



TOWN OF OXFORD  
Town Council Meeting  
Council Chambers  
Monday, 16 November 2020  
6:00 PM

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
  - 3.1 Special Town Council Minutes – 2 November 2020
4. New Business
  - 4.1 RFD #013-2020 Special Election
  - 4.2 RFD #014-2020 Deputy Mayor Policy
  - 4.3 Committee Appointments
  - 4.4 Oxford Arena Operations Report
  - 4.5 Oxford and Area Lions Club Taxation Request
5. Reports
  - 5.1 Public Works
  - 5.2 Finance: General Operating and Water Utility Budget Variance Reports: 1 April – 12 November 2020
  - 5.3 Fire
  - 5.4 Community Economic Development
  - 5.5 Municipal Alcohol Project (MAP) Minutes: 1 October 2020
6. Adjournment



## Minutes of the Special Town Council Meeting

Place: Conducted through Zoom, streamed live to the Town of Oxford  
FaceBook Group

Date: Monday, November 2, 2020

Presiding Officer: Mayor Patricia Stewart

Councillors Present: Councillors Dave Clark, Dawn Thompson, Wade Adshade, and Brenton Colborne

Regrets: Councillors Wendy Sweet-Kontuk and Rick Draper

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

Council Members Elect in attendance: Gregory Henley, Carla Black, and Paul Jones

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

### **1. Call to Order**

Mayor Stewart called the meeting to order at 6:00 pm and extended a warm welcome to the Council Members Elect and the Mayor Elect for the Town of Oxford.

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

It was moved and seconded that the agenda of the Special Town Council Meeting for November 2, 2020 be approved, as presented.

***Motion Carried***

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

#### **3.1 Town Council Minutes – 19 October 2020**

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

***Motion Carried***

### **4. Outgoing Council Closing Remarks: Councillor Adshade**

Councillor Adshade gave closing remarks to each of the members of the outgoing Council and Mayor.

## **5. Council Swearing In Ceremony**

### **5.1 Swearing In and Code of Conduct – Mayor Elect Gregory Henley: Mayor Patricia Stewart**

Mayor Stewart witnessed the Oath of Office and Council Code of Conduct Declaration for Mayor Elect Henley.

### **5.2 Swearing In and Code of Conduct – Councillors Elect Wade Adshade, Carla Black, Brenton Colborne, and Paul Jones: Clerk Rachel Jones**

CAO Jones witnessed the Oath of Office and Council Code of Conduct Declaration for Councillors Elect Adshade, Black, Colborne, and Jones.

All members were congratulated on taking their oaths and becoming the new Town Council. Mayor Henley then assumed the Chair's position.

## **3. Adjournment**

At 6:15 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried***

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Gregory Henley, Mayor

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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"> <li>1. To hold the Special Election on January 16, 2021.</li> <li>2. To hold the Special Election on January 23, 2021.</li> <li>3. To hold the Special Election on January 30, 2021.</li> </ol>
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	<a href="#">3@5.5 hr and 1 @ 11 hr</a>	\$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



**REQUEST FOR DECISION**  
**Deputy Mayor Policy**  
**#014-2020**

Date: 4 November 2020	Subject: Deputy Mayor Policy
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Town Council approve the Deputy Mayor Policy as presented.
Background:	<p>The Nova Scotia Municipal Government Act (MGA), s. 16, outlines the requirement and authority of a Deputy Mayor. Specifically, it states that:</p> <ol style="list-style-type: none"> <li>(1) The council shall select one of its council members to be the deputy mayor or deputy warden of the council.</li> <li>(2) Prior to the selection of a deputy mayor or deputy warden, the council shall determine the term of office of the deputy mayor or deputy warden.</li> <li>(3) The deputy mayor or deputy warden shall act in the absence or inability of the mayor or warden or in the event of the office of mayor or warden being vacant.</li> <li>(4) The council may prescribe, by policy, additional duties and responsibilities of the deputy mayor or deputy warden.</li> <li>(5) The deputy mayor or deputy warden has all the power and authority and shall perform all the duties of the mayor or warden when the deputy mayor or warden is notified that             <ol style="list-style-type: none"> <li>(a) the mayor or warden is absent or unable to fulfil the duties of mayor or warden; or</li> <li>(b) the office of mayor or warden is vacant.</li> </ol> </li> </ol> <p>Council has the authority to assign other duties to the Deputy Mayor as may be appropriate.</p>
Benefits:	In order to provide a consistent and clear process for selecting a Deputy Mayor, it is useful to have a policy that

	<p>outlines this for all members of Council to understand and follow, both now and into the future, as this is a repetitive action that happens within each elected Council, and from year to year.</p> <p>Council can revise this or any policy with the required seven-day notice to all of Council regarding its intent to do so.</p>
Disadvantages:	None foreseen.
Options:	<ol style="list-style-type: none"> <li>1. Adopt a policy for a consistent approach.</li> <li>2. Disregard a policy approach and consider the item in an ad hoc method.</li> </ol>
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	Upon any policy approval, staff will flag the follow up action, in this case it is an annual appointment on the Council agenda in November of election years, and October in non-election years.
Communication Plan:	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	Putting a policy in place allows for consistency in practice and approach to the Deputy Mayor position.

CAO Initials: RLJ

Target Decision Date: 16 November 2020

## TOWN OF OXFORD POLICY

**Subject: Deputy Mayor**

**Effective Date:** November 16, 2020

**Revision Date:**

### ***Rationale***

The following policy establishes the selection and term of office of the Deputy Mayor.

### ***Policy Statement***

1. At its first meeting following an election, Council shall select a Deputy Mayor to hold office from that date to October 31 of the following year.
2. In non-election years, Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1 of that year until October 31 of the following calendar year.
3. Selection of the Deputy Mayor
  - a. The election of the Deputy Mayor shall be placed on the Council agenda.
  - b. When the item comes up on the agenda at the meeting the Mayor shall open the floor to members of Council for nomination.
  - c. If there is only one nominee, the Mayor shall entertain a motion to elect the nominated member as Deputy Mayor.
  - d. If there are multiple nominees, the Mayor shall direct the CAO to prepare ballots for the election reflecting the names of the nominees.
  - e. All members of Council, including those nominated, are eligible to vote.
  - f. Vote shall be by secret ballot.
  - g. Results shall be tabulated by the CAO who shall then communicate the results to the Mayor.
  - h. The Mayor shall declare the candidate with the most votes the Deputy Mayor for the term ending October 31 of the following calendar year.
  - i. Should the Deputy Mayor resign their office or cease to be a Councillor for any reason during their term in office, the above-noted process will be used to select a new Deputy Mayor, but the term of office shall be to complete the term of the Deputy Mayor whose vacancy created the need for a selection.

## ***References***

Nova Scotia Municipal Government Act, s. 16.

## ***Certification***

**I, Rachel L. Jones, Chief Administrative Officer of the Town of Oxford**, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 16<sup>th</sup> day of November, 2020.

**GIVEN** under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Rachel L. Jones  
Chief Administrative Officer



## **Town of Oxford Boards and Committees November 2020**

### **Boards**

#### **Cumberland Joint Services Management Authority – (CJSMA)**

Councillor Wade Adshade

#### **Northern Region Solid Waste Management Committee**

Councillor Colborne

#### **Cumberland Health Authority**

Councillor Black

#### **Police Advisory Board**

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

#### **Cumberland Regional Library Board**

Councillor Black

#### **Municipal Alcohol Program Board (MAP)**

Councillor Black

### **Committees**

#### **Regional Emergency Measures Organization Advisory Committee– (REMO)**

Councillor Colborne

#### **Personnel Committee**

Chairperson Mayor Henley, Councillor Adshade, and Councillor Jones

#### **Arena Fundraising Committee**

Chairperson Councillor Colborne, Councillor Jones, Councillor (Vacant), Recreation Director, and Community Members Bev Clark, Tracy Black, Greg Wood, Alfie King, Eleanor Crowley, Joe Reade, Tom Reid, & Tracy Sweet

#### **Audit Committee**

Mayor Henley, Councillor Jones, Councillor Black, and Tracy Black

**Physician Recruitment Committee**

Mayor Henley

**Cumberland Tourism Strategy Implementation Steering Committee**

Vacant

**Cumberland Forestry Advisory Committee**

Councillor Wade Adshade

DRAFT



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## CHIEF ADMINISTRATIVE OFFICER REPORT

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**TO:** TOWN COUNCIL

**FROM:** Rachel Jones, Chief Administrative Officer

**SUBJECT:** ARENA OPERATING REPORT

**DATE:** 10 NOVEMBER 2020

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### Background

The Town of Oxford's annual operating budget for the year April 1, 2020 to March 31, 2021 was set by Town Council in June 2020. The service level offering programming and ice availability at the Oxford Arena was removed from this budget for several reasons. Firstly, due to unexpected expenditures the previous year, the Town was faced with a deficit that was substantial, nearing \$100,000 before confirmation through the audit. That deficit must be the first charge on the following year's budget, either through the general tax rate, or funded from the Town's operating reserve fund. Based on the low levels of the reserve fund, Council accepted the recommendation that the deficit be covered through the general operating budget and tax rate. This would leave the reserve fund available for other emergency issues.

Secondly, as the COVID-19 pandemic moved across the country and began impacting Nova Scotia and all communities, tremendous social restrictions were put in place, reducing the opportunity for the public to gather socially for recreational and other events. Throughout the spring and summer, the Chief Medical Officer and other officials reported on different ways that the virus is transmitted and how to best reduce the spread. Those measures, among others, were to limit gatherings for indoor physical activity. Public officials strongly warned of what was almost certain to be the second wave of the virus this fall. Without certainty of what the second wave would bring for restrictions, shut downs, and other measures to reduce the virus spread, the outlay of a large expenditure to open the arena with no guarantee that it could remain open for the season was a financial gamble. Unfortunately, the Town of Oxford's financial position cannot support that size of financial risk for services that are not mandated.

To put the costs in perspective, during a regular operating year when revenues of advertising and user fees along with any grants received are put against the wages and operating costs of the facility, the remaining cost that is strictly an expense for the Town is approximately \$100,000. Due to the decision to reduce this service level for this year, applications to other levels of government for operating or capital grant funding to reduce overall expenses were not submitted nor received. Without the ability to hold events this spring, larger revenue sources such as the Hunting and Fishing Show were cancelled, and those revenues were also lost.

The third issue that impacted re-opening the arena this fall was the fact that the Town's Recreation Director submitted his resignation effective the end of June 2020. Again, without knowing what kind of programming or activities could be organized for the remainder of the fiscal year, and the Town's need to find operational budget savings to address the deficit through non-mandated programs and services, Council accepted the option to leave the position open for this fiscal year. This position manages the overall operations of the arena, along with the two seasonal employees that work in the facility. Without this position filled, it would be extremely challenging to provide any type of service at the arena.

### **Current Situation**

Over the last month, a potential donor has come forward to offer a financial donation that is intended to allow the arena to open, and to have volunteers available to operate the facility. A letter outlining the proposal is attached. While this is a very generous offer and understandably has generated support in the community for this to happen, there are several concerns that Town Council should be aware of as it considers the best course of action.

#### Insurance:

When operating a facility such as the arena through individuals without accredited training or experience, that has activities with a higher chance of accident or injury, the Town of Oxford is left open to substantial liability. Even with a properly drafted written legal agreement that clearly outlines who is responsible for what, and that contains appropriate indemnification/hold harmless/defense clauses in favour of the Town, and backed by proof of insurance clauses (Certificates of Insurance with the Town as Additional Insured), the potential for an incident with resulting litigation and/or damages may exceed insurance limits and could lie direction with the Town.

The proposal notes that the group would be covered by the Town's insurance like other groups who use our facilities. The difference here is that the Town is fully responsible for the maintenance and operation of facilities (i.e. Capitol Theatre and OPH Hall) and that the groups who use the space do so within risk parameters set by the Town and those activities are sporadic and low risk to injury. The Arena, simply by virtue of the use of ammonia gas and the types of physical activities that accompany the facility, are a much higher risk for damages and injury.

If Town Council were to agree to this option, our insurers would require further review, along with the involvement of a risk assessor, and quite possibly an additional premium associated with the operation of the arena. Again, if there was an incident that involved injury or damages, they may exceed any insurance limits that the Town puts in place. The Town's insurers have stated that this is a high-risk option for the Town to consider with respect to insurance liability.

#### Legal:

In consultation with the Town's solicitor, there are also several factors to consider. With respect to the Unionized employees who are currently on lay-off, the Town could be subject to one or more grievances through the Collective Agreement. The Agreement does give express permission that Public Works can prepare the facility but only up to the point of making ice. There is no exception for the Town to allow operations of the arena even through a third party without the recall of the unionized employees. While the Town may be successful in addressing any grievance on this matter, Town Council should consider the risk of a grievance and the costs associated with it versus the benefit of opening the facility through a third party. Legal expenses, unionized and non-unionized staff time, and employer/employee relationships are all considerations with a potential grievance, regardless of the outcome.

Our solicitor also recommends that any lessor of the facility carry at least \$2,000,000 of general liability insurance which also names the Town as an insured. This supports the position of our insurers with respect to the liability and risk that the Town would assume in leasing or allowing outside parties to operate the arena. The proposal being put forward from the donor indicates that there is an expectation of the ad hoc group of volunteers to be covered under the Town's current insurance rather than an organization or group that has existing insurance coverage. Both the Town's solicitor and insurer's have indicated that the approach suggested in the proposal from the donor leaves the Town open to substantially high risks.

#### Public Health:

The solicitor also raises the issue of the current pandemic as a factor to be considered in our operations. As we have seen in the news recently, and most importantly here in Nova Scotia, the second wave is now spreading in other parts of the country. Cases within Nova Scotia have increased, albeit mostly linked to travel from outside the Atlantic Bubble. However, any reasonable assumptions would indicate that there will be community spread at some point in the future. This is more than likely to trigger additional social restrictions. It has been reported that Nova Scotia hospitals are gearing up for a potential surge in cases within the next few weeks. Opening a facility for a use that inherently allows the spread of COVID-19 more easily has increased liability for both the operators and ultimately for the Town.

## Conclusion:

Further to the donor proposal, there are still financial shortfalls that have not been secured to cover all of the potential expenses adequately and predictably around opening and operating the arena. It is unclear as to who would shoulder the burden on these expenses should the facility be shut down prior to the ability to raise sufficient revenues to cover the costs happen.

There has been some suggestion that the funds received by the Town from the Safe Restart Agreement Fund could be utilized to subsidize the operation of the arena. To date, the precise criteria for utilizing those funds and the accountability framework that all municipalities will have to work within to report those expenditures has not been provided. The general indication for the funding is to help municipalities:

- address increased operating costs resulting from a reduction in revenue due to COVID-19;
- continue to implement social distancing and infection prevention and control protocols required to operate facilities, public spaces and effectively deliver services to citizens;
- support safe transit operations and innovative solutions required to adjust to modified capacity; and
- acquire additional PPE.

It is unclear if these funds can be used for the re-opening of the arena and committing those funds prior to that clarification being received would not be prudent. Removing the service level that was provided with the operation of the arena was a conscious decision by Town Council for this year only, to be re-evaluated during the next fiscal year budget discussions.

November 10, 2020

Town of Oxford  
Main Street  
Oxford, NS  
B0M 1P0

### **Oxford Arena Proposal**

In an effort to see the Oxford Arena used for the current year I propose leasing the arena through a not for profit group at the cost of one dollar. The following points are my terms to this:

1. The group will be responsible for all operational duties including any provincial and federally regulated requirements appropriate to the running of the arena.
2. The group would be responsible for all incremental costs associated with the arena for the winter months ending March 31, 2021 including:
  - i. Electricity
  - ii. Labour
  - iii. Natural Gas Usage
  - iv. Water
  - v. Telephone Charges
  - vi. General Maintenance
3. The group will be covered through the Town's current insurance policy in the same manner as currently setup with other leases for other town facilities with the group incurring any increased premiums if applicable.
4. Both the buildings and equipment within the facility will be made available to the group.
5. The group will be responsible for the replacement of any equipment should this be of negligence.
6. Any revenue received in relation to arena activities will be for the use of the group.
7. Prior to final approval the group who will be operating the arena will be required to have approval by Town Council to ensure guidelines are met.

To facilitate this happening it will require the commitment of volunteers within the community to see this come to fruition. Upon approval from council I will be looking to start gathering names of volunteers and action plans to allow the opening of the arena as soon as possible with a target date of the end of November.

Regards,

Jordan Burkhardt

## Rachel Jones

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**From:** Robert Moores <robertemoores@yahoo.ca>  
**Sent:** November 10, 2020 9:05 AM  
**To:** Rachel Jones; Lester Wah; Don Christie  
**Subject:** Oxford Area Lion's Club Taxation Issue

Dear Mayor Henley and Town Council:

I am writing on behalf of the Oxford Area Lion's Club in the hopes of resolving an issue which exists between the Town and the Club.

As you know, the advent of the sinkhole on our property has forced a great many consequences on the club and the Town. Prior to the sinkhole developing the Town and the Club had a tacit arrangement where the Town charged us commercial rates and then gave us a grant equal to the taxes. This worked well for many years.

Previous council unilaterally cut the grant in half. This caught the Club members completely by surprise. As you are aware, it also created some bad blood. Since then, the property has been reclassified as fellowship lands and the valuation has been cut dramatically.

We are left with a property which we cannot use for any community activities and a liability far in excess of the value of the property. It is to the point where I believe the tax liability may lead the Club to disband failing a resolution. As you may have noticed, we have listed the property for sale, however, no sale can be completed without resolving this issue. We are hopeful that council will see fit to waive the tax arrears on the property. This would allow the Club to move on and attempt to put together a new plan for a community centre which would be responsive to the needs expressed by the community.

I would appreciate it if you could consider my request at your earliest opportunity and advise me of your decision. I thank you for your time and consideration.

Yours in service,

Robert E. Moores B.A., LL.B. 79 Jackson St., P.O. Box 377 Oxford, Nova Scotia B0M 1P0 robertemoores@yahoo.ca



## Public Works Monthly Report

October 2020

### Water Utility

Water breaks at the following locations:

- 97 Pugwash Road
- Old Reservoir Road
- 210 Foundry Street

Well # 2 pump & motor failed (approximately 15 years old); new pump and motor installed and functional

Duke Street Watermain Renewal: construction started on October 20 with anticipated finish by November 30.

### Roads

2020 Capital Paving is completed with paving & shouldering on:

- Horton St
- Sandy Lane
- Thompson Rd
- Lower Main St

### Wastewater

A meeting was held with Environment and Climate Change Canada Environmental Enforcement Officers, along with the CAO and Dillon Consulting representative, regarding the lack of reporting from the Town on the effluent of the Wastewater Treatment Plant (WWTP) to River Philip. Due to being a tidal river, the Federal ECCC has jurisdiction and the Federal Fisheries Act must be complied with. Reporting requirements were put in place in 2013 for the Town of Oxford WWTP lagoons, however no reporting has been submitted.

A flow meter was installed at the point of discharge but has not worked for over 10 years. A new meter has been ordered for installation. A list of testing that is required has been received and staff are implementing the testing and will be submitting reports as soon as they become available. There will be additional annual costs associated with the operation of the WWTP based on these requirements.

We are awaiting follow up from ECCC as a result of our meeting, as there could be enforcement action and/or non-compliance charges placed on the Town.

**General**

Installed replacement Town entrance signs at Lower Main Street, Little River Road, Birchwood Road, and Pugwash Road through the Economic Development plan that was approved through the 2020/21 budget.

Repaired the culvert on Little River Road across from Sunset Avenue.

Requested assistance from Dillon Consulting to compile full calendar year testing schedules for both the Water Utility and Wastewater Treatment Plant to ensure compliance and provide a checklist for staff.

Requested quotes from Dillon Consulting to refresh the Operating and Maintenance Manuals for both the Water Utility and Wastewater Treatment Plant to ensure continuity of operations and provide documentation that is required for both operating approvals.

Respectfully submitted,

Wes Adshade  
Public Works Supervisor

Town of Oxford 1	Budget 20-21	Actual 04/01/2020 to 11/12/2020	% Percentage of Budget	NOTES	
<b>REVENUE</b>					
<b>Tax Revenue</b>					
Residential Tax	791,627	791,355	100	Tax revenue does not include uncollectable taxes	
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	181,895	100		
Deed Transfer Tax	12,000	17,882	149		More than expected this year as house sales are unusually high this year
<b>Total Taxes</b>	<b>2,027,229</b>	<b>2,029,700</b>	<b>100</b>		
<b>Grants in Lieu</b>					
Federal Government - Canada Post	2,456	0	0	Application in process	
Federal Government - RCMP	17,491	0	0	Application in process	
Provincial Government - DNR	15,342	0	0	Application in process	
Provincial Government - Liquor Comm	8,976	8,976	100		
<b>Total Grants in Lieu</b>	<b>44,265</b>	<b>8,976</b>	<b>20</b>		
<b>Services to Other Governments</b>					
Cumberland County - Fire Protection	57,000	0.00	0	To be invoiced	
<b>Total Services to Other Governments</b>	<b>57,000</b>	<b>-</b>	<b>0</b>		
<b>Own Source Revenue</b>					
Arena - Ice Rentals	0	17			
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	504	67	
Office Rent Water	5,500	0	0	
Medical Centre Rents	20,000	12,755	64	
Probation Office Rent	0	0		
Interest on Investments	0	0		
Interest on Taxes	25,000	23,409	94	
A/R adjustments	0	0		
Tax Certificates	500	850	170	More than expected this year as house sales are unually high
Communities in Bloom Revenue		200		Cumberland Food Action Network
Sales of materials	3,000	0	0	
<b>Total Own Source Revenue</b>	<b>76,800</b>	<b>37,735</b>	<b>49</b>	
<b>Unconditional Transfers</b>				
Equalization Grant	178,171	44,543	25	Provided by Province in installments based on Town financial reporting.
Farm Acreage Grant	2,657	2,728	103	
HST Offset Payment	7,000	7,135	102	

<b>Total Unconditional Transfers</b>	<b>187,828</b>	<b>54,406</b>	<b>29</b>	
<b>Conditional Transfers</b>				
EMO Grant Civic #	1,000	0	0	
CNTA Grant - VIC	0	0		
Fed Gov Funding - Summer Students	7,028	5,276	75	
Comm Enhancement Grant Funding	0	0		
<b>Total Conditional Transfers</b>	<b>8,028</b>	<b>5,276</b>	<b>66</b>	
<b>Other Transfers</b>				
Gas Tax Revenue		0		
County Funding - Arena	0	0		
MPAL Funding Province	0	2,500		
Grants from Prov- Sinkhole Study	0	0		
Grants from Other Organizations	0	288,820		\$17,500 Downtown Beautification Grant and \$253,985 Safe Restart Agree
Transfer from Surplus	0	0		
TRANSFER FROM OPERATING RESERVE	0	0		
Transfer From Local Fire Assoc	10,000	0	0	
Interest on CRA refunds	0	0		
Land Sales	0	0		
<b>Total Other Transfers</b>	<b>10,000</b>	<b>291,320</b>	<b>2,913</b>	
<b>TOTAL REVENUE</b>	<b>2,411,150</b>	<b>2,427,414</b>	<b>101</b>	
<b>EXPENSE</b>				
<b>General Government</b>				
Mayor Honorarium	9,011	5,256	58	
Mayor Expenses	2,500	446	18	
Council Honorariums	27,000	14,718	55	
Council Expenses	5,000	253	5	
Salary - CAO	62,513	52,573	84	

Salary - Accountant	31,500	26,491		
Salary - Deputy Clerk	30,200	25,398	84	
Salary - Office Staff	25,116	16,196	64	
Admin Salaries paid by Water	-64,000	-38,400	60	60% of 64,000 as we are 7 months into the budget
Legal Fees	5,000	0	0	
CAO Contracted Services		0		
Accounting Contracted Services	5,000	-15	0	
Canada Pension Plan	20,000	12,168	61	
Employment Insurance	9,000	5,833	65	
Health Plan (Blue Cross)	3,000	2,953	98	
Pension - CAO		0		
Pension - Employees	20,000	14,194	71	
Xmas Bonuses	850	0	0	
Professional Development	1,500	209	14	
CAO Seminars & Travel	3,000	889	30	
Audit Fee	20,000	0	0	
Town Hall Insurance	1,750	1,578	90	
Office Postage	4,200	2,945	70	4 of 6 bill mail outs already expensed
Office Supplies & Advertsing	12,000	7,100	59	
I T Expenses	7,000	5,079	73	
Office Programmer	0	22		Adobe license
Town Hall Janitor & Supplies	6,000	3,365	56	
Town Hall Telephones	8,000	5,129	64	
Town Hall Electricity	5,000	1,965	39	
Town Hall Natural Gas	8,000	976	12	
Town Hall Water	350	210	60	
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	10,123	67	
Municipal Election	10,000	8,116	81	
Bond Insurance		0		
Losses on Appeals/Habitat Subdiv		0		

OPH Grant		0		
Lion's Club Rental		0		
Conferences and Workshops	3,000	348	12	
Public Official Liability Ins	3,000	2,250	75	
Dues - UNSM/FCM/CNTA/POL BD	6,000	1,619	27	
Exhibition/Transport Society Grants	0	0		
YMCA Grant	0	0		
ORHS Bursary	500	500	100	
NSCC Foundation	0	0		
Oxford Sinkhole	0	0		
COVID - 19 Costs	5,000	4,889	98	
PVSC - Assessment Costs	18,892	14,169	75	
Valuation Allowance - Taxes		0		
Bad debts other		0		
Interest Town Hall 2013 MFC	982	947	96	
Interest on Backhoe Loan	1,125	1,782	158	the budget should allow for \$3054.24. Take \$1928.70 from Principal
Interest Short Term Borrowings		0		
Bank Service Charges		2,966		Monthly service fees-Scotia connect, and account maintenance Last year
Deficit of Prior Years	99,458	0	0	
MFC Int - School Enhancement	622	414	67	
Cash Over/Short		1		
Credit Card Fees & Interest	500	442	88	
<b>Total General Government</b>	<b>432,875</b>	<b>216,878</b>	<b>50</b>	
<b>Protective Services - Police</b>				
Admin - Salary		0		
Admin - Audit		0		
RCMP Contract	505,605	252,802	50	
School Crosswalk Guard	7,200	1,845	26	
Prosecuting Attorney Fee	500	0	0	
Corrections	15,000	7,314	49	

<b>Total Police</b>	<b>528,305</b>	<b>261,961</b>	<b>50</b>	
<b>Fire</b>				
Admin - Salary		-		
Admin - Audit		-		
Fire Inspection Cost		-		
Firefighters Honorariums/Incentives	17,000	17,814	105	
Fire Phones	2,700	918	34	
Fire Communication System	17,000	4,301	25	
Public Fire Protection Charge	120,935	140,439	116	Mandated increase by Water Utility
Fire Chief's Convention	-	-		
Fire Training	7,500	457	6	
Fire Hall Lights & Power	4,000	2,208	55	
Fire Hall Natural Gas	7,200	1,123	16	
Fire Hall Insurance	3,800	4,396	116	Yearly fee paid
Fire Hall Maintenance	5,000	2,713	54	
Firefighters Liability Insurance	2,500	5,767	231	Portion will be reimbursed by firefighters Yearly fee paid
Fire Hall Water	500	-	0	
Fire Hall Sewer	306	306	100	
Fire Trucks Insurance	3,700	3,996	108	Yearly fee paid
Fire Trucks Fuel	2,200	923	42	
Fire Trucks Repairs & Maintenance	15,000	33,873	226	
Fire Equipment & Supplies	15,000	2,398	16	
Fire Equipment Repairs & Maint	4,500	6,747	150	
Fire Training Ground Project	0	-		
Fire Truck Pumper/ Tanker	0	-		
Fire B.A. - MFC Interest	453	453	100	
Fire Truck 2005 MFC Interest	0	-		
Fire Truck 2005 MFC Principal	0	-		
Fire New Hall - MFC Interest	9,327	9,297	100	
Interest MFC 2018 B.A.	-	-		

Fire Breath App MFC Nov 2018 Int

**Total Fire**

		1,404	
	<b>238,621</b>	<b>239,532</b>	<b>100</b>

MFC #38-A-1 CK Agee #91 Debenture Payment S/B 1393.92 this year

**Emergency Management**

REMO	5,500	5,063	92
EMO Expenses	500	0	0
EMO SHRU Funding	619	619	100
<b>Total Emergency Management</b>	<b>6,619</b>	<b>5,682</b>	<b>86</b>

**Other Protective Services**

Building Inspection	7,000	4,494	64
Animal Control	1,000	0	0
Other Protective Services	0	0	
<b>Total Other Protective Services</b>	<b>8,000</b>	<b>4,494</b>	<b>56</b>

**Transportation Services**

Salary - PW Supervisor	31,000	18,173	59
Labour - PW	87,700	74,526	85
Summer Students	2,000	9,169	458
Supervisor Phone	1,600	1,369	86
Town Truck	9,000	4,633	51
Supervisor Truck Allow	-	-	
Loader and Plow	28,000	3,673	13
Generator	60	-	0
Tractor	7,000	3,637	52
Backhoe Lease Etc	1,500	568	38
Roller	-	-	
Air Compressor	-	-	
Salt Truck	5,000	2,058	41
Small Tools & Equipment	5,000	4,626	93
OPH Insurance	200	195	98

50 % of wages

80 % of wages as per spreadsheet "allocation of PW hours"

this expense is offset by Revenue of \$5276 , so \$1893 over budget

Annual fee

OPH Expenses	300	-	0	
OPH Taxes	2,300	2,342	102	Annual fee
Town Garage Insurance	500	2,871	574	Annual fee
Town Garage Fuel (Wood)	1,500	1,066	71	
Town Garage Maintenance	1,500	4,084	272	
Town Garage Phone	260	110	42	
Town Garage Water	-	-		
Town Garage Electricity	4,000	1,636	41	
Workers Compensation	12,000	8,268	69	
Liability Insurance	12,800	13,107	102	Annual fee
Diesel	13,000	2,059	16	
Oil	-	-		
Gasoline	9,000	3,570	40	
Oxygen	-	-		
Sundry	1,100	-	0	
Clothing	3,000	-	0	
Health and Safety	5,000	1,114	22	
Salt	30,000	-	0	
Road Repairs	-	-		
Street Maintenance	25,000	34,052	136	
Street Lighting	7,000	4,716	67	
Street Lights Reim back to Cap Res		-		
Main Street Phase 2 - MFC Int	2,705	1,780	66	
Main Street 2008 MFC Interest	0	-		
Main Street 2008 MFC Principal	0	-		
Capital from Revenue Salt Shed	0	-		
Loader 2013	0	-		
Paving 2017	0	-		
Paving/Sidewalks 2016-MFC Interest	5,662	5,662	100	
Sidewalks - 2014	0	-		
Salt Truck 2016 - MFC Interest	1,062	1,062	100	
Honda Snowblower	0	-		

<b>Total Transportation</b>	<b>315,749</b>	<b>210,123</b>	<b>67</b>	
<b>Environmental Health Services</b>				
Sewer Admin Supervisor	18,000	7,269	40	20% of wages
Sewer Other Labour	35,000	5,589	16	6 % of wages as per spreadsheet "allocation of PW hours"
Sewer Safety Equipment	2,000	-	0	
Sewer Maintenance	6,000	10,113	169	
Sewer Power	32,000	14,177	44	
Sewer Lagoon MFC Interest	0	-		
Sewer Lagoon MFC Principal	0	-		
Transfer Station Contract (FERO)	95,000	43,738	46	
Tip Fees	30,000	31,462	105	Includes \$2186 for monitoring wells around the transfer station
<b>Total Environmental Health</b>	<b>218,000</b>	<b>112,349</b>	<b>52</b>	
<b>Public Health &amp; Environmental Devel</b>				
Medical Centre	31,000	19,330	62	
Deficit Regional Housing Authority	26,400	23,536	89	Annual Fee
Planning - Town of Amherst	17,000	15,643	92	Annual Fee
Interest Medical Centre 2013 MFC	614	666	109	
Lease Natural Gas Boiler Med Cent		0		
Tree Expense/Trail Reserve	5,000	5,334	107	Tree removal work completed
Community Eco Dev/Tourism	12,000	4,940	41	
Cumberland Business Connector	10,000	0	0	
Communities in Bloom	750	2,873	383	\$ 1500 for hanging baskets ordered last fall per Council directive
<b>Total Public Health and Envir Dev</b>	<b>102,764</b>	<b>72,322</b>	<b>70</b>	
<b>Recreation and Cultural - Arena</b>				
Arena Labour	5,200	1,720	33	
Arena Telephone	650	261	40	
Arena Electricity	10,000	7,335	73	
Arena Maintenance	10,000	3,366	34	

Lease Natural Gas Boiler Arena	7,580	-	0	
Arena Natural Gas	3,500	594	17	
Arena Water	1,000	1,036	104	
Arena Sewer	306	306	100	
Arena Insurance	1,600	2,238	140	is low
Arena Maintenance - Energy Upgrades	0	-		
Arena MFC Interest 2018	0	-		
Arena Dressng Room 2013 MFC Int.	0	-		
Arena 2013 MFC Interest	1,350	1,361	101	
Arena Chiller - MFC Int	1,187	1,177	99	
Arena Automation MFC Nov 18 Int	329	228	69	
<b>Total Arena</b>	<b>42,702</b>	<b>19,621</b>	<b>46</b>	

### Fields and Library

Xmas Lights	1,000	112	11	
Tennis Courts	1,000	0		
Trails	1,000	184		
Ballfield	2,000	227	11	
Skateboard Park	1,000	0		
Mural Lights	500	131	26	
Library Expense	6,000	1,777	30	
Regional Library Board Transfer	7,680	5,760	75	
<b>Total Fields and Library</b>	<b>20,180</b>	<b>8,192</b>	<b>41</b>	

### Theatre

Theatre Movies	0	0		
Theatre Telephone	0	0		
Theatre Electricity	3,000	0	0	
Theatre Expense	300	495	165	
Theatre Maintenance	2,000	493	25	
Theatre Natural Gas	3,500	460	13	

Theatre Water	350	135	39	
Theatre Sewer	306	0	0	
Theatre Property Tax	2,000	801	40	
Theatre Insurance	200	162	81	Yearly fee paid
<b>Total Theatre</b>	<b>11,656</b>	<b>2,545</b>	<b>22</b>	
<b>Recreation</b>				
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	
Recreation Advertising	200	0		
Recreation Telephone	500	262	52	
Recreation - Strawberry Festival	0	0		
Recreation - Summer Soccer Program	0	0		
Recreation - Tennis Program	0	0		
Recreation - General Programs		184		Gazebo Power & fee for Fundy Directors Association
<b>Total Recreation</b>	<b>8,200</b>	<b>5,785</b>	<b>71</b>	
<b>Fiscal Services</b>				
MFC Principal - 2011 School Enhan	10,000	10,000	100	
MFC Principal - 2016 Breathing App	3,200	3,200	100	
MFC Principal - 2018 Breathing App	7,400	7,400	100	
MFC Principal - 2013 Fire Hall	69,700	69,700	100	
MFC Principal - 2013 Med Cent	5,000	5,000	100	
MFC Principal - 2011 Main Phase 2	43,000	43,000	100	
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500	100	
MFC Principal - 2013 Town Hall	7,100	7,100	100	
MFC Principal - 2013 Arena	10,200	10,200	100	

MFC Principal - 2018 Arena Auto	5,500	6,200	113
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	2,907	42
Interest ST Borrowings		0	
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	146,792	66
<b>Total Fiscal Services</b>	<b>477,479</b>	<b>364,499</b>	<b>76</b>
<b>TOTAL EXPENSE</b>	<b>2,411,150</b>	<b>1,523,984</b>	<b>63</b>
<b>NET INCOME</b>	<b>0.34</b>	<b>903,430.12</b>	

this to Admin Interest on Backhoe Account #5089.  
50% of the principal payment less taxes and interest has been allocated to water utility.

**Town of Oxford Water**  
**Income Statement 04/01/2020 to 11/12/2020**

	Budget	Actual	Percentage of Budget	NOTES
<b>REVENUE</b>				
Water Revenue				
Metered Water/Base Charge		88,119.02		
Metered Water/Consumption		16,224.00		
Metered Water/O.F.F. Base Charge		14,555.82		
Metered Water/O.F.F. Consumption		111,592.95		
<b>Total Metered Sales</b>	<b>412,000.00</b>	<b>230,491.79</b>	<b>56%</b>	
Flat Rate Sales	1,950.00	1,200.00	62%	
Public Fire Protection	115,407.00	140,439.00	122%	
Sale of Services	250.00	0.00	0%	
Sprinkler Service	200.00	0.00	0%	
Interest on O/S Arrears	5,000.00	1,318.75	26%	
Transfer From Surplus/Depreciation	0.00	0.00		
<b>TOTAL REVENUE</b>	<b>534,807.00</b>	<b>373,449.54</b>	<b>70%</b>	
<b>EXPENSE</b>				
<b>Power and Pumping</b>				
P&P Supervisor Salary	20,560.24	10,903.86	53%	30% of Public Works Supervisor
P&P Power	59,228.98	20,014.53	34%	
P&P Labour	1,000.00	931.57	93%	1 % of wages as per spreadsheet "allocation of PW hours"
P&P Repairs and Maintenance	23,346.58	19,428.50	83%	
<b>Power and Pumping Total</b>	<b>104,135.80</b>	<b>51,278.46</b>	<b>49%</b>	
<b>Treatment</b>				
Treatment Insurance property	0.00	403.00		
Treatment Chemicals & Testing	4,000.00	7,811.82	195%	Should increase this budget amount, Actual totals for 2018-19-\$14121.11 (testing) and 7095
Treatment Power	8,076.68	2,009.87	25%	
Treatment Labour	2,000.00	931.57	47%	1 % of wages as per spreadsheet "allocation of PW hours"
Treatment Maintenance	10,000.00	16,978.32	170%	Should increase this budget amount, Actual totals for 2018-19-\$11,128.42
<b>Treatment Total</b>	<b>24,076.68</b>	<b>28,134.58</b>	<b>117%</b>	
<b>Transmission and Distribution</b>				

T&D Meters	3,500.00	0.00	0%	
T&D Labour	42,183.02	11,178.87	27%	12 % of wages as per spreadsheet "allocation of PW hours"
T&D Maintenance & Services	40,325.90	2,659.31	7%	
T&D Truck Lease/Expense	7,500.00	0.00	0%	
<b>Transmission &amp; Distribution Total</b>	<b>93,508.92</b>	<b>13,838.18</b>	<b>15%</b>	

**Administration**

Admin Salaries	52,795.10	38,400.00	73%	
Admin CPP	8,489.66	0.00	0%	
Admin EI	5,306.04	0.00	0%	
Admin Pension	7,500.00	0.00	0%	
Admin Health Plan	5,000.00	0.00	0%	
Admin WCB	6,367.25	0.00	0%	
Admin Rentals	5,500.00	0.00	0%	
Admin Legal Fees	5,000.00	6,205.05	124%	Dillon Consulting
Admin Office Expense	7,000.00	0.00	0%	
Admin Audit Fee	8,800.00	0.00	0%	
Admin Bank Charges	500.00	374.12	75%	
<b>Administration Total</b>	<b>112,258.05</b>	<b>44,979.17</b>	<b>40%</b>	

**Other**

Depreciation	53,000.00	0.00	0%
Town Taxes	18,000.00	18,997.79	106%
MFC Interest New Source	2,900.00	3,558.00	123%
MFC Interest Watermain Upgrades	5,000.00	3,043.12	61%
MFC Interest Water Meters	825.00	0.00	0%
MFC Principal New Source	50,000.00	50,000.00	100%
MFC Principal Watermain Upgrades	37,000.00	0.00	0%
MFC Principal Water Meters	6,000.00	0.00	0%
Capital from Revenue	0.00	0.00	

<b>Total</b>	<b>172,725.00</b>	<b>75,598.91</b>	<b>44%</b>
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<b>TOTAL EXPENSE</b>	<b>506,704.45</b>	<b>213,829.31</b>	<b>42%</b>
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<b>NET INCOME</b>	<b>28,102.55</b>	<b>159,620.23</b>	
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## Fire Department Monthly Report

October 2020

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

- 1 vehicle fire
- 2 commercial fire alarm
- 1 heating equipment fire
- 1 MVA

The breakdown of calls was 2 in the county and 3 in town.

Fleet service was in and serviced the trucks. Trucks 1 and 2 needed the brakes replaced as they were worn out. We were told that the leaf springs will need replaced on these trucks as well. We anticipate that these can be done next year in the new budget.

We will need to come up with a plan to start replacing our carbon fibre bottles for BA packs in the next few years. Currently, ten of our bottles will be out of date within that timeframe. The plan is to replace two to three bottles each year going forward to phase in the replacement costs.

The Department also needs to replace three old packs over to the MSA G1 packs. This replacement is outstanding and was part of the plan going forward to maintain current equipment.

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

Respectfully submitted,

Trueman Rushton  
Fire Chief



## CEDO Report

**Highlights: October 14 – November 10, 2020 (inclusive)**

### Promotion

- *Town of Oxford Official Face book group*: regular postings highlighting local businesses and business -related events and promoting Remembrance Day, our trails, upcoming holiday activities sponsored by the Town, etc
- *Newsletter*: I'm collecting information for a December newsletter and have advertised a November 16 deadline for the public to submit December events.
- Posts and updates as required on the website

### Support for Businesses and Business Development

- **Bargain Bonanza**: We are again supporting local businesses but offering them the opportunity to participate in the Bargain Bonanza campaign December 4 and 5. Shoppers will have the opportunity to enter to win a *Wild Blueberry Bundle* with the winner drawn on December 8. CED organizes and promotes this event. This year it coincides with the Town **Light Up** (December 4, 6 p.m.) and we're encouraging Oxford residents and businesses to come together as a community, decorate homes and businesses, and get out and spread holiday joy despite COVID-19!!
- **Promotion** of Bargain Bonanza, the Light Up and other holiday events help to draw attention to Oxford and encourage people to visit and shop here.
- **Wild Blueberry Capital Beautification Grant Program 2020**: A deadline extension request sent to our funder was approved. Businesses and the public have been informed that the new deadline is June 30, 2021. This allows for three Spring months to complete approved projects. I continue to promote this grant opportunity to our businesses. To date, no business has submitted an application.
- I also continue to promote the Cumberland Business Connector series of **free online workshops** to support small businesses, some specifically related to COVID-19. I have been participating in them to better support Oxford businesses.
- Emailed business contacts information on Cumberland Business Connector's Virtual Advisor Program, government programs and information related to Small Business Week.
- We're very sorry to hear that Ewe-nique Boutique will be closing at the end of the year (or when supplies are depleted).

### *Support for Organizations*

- We are providing support by helping to promote the Remembrance Day Ceremony, Oxford Historical Society's *Downtown Historical Scavenger Hunt* and the Letters to Santa initiative being organized by the Oxford Legion and the Church Mouse Players.

### *Poetry At Large Poetry Festival, 2021*

- The Oxford Poetry Committee met on November 2. Currently we are working toward an online initiative in April that will help draw attention to the local business community and a musical event at the Capitol Theatre in September.

### **Other**

- We won't be having a parade, but that doesn't have to keep us from celebrating and infusing Oxford with Holiday Spirit. The *Holiday Season Light Up*, mentioned above, provides us the opportunity to offer music and perhaps other activities at *Wild Blueberry Corner* (6-7 p.m.). Our plans include a Santa Tour of Oxford and more, all of which is being finalized and will be outlined in the December newsletter.
- Reviewed CED's budget revisions. I am now being paid for nine hours per week.

This report represents 50.5 hours worked.

Respectfully submitted,  
Ruthie Patriquin,  
Community Economic Development Officer

# MINUTES

October 1, 2020

## Cumberland Municipal Alcohol Project Committee Meeting – 10-11:30am RCMP Amherst detachment

*Invited: Dave Clark, Colleen Dowe, Don Fletcher, Emma Bickerton, Const. Richard Harvey, Janine Dewitt & Sophie Melanson*

*Regrets: Alison Lair, Jason Blanch, Tom Woods, Ryan Sommers*

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### 1) Check-in & Review Agenda

- a) According to const. Harvey,
  - a) illegal tobacco sales seem to be down, which might be caused by an approximate 25% increase in tobacco sales. The following article mentions this spike:  
<https://www.globenewswire.com/news-release/2020/10/16/2109899/0/en/Nova-Scotia-has-unprecedented-spike-in-tobacco-sales.html>
  - b) Mental health-related calls have increased
  - c) Some cases of increased alcohol use, and related incidents, in part due to CERB funds providing more means to purchase more alcohol, more often, which will inevitably cease (CERB), and bring on some impacts for those affected.
- b) Our group is interested in inviting someone from the opioid group to come discuss each other's work, and possible intersections where we could collaborate.

**ACTION:** Sophie to reach out to Tom Woods and Sandi Partridge to discuss the possibility.

- c) Emma mentions that there seems to be a lot of alcohol on and off campus (often procured by parents when minors are involved). Covid doesn't seem to have affected gatherings from that perspective. We also discussed field parties, and the perspective of parents wanting to know when and how much their kids are drinking.
- d) Great article featuring Emma and the art project. Congratulations Emma!

### 2) Photovoice Activity Closing (Emma):

- a) The project was handed over to Alison to close the loop with the prizes. Carters was contacted for bags.

**ACTION:** Sophie to check with Alison to see where the process is.

- b) Second iteration around the holidays, this time, not for 4 weeks, however. (Emma will be done school Dec 13<sup>th</sup>)

### 3) Finding a more permanent meeting room with good internet/skype capability

- a) Christ's Church (Colleen to keep us updated once they are set up)
- b) Police Stations Board Room (Tom Woods)
- c) Credit Union Building (Tamara Porter)
- d) County Board Room

e) Mental Health & Addictions

**4) MAP Membership:** Who else would we gain at having at the table?

- a) Maggie's Place: Sarah
- b) Schools Plus: Kim wood
- c) ARHS student (Rajan McEnney): It would be great to hear if any more data was collected with the Mental Health Survey they chatted to us about)
- d) MADD (Paula Pedigrew)
- e) EHS
- f) Ruthie Patriquin (Town of Oxford, Economic Dev.)
- g) Brent Colburn? (past councilor)
- h) Oxford Frozen Foods HR

**5) Elections preparation**

- a) Revise data for the PPT presentation

**UPDATE:** Presentation is ready to go

- b) One-pager and letters will be sent out ASAP to the following: `

- Municipality of Cumberland County: Mayor Murray Scott, CAO Rennie Bugley, Shelley Hoeg Exec. Assistant
- Town of Amherst: Mayor David Kogon, CAO Greg Herrett, Municipal Clerk Kim Jones
- Town of Oxford: Mayor Gregory Henley, CAO Rachel Jones, Linda Cloney (Deputy Clerk)

**UPDATE:** Our Northern Zone Health Promoters are spicing up our one pager with the help of our communications specialist. Everything should be ready to roll by oct 27<sup>th</sup>.

**6) Community Health Board Champions Initiative (moved forward to our next meeting):**

Brainstorm on Potential awardees: demonstrated great leadership in the community as it relates to community wellness during Covid19

**7) Safety Tips of hosting (moved forward) to avoid impaired judgement and respect public health directives.** There are often some coming out around NYE.

**8) Proactive approach to community gatherings (moved forward)** There are 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.

**9) Next meeting:** November 5th, 10-11:30am Mental Health & Addictions (Ryan Room)

# 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 (1<sup>st</sup> 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