



TOWN OF OXFORD

Committee of the Whole Meeting

Conducted through Zoom and Streamed Live to Facebook

Monday, 2 November 2020

Immediately following the Special Town Council meeting
at 6 pm

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
 - 3.1 Regular Committee of the Whole Minutes – 5 October 2020
4. New Business
 - 4.1 Orientation Presentation: CAO Jones
 - 4.2 RFD #013-2020 Special Election
 - 4.3 2020 Committee Appointments
5. Correspondence
 - 5.1. Cumberland Public Libraries
6. Adjournment



Minutes of the Committee of the Whole Meeting

Place: Conducted through Zoom, recorded and posted to Town of Oxford FaceBook

Date: Monday, October 5, 2020

Presiding Officer: Mayor Patricia Stewart

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

Regrets: 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 announced that today was the opening day of voting for the Municipal Election in Oxford. Mayor Stewart advised the public that the phone number to use to vote by phone is not correct in the Voter Information Letter and that the correct number to use is 1-888-356-9965. Eligible voters will be receiving a card in the mail this week advising them of the correct number to use.

2. Approval of Agenda

It was moved and seconded that the agenda of the Committee of the Whole Meeting for October 5, 2020 be approved.

Motion Carried

3. Approval of Previous Minutes

It was moved and seconded that the minutes of the Regular Committee of the Whole Meeting for September 8, 2020 be approved.

Motion Carried

4. New Business

4.1 Oxford Fire Department Call Statistics: Discussion

Council noted that the agreement that is in place with the Municipality of the County of Cumberland will expire on March 31, 2023.

Council asked that the Oxford Volunteer Fire Department to keep track of the number of call responses for the Town and the County to be considered in future agreements. The CAO noted that there are other jurisdictions that use a rolling average with respect to fleet and other costs that help match the costs to current call volumes outside of the specific Town boundaries.

4.2 2020 Christmas Parade: Discussion

Through discussion, Council agreed that holding a Christmas Parade this year due to COVID-19 is not something that will be done for this year.

Council would like to see a Christmas Parade committee formed with community members and Councilors for the planning of 2021's Christmas Parade.

CAO Jones advised Council that there is \$1,000 budgeted for Christmas this year. Council would like to see that \$1,000 put towards enhancing the Christmas Decorations for this holiday season. Through discussion with the Economic Development Officer, another idea that promotes physical distancing and community togetherness is being considered. By promoting individual businesses and residents to decorate their properties, people will be encouraged to walk/tour through the community to enjoy increased physical activity, family time, and enjoying the holiday season. This would work in conjunction with the annual Bargain Bonanza. Council agreed that this would be a great idea.

4.3 The Great Trail: Discussion

Council discussed supporting the idea of constructing a Trail Head for the Great Trail in South Oxford.

CAO Jones mentioned that the idea of an information Kiosk is to be placed at that Trail Head in the long-term plan.

Council asked staff to draft a letter to be sent to the committee of the Great Trail expressing Council's support for a Trail Head to be located in South Oxford.

5. Correspondence

5.1. Minister of Justice: Police Review

A letter from Minister Mark Furey was presented to Council regarding the policing model option that was presented and chosen by Cumberland County and the Town of Oxford which includes the reduction of three regular members in RCMP Cumberland.

Council expressed their disappointment in the decision from Minister Furey's office to request updated statistics from the RCMP, particularly after the Town specifically followed the process for the review as set out by the Department of Justice. The option of repurposing a member to a civilian position for court liaison was indicated in the report and would require a vacancy for that to happen.

Council asked staff to formalize this response in a letter to Minister Furey reflecting the opinions of Council.

5.2. Cumberland Public Libraries

Mayor Stewart presented to Council a letter from the Cumberland Public Libraries.

This letter informed Council of the changes to the bylaws that will take effect as of November 1, 2020.

Mayor Stewart and CAO Jones shared a video regarding the Provincial Community Spirit Award Presentation. This link will be shared to the Town of Oxford FaceBook Group for the public.

6. Adjournment

At 6:40 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary



REQUEST FOR DECISION
Special Election Date and Schedule of Election Rates and Expenses
#013-2020

Date: 2 November 2020	Subject: Appointment of Special Election Date and Schedule of Election Rates and Expenses
Proposal Attached: Yes	Submitted by: Linda Cloney, Deputy Clerk, Returning Officer

Proposal:	To hold the Town of Oxford Special Election on January 16, 2021 and further, to approve the Schedule of Election Fees and Expenses for election staff as presented.
Background:	<p>During the nomination process with the regular Municipal Election, held on October 17, 2020, 11 nomination papers for Council were taken out and only four candidates filed. The four candidates that filed were acclaimed and a Special Election is required further to the Municipal Election Act [s. 13 (1)] to fill the remaining 2 vacancies.</p> <p>The Municipal Election Act states that the date for the special election must be on a Saturday, not more than 11 weeks after the meeting of council (or school board) at which the date was set [s. 13(2)].</p> <p>The Municipal Election Act requires a special election to be conducted as closely as possible to the procedure governing a regular election. [s. 13(6)]. Based on Council making a final decision on November 16, 2020, the range of time to complete the election ends by January 30, 2021. To provide sufficient time for the required advertising and preparations, as well as to avoid the traditional holiday season during December, the date of January 16, 2021 appears to be a reasonable and timely choice for the regular polling day.</p>
Benefits:	<p>The earlier we can hold the election, the sooner we will have a full Council to restore regular business for the Town of Oxford.</p> <p>Currently trained staff from the most recent election are available with minimal refresher training required.</p> <p>Residents are aware there is a Special Election required to fill the two vacancy seats available on Council and the additional advertising will help fully inform the community.</p>

Disadvantages:	
Options:	<ol style="list-style-type: none"> 1. To hold the Special Election on January 16, 2021. 2. To hold the Special Election on January 23, 2021. 3. To hold the Special Election on January 30, 2021.
Required Resources:	<p>Staff time will be required.</p> <p>Remaining in the budget from the amount allocated for the recent election is \$1,884. The anticipated cost for a Special Election is approximately \$7,200. The impact on our budget will be approximately \$5,316. of funds that were not previously allocated for this purpose.</p>
Source of Funding:	General Operating Budget.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	With the unexpected budget requirement, staff will be looking for other ways to make up this additional expense within other areas of the budget to ensure that the Town does not enter a deficit position.
Workplan Implications (now/future):	Once the Special Election date is formalized, advertisements around key dates, processes, where candidates can obtain the necessary information and forms, etc. will be released.
Communication Plan:	<p>Start communicating this with the public immediately to enhance interest in the Council positions.</p> <p>Communication tools – newspaper, website, social media, newsletter, flyers, and word of mouth.</p>
Staff Comments/ Recommendations:	Reviewing the three options I recommend that Council approve the first option and hold the Special Election on Saturday, January 16, 2021 and also approve the Schedule of Election Rates and Expenses as presented.
CAO's Review/ Comments:	

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CAO Initials: RLJ

Target Decision Date: 16 November 2020

Town of Oxford
Schedule of Election Rates and Expenses
Special Election – January 16, 2021
Made pursuant to section 139 of the Municipal Elections Act

1. Returning Officer

For all services in connection with the municipal election, an allowance of **\$1,500**, plus expense allowances.

2. Deputy Returning Officers

(a) For all services and expenses in connection with an election, an hourly wage of \$20.00 / hour, plus expense allowances.

(b) For attendance at training sessions, an allowance of \$20.00 / hour (maximum of \$40.00).

3. Auditor

(a) For all services and expenses in connection with an election, an hourly wage of \$22.00 / hour, plus expense allowances.

(b) For the attendance at training sessions, an allowance of \$22.00 / hour (maximum of \$44.00)

4. Back-up Auditor

(a) For all services and expenses in connection with an election, an hourly wage of \$22.00 / hour, plus expense allowances.

(b) For the attendance at training sessions, an allowance of \$22.00 / hour (maximum of \$44.00)

5. Expense Allowance

A returning officer, deputy returning officer, auditor, and back-up auditors are authorized to be paid:

(a) For distance travelled by private car, the rate of **\$0.4366** per kilometer.

(b) For lunch, an allowance of **\$17.00**; for supper, an allowance of **\$26.00**. Receipts are required.

6. Election Costs

For advertising, postage, courier services, miscellaneous election supplies, election signs, poll books, mileage, rental of a polling station, and other incidental outlays necessary in conducting an election, the amount actually and reasonably spent, supported by invoices.

7. Polling Station Rental

For the use of facilities for ordinary polling day, \$125.00

Electronic Voting Estimates

		Chronicle	Cumberland Wire
Advertising	Candidates	\$ 2,902.60	\$ 1,430.60
	Polling Dates	\$ 862.50	\$ 409.40
Intelivote Systems			\$ 2,600.00
Poll Book			\$ 20.00
RO Honarium			\$ 1,500.00
DRO	3@5.5 hr and 1 @ 11 hr	\$20 per hour	\$ 550.00
Auditor	\$22/hour = 6 hours		\$ 132.00
Back up Auditor	\$22/hour = 6 hours		\$ 132.00
Legion			\$ 125.00
Training			\$ 150.00
Travel			\$ 40.00
Meal Allowance	Dinner for 2	\$26 each	\$ 52.00
	Lunch for 2	\$17 each	\$ 34.00
	Coffee for 2	\$12 each	\$ 24.00
			\$ 7,199.00



Town of Oxford Boards and Committees November 2020

Boards

Cumberland Joint Services Management Authority – (CJSMA)

Councillor Wade Adshade

Northern Region Solid Waste Management Committee

Vacant

Cumberland Health Authority

Vacant

Police Advisory Board

Vacant (Councillor), Councillor Adshade, Byron MacDonnell (Acting Chair), Vacant (public member), DOJ Representative - vacant

Cumberland Regional Library Board

Councillor Colborne

Municipal Alcohol Program Board (MAP)

Vacant

Committees

Regional Emergency Measures Organization Advisory Committee– (REMO)

Councillor Colborne

Personnel Committee

Chairperson Councillor (Vacant), Councillor Colborne and Councillor (Vacant)

Arena Fundraising Committee

Chairperson Councillor Colborne, Councillor Clark, Councillor Sweet-Kontuk, Corey Skinner, and Community Members Bev Clark, Tracy Black, Greg Wood, Alfie King, Eleanor Crowley, Joe Reade, Tom Reid, & Tracy Sweet

Audit Committee

3 Vacancies from Council, and Tracy Black

Physician Recruitment Committee

Mayor

~~Police Services Review Committee~~

~~Deputy Mayor Rick Draper, Mayor Trish Stewart, Councillor Dave Clark, David Hoffman,
Byron MacDonnell, Donna Jewers, CAO Rachel Jones~~

Cumberland Tourism Strategy Implementation Steering Committee

Vacant

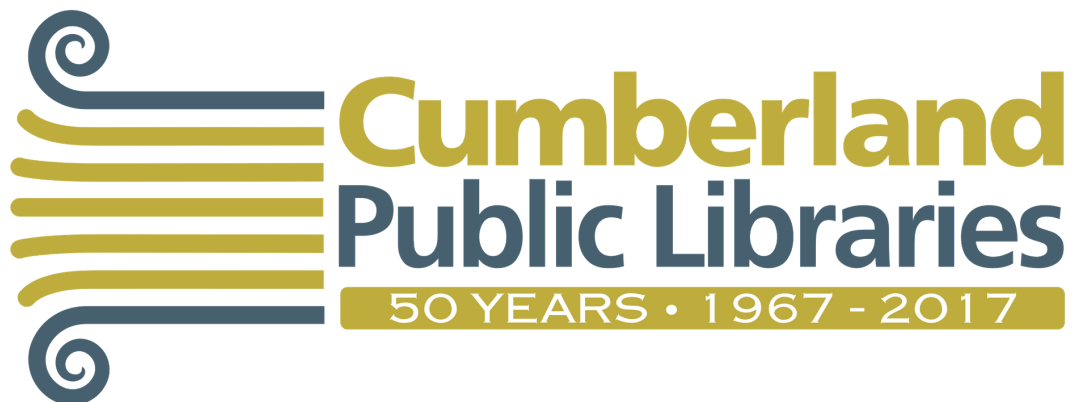
Cumberland Forestry Advisory Committee

Councillor Wade Adshade

DRAFT

ANNUAL REPORT

2019-
2020



Craft time at the Oxford Library

CUMBERLAND PUBLIC LIBRARIES
PO Box 220
Amherst, NS
B4H 3Z2



YEAR IN REVIEW

CUMBERLAND PUBLIC LIBRARIES | 02

Author Readings

Shandi Mitchell

Allison Watson

Gordon Fader

Laurie Glenn Norris

Chris Eaton

Charlie Rhindress

Lesley Crewe

Summer Reading Club



Puppet show and story time at the Four Fathers Library

Other programs last year

Efficiency NS talked solar power
Once Upon a Time
Children and Adults Reading Together (CART)
Twisted Stickers / Teen & Tween
Twisted Stickers
Book clubs
Tech Petting Zoo
Multicultural Club
Wellness Fridays
Stroll and a Story
Evil Genius
Adult Craft Night
Teen Game Night



Girl Guides in Advocate learning about the 3D printer

STATISTICS

MEMBERS

Advocate	295
Amherst	3,968
Oxford	537
Parrsboro	609
Pugwash	850
River Hebert	222
Springhill	887
Borrow by Mail	79

Total Members as of March 2020: 7,447

Total Members as of March 2019: 7,160

4% increase in membership

LIBRARY VISITS

101,244

ITEMS BORROWED

110,067



Some of the cards made for Holiday Hugs From Home (above) and members of the Armed Forces opening cards (right)





Hackmatack author, Joanne George with her dog Sunny talking to students from Spring Street Academy, Cumberland North Academy, and West Highlands School at the Four Fathers Library

PROGRAMS: 611

PROGRAM ATTENDANCE: 11,141

INTERLIBRARY LOANS

SENT: 3,180

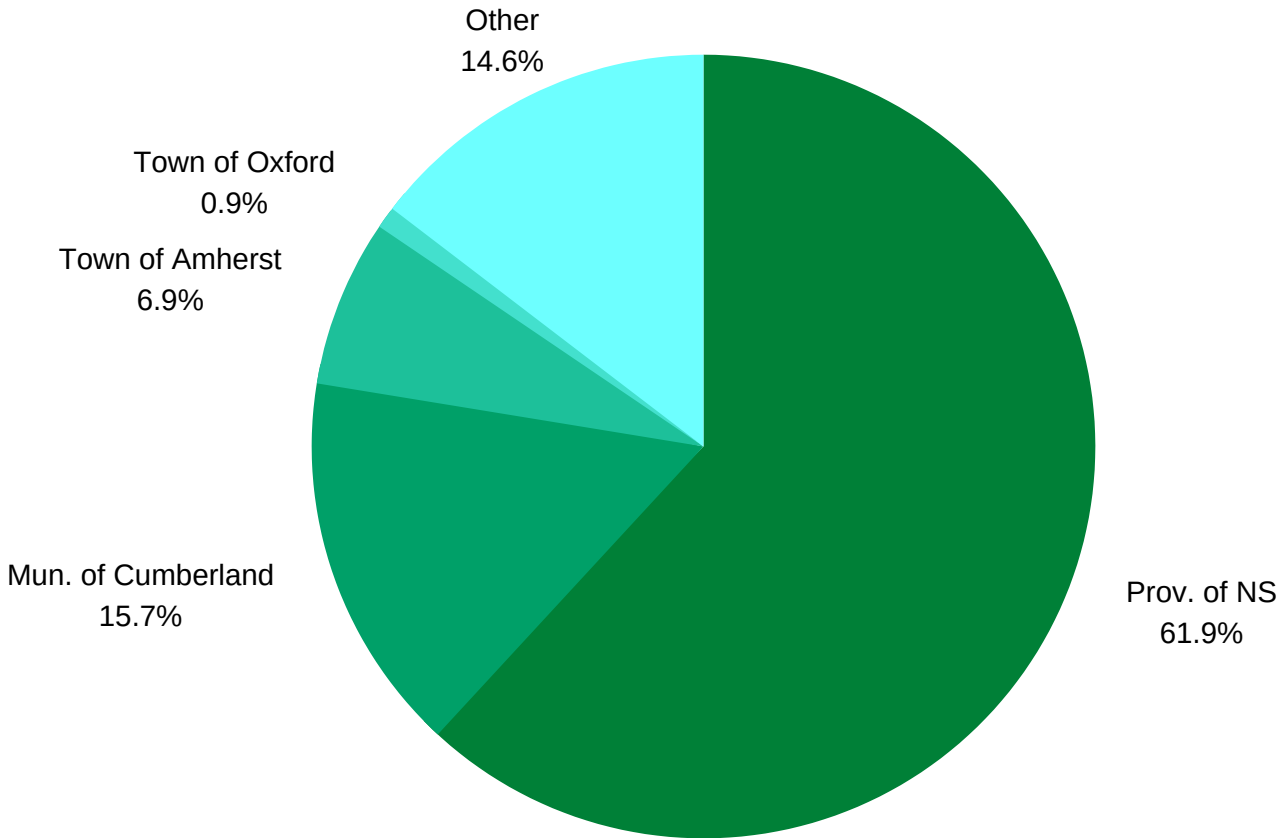
RECEIVED: 3,073

COMPUTER USE HOURS: 17,711

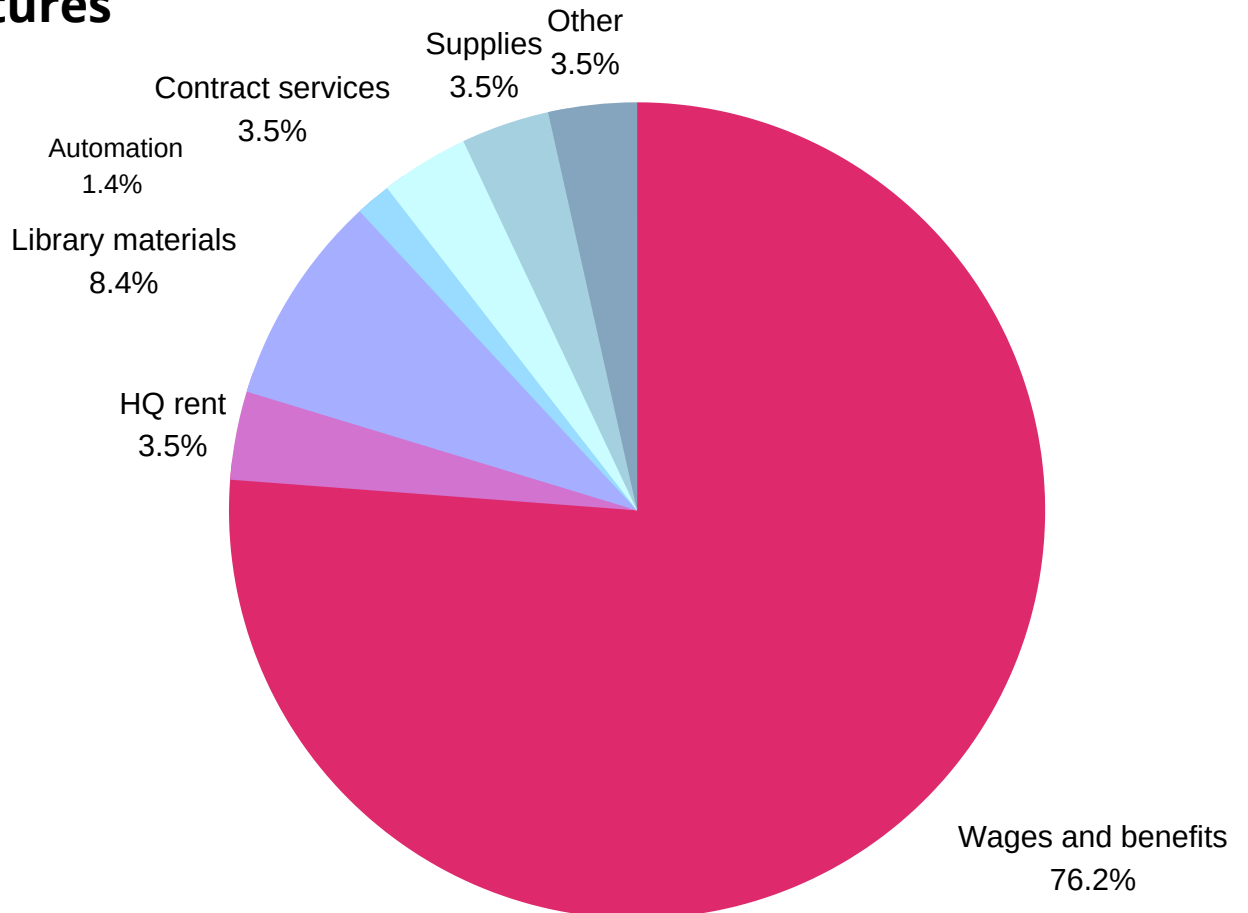
WIFI HOURS: 74,669

BUDGET

Sources of Funding



Expenditures



A BIG THANK YOU TO

We wish to thank the individuals, businesses, and organizations who made financial or in-kind contributions to the library during the past year:

Amherst Lioness Club

Amherst Lions Club

Andrea Arseneau

Sally Austin

James Austin

Debra Baxter

Ralph Belliveau

Marguerite Bishop

C. Ernest Harrison & Sons Limited

Michael Cameron

CAN-U

Jean Carr

David Christie

Dr. and Mrs H.E Christie Foundation

Russell Clarke

Beth Clinton

Irene Coombs

Sally Cove

Dale Davis

Dawn Fage

Dale Fawthrop

Kim Ford

Gracie Goodwin

Amanda Gould

Fred Hurley

Tim Iler

Wendy Iler

Jorgensen & Bickerton Inc.

Keep Garbage Beneficial

Kool-Aid Kids

Michael Liddell

Rachel Liddell

Maggie's Place

Jan Matthew

Sara Mattinson

Bonnie McPhee

Elizabeth Morrison

Oxford Frozen Foods

Carlene Patterson

Ron Patterson

Betsy Prager

Marian Richards

Veronica Richards

Rotary Club of Amherst

Shirley Sauveur

Delphine Seto

Dale Steele-Nicolov

Tantramar IODE

Chantelle Taylor

Marguerite Taylor

Jane Wood



The Kool-Aid Kids from Amherst Shore donated \$1,000 to the library from fundraising and chores.

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