647	39	20% of wages
Sewer Safety Equipment	2,000	0	0	
Sewer Maintenance	6,000	5,686	95	
Sewer Power	32,000	9,876	31	
Sewer Lagoon MFC Interest	0	0		
Sewer Lagoon MFC Principal	0	0		
Transfer Station Contract (FERO)	95,000	35,869	38	
Tip Fees	30,000	21,146	70	Includes \$2186 for leachate testing wells at the transfer station property
Total Environmental Health	218,000	91,555	42	
Public Health & Environmental Devel				
Medical Centre	31,000	16,573	53	
Deficit Regional Housing Authority	26,400	23,536	89	Yearly fee paid
Planning - Town of Amherst	17,000	15,643	92	Yearly fee paid
Interest Medical Centre 2013 MFC	614	333	54	
Lease Natural Gas Boiler Med Cent		0		
Tree Expense/Trail Reserve	5,000	4,534	91	Tree removal work completed
Community Eco Dev/Tourism	12,000	2,296	19	
Cumberland Business Connector	10,000	0	0	
Communities in Bloom	750	2,884	384	\$ 1500 for hanging baskets ordered last fall per Council directive
Total Public Health and Envir Dev	102,764	65,800	64	
Recreation and Cultural - Arena				
Arena Labour	5,200	1,720	33	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Arena Telephone	650	174	27	
Arena Electricity	10,000	6,334	63	
Arena Maintenance	10,000	1,016	10	
Lease Natural Gas Boiler Arena	7,580	0	0	
Arena Natural Gas	3,500	547	16	
Arena Water	1,000	526	53	
Arena Sewer	306	306	100	
Arena Insurance	1,600	2,238	140	Last year some of Arena insurance may have been allocated to town garage in error, yearly fee paid
Arena Maintenance - Energy Upgrades	0	0		
Arena MFC Interest 2018	0	0		
Arena Dressing Room 2013 MFC Int.	0	0		
Arena 2013 MFC Interest	1,350	680	50	
Arena Automation MFC Nov 18 Int	329	588	179	MFC #38-A-1 CK Debenture Payment S/B 1,187 in current budget
Arena Chiller - MFC Int	1,187	228	19	MFC #31-A-1 "BU" Debenture Payment S/B 329 in current budget
Total Arena	42,702	14,358	34	
Fields and Library				
Xmas Lights	1,000	0	0	
Tennis Courts	1,000	0		
Trails	1,000	184		
Ballfield	2,000	227	11	
Skateboard Park	1,000	0		
Mural Lights	500	87	17	
Library Expense	6,000	1,712	29	
Regional Library Board Transfer	7,680	3,840	50	
Total Fields and Library	20,180	6,051	30	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Theatre				
Theatre Movies	0	0		
Theatre Telephone	0	0		
Theatre Electricity	3,000	0	0	
Theatre Expense	300	165	55	
Theatre Maintenance	2,000	323	16	
Theatre Natural Gas	3,500	414	12	
Theatre Water	350	67	19	
Theatre Sewer	306	0	0	
Theatre Property Tax	2,000	801	40	
Theatre Insurance	200	162	81	Yearly fee paid
Total Theatre	11,656	1,932	17	
Recreation				
Recreation Community Garden Project	500	0	0	
Recreation Co-ord Salary	5,000	5,504	110	
Recreation Co-ord Travel	0	0		
Recreation Summer Students	0	0		
Recreation Office Supplies	0	0		
Recreation Postage	2,000	-165	-8	Duplicate invoice from 2019/20 was credited
Recreation Advertising	200	0		
Recreation Telephone	500	201	40	
Recreation - Strawberry Festival	0	0		
Recreation - Summer Soccer Program	0	0		
Recreation - Tennis Program	0	0		
Recreation - General Programs		144		Gazebo Power & fee for Fundy Directors Association
Total Recreation	8,200	5,684	69	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
Fiscal Services				
MFC Principal - 2011 School Enhan	10,000	10,000	100	
MFC Principal - 2016 Breathing App	3,200	0	0	
MFC Principal - 2018 Breathing App	7,400	0	0	
MFC Principal - 2013 Fire Hall	69,700	0	0	
MFC Principal - 2013 Med Cent	5,000	0	0	
MFC Principal - 2011 Main Phase 2	43,000	43,000	100	
MFC Principal - 2016 Paving/Salt Tr	47,500	0	0	
MFC Principal - 2013 Town Hall	7,100	0	0	
MFC Principal - 2013 Arena	10,200	0	0	
MFC Principal - 2018 Arena Auto	5,500	0	0	
MFC Principal - 2011 Arena Chiller	0	5,500		
MFC Principal - 2014 Loader	0	0		
MFC Principal - 2014 Fire Hall #2	0	0		
MFC Principal - 2014 Arena	6,200	0	0	
Backhoe lease principal	6,912	1,661	24	This will be 415.28/ month for a total of 4983.30. Allocate \$1928.70 of this to Admin Interest on Backhoe Account #5089.
Interest ST Borrowings		0		50% of the principal payment less taxes and interest has been allocated to water utility.
Bank Service Charges		0		
Non Ded Penalties and Interest		0		
Debenture Discount	0	0		
Assessment Costs	0	0		
Capital expenditures from revenue	0	0		
Transfer to Reserves	31,767	0		
Deficit of Prior Years	0	0		
Valuation Allowance	0	0		
District School Board	224,000	110,094	49	
Total Fiscal Services	477,479	170,255	36	

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 09/17/2020	Percentage of Budget Spent	NOTES
TOTAL EXPENSE	2,411,150	991,664	41	
NET INCOME	0.34	1,128,769		



Fire Department Monthly Report

June - August 2020

The Oxford Volunteer Fire Department experienced a total of 30 fire calls during the period of June, July, and August 2020. They are as follows:

- 15 mutual aid calls
 - 5 forest fires
 - 7 structure fires
 - 3 standby in another fire hall
 - 6 residential fire alarms
 - 4 MVA's
 - 1 structure fire
 - 3 grass/forest fires
 - 1 fuel spill
- These calls are further broken down to be 8 town and 22 county responses.

Pump tests have been completed on all trucks; needed to replace the primer on truck 2 as the old one was burnt out. All trucks passed and are in service.

Scotia Fleet Services have been engaged to perform regular maintenance on all trucks every six months. Issues are identified through those maintenance visits and required repairs are completed when issues are found.

All rescue gear has been serviced with required repairs completed.

The new TMR base radio has been ordered and we are waiting for a delivery date.

The new drone has been purchased through funds obtained from Emera last year. Training for two or three people will need to take place prior to any use. This is a highly regulated activity and we must ensure only trained and licensed personnel will fly the drone.

Due to the COVID-19 issues and our restricted ability to do our usual fundraising activities, we have joined in with the Nova Scotia Firefighters 50/50 draw to raise extra funds for equipment. Our regular 50/50 will commence in September. All other fund raising has been cancelled for the near future.

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

Respectfully submitted,

Trueman Rushton
Fire Chief

**Cumberland Public Libraries
Brief Report- Oxford
September, 2020**

Auditor's Report

Ms. Corey presented the audited statement and answered questions for the Board. The Board passed 2019-20 auditor's report.

Board By-Laws

The Board approved changes to the Library Board by-laws. As of November 1st the Board will be reduced to 5 members, 3 appointed by the municipalities and 2 appointed by the province.

Financial Report

Ms. Corey provided the Board with final budget for the 2020-21 fiscal year. The 2020-21 budget was passed during this meeting.

Satellite Branch

Satellite location for the Oxford Branch opened in July 14 with our Grab N'Go contactless pickup. There is no collection available at this location due to Covid-19, but patrons can place holds, then pick up and drop off their library items. The Library is currently working with the Town on a potential new location.

2018-19 Annual Statistics

During 2019-20, Cumberland Public Libraries signed out over 110, 000 items, including books, DVDs, magazines and more, and had over 120,000 visits to our libraries. The Oxford Library signed out 5,881 items, had 8,105 visits.

Also, during 2019-20 Oxford Library held 69 programs for children and adults, with 928 people in attendance.

A complete Cumberland Public Libraries Annual report will be available in September 2020.

Next Board meeting November 5, 2020.

MINUTES

May 28, 2020

Cumberland Municipal Alcohol Project Committee Zoom Meeting – 9:30-11am

Present: Dave Clark, Don Fletcher, Colleen Dowe, Allison Lair, Janine DeWitt & Sophie Melanson

Regrets: Tom Woods, Michelle Harrison, Jason Blanch & Dr. Ryan Sommers

1) Check-in – How are people doing?

2) Review Agenda – Understanding that it's not business as usual

3) **Response from Ron Downey on his old position:** The position has not been filled, however if we have some specific concerns, Ron has continued to be our connect at the province and is willing to physically come to the area if need be, for specific reason

4) Areas of Action

a) Forecasting or new concerns we may have

a) Increase in alcohol use & domestic violence

- Here is a link found that has local resources mentioned thans.ca
- DCS staff have described this time as “the perfect storm”, stating the financial burden, emotional distress, and social isolation

b) Phenomenon of social media normalizing alcohol consumption

- 3 shot challenge
- Alcohol related Memes
- It's ____ o'clock somewhere, “Day drinking”
- Ideas:
 - (a) Healthy alternatives to alcohol ideas (refreshing beverages/mocktails)
 - (b) Tips & Tricks to curb alcohol purchases and riskier alcohol use

ACTION/UPDATE: Sophie sent Tips & tricks to curb alcohol use to Colleen to develop JPEG for online use

c) Student Vaping project: Colleen plans on following up with the students

- a) Advocating through local paper to better reach those who don't have easy access to internet

ACTION: Colleen and Don will reach out to connects (Daryl, Bill Martin, Maurice Reese) to begin conversation about wellness (alcohol-free) content

d) Concerns we still had (and that are context appropriate)

a) Thank you letters to municipalities for continued support & offer to meet

- This may morph into a reaching out with specific data around increased alcohol purchases/use throughout the province, and issues related to that (ex: petty theft, family violence, etc.)

b) Check List (of harm reduction tactics) for Event Planners to consider

- this may shift to be a more proactive approach, maybe we could talk about “once things reopen, alcohol may inhibit decision making as it related to mask wearing, physical distancing, and sanitation... we could take a “things to keep in mind-approach
- ~~e) Check List more specifically of family friendly components~~
- This may not be appropriate at the moment, however something around small group (bubble) gatherings may be helpful
- d) Photo-Voice-type activity with local youth (similar to HRM project)
- Doing something online, for youth to get involved in capturing wellness activities that are positive and don’t include substances
- e) Follow-up with RCMP to get membership

UPDATE: Sophie followed-up with Craig Learning, however received an e-mail bounce back saying that he will be away from the office for an indeterminate amount of time, and to contact Jason Pennoyer (Sarah’s husband, I assume) at (902)667-3859.

This is where we left off as a group, but here are some thoughts...

- f) Partner with Community Health Boards to celebrate harm reduction champions
- g) This may be a second edition of the awards, related to covid and wellness approaches (again, that don’t involve alcohol)

5) Online-communication items (ongoing item)

6) Next meeting: June 25th, 2020 9:30am

MINUTES

July 16, 2020

Cumberland Municipal Alcohol Project Committee Meeting – 9:30-10:30am

Present: Dave Clark, Don Fletcher, Colleen Dowe, Alison Lair, Emma Bickerton, & Sophie Melanson

Regrets: Janine DeWitt, Jason Blanch, Ryan Sommers, Michelle Harrison, & Tom Woods

1) Check-in & Review Agenda

- a) Summer committee member - Emma Bickerton
- b) Return of Janine next meeting
- c) I haven't yet reached out to Sgt. Pennoyer

2) Areas of Interest/Action

- a) **Canadian Substance Use Costs and Harms 2015-2017** - Substance use in Canada cost \$46 billion dollars in 2017 according to our latest publication.
 - a) Almost two-thirds (63%) of the total costs in 2017 were due to alcohol and tobacco.
 - b) From 2015 to 2017, per-person costs increased the most for the following substances:
 - c) CNS stimulants (ex. Amphetamines) (up 22.1%)
 - d) Opioids (up 20.9%)
 - e) Cocaine (up 10.5%)
 - f) Alcohol (up 1.6%)
 - g) Tobacco was the only substance that showed a decrease in per-person costs (down 5.1%).
 - h) The costs are broken down into four categories, as follows:
 - (a) Lost productivity costs: \$20.0 billion (44% of the total)
 - (b) Healthcare costs: \$13.1 billion (28% of the total)
 - (c) Criminal justice costs: \$9.2 billion (20% of the total)
 - (d) Other direct costs: \$3.6 billion (8% of the total)
 - i) This update includes new cost and harms data for 2015–2017, as well as several improvements to the costing methods. The new data resulted in an additional database for the Canadian Substance Use Costs and Harms online data visualization tool. This database allows users to explore the data exclusive to 2015–2017 and produce custom findings to suit their needs.
- b) **Cannabis**
 - a) **CCSA Youth & Cannabis Use Speaker Series Part 1: Youth cannabis use following legalization**, Presenter: Dr. Tara Elton-Marshall, Institute for Mental Health Policy Research, CMHA

UPDATE: Here's the link to watch it when you have a minute: <https://vimeo.com/442477827>

- b) **A new CCSA study reports** that between 2006 and 2015 the rate of hospitalizations related to cannabis use and mental and behavioral disorders more than doubled. In the same period, the rate of hospitalizations specific to cannabis-related psychotic disorder tripled.

- a) It would be great to investigate if there's a graph or a timeline linking policy changes and cannabis use over time like there is around alcohol.
- b) This led to a wonderful conversation around some of the downfalls of healthy public policy, especially at some unforeseen impacts such as "pre-drinking".
- c) Then the conversation also led to some of the potential alcohol-risks of physical/social isolation of drinking at home alone instead of drinking in groups, either out of boredom or as a means of coping.

Talking about the cost of alcohol

Research is showing that there are some causalities, reflecting risk and there's certainly a misunderstanding about those risks in the general population

c) Better utilizing online social media as a platform

a) Photovoice Activity in partnership with the YMCA and CHBs: Youth Art challenge

- (a) Challenge for school aged children
- (b) Legal size piece of paper with window & artist statement
- (c) Available for pickup and drop off across Cumberland County
- (d) 3 themes with a question to answer through art (except video)
- (e) How will we make this project live on.

b) Other Social Media efforts:

- a) Tips & Tricks to reduce alcohol consumption
- b) Refreshing Alcohol-free Summer Beverage recipe JPEG ready for social media use
- c) Effects of alcohol on immune system
- d) Safety Tips of hosting (with your bubble or while physical distancing) to avoid impaired judgement and respect public health directives.

UPDATE: an additional conversation with Emma led to some great ideas of easy quick posts relating to a), b) and c)

d) Proactive approach to community gatherings (if/when): Tips and tricks mentioned above could be adapted to reflect a more community-based event, as it relates to mask wearing, physical distancing, and sanitation (Things to keep in mind)

e) MAP Membership: While understanding that groups and individuals may have other obligations at the moment, looking for expressions of interest.

UPDATE: Sophie has sent an e-mail to Mayor Kogon, CAO Herrett, and Kim Jones to inquire about MAP representation from Council.

UPDATE: Sophie has reached out to Sgt. Pennoyer and he will attempt to find someone able to participate in our August meeting.

UPDATE: Emma has expressed interest in extending her membership to our group after the Summer ends.

f) Community Health Board Champions Initiative: The Fall might be a better time to award a group or person that have demonstrated great leadership in the community as it relates to community wellness during Covid19

g) Elections: With the county, keep after CAO and Shelley Hoeg because of the lower number of representatives, and with Oxford, we'll have to wait to see who is running (no news yet).

3) Next meeting: August 13, 10-11:30am at the YMCA

MINUTES

August 13, 2020

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

Present: Dave Clark, Don Fletcher, Emma Bickerton, Janine DeWitt, Const. Matthew Bray & Sophie Melanson

Regrets: Alison Lair, Colleen Dowe, Jason Blanch, Ryan Sommers, Michelle Harrison & Tom Woods

1) Check-in & Review Agenda

- a) New member: Const. Bray representing Cumberland RCMP.
- b) Municipal Units will most likely wait until after the elections to ask for representation. We should be ready to hit the ground running with one pager & offer to present if requested

2) Youth Engagement – from Aug 24-26, I will be attending the Atlantic Summer Institute on Healthy and Safe Communities 2020: Atlantic Policy Forum on Mental Health Promotion 2020

ACTION: Sophie will update at the next meeting

3) Better utilizing online social media as a platform

a) Photovoice Activity in partnership with the YMCA and CHBs Week 1 Update (Emma):

- (a) Great uptake, especially online, except for the older age group, which was anticipated
- (b) Remaining questions/themes
- (c) Brainstorm on how we could make this project live on

ACTION: Emma to send any appropriate pictures to Don for the Geopark

- (d) Funding for prizes?

UPDATE: Sophie reached out to Colleen to see if we could possibly get some funding from the CHBs. She says it may be more of a delay because of the layers of approval needed.

ACTION: Once we know if and how much money we can access, we can send a request for quote from Carter's for bags

b) Sharing Other Social Media posts created by Emma

- c) **Safety Tips of hosting** (with your bubble or while physical distancing) to avoid impaired judgement and respect public health directives.

4) Observations:

- a) Increase in domestic disturbances/disputes
- b) Keeping an eye out for illegal black-market action

5) Proactive approach to community gatherings (if/when): Tips and tricks mentioned above could be adapted to reflect a more community-based event, as it relates to mask wearing, physical distancing, and sanitation (Things to keep in mind)

6) MAP Membership: While understanding that groups and individuals may have other obligations at the moment, looking for expressions of interest.

a) Emma has requested to extend her membership past the Summer if we'll have her.

ACTION: We will make sure to have a good set up for at the very least speaker (if not video)

b) Mayor Kogon has said that they will wait until after the elections to appoint someone to our committee (See 8))

7) Community Health Board Champions Initiative:

a) How can we prepare for the next round of awardees (Janine): demonstrated great leadership in the community as it relates to community wellness during Covid19

8) Elections: Would it make more sense to shift our approach to offering to present to new councils once they are elected, rather than requesting prior to the elections?

ACTION: Prepare materials to be ready ASAP (to not lose the opportunity to have MAP as a committee on each council's list) once we know who are the councilors elected.

9) Next meeting: September 3rd, 10-11:30am

AGENDA

September 3, 2020

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

Invited: Dave Clark, Jason Blanch, Colleen Dowe, Don Fletcher, Emma Bickerton, Const. Mark Blinn & Sophie Melanson

Regrets: Alison Lair, Ryan Sommers, Tom Woods, Janine Dewitt

1) Check-in & Review Agenda

2) Open conversation

- a) Concerns about school aged youth and logistics
- b) Not much community transmission
- c) Bit of a lull during the elections
- d) Neighbors 2 neighbors for grocery delivery
- e) CHB planning

ACTION: Colleen to send Sophie link to invitation for the CHB planning session, to circulate to MAP

3) Youth Engagement update: ASI Atlantic Policy Forum on Mental Health Promotion 2020

- a) Basic Income
- b) Living Wages
- c) Housing issues: const. Moncton or Truro, Salvation Army, St Vincent de Paul, Wandlyn
Shared Alison's information

ACTION: Sophie to look for and share presentations

4) Photovoice Activity in partnership with the YMCA and CHBs Week 1 Update (Emma):

- a) Some youth found it a lot to try to post every week.
- b) For the organizer, having a single e-mail or correspondence to use for submissions
- c) Having a website or Facebook page set up earlier would have been helpful.
- d) Great uptake, especially online, except for the older age group, which was anticipated
- e) Brainstorm on how we could make this project live on
 - a) Framing a few in distinct areas
 - b) Printing posters/mini art gallery
 - c) Cumberland wire wrapped around the local paper (Daryll Cole, Bill Martin for Six Rivers)
 - d) Dave Marsh from the radio
- f) It would be nice to have another contest around Christmas
- g) What prizes are we getting, and can we get quotes?
 - a) \$25 per bag from Carters
 - b) water bottles
 - c) Buffs

5) Please find Emma Bickerton on Facebook, and share alcohol-related Social Media posts she has created

- 6) **Safety Tips of hosting** (with your bubble or while physical distancing) to avoid impaired judgement and respect public health directives. There are often some coming out around NYE.
- 7) **Proactive approach to community gatherings.** There is already some gatherings, and the province has provided some non-alcohol-specific rules and suggestions. Tips and tricks mentioned above could be adapted to reflect a more community-based event, as it relates to mask wearing, physical distancing, and sanitation.
- 8) **MAP Membership:**
 - a) How can we make online meeting members more comfortable? Brainstorm
 - b) Liquor Inspector pressure, Ron Downey to point us to the right person

ACTION: Sophie to reach out to Ron to check on replacement
- 9) **Community Health Board Champions Initiative:**
 - a) Brainstorm on Potential awardees: demonstrated great leadership in the community as it relates to community wellness during Covid19
- 10) **Elections preparation**
 - a) Drafting a new presentation to take into account covid related challenges (to present to new councils)
 - b) Prepare one pager "all about MAPs"
 - c) Prepare letter of invitation to participate for all councils

ACTION: Sophie to work on these materials to have ready for review at October meeting.
- 11) Next meeting: October 1st, 10-11:30am at the RCMP offices