



TOWN OF OXFORD  
Town Council Meeting

Conducted through Zoom Live to FaceBook

Monday, 18 January 2021  
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
  - 3.1 Town Council Minutes – 21 December 2020
  - 3.2 Special Town Council Minutes – 11 January 2021
4. New Business
  - 4.1 Temporary Borrowing Resolution: Duke Street Watermain Replacement - recommendation from Committee of the Whole
  - 4.2 Audit Committee Member Vacancy - Recommendation from Personnel Committee
  - 4.3 Police Advisory Board Vacancy
  - 4.4 Habitat for Humanity Builds - Oxford Update
  - 4.5 Insurance Update
  - 4.6 Special Election Update
5. Reports
  - 5.1 Public Works Report
  - 5.2 Finance: General Operating and Water Utility Budget Variance Reports
  - 5.4 Fire Report
  - 5.5 Community Economic Development Report
6. Adjournment



## Minutes of the Regular Council Meeting

Place: Conducted through Zoom Live to Facebook  
Date: Monday, 21 December 2020  
Presiding Officer: Mayor Gregory Henley  
Councilors present: Councilors Wade Adshade, Carla Black, Brenton Colborne, and Paul Jones  
Regrets: Nil

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

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

Public in attendance – Jorgensen and Bickerton - Mark Milner, CPA, CA

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

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

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

It was moved and seconded that the agenda of the Regular Town Council Meeting for December 21, 2020 be approved, as presented.

***Motion Carried***

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

It was moved and seconded that the minutes of the Town Council Meeting for 16 November 2020 be approved, as presented.

***Motion Carried***

It was moved and seconded that the minutes of the Special Town Council Meeting for 14 December 2020 be approved, as presented.

***Motion Carried***

### **4. New Business**

**4.1 2019-20 Audited Financial Statements – Jorgensen & Bickerton, Mark Milner**

Below are highlights of the general discussion that followed the presentation of the 2019-20 Audited Financial Statements.

Within the Operating Reserves, funding no longer supports the \$157,900.00 for the School Enhancement and the \$2,000.00 for the MacKleeve Festival.

Cash Flow for the Town of Oxford is an issue for the Town of Oxford. There have been some inconsistencies, not well documented processes, and a turnover in staff.

Jorgensen & Bickerton has made some Year End adjusting entries that will need to be followed up by staff.

The Province requires municipalities to file approved audited financial statements by the end of September. The audit process took longer than anticipated to complete due to unforeseen circumstances as in COVID-19 and more in-depth detail put into the reserves regarding GL postings and transfers.

As soon as the financial statements are filed, the Province will then release the remainder of the Provincial Grant funding and this will assist with the cash flow required for the Town.

It was moved to accept the 2019-20 Audited Financial Statements as presented. Motion not seconded; motion failed.

The 2019/2020 Audited Financial Statements will be presented to the Audit Committee for their review and they will make a recommendation to Council.

The audit committee is designed to act as an interface. They act on behalf of the Municipality to make decisions, review the statements, and then follow up with making a recommendation to Council.

It was moved and seconded that the Audit Committee review the 2019/2020 audited financial statements and make a recommendation to Council in a Special Council Meeting in January 2021.

***Motion Carried***

*At 7:25 pm Mark Milner exited the zoom meeting.*

#### **4.2 Oxford Arena Lease Agreement Draft (distributed separately)**

In 7.1 of the draft Arena Lease Agreement, there was a typing error. The typing error has been corrected and it now reads - if during the term of this lease the building be damaged or destroyed by fire, explosion, earthquake, the elements, or some similar cause or peril, this shall be deemed to be terminated.

The Lions asked the Council to not to include in the lease, as it appears in the draft lease, a prorated portion of the property taxes to be paid by this group.

Council agrees to change the draft lease to not include the prorated portion of the property taxes to be paid by this group.

It was moved and seconded that Town Council approve the Oxford Arena Lease Agreement as amended.

***Motion Carried.***

Staff cautioned council on the impact of the overall insurance without the insurers not reviewing this agreement before it is signed.

Council decided to sign the agreement even if the insurers did not review the agreement yet. This agreement was forwarded to the insurers for their review on Monday, December 21, 2020 with no reply before Council met.

The Town will need to have proof of a certificate of insurance from the operating group before the lease is signed as well to change 9.1 of the lease that reads not less than two million to read not less than five million.

Council made a second amendment to the Oxford Arena Lease Agreement. Council would like 9.1 to read "... the Tenant agrees to obtain and maintain public liability and property damage insurance on the building and land for an amount not less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence..."

It was moved and seconded that Town Council approve the Oxford Arena Lease Agreement as amended.

***Motion Carried***

#### **4.3 January Committee of the Whole Meeting – Proposed Postponement to January 11, 2021**

It was moved and seconded to postpone the January 4, 2021 Committee of the Whole Meeting to January 11, 2021.

***Motion Carried***

## **5. Reports**

### **5.1 CAO/Administration**

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.2 Public Works**

Council had a general discussion regarding snow removal operators.

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.3 Finance: General Operating and Water Utility Budget Variance Reports: 1 April – 14 December 2020**

Council informed staff of an error on the audited consolidated financial statements. There are no expenses to Councilor Wendy Sweet-Kontuk entered. Staff will follow up on this.

Council discussed the amount that was charged for audit fees from Jorgenson & Bickerton.

The Safe Restart money was discussed. Council is interested in purchasing a handheld Electrostatic Sprayer to sanitize Town facilities.

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.4 Fire**

Council had discussion regarding the Fire Agreement with the County of Cumberland.

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.5 Community Economic Development**

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **5.6 Cumberland Public Libraries Oxford Update**

It was moved and seconded to accept the report as submitted.

***Motion Carried***

## **6. Adjournment**

At 8:00 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried***

---

**Gregory Henley, Mayor**

---

**Linda Cloney, Recording Secretary**



## Minutes of the Special Town Council Meeting

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

Date: Monday, January 11, 2021

Presiding Officer: Mayor Gregory Henley

Councilors Present: Deputy Mayor Wade Adshade, Carla Black, Brenton Colborne, and Paul Jones

Regrets: Nil

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

Staff in attendance: Deputy Clerk Linda Cloney (recording secretary)

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

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

### **2. Recommendations from Audit Committee re: 2019-20 Audited Consolidated Financial Statements**

It was moved and seconded to accept the 2019-20 Audited Consolidated Financial Statements as presented.

***Motion Carried***

### **3. Adjournment**

At 6:03 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried***

---

Gregory Henley, Mayor

---

Linda Cloney, Recording Secretary

**MUNICIPAL COUNCIL OF THE  
TOWN OF OXFORD  
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 663,000

Purpose: Duke Street Watermain Replacement

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the Town of Oxford, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Council of the Town of Oxford has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

**WHEREAS** the Council of the Town of Oxford has determined to borrow the aggregate principal amount of Six Hundred and Sixty-Three Thousand Dollars (\$ 663,000 ) for the purposes of Duke Street Watermain Replacement;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Oxford borrow a sum or sums not exceeding Six Hundred and Sixty-Three Thousand Dollars (\$ 663,000 ) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

**THAT** the sum be borrowed by the issue and sale of debentures of the Council of the Town of Oxford to such an amount as the Council deems necessary;

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Six Hundred and Sixty-Three Thousand Dollars (\$ 663,000 ) in total from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Oxford held on the \_\_\_\_ day of \_\_\_\_\_, 2021.

**GIVEN** under the hands of the Clerk and under the seal of the Town of Oxford this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Clerk

---

Dec 2020 Water Utility Report

Water breaks - 299 Foundry St

237 Water St

Old Reservoir Rd

22 water breaks ending 2020

46 water breaks ending 2019 with 9 of those water breaks were on Duke St alone

Installed a Hypo Chlorinator at the Pugwash Rd Reservoir to maintain a consistent chlorine residual  
Lynk programed our scales for the chlorine building so it can be monitored through SCADA & have  
advised we upgrade the computer for the SCADA that is at the Town Hall which should be done in  
January

Roads

Salting plowing sidewalks & streets

Wastewater

Good results on our 1<sup>st</sup> acute lethality test

Replaced the power source for the control panel at the lift station on Prince William St .Where our  
control panels are getting out dated Surflin recommended we budget for a new power source &  
control panel to have on hand in case of failure

Regards

Wes Adshade

Supervisor Public Works

Town of Oxford 1	Budget 20-21	% of total	Actual 04/01/2020 to 01/15/2021	% 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		25,287	211	
<b>Total Taxes</b>	<b>2,027,229</b>		<b>2,037,105</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		21,887	125	
Provincial Government - DNR	15,342		0	0	Waiting for Audit Statements
Provincial Government - Liquor Comm	8,976		8,976	100	
<b>Total Grants in Lieu</b>	<b>44,265</b>		<b>30,863</b>	<b>70</b>	
<b>Services to Other Governments</b>					
Cumberland County - Fire Protection	57,000		0.00	0	Invoice in process
<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		662	66	
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		15,712	79	
Probation Office Rent	0		0		
Interest on Investments	0		0		
Interest on Taxes	25,000		30,170	121	
A/R adjustments	0		0		
Tax Certificates	500		1,050	210	More than expected this year as house sales are unually high
Communities in Bloom Revenue	0		200		Cumberland Food Action Network
Sales of materials	3,000		1	0	Lease agreement for rink \$1
<b>Total Own Source Revenue</b>	<b>76,800</b>		<b>48,315</b>	<b>63</b>	
<b>Unconditional Transfers</b>					
Equalization Grant	178,171		44,543	25	Waiting for Audit Statements
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		7,028	100	to offset summer student expense below
Comm Enhancement Grant Funding	0		0		
<b>Total Conditional Transfers</b>	<b>8,028</b>		<b>7,028</b>	<b>88</b>	
<b>Other Transfers</b>					
Gas Tax Revenue	0		0		
County Funding - Arena	0		0		
MPAL Funding Province	0		2,500		
Grants from Prov- Sinkhole Study	0		0		
Grants from Other Organizations	0		274,257		\$17,500 Downtown Beautification Grant, \$253,985 Safe Start Agreement, 2772 reimbursement from FF for insurance
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>276,757</b>	<b>2,768</b>	

Town of Oxford 1	Budget 20-21	% of total	Actual 04/01/2020 to 01/15/2021	% Percentage of Budget	NOTES
<b>TOTAL REVENUE</b>	<b>2,411,150</b>		<b>2,454,475</b>	<b>102</b>	
<b>EXPENSE</b>					
<b>General Government</b>					
Mayor Honorarium	9,011		6,758	75	
Mayor Expenses	2,500		614	25	
Council Honorariums	27,000		17,522	65	
Council Expenses	5,000		1,302	26	
Salary - CAO	62,513		70,090	112	Line should be budgeted at \$91,090
Salary - Accountant	31,500		35,318	112	Line should be budgeted at \$45,900
Salary - Deputy Clerk	30,200		33,861	112	Line should be budgeted at \$44,006
Salary - Office Staff	25,116		23,234	93	Line should be budgeted at \$36,598
Admin Salaries paid by Water	-64,000		-51,200	80	Line should be budgeted(\$93,565)
Legal Fees	5,000		0	0	
CAO Contracted Services			0		
Accounting Contracted Services	5,000		-15	0	
Canada Pension Plan	20,000		15,755	79	
Employment Insurance	9,000		7,358	82	
Health Plan (Blue Cross)	3,000		3,563	119	
Pension - CAO			0		
Pension - Employees	20,000		22,136	111	
Xmas Bonuses	850		925	109	
Professional Development	1,500		339	23	
CAO Seminars & Travel	3,000		889	30	
Audit Fee	20,000		0	0	
Town Hall Insurance	1,750		2,546	145	
Office Postage	4,200		4,014	96	
Office Supplies & Advertsing	12,000		8,914	74	
I T Expenses	7,000		7,685	110	
Office Programmer	0		22		Adobe license
Town Hall Janitor & Supplies	6,000		4,299	72	
Town Hall Telephones	8,000		7,656	96	
Town Hall Electricity	5,000		2,468	49	
Town Hall Natural Gas	8,000		1,728	22	January bill not received yet
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		14,350	96	
Municipal Election	10,000		8,118	81	
Bond Insurance			0		
Losses on Appeals/Habitat Subdiv			0		
OPH Grant			0		
Lion's Club Rental			0		
Conferences and Workshops	3,000		557	19	
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		5,350	107	
PVSC - Assessment Costs	18,892		18,892	100	
Valuation Allowance - Taxes			1,596		
Bad debts other			0		
Interest Town Hall 2013 MFC	982		947	96	
Interest on Backhoe Loan	1,125		2,291	204	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 account#5768
Interest Short Term Borrowings			0		
Bank Service Charges			3,472		Monthly service fees-Scotia connect, and account maintenance Last year \$9980.59
Deficit of Prior Years	99,458		0	0	
MFC Int - School Enhancement	622		625	100	
Cash Over/Short			3		
Credit Card Fees & Interest	500		466	93	
<b>Total General Government</b>	<b>432,875</b>	<b>18.0%</b>	<b>289,808</b>	<b>67</b>	
<b>Protective Services - Police</b>					
Admin - Salary			0		
Admin - Audit			0		
RCMP Contract	505,605		379,203	75	
School Crosswalk Guard	7,200		3,163	44	
Prosecuting Attorney Fee	500		0	0	
Corrections	15,000		10,971	73	
<b>Total Police</b>	<b>528,305</b>	<b>21.9%</b>	<b>393,337</b>	<b>74</b>	
<b>Fire</b>					
Admin - Salary			-		
Admin - Audit			-		
Fire Inspection Cost			-		
Firefighters Honorariums/Incentives	17,000		17,814	105	

Town of Oxford 1	Budget 20-21	% of total	Actual 04/01/2020 to 01/15/2021	% Percentage of Budget	NOTES
Fire Phones	2,700		1,217	45	
Fire Communication System	17,000		17,042	100	
Public Fire Protection Charge	120,935		140,439	116	Mandated increase by Water Utility
Fire Chief's Convention	-		-		
Fire Training	7,500		629	8	
Fire Hall Lights & Power	4,000		2,771	69	
Fire Hall Natural Gas	7,200		2,153	30	January bill not received yet
Fire Hall Insurance	3,800		4,396	116	Yearly fee paid
Fire Hall Maintenance	5,000		3,305	66	
Firefighters Liability Insurance	2,500		6,095	244	\$2772 reimbursed by firefighters Yearly fee paid, plus WCB coverage 384/month starting Jan 2021
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		1,087	49	
Fire Trucks Repairs & Maintenance	15,000		34,077	227	
Fire Equipment & Supplies	15,000		3,780	25	
Fire Equipment Repairs & Maint	4,500		8,738	194	
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			1,404		MFC #38-A-1 CK Agee #91 Debenture Payment S/B 1393.92 this year
<b>Total Fire</b>	<b>238,621</b>	<b>9.9%</b>	<b>259,001</b>	<b>109</b>	
<b>Emergency Management</b>					
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>0.3%</b>	<b>5,682</b>	<b>86</b>	
<b>Other Protective Services</b>					
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>0.3%</b>	<b>4,494</b>	<b>56</b>	
<b>Transportation Services</b>					
Salary - PW Supervisor	31,000		25,962	84	50 % of wages
Labour - PW	87,700		98,737	113	80 % of wages as per spreadsheet "allocation of PW hours"
Summer Students	2,000		9,169	458	this expense is offset by Revenue of \$7028
Supervisor Phone	1,600		1,693	106	
Town Truck	9,000		5,578	62	
Supervisor Truck Allow	-		-		
Loader and Plow	28,000		3,329	12	
Generator	60		46	77	
Tractor	7,000		5,235	75	
Backhoe Lease Etc	1,500		729	49	
Roller	-		-		
Air Compressor	-		-		
Salt Truck	5,000		3,173	63	
Small Tools & Equipment	5,000		6,477	130	
OPH Insurance	200		195	98	Annual fee
OPH Expenses	300		13	4	
OPH Taxes	2,300		2,342	102	Annual fee
Town Garage Insurance	500		2,871	574	Annual fee
Town Garage Fuel (Wood)	1,500		1,366	91	
Town Garage Maintenance	1,500		5,214	348	National Trailer Sales for container \$3754
Town Garage Phone	260		147	57	
Town Garage Water	-		-		
Town Garage Electricity	4,000		2,113	53	
Workers Compensation	12,000		11,875	99	
Liability Insurance	12,800		13,107	102	Annual fee
Diesel	13,000		3,705	28	
Oil	-		-		
Gasoline	9,000		4,814	53	
Oxygen	-		-		
Sundry	1,100		-	0	
Clothing	3,000		2,300	77	
Health and Safety	5,000		2,226	45	
Salt	30,000		8,374	28	
Road Repairs	-		-		
Street Maintenance	25,000		43,464	174	\$3552-Municipal Enterprises patch Main Street, Centerline Markings \$4641, Greg Mattison \$3895
Street Lighting	7,000		5,856	84	
Street Lights Reim back to Cap Res			-		
Main Street Phase 2 - MFC Int	2,705		2,687	99	
Main Street 2008 MFC Interest	0		-		

Town of Oxford 1	Budget 20-21	% of total	Actual 04/01/2020 to 01/15/2021	% Percentage of Budget	NOTES
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>13.1%</b>	<b>279,520</b>	<b>89</b>	
<b>Environmental Health Services</b>					
Sewer Admin Supervisor	18,000		10,385	58	20% of wages
Sewer Other Labour	35,000		7,405	21	6 % of wages as per spreadsheet "allocation of PW hours"
Sewer Safety Equipment	2,000		-	0	
Sewer Maintenance	6,000		13,022	217	Invoice for \$4522 from Omnitech for a monitor
Sewer Power	32,000		18,614	58	
Sewer Lagoon MFC Interest	0		-		
Sewer Lagoon MFC Principal	0		-		
Transfer Station Contract (FERO)	95,000		57,003	60	
Tip Fees	30,000		45,190	151	Includes \$2186 for testing water around the transfer station
<b>Total Environmental Health</b>	<b>218,000</b>	<b>9.0%</b>	<b>151,619</b>	<b>70</b>	
<b>Public Health &amp; Environmental Devel</b>					
Medical Centre	31,000		22,851	74	
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			-		
Tree Expense/Trail Reserve	5,000		5,334	107	Tree removal work completed
Community Eco Dev/Tourism	12,000		8,255	69	
Cumberland Business Connector	10,000		-	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>4.3%</b>	<b>79,159</b>	<b>77</b>	
<b>Recreation and Cultural - Arena</b>					
Arena Labour	5,200		1,720	33	
Arena Telephone	650		348	54	
Arena Electricity	10,000		7,335	73	
Arena Maintenance	10,000		4,077	41	
Lease Natural Gas Boiler Arena	7,580		0	0	
Arena Natural Gas	3,500		670	19	
Arena Water	1,000		1,036	104	
Arena Sewer	306		306	100	
Arena Insurance	1,600		2,238	140	Part of Arena insurance was allocated to town garage last year so budget is low
Arena Maintenance - Energy Upgrades	0		0		
Arena MFC Interest 2018	0		0		
Arena Dressng Room 2013 MFC Int.	0		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		344	104	
<b>Total Arena</b>	<b>42,702</b>	<b>1.8%</b>	<b>20,611</b>	<b>48</b>	
<b>Fields and Library</b>					
Xmas Lights	1,000		416	42	
Tennis Courts	1,000		0		
Trails	1,000		184	18	
Ballfield	2,000		227	11	
Skateboard Park	1,000		0		
Mural Lights	500		175	35	
Library Expense	6,000		14,248	237	
Regional Library Board Transfer	7,680		7,680	100	
<b>Total Fields and Library</b>	<b>20,180</b>	<b>0.8%</b>	<b>22,931</b>	<b>114</b>	
<b>Theatre</b>					
Theatre Movies	0		0		
Theatre Telephone	0		0		
Theatre Electricity	3,000		0	0	
Theatre Expense	300		752	251	
Theatre Maintenance	2,000		594	30	
Theatre Natural Gas	3,500		978	28	January bill not received yet
Theatre Water	350		135	39	
Theatre Sewer	306		0	0	
Theatre Property Tax	2,000		801	40	Overpaid in previous year went to prepaid
Theatre Insurance	200		162	81	Yearly fee paid
<b>Total Theatre</b>	<b>11,656</b>	<b>0.5%</b>	<b>3,421</b>	<b>29</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		

Town of Oxford 1	Budget 20-21	% of total	Actual 04/01/2020 to 01/15/2021	% Percentage of Budget	NOTES
Recreation Summer Students	0		0		
Recreation Office Supplies	0		0		
Recreation Postage	2,000		165	8	
Recreation Advertising	200		49		
Recreation Telephone	500		400	80	
Recreation - Strawberry Festival	0		0		
Recreation - Summer Soccer Program	0		0		
Recreation - Tennis Program	0		0		
Recreation - General Programs			229		
<b>Total Recreation</b>	<b>8,200</b>	<b>0.3%</b>	<b>6,348</b>	<b>77</b>	Gazebo Power & fee for Fundy Directors Association
<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		3,322	48	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	1.3%	0		
Deficit of Prior Years	0		0		
Valuation Allowance	0		0		
District School Board	224,000		165,141	74	
<b>Total Fiscal Services</b>	<b>477,479</b>	<b>19.8%</b>	<b>383,263</b>	<b>80</b>	
<b>TOTAL EXPENSE</b>	<b>2,411,150</b>	<b>100.0%</b>	<b>1,899,194</b>	<b>79</b>	
<b>NET INCOME</b>	<b>0.34</b>		<b>555,281</b>		

**Town of Oxford Water**  
**Income Statement 04/01/2020 to 01/14/2021**

	Budget	Actual	Percentage of Budget	NOTES
<b>REVENUE</b>				
Water Revenue				
Metered Water/Base Charge		88,420.31		
Metered Water/Consumption		16,268.23		
Metered Water/O.F.F. Base Charge		14,555.82		
Metered Water/O.F.F. Consumption		81,592.95		
<b>Total Metered Sales</b>	<b>412,000.00</b>	<b>200,837.31</b>	<b>49%</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	2,088.13	42%	
Transfer From Surplus/Depreciation	0.00	0.00		
<b>TOTAL REVENUE</b>	<b>534,807.00</b>	<b>344,564.44</b>	<b>64%</b>	
<b>EXPENSE</b>				
<b>Power and Pumping</b>				
P&P Supervisor Salary	20,560.24	15,577.08	76%	30% of Public Works Supervisor
P&P Power	59,228.98	42,069.69	71%	
P&P Labour	1,000.00	1,234.21	123%	1 % of wages as per spreadsheet "allocation of PW hours"
P&P Repairs and Maintenance	23,346.58	24,834.97	106%	
<b>Power and Pumping Total</b>	<b>104,135.80</b>	<b>83,715.95</b>	<b>80%</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 amoun, Actual totals for 2018-19-\$14121.11 (testing) and 7095.07 (Chemicals)
Treatment Power	8,076.68	2,819.62	35%	
Treatment Labour	2,000.00	1,234.21	62%	1 % of wages as per spreadsheet "allocation of PW hours"
Treatment Maintenance	10,000.00	21,324.48	213%	Should increase this budget amount,Actual totals for 2018-19-\$11,128.42
<b>Treatment Total</b>	<b>24,076.68</b>	<b>33,593.13</b>	<b>140%</b>	
<b>Transmission and Distribution</b>				

**Town of Oxford Water**  
**Income Statement 04/01/2020 to 01/14/2021**

	Budget	Actual	Percentage of Budget	NOTES
T&D Meters	3,500.00	0.00	0%	
T&D Labour	42,183.02	14,810.57	35%	12 % of wages as per spreadsheet "allocation of PW hours"
T&D Maintenance & Services	40,325.90	3,185.96	8%	
T&D Truck Lease/Expense	7,500.00	0.00	0%	
<b>Transmission and Distribution Total</b>	<b>93,508.92</b>	<b>17,996.53</b>	<b>19%</b>	
<b>Administration</b>				
Admin Salaries	52,795.10	51,200.00	97%	
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%	Dillion Consulting
Admin Office Expense	7,000.00	83.41	1%	
Admin Audit Fee	8,800.00	0.00	0%	
Admin Bank Charges	500.00	415.85	83%	
<b>Administration Total</b>	<b>112,258.05</b>	<b>57,904.31</b>	<b>52%</b>	
<b>Other</b>				
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	6,086.24	122%	
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	37,000.00	100%	
MFC Principal Water Meters	6,000.00	6,000.00	100%	
Capital from Revenue	0.00	0.00		
<b>Total</b>	<b>172,725.00</b>	<b>121,642.03</b>	<b>70%</b>	
<b>TOTAL EXPENSE</b>	<b>506,704.45</b>	<b>314,851.95</b>	<b>62%</b>	
<b>NET INCOME</b>	<b>28,102.55</b>	<b>29,712.49</b>		



## CEDO Report

**Highlights: December 16, 2020 – January 13, 2021 (inclusive)**

### For Council Consideration:

Based on the results of a Community Engagement Initiative conducted by the Town's Community Economic Development Officer in 2017, the *Oxford Poetry Committee* was established to organize an annual April Poetry Festival. Two successful festivals, each offering several unique community events, were held in 2018 and 2019 and welcomed visitors from throughout Cumberland County and beyond. The 2020 event was held online due to COVID-19 (<https://www.facebook.com/PoetryAtLargeOxford>). Details on 2018 and 2019 are also available on the face book page.

Objectives of the Poetry Festivals include raising awareness of our community, increasing tourism, and increasing foot traffic to our local businesses. For example, the well-attended *Downtown Poetry* events held in 2018 and 2019 welcomed visitors into a total of five businesses to hear poetry readings (GJDE Enterprises Ltd., Days Gone By, Ewe-nique Boutique, Sunset Café & Thrift Store, and Pizza L'Amore). We also utilized and promoted our local gallery and library. The original plan for 2020 was to include Scott's Independent.

Since we expect continued COVID-19 limitations this April, the poetry committee is exploring ways to expand our online presence while still accomplishing the festival's objectives including those above.

One idea is to offer select local poets the (volunteer) opportunity to read in downtown Oxford businesses and be videotaped, with the recordings uploaded to our *Oxford Poetry At Large* face book page during the Poetry Festival week in April. Each poetry reading segment would start with the town logo (or other Oxford image) and highlight the business while introducing the poet. The committee will also make the videos available to the Town for use on our website for promotional purposes.

We requested a quote from a local videographer that came back at \$150.00 per poet. The quote includes set up/take down for each poet/location, videotaping, processing, and uploading to our face book page.

We are hoping to complete the videotaping and processing work for five poets/businesses in this fiscal year at a cost of \$750.00 with the expense paid out by March 31, 2021. Although the Poetry Committee has limited funds on hand, it is able to contribute \$375.00 to this expense.

As this is, in part, an initiative to promote Oxford and the Town of Oxford is a sponsor of the Festival, I am suggesting that up to \$125.00 of the 20-21 CED *Promotion* budget be designated for this initiative. Along with \$250.00 in the 20-21 CED *Poetry Festival* budget line, this additional \$125.00 will cover the expense. **I'm estimating that CED would still end the year \$680.00 under budget.**

**When I discussed this with the CAO in November she was supportive of this plan, with the recommendation that it be outlined for Council before proceeding.**

## **Holidays/Lieu Time**

Due to holidays and lieu time, I have only worked 20.5 hours during this report.

## **Promotion**

- Business-related events were promoted directly through the Business Contacts *email list*.
- *Town of Oxford Official Face book group*: I have promoted workshops for businesses and entrepreneurs, the Age Friendly grants, wild blueberries, Amherst Chamber of Commerce survey for not for profits, Tourism newsletter, Beautification program, Bunny Trail named Hike of the Month for December, Community Investment Grant Program, summer student grants.

## **Support for Businesses and Business Development**

- I continue to liaison with businesses who had expressed interest in the Wild Blueberry Capital Beautification Program and to promote the program through face book and the website. To date, no business has applied but at least three are still considering it and/or working on getting quotes.
- Promotion of Cumberland Business Connector workshops, Summer Student grants and Tourism newsletter.
- I'm crafting a letter and survey to evaluate the Business Contacts Group email.

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

- We have a meeting scheduled for January 19, 2021. Prepared notes and sent out the agenda.

Respectfully submitted,  
Ruthie Patriquin,  
Community Economic Development Officer

# 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