



TOWN OF OXFORD  
Town Council Meeting

Conducted through Zoom Live to FaceBook

Tuesday, 16 February 2021

6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
  - 3.1 Town Council Minutes – 18 January 2021
  - 3.2 Special Town Council Minutes – 01 February 2021
  - 3.3 Special Town Council Minutes – 04 February 2021
4. Council Swearing In Ceremony
  - 4.1 Swearing In and Code of Conduct – Councillors Elect Arnold MacDonald and Chrystal McNutt: Mayor Gregory Henley
5. Presentation
  - 5.1 Elected Official Training – Presentation by Mike Johnson, REMC Cumberland
6. New Business
  - 6.1 Budget Process Update – Discussion
  - 6.2 Library Update – Discussion
  - 6.3 Insurance Update – Discussion
  - 6.4 Police Advisory Board Minutes – Information/Discussion
  - 6.5 Audit Committee Minutes – Information/Discussion
7. Reports
  - 7.1 Public Works Report
  - 7.2 Finance Report
  - 7.3 Fire Report
  - 7.4 Community Economic Development Report
  - 7.5 RCMP Report
8. Correspondence
  - 8.1 Coldest Night of the Year
  - 8.2 Letter from Municipal Affairs and Housing

## 9. Adjournment



## Minutes of the Regular Council Meeting

Place: Conducted through Zoom Live to Facebook  
Date: Monday, 18 January 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. Approval of Agenda**

It was moved and seconded that the agenda of the Regular Town Council Meeting for January 18, 2021 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 21 December 2020 be approved, as presented.

***Motion Carried***

It was moved and seconded that the minutes of the Special Town Council Meeting for 11 January 2021 be approved, as presented.

***Motion Carried***

### **4. New Business**

#### **4.1 Temporary Borrowing Resolution: Duke Street Watermain Replacement – recommendation from Committee of the Whole**

It was moved and seconded that the following resolution be adopted.

**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.

***Motion Carried***

**4.2 Audit Committee Member Vacancy – Recommendation from Personnel Committee**

Personnel Committee recommended to Council to appoint Dave Clark as a member of the public for the Audit Committee.

It was moved and seconded that Town Council approve the recommendation from the Personnel Committee and appoint Dave Clark as a member of the public for the Audit Committee.

***Motion Carried.***

#### **4.3 Police Advisory Board Vacancy**

Personnel Committee recommended to Council to appoint Josephine MacDonald as a member of the public for the Police Advisory Board Committee.

It was moved and seconded that Town Council approve the recommendation from the Personnel Committee and appoint Josephine MacDonald as a member of the public for the Police Advisory Board Committee.

***Motion Carried***

#### **4.4 Habitat for Humanity Builds – Oxford Update**

Mayor Henley reported to Council that Habitat for Humanity has plans to proceed the third build in Oxford, on Little River Road, starting April 1, 2021.

#### **4.5 Insurance Update**

The insurance company, for the Town of Oxford, has received a copy of the signed Arena Agreement, as per their request.

Nothing more to report.

#### **4.6 Special Election Update**

The Special Election voting started January 18, 2021 at noon. As of 4:30 pm, on January 18, forty-three people had voted.

Council commented that the tele-voting was muffled. Staff will follow up.

### **5. Reports**

#### **5.1 Public Works Report**

The operation and maintenance manuals for water treatment and wastewater treatment are due in February from Dillon Consulting. Council wants to know if that was a budgeted amount. Staff will follow up.

#### **5.2 Finance: General Operating and Water Utility Budget Variance Reports**

Reviewing the report, Council had a discussion regarding a spending freeze on all discretionary spending.

It was moved and seconded to cease all discretionary spending until the end of the fiscal year.

***Motion Carried***

### **5.3 Fire Report**

Council had a general discussion regarding the Fire Budget being reached. Staff advised Council that communication was sent to the Fire Chief regarding this issue.

### **5.4 Community Economic Development Report**

In the report, staff requested to spend up to \$125.00 of the 20-21 Community Economic Development promotion budget towards the Poetry Festival videographer. Council denied this request as the motion to suspend all discretionary spending has been applied.

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

***Motion Carried***

## **6. Adjournment**

At 6:19 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**



## Minutes of the Special Town Council Meeting

Place: Conducted through Zoom, streamed live to FaceBook  
Date: Thursday, February 1, 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. RFD – Transfer of funds from the Gas Tax Reserve to the General Operating Account**

It was moved and seconded that the following resolution be adopted:

To authorize the borrowing of certain moneys from the Gas Tax Reserve Fund to meet the current expenditure of the Corporation of the Town of Oxford (hereinafter called “the Corporation”) for the year ending March 31, 2021.

**WHEREAS** it is necessary to borrow the sum of \$100,000 (One hundred thousand dollars) from the Gas Tax Reserve Fund to meet the current expenditures of the Corporation until such time as the taxes to be levied therefore can be collected;

**BE IT THEREFORE RESOLVED** by the Municipal Council of the Corporation as follows:

- 1. THAT** the Mayor and the Senior Accountant of the Corporation, be, and they are hereby authorized under the seal of the Corporation to borrow from the Gas Tax Reserve Fund up to the sum of \$100,000 (One hundred thousand dollars) as the same may be required from time to time to meet the now current expenditures of the Corporation which said expenditures has been duly authorized by Council; and
- 2. THAT** the said Mayor with the Senior Accountant aforesaid, be, and they are hereby authorized to pay or allow to the Gas Tax Reserve Fund, interest on the sum of \$100,000 (One Hundred thousand dollars),

which may be paid or allowed in advance by way of discount or otherwise howsoever as they may deem best; and

3. **THAT** the said sum of \$100,000 (One hundred thousand dollars) so to be borrowed shall be made payable on or before the 31<sup>st</sup> day of March, 2021, and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31<sup>st</sup> day of March, 2021, may be renewed by the said Mayor and Senior Accountant from time to time, but no renewal thereof shall fall due later than the said 31<sup>st</sup> day of March, 2021; and

4. **THAT** the said promissory note or notes of the Corporation, sealed with the corporate seal and signed by the Mayor and Senior Accountant of the Corporation be given from time to time as required, in security for the amounts borrowed from time to time under the provisions of this resolution; and

5. **THAT** giving of such renewal note or notes, as aforesaid, shall not be deemed satisfaction of the Gas Tax Reserve Fund of the said advance or interest, but as evidence only in indebtedness.

This is to certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the Town of Oxford passed at a meeting of the said Council, duly called and held on the 1<sup>st</sup> day of February, 2021 at which a quorum of the Council was present and voting.

Given under the hands of the Mayor and Senior Accountant of the Town this 1<sup>st</sup> day of February, 2021.

**The resolution was adopted.**

### **3. Adjournment**

At 6:05 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



## Minutes of the Special Town Council Meeting

Place: Conducted through Zoom, streamed live to FaceBook  
Date: Thursday, February 4, 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. Resolution – Municipal Innovation Program**

It was moved and seconded that the following resolution be adopted:

**WHEREAS** the Province of Nova Scotia has called for applications to their Municipal Innovation Program (MIP); and

**WHEREAS** the goals of the program are, "... to support regional economic development and regional planning by encouraging municipalities to work together"; and

**WHEREAS** staff and Mayors from the Municipality of the County of Cumberland, Town of Amherst, and Town of Oxford have met to discuss potential projects to collaborate on and submit to the MIP; and

**WHEREAS** it is proposed that the three municipalities apply for assistance through the MIP to enhance education and enforcement services with respect to solid waste, harmonizing solid waste by-laws, and exploring the potential for administering joint solid waste collection contracts.

**Therefore be it resolved**

**“That Council of the Town of Oxford agree to participate in the project to enhance education and enforcement with respect to solid waste, harmonizing solid waste by-laws, and exploring the potential for administering joint solid waste collection contracts that is being submitted for consideration under the Municipal Innovation Fund.”**

**The resolution was adopted.**

### **3. Adjournment**

At 6:03 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

**Town of Oxford  
Council Member's Oath of Office**

I, Arnold MacDonald, solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Oxford;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise or any partiality or other undue execution of the duties of my office.

Affirmed at the Town of Oxford  
In the County of Cumberland,  
This 16<sup>th</sup> day of February, 2021.

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Gregory Henley  
Mayor, Town of Oxford

**ATTACHMENT A**

**STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT**

I, Arnold Harry MacDonald, declare that as a Councillor of the Town of Oxford, I acknowledge and support the Councillors' Code of Conduct.

Signed: \_\_\_\_\_

Declared this 16th day of February, 2021

Before me:

\_\_\_\_\_  
Gregory Henley  
Mayor, Town of Oxford

**Town of Oxford  
Council Member's Oath of Office**

I, Chrystal McNutt, solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Oxford;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise or any partiality or other undue execution of the duties of my office.

Affirmed at the Town of Oxford  
In the County of Cumberland,  
This 16<sup>th</sup> day of February, 2021.

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Gregory Henley  
Mayor, Town of Oxford

**ATTACHMENT A**

**STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT**

I, Chrystal Dawn McNutt, declare that as a Councillor of the Town of Oxford, I acknowledge and support the Councillors' Code of Conduct.

Signed: \_\_\_\_\_

Declared this 16th day of February, 2021

Before me:

\_\_\_\_\_  
Gregory Henley  
Mayor, Town of Oxford



## Minutes of the Police Advisory Board

Place: Council Chambers  
Date: Tuesday, January 26, 2021  
Chair: Byron MacDonnell  
Members Present: Wade Adshade, Brenton Colborne, Josephine MacDonald, Corporal Clay Wortman and Acting District Commander Sgt. Jason Pennoyer  
Regrets: Nil

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

Staff in attendance: Linda Cloney (recording secretary)

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

Chair MacDonnell called the meeting to order at 6 pm. The board welcomed Councilor Brenton Colborne and public appointee Josephine MacDonald to the board. There was a general discussion regarding member training and staff presented to the board that the Province is constructing a new online module and will inform the town staff when the training can begin. Staff will follow up.

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

It was moved and seconded that the agenda of the Police Advisory Board Meeting for January 26, 2021 be approved.

***Motion Carried***

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

It was moved and seconded that the minutes of the Police Advisory Board Meeting for October 6, 2020 be approved.

***Motion Carried***

### **4. Business**

#### **4.1 RCMP Report**

Sgt. Pennoyer presented the RCMP report in detail. Below are the highlights discussed:

- Staff numbers for supervision is low.

- The Annual Performance Plan (APP) for 2020/2021 was not completed due to COVID-19. The next Police Advisory Board Meeting there will be more discussion regarding the 2021/2022 APP plan.
- The RCMP have most of their fleet out of Amherst and Oxford.
- The RCMP have suspended their sale of vehicles.
- Mental Health calls have increased all over Nova Scotia.

It was moved and seconded that the RCMP report for this quarter presented on Tuesday, January 26, 2021 be accepted as presented.

**Motion Carried**

*A copy of the RCMP report is filed.*

**4.2 Business from previous meeting**

**4.2.1 Proposal to complete intersection presented to Council – discussion**

This proposal was recommended to Committee of the Whole on February 3, 2020 and Council decided to consider the proposal during the budget discussions that year. This did not make the budget due to financial restraints.

The Police Advisory Board would like this proposal to be revisited.

This issue was originated by Council and given to the Police Advisory Board for their evaluation. The Police Advisory Board recommends the proposal for a study on the sidewalk for the safety of the citizens that travel through that intersection.

It was moved and seconded that the Police Advisory Board recommends to Council to approve the review of the intersection of Main, Lower Main, and Water Streets by WSP Canada Inc. as indicated within their proposal, dated January 23, 2020.

**Motion Carried**

**4.2.2 By-law enforcement and update on fees**

After general discussion regarding the by-law enforcement and fees, the Police Advisory Board decided not to go any further with this.

**4.2.3 Speeding on Duke and Jackson Street updates**

Speeding on Duke and Jackson Streets were an issue at the last meeting on October 6, 2020. The board members feel that 50 km/h is too fast for the side streets of Oxford. The board members felt that 30 km/h would be safer. Staff will follow up on this.

**4.2.4 Minister appointed position on Board update**

There is a Department of Justice public appointee applicant currently in process. If this process does not finish by May 2021 then the applicant expires, and the Department of Justice will have to reach out to the public to start the process again.

#### **4.3 New Business**

##### **4.3.1 Potential New Crosswalk**

A request was received by the CAO for a potential new crosswalk located near the driveway of the school on Lower Main Street. The CAO was unable to attend the Police Advisory Board meeting and staff will follow up with her for more details.

Defer to next meeting for discussion.

#### **4.4 Correspondence**

Councillor Adshade received an email just before the start of the Police Advisory Board meeting.

A concerned citizen that resides on Main Street is concerned with the speed of the larger trucks that come down on Main Street.

The RCMP will be alert for any speeding vehicles on Main Street.  
*This piece of correspondence has been filed.*

#### **4.5 Board Member Issues**

Nil

#### **4.6 Municipal Issues**

An issue was raised that is becoming more of a concern is a lot of disrespect, swearing and littering from the teenagers in the downtown core through the lunch hour. It was asked for more foot presence during the school lunch break. The RCMP will be on alert for this issue.

#### **4.7 Date and time for next meeting**

The next Police Advisory Board Meeting is set for Tuesday, April 13, 2021 at 6 pm.

#### **5. Adjournment**

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

***Motion Carried***

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Byron MacDonnell, Chair

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Linda Cloney, Recording Secretary

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## Minutes of the Audit Committee Meeting

Place: Council Chambers

Date: Wednesday, January 06, 2021

Presiding Officer: Mayor Gregory Henley

Members Present: Tracy Black, Carla Black, Paul Jones

Regrets: Nil

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

Staff Present: Senior Accountant - Ruthann Brookins, and Deputy Clerk - Linda Cloney  
(recording secretary)

Auditor Present - Jorgenson & Bickerton Limited - 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 Audit Committee Meeting for January 6, 2021 be approved, as circulated.

***Motion Carried***

### **3. Election of Chairperson**

It was moved and seconded that Carla Black be elected as Chairperson.

***Motion Carried***

### **4. Approval of Previous Minutes**

#### **4.1 Audit Committee Meeting – 27 January 2020**

The minutes are to reflect that the current board members that are present were not in attendance at the January 27, 2020 meeting.

It was moved and seconded that the minutes of the Audit Committee Meeting held January 27, 2020 be approved as circulated.

***Motion Carried***

### **5. New Business**

#### **5.1 Roles and Responsibilities of the Auditor and Committee**

There was a discussion regarding the Audit Committee Terms of Reference. Within this document the duties and responsibilities of the Audit Committee Board members are described.

The committee asked about training for board members and staff.

## **5.2 Financial Management Policies: For Information**

Personnel Policy was discussed regarding lieu time (flex time).

The Procurement Policy was discussed and that in Appendix 2 – Special Services, page 15, it states that legal services, audit services, engineering services and insurance coverage will be by public tender every five years. Also, it states that the Banking services will be acquired by request for proposal every five years.

The audit committee agreed that they need to meet at least quarterly and make recommendations to Council regarding accounting procedures.

Internal reporting relating to accounting procedures and internal controls was discussed.

The committee would like to review financial reports at each Audit Committee Meeting.

The Financial Management Policies will be discussed further at the next meeting.

## **5.3 Review Audited Consolidated Financial Statements March 31, 2020**

The committee asked staff to look up motion regarding approving Duke & Waverly Street project.

Adjusting entries required was discussed. It was noted that the last two years the audits were worked on by Kevin Matheson who is a chartered accountant.

Support for Ruthann was discussed. Municipal finance training would be an asset.

The School Enhancement and McCleave Festival funds were discussed. The money is no longer in those funds.

## **5.4 Recommendation for approval by Council of audited consolidated financial statements.**

It was moved and seconded that the Audit Committee recommends to Town Council to accept the Audited Consolidated Financial Statements March 31, 2020 as presented.

***Motion Carried***

### **5.5 Audit Findings/Management Letter: presentation and discussion**

Mr. Milner presented to the Audit Committee the 2019-20 management letter and the 2018-19 and 2017-18 management letters as requested by the Audit Committee.

This management letter will be shared with the Province.

### **5.6 Staff feedback regarding audit**

Staff expressed to the committee that people do not understand where the Town of Oxford is financially as cash flow is a challenge.

Staff commented that the Town of Oxford needs a financial plan in place.

## **6. Adjournment**

At 8:05 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried.***

Next meeting is scheduled to meet in person for Thursday January 14, 2021 at 6:00 pm.

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**Carla Black, Chairperson**

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**Linda Cloney, Recording Secretary**



## Minutes of the Audit Committee Meeting

Place: Town Hall, Council Chambers  
Date: Thursday, January 14, 2021  
Chairperson: Councilor Carla Black  
Members Present: Mayor Gregory Henley, Councilor Paul Jones, and Member of the Public Tracy Black.

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

Staff present: Senior Accountant - Ruthann Brookins and Deputy Clerk - Linda Cloney (recording secretary)

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

Chairperson Carla Black called the meeting to order at 6:00 pm.

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

Add 4.5 – Spring Debenture and Short-Term Loan  
Add 4.6 – 2021 – 2022 Budget

It was moved and seconded that the agenda of the Audit Committee Meeting for January 14, 2021 be approved, as amended.

***Motion Carried***

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

It was moved and seconded that the minutes of the Audit Committee Meeting for January 6, 2021 be approved.

***Motion Carried***

### **4. New Business**

#### **4.1 April 1, 2020 – January 15, 2021 General Operating Financials**

Staff presented to the Audit Committee the General Operating Financials and a report of the five bank account balances as of January 14, 2021.

The General Operating bank account is at -\$349,627.63.

On the report of the General Operating Financials there is a table reflecting items that are affecting the cash flow in General Operating.

#### **4.2 April 1, 2020 – January 15, 2021 Water Operating Financials**

The report was presented.

#### **4.3 Financial Reporting and Accounting Manual – FRAM**

The FRAM is a manual that is a regulation prescribed pursuant to Sections 451 and 520 of the Municipal Government Act as the system for accounting to be used by municipalities and villages in the Province of Nova Scotia.

#### **4.4 Financial Course for Elected Officials**

There is a financial course being offered to elected officials, Ruthann has registered for it as it is felt this would be useful for her. The cost is \$300.00 and will be hosted on January 25, January 27, and January 29.

Staff have reached out to Bruce Purchase, with the Municipal Finance Corporation, he is part of a mentorship to assist municipalities.

Staff will be attending a zoom meeting being hosted by the Province regarding the Safe Restart Agreement funds.

#### **4.5 Spring Debenture and Short-Term Loan**

As shown, in the table at the bottom of the General Operating Financials report, there are two water capital expenses that the Town of Oxford will need to apply for a short-term loan for. The amount for the short term loan is \$663,000 and is anticipated to turn into a Spring Debenture.

The Municipal Finance Corporation is meeting early February to discuss the outcome of the short-term loan.

#### **4.6 2021 – 2022 Budget**

The audit committee will need a copy of the 2019-2020 and the 2020-2021 financials and budget for comparisons, to assist with the budget process. Staff will present the audit committee a budget template started. Staff will also gather the input of the department heads regarding the budgeted numbers to present to the committee at the next meeting.

## 5. Old Business

### 5.1 Financial Management Policies

There was a discussion regarding the Audit Committee Terms of Reference and the importance of understanding and following it as it was intended for.

**Capital Reserve Fund Policy** was discussed. Items that need attention to, that were commented on, are:

Statement – 2. It states, the level of Capital Reserve Fund will be at least twenty per cent (20%) of regular general fund operating expenses plus amortization expenses. – this will need to be applied to the capital reserve budget.

Funding – 1. e. It states, proceeds received from the winding up of a municipal enterprise as defined in the Municipal Finance Corporation Act. Need clarification.

**Multi-Year Capital Plan Policy** was discussed. Items that need attention to, that were commented on, are:

Statement – 2. It states, the identification and reporting of tangible capital assets upholds Public Sector Accounting Board (PSAB) standards. Under the Canada-Nova Scotia Agreement on the Transfer of Federal Gas Revenues, municipalities in Nova Scotia must also submit a Capital Investment Plan (CIP) annually to be eligible for funding. The CIP is not a substitute for a multi-year capital plan; rather, it complements the Town's long-term planning for its capital needs.

Question: What does our CIP say and does this happen every year?

Policy Principals – 10 a) December – send notice to Council and staff of capital budgeting process, with request to identify new projects for January Council Committee of the Whole.

AND

10 b) January – Review and discuss status of existing projects at Committee of the Whole. List and identify new projects submitted by Council and staff. At this stage, Council identifies which projects should proceed to be costed by staff and provides direction on which projects are to be brought forward in the budgeting process.

Discussion: It is noted that 10 a & b have not been done this year.

Policy Principals – 8. - it states the Chief Administrative Officer shall coordinate the projection of expenditures and revenues. Department Heads shall be responsible for providing updated forecasts.

Discussion: How often or does this happen? Committee members suggested that Department Heads need to be more involved in their budget. A solution to this is that the Department Heads could add a financial piece to their respecting reports.

### **Operating Reserve Fund Policy**

Statement – 2. - it states the Town of Oxford is committed to establishing and maintaining an Operating Reserve Fund. The level of Operating Reserve Fund will be at least twenty per cent (20%) of regular general fund operating revenues.

Discussion: This will need to be put in the budget.

### **Debt Management Policy**

Policy Principles – 3 a. – it states the Town of Oxford has many competing spending priorities for revenues collected each year. The Town’s capacity to incur debt is directly related to its ability to service the payments required on the debt. These include both annual interest and principal.

AND

Policy Objectives – d. – it states ensure the term of capital financing is no longer than the useful life of the related asset.

AND

Policy Principles – 3 c – this policy shall be reviewed in three years.

Discussion: Does this happen? The policies are not being followed.

### **Tax & Water Collection Policy**

Tax Collection – General Practices – 7. – it states staff will make all reasonable effort to collect taxes due to the Town. This includes reasonable effort to locate taxpayers whose whereabouts are not readily known. A number of procedures, common to the collection industry, may be used including the use of outside agencies as outlined in administrative policies or procedures approved by the CAO.

Discussion: How much of the Town's taxes are overdue and how long overdue? Staff have just recently sent out statement of accounts to those that are overdue.

Properties in Tax Sale Position – 12. – it states, at June 30 of each year, all accounts will be reviewed. Accounts that have current year tax outstanding and part or all of prior year tax outstanding shall be considered to be in tax sale position. The CAO is authorized to adopt administrative guidelines that identify minimum amounts below which the second years' taxes will not trigger the tax sale procedures.

Discussion: It has been a few years since there has been a tax sale.

Water Accounts – Arrears Collection - 27. – it states, all water accounts will be reviewed at the due date and those with arrears of \$30 and over will be sent a reminder notice. The reminder will allow a ten-day period in which the account is to be paid. At the end of the ten-day period those accounts still outstanding will be sent a Notice of Intention to Disconnect, within five business days, unless the account is paid in full. Staff are expected to use collection tools at their disposal and their judgement is applying this policy in determining accounts that will actually be disconnected.

Discussion: Does this happen? It has happened in the past, but it has not happened within the past year.

### **Hospitality Policy**

Signing Authority – 7. – it states, the following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

<b>Position</b>	<b>Signing Authority</b>
Mayor	CAO/Designate
Members of Council & CAO	Mayor/Designate
Town Employees	CAO/Designate

Discussion: The committee recommends that the Town Council should revisit this and change the signing authorities to Town Council. It should be Town Council approving costs.

### **Fees Policy**

There was discussion on whether the fees schedule is comparable to other municipalities. Staff confirmed that they are.

## **Travel & Expense**

Signing Authority – 1. – it states, the following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

<b>Position</b>	<b>Signing Authority</b>
Mayor	CAO/Designate
Members of Council & CAO	Mayor/Designate
Town Employees/Committee appointees	CAO/Designate

Discussion: The committee recommends that the Town Council should revisit this and change the signing authorities to Town Council. It should be Town Council approving costs.

## **Procurement Policy**

Discussion: How many things fall between 5 and 10 thousand dollars? It was discussed that the thresholds are too high. Also, there was a discussion on local businesses. The committee discussed that the awarding of the tenders should be the decision of the Council rather than the staff.

Purchase Orders were discussed. The committee feels that there should be a purchase order for everything purchased.

The committee recommends that each Council member should be a chairperson for a department. Therefore, the Council member would be authorizing each invoice from that department and reporting back to Council.

It was discussed that making Department Heads accountable for their budgets monthly would be a good first step.

## **5.2 Audit Committee to do list**

Lieu time was discussed. It was felt that any lieu time payout should be approved by Council.

The remainder of the to do list will be deferred to our next meeting.

**General Discussion with the following points**

There was a general discussion regarding the audit experience with the Town Staff. The audit was late getting finished in which held up part of our funding from the Province that assists the Town with cash flow.

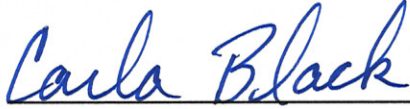
The delay with the townsuite implementation was discussed.

**6. Adjournment**

Next meeting is scheduled to meet in person for Thursday February 4, 2021 at 6:00 pm.

At 8:31 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried.***



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Carla Black, Chairperson



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Linda Cloney, Recording Secretary

## Public Works Report – January 2021

- Installed a new hydrant and valve at 47 Water St
- Snow removal & cleanup
- Put cold patch out where need be
- Dillon was taken around to the wells, reservoir & lagoons for O&M information. The O & M manuals are anticipated to be done by mid-February.
- Regular Maintenance, sewer cleaning UV lights & floats in the lift stations & water sampling
- We have used 90 tons of salt to date

Note: the next couple weeks, Amherst Public Works will be doing water test & monitoring the distribution system & wastewater and Oxford Public Works will be looking after the day to day duties while I am unavailable.

Regards  
Wes Adshade  
Supervisor Public Works

Town of Oxford 1	Budget 20-21 100%	Actual 04/01/2020 to 02/15/2021	88%	% Percentage of Budget Used	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%		
Resource Tax	13,358	10,491		79%		
Forest (Under 50,000 Acres)	179	179		100%		
Based on Revenue - Aliant	3,700	2,534		68%		
Sewer Rates	181,000	181,895		100%		
Deed Transfer Tax	12,000	25,327		211%		
<b>Total Taxes</b>	<b>2,027,229</b>	<b>2,037,145</b>		<b>100%</b>		
<b>Grants in Lieu</b>						
Federal Government - Canada Post	2,456	2,762		112%		In process
Federal Government - RCMP	17,491	21,887		125%		
Provincial Government - DNR	15,342	0		0%		
Provincial Government - Liquor Comm	8,976	8,976		100%		
<b>Total Grants in Lieu</b>	<b>44,265</b>	<b>33,625</b>		<b>76%</b>		
<b>Services to Other Governments</b>						
Cumberland County - Fire Protection	57,000	0.00		0%	Cheque is in the mail	
<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			electric bill and praxair invoices to be paid by lessee In process S/B \$ 21000	
Arena Lease-payment for expenses pd	0	-6,059				
Heritage Gas Revenue	20,000	0		0%		
Theatre Revenue	1,000	812		81%		
Dog Licences	50	0		0%		
Building Permits	1,000	0		0%		
Fine Revenue	750	504		67%		
Office Rent Water	5,500	0		0%		
Medical Centre Rents	20,000	15,886		79%		
Interest on Taxes	25,000	32,354		129%		
Tax Certificates	500	1,100		220%		
Communities in Bloom Revenue	0	200			More than expected this year as house sales are unually high Cumberland Food Action Network	
Sales of materials	3,000	2,782		93%		
<b>Total Own Source Revenue</b>	<b>76,800</b>	<b>47,595</b>		<b>62%</b>		
<b>Unconditional Transfers</b>						
Equalization Grant	178,171	44,543		25%	In process	
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%	to offset summer student expense below	
Fed Gov Funding - Summer Students	7,028	7,028		100%		
<b>Total Conditional Transfers</b>	<b>8,028</b>	<b>7,028</b>		<b>88%</b>		
<b>Other Transfers</b>						
MPAL Funding Province	0	2,500			\$2772 reimbursment from FF for insurance and \$5350 from Restart program to offset COVID expenses	
Grants from Other Organizations	0	8,122				
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>10,622</b>		<b>106%</b>		
<b>TOTAL REVENUE</b>	<b>2,411,150</b>	<b>2,190,421</b>		<b>91%</b>		
<b>EXPENSE</b>						
<b>General Government</b>						
Mayor Honorarium	9,011	7,509		83%	Line should be budgeted at \$91,090 Line should be budgeted at \$45,900 Line should be budgeted at \$44,006 Line should be budgeted at \$36,598 Line should be budgeted(\$93,565)	
Mayor Expenses	2,500	659		26%		
Council Honorariums	27,000	18,924		70%		
Council Expenses	5,000	1,302		26%		
Salary - CAO	62,513	77,097		123%		
Salary - Accountant	31,500	38,849		123%		
Salary - Deputy Clerk	30,200	37,246		123%		
Salary - Office Staff	25,116	26,049		104%		
Admin Salaries paid by Water	-64,000	-56,320		88%		
Legal Fees	5,000	0		0%		
Accounting Contracted Services	5,000	0		0%		
Canada Pension Plan	20,000	17,640		88%		
Employment Insurance	9,000	8,174		91%		
Health Plan (Blue Cross)	3,000	4,887		163%		
Pension - Employees	20,000	23,891		119%		
Xmas Bonuses	850	925		109%		
Professional Development	1,500	469		31%		
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	10,052		84%		
IT Expenses	7,000	7,891		113%		
Office Programmer	0	22			Adobe license	
Town Hall Janitor & Supplies	6,000	4,669		78%		
Town Hall Telephones	8,000	8,493		106%		
Town Hall Electricity	5,000	3,323		66%		
Town Hall Natural Gas	8,000	2,834		35%		
Town Hall Water	350	316		90%		
Town Hall Sewer	306	434		142%		
Workplace Wellness		352			taxes and sewer on property Owner Unknown	
Town Hall Maintenance	15,000	14,518		97%	Going away celebration for Corey	
Municipal Election	10,000	8,803		88%		

Town of Oxford 1	Budget 20-21 100%	Actual 04/01/2020 to 02/15/2021	88%	% Percentage of Budget Used	NOTES
Conferences and Workshops	3,000		869	29%	
Public Official Liability Ins	3,000		2,250	75%	
Dues - UNSM/FCM/CNTA/POL BD	6,000		3,608	60%	
ORHS Bursary	500		500	100%	
COVID - 19 Costs	5,000		5,350	107%	Offset by Restart Grant
PVSC - Assessment Costs	18,892		18,892	100%	
Valuation Allowance - Taxes			1,596		2021 Lions Center Taxes & Interest forgiven
Interest Town Hall 2013 MFC	982		947	96%	
Interest on Backhoe Loan	1,125		2,545	226%	For proper allocation of expenses there will be 254.52 interest /month, the budget should allow for \$3054.24. Take \$1928.70 from Principal Backhoe Lease accoun#5768
Interest Short Term Borrowings			0		
Bank Service Charges			3,678		Should have an amount in budget, Last year \$9980.59
Deficit of Prior Years	99,458		0	0%	Mandated expense to cover last year deficit
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>317,783</b>	<b>73%</b>	
<b>Protective Services - Police</b>					
RCMP Contract	505,605		379,203	75%	
School Crosswalk Guard	7,200		3,916	54%	
Prosecuting Attorney Fee	500		0	0%	
Corrections	15,000		10,971	73%	
<b>Total Police</b>	<b>528,305</b>		<b>394,090</b>	<b>75%</b>	
<b>Fire</b>					
Firefighters Honorariums/Incentives	17,000		17,814	105%	
Fire Phones	2,700		1,362	50%	
Fire Communication System	17,000		17,633	104%	Had to buy a base TMR \$5650 one time cost
Public Fire Protection Charge	120,935		140,439	116%	S/B in budget-Mandated increase by Water Utility
Fire Training	7,500		1,027	14%	
Fire Hall Lights & Power	4,000		3,323	83%	
Fire Hall Natural Gas	7,200		3,162	44%	
Fire Hall Insurance	3,800		4,396	116%	Yearly fee paid
Fire Hall Maintenance	5,000		3,358	67%	
Firefighters Liability Insurance	2,500		6,095	244%	\$2772 reimbursed by firefighters Yearly fee paid no meter attached yet
Fire Hall Water	500		-	0%	
Fire Hall Sewer	306		306	100%	
Fire Trucks Insurance	3,700		3,996	108%	Yearly fee paid plus 384 for personal insurance/ quarter
Fire Trucks Fuel	2,200		1,361	62%	
Fire Trucks Repairs & Maintenance	15,000		34,077	227%	(15 366 )for a transmission and \$3000 to put truck #5 back on the road
Fire Equipment & Supplies	15,000		4,126	28%	
Fire Equipment Repairs & Maint	4,500		9,887	215%	Micmac serviced rescue gear for \$2680, first time in 15 years
Fire B.A. - MFC Interest	453		453	100%	
Fire New Hall - MFC Interest	9,327		9,297	100%	
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>263,317</b>	<b>110%</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%	
<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		28,385	92%	50 % of wages
Labour - PW	87,700		108,188	123%	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		1,881	118%	
Town Truck	9,000		5,578	62%	
Loader and Plow	28,000		3,329	12%	
Generator	60		46	77%	
Tractor	7,000		5,260	75%	
Backhoe Lease Etc	1,500		786	52%	
Salt Truck	5,000		4,165	83%	
Small Tools & Equipment	5,000		7,163	143%	
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		5,220	348%	National Trailer Sales for container \$3754
Town Garage Phone	260		165	64%	
Town Garage Electricity	4,000		2,926	73%	
Workers Compensation	12,000		13,273	111%	
Liability Insurance	12,800		13,107	102%	Annual fee
Diesel	13,000		5,062	39%	
Gasoline	9,000		5,558	62%	
Sundry	1,100		-	0%	
Clothing	3,000		2,300	77%	
Health and Safety	5,000		2,794	56%	
Salt	30,000		11,794	39%	
Street Maintenance	25,000		53,570	214%	\$3552-Municipal Enterprizes patch Main Street, Centerline Markings \$4641, Greg Mattison \$3895
Street Lighting	7,000		6,435	92%	
Main Street Phase 2 - MFC Int	2,705		2,687	99%	
Paving/Sidewalks 2016-MFC Interest	5,662		5,662	100%	
Salt Truck 2016 - MFC Interest	1,062		1,062	100%	
<b>Total Transportation</b>	<b>315,749</b>	<b>13.1%</b>	<b>312,353</b>	<b>99%</b>	
<b>Environmental Health Services</b>					

Town of Oxford 1	Budget 20-21 100%	Actual 04/01/2020 to 02/15/2021	88%	% Percentage of Budget Used	NOTES
Sewer Admin Supervisor	18,000	11,354		63%	20% of wages
Sewer Other Labour	35,000	8,114		23%	6 % of wages as per spreadsheet "allocation of PW hours"
Sewer Safety Equipment	2,000	-		0%	\$22,500 mandated expense for manual
Sewer Maintenance	6,000	13,141		219%	Invoice for \$4522 from Omnitech for a monitor
Sewer Power	32,000	24,903		78%	
Transfer Station Contract (FERO)	95,000	67,505		71%	
Tip Fees	30,000	43,645		145%	Includes \$2186 for testing water around the transfer station
<b>Total Environmental Health</b>	<b>218,000</b>	<b>168,663</b>		<b>77%</b>	
<b>Public Health &amp; Environmental Devel</b>					
Medical Centre	31,000	25,348		82%	
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%	
Tree Expense/Trail Reserve	5,000	5,334		107%	Tree removal work completed
Community Eco Dev/Tourism	12,000	9,096		76%	
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>82,496</b>		<b>80%</b>	
<b>Recreation and Cultural - Arena</b>					
Arena Labour	5,200	1,720		33%	
Arena Telephone	650	391		60%	
Arena Electricity	10,000	4,491		45%	
Arena Maintenance	10,000	4,077		41%	
Lease Natural Gas Boiler Arena	7,580	-		0%	The lease was paid off last year should not have been in budget
Arena Natural Gas	3,500	717		20%	
Arena Water	1,000	1,634		163%	
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 2013 MFC Interest	1,350	1,361		101%	
Arena Chiller - MFC Int	1,187	1,177		99%	
Arena Automation MFC Nov 18 Int	329	508		154%	
<b>Total Arena</b>	<b>42,702</b>	<b>18,619</b>		<b>44%</b>	
<b>Fields and Library</b>					
Xmas Lights	1,000	489		49%	
Tennis Courts	1,000	-		0%	
Trails	1,000	184		18%	
Ballfield	2,000	227		11%	
Skateboard Park	1,000	-		0%	
Mural Lights	500	219		44%	
Library Expense	6,000	20,738		346%	\$17,28 Renovations at new location, \$1404 power bill from old building - first actual in years, \$1675 Ultramar heat for new location
Regional Library Board Transfer	7,680	7,680		100%	
<b>Total Fields and Library</b>	<b>20,180</b>	<b>29,538</b>		<b>146%</b>	
<b>Theatre</b>					
Theatre Electricity	3,000	820		27%	
Theatre Expense	300	799		266%	
Theatre Maintenance	2,000	601		30%	
Theatre Natural Gas	3,500	1,491		43%	
Theatre Water	350	202		58%	
Theatre Sewer	306	-		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>4,876</b>		<b>42%</b>	
<b>Recreation</b>					
Recreation Community Garden Project	500	0		0%	
Recreation Co-ord Salary	5,000	5,504		110%	
Recreation Postage	2,000	165		8%	
Recreation Advertising	200	49		25%	
Recreation Telephone	500	469		94%	
Recreation - General Programs		309			Gazebo Power & fee for Fundy Directors Association
<b>Total Recreation</b>	<b>8,200</b>	<b>6,496</b>		<b>79%</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%	Wrong GL account# in budget
MFC Principal - 2011 Arena Chiller	0	5,500			
MFC Principal - 2014 Arena	6,200	0			Wrong GL account# in budget
Backhoe lease principal	6,912	4,153		60%	This will be 415.28/ month for a total of 4983.30. Allocate \$1928.70 of this to Admin Interest on Backhoe Account #5089.
Transfer to Reserves	31,767	0		0%	
District School Board	224,000	201,839		90%	
<b>Total Fiscal Services</b>	<b>477,479</b>	<b>420,792</b>		<b>88%</b>	
<b>TOTAL EXPENSE</b>	<b>2,411,150</b>	<b>2,029,198</b>		<b>84%</b>	
<b>NET INCOME</b>	<b>0.34</b>	<b>161,223</b>			

Fire report for January 2021

We had 4 calls for the month January.

- 1 flue fire
- 1 vehicle fire
- 1 alarm (ammonia other gases)
- 1 MVA

All these calls were town calls, no county calls.

Our January was a quiet month. We held our monthly practice and monthly meeting.

We had one new member join the department, bringing our membership up to 29 members.

The officers raised the issue that following the last couple of recent storms the hydrants were not being cleared for use until 2 to 3 days after the storm. This could hinder us from connecting if we have a major call where we would need the extra water, hopefully we can get this issue straightened out.

A letter was written to council regarding the I Am Responding app subscription, which we are hoping you will approve.

That is the report for January, any questions or concerns feel free to contact me.

Thanks,

Truman Rushton  
Fire Chief, Oxford  
[truemanrushton@gmail.com](mailto:truemanrushton@gmail.com)



## **CEDO Report**

**Highlights: January 19-February 10, 2021 (inclusive)**

### **Promotion**

- Business-related events were promoted directly through the Business Contacts *email list* in addition to the face book posts below.
- *Town of Oxford Official Face book group*: I have promoted various free workshops for businesses and entrepreneurs, a free educational series on systemic racism, several local businesses, Black History Month, local job opportunities, snowshoes for loan, Oxford library request for donations, Cumberland Helping Tree, wild blueberries, Cumberland Tourism February newsletter, Beautification grant program, invitation for Oxford residents to join Cumberland Ground Search and Rescue, and posted a request for local organizations to submit upcoming events for an online March newsletter.
- Some of the above items were also posted on the Town website.

### **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, our website and directly to businesses. To date, at least one business has applied.
- To date, I've received a small, but positive, response to a survey to evaluate the Business Contacts Group email.
- I represented the Town at a Team Cumberland meeting and sat in on a *Mind Your Business* (Cumberland Business Connector) workshop planning meeting since Oxford is one of the sponsors of this workshop series.
- With one space now available on the Business Entrance signage, I've contacted two businesses who had previously expressed interest- no response to date.
- Information on new initiatives was received in conversation with Cumberland Business Connector Coordinator.

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

- We have held two meetings during the period of this report and are proceeding with plans for an accelerated online presence during the month of April since COVID-19 preventions us from offering our established festival model.

## Other

- Responded to several inquiries.
- Draft CED budget and sent to Ruthann.
- Cumberland Tourism initiative: Oxford will be included in both the Wentworth and North Shore sections of the promotional materials. I submitted Oxford pictures and Poetry Festival details for future use in promotional materials. Reviewed Tourism Strategic Plan.
- By March 1, I plan to have a newsletter/calendar available on face book and the Town's website. **Deadline for submissions is February 15.** I'll print a few for pick up at the Town Hall and encourage sharing with residents who are not online. One will be posted on the Canada Post Bulletin Board. With our budgets frozen, we will not be doing a mailout.

Respectfully submitted,  
Ruthie Patriquin,  
Community Economic Development Officer

**RCMP**



ROYAL CANADIAN MOUNTED POLICE

# Oxford Police Advisory Board

September 1 – December 31, 2020

Submitted by Sgt. Jason Pennoyer

The Cumberland District RCMP is made up of five offices located in Amherst, Springhill, Pugwash, Parrsboro and Oxford. The Amherst office consists of a Staff Sergeant, Sergeant, Corporal, Community Policing Officer, 5 general duty Constables as well as 2 District Assistants. Also sitting in our Amherst office is our Cumberland County Street Crime Unit which is comprised of a Corporal and 2 Constables from the RCMP as well 2 Constables from the Amherst Police Department. The North East Nova Domestic Violence Coordinator also works out of the Amherst Detachment. See **Appendix A** for a list of all District Employees.

## CALLS FOR SERVICE OXFORD RCMP

### September 1, 2020 to December 31, 2020

<b>TOWN</b>	September 1 – December 31, 2020	September 1 – December 31, 2019
Zone 12 – Town	123	167
OXS – Oxford school	2	0
<b>TOTAL TOWN</b>	125	167

<b>RURAL</b>		
Zone 6	97	166
Zone 7	42	65
Zone 8	11	19
Zone 15	0	0
Zone 16	2	8
TCH TC1	0	5
TCH TC2	57	153
OXF	0	0
Other rural	115	176
<b>TOTAL RURAL</b>	324	592
<b>TOTAL TOWN AND RURAL</b>	449	759

### Oxford Area Zones

<b>Zone</b>		<b>Zone</b>	
6	Cumberland County Electoral District 6	12	Town of Oxford
15	Springhill Penitentiary	16	Ski Wentworth
OXS	Oxford area Schools	OXF	Oxford area Provincial Parks

# Oxford Detachment Updates

September 1 – December 31, 2020

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## 2 Calls for Oxford Regional Education Center:

### 2020-1389676

Parent of a male student reported that her son was in an unwanted fight at school. The mother thought that her son was attacked but through investigation it was discovered that the fight was mutual. They threw some punches at each other. The boys were both suspended. The mother took her son to the doctor after school and he was fine. The occurrence was unfounded.

### 2020-1682495

Oxford RCMP was contacted by Oxford School officials who advised that one of their students had marijuana in their bag. A male youth was arrested for possessing Cannabis. The drugs were seized, a ticket was issued under section 16 (1) of the Cannabis Control Act for Person under 19 years of age Possessing Cannabis, Notice to Parent was given.

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### 2020-1712999

Anonymous complainant of a male and female yelling and screaming, and can hear things smashing in the downstairs apartment, Oxford. Patrol was made and an adult male was arrested for Assault, Mischief, and Uttering Threats. The male was transported to Amherst cells and later released on an Undertaking. Matter is before the courts.

### 2020-1771099

Male complainant reports that 3 youth have been harassing him for a while. They are currently walking back and forth in front of his location and his vehicle was hit with a rock. Member attended, statements and pictures taken. After investigation a male youth was arrested and charged with Mischief under \$5000. He was released on an Undertaking. Notice to Parent was given. Matter is before the courts.

### 2020-1771587

911 firearms complaint with a time delay of 15 minutes. Complainant reports an adult male fired a bb gun at him near the funeral home on Main Street in Oxford. No injurie reported. The complainant ran away and was near the Home Hardware on Main Street. RCMP members made patrols in the area but did not locate anyone. The complainant was telephoned but did not answer or call back. The complaint is under investigation and statements to be taken.

### 2020-1831351

Member speaking with an adult female in relation to other ongoing files. The female was very emotional, angry and not making sense, she continued to make reference to harming herself, taking her own life and

overdosing. The female's father was contacted. He advised he had been receiving the same messages and would meet RCMP members at his residence where she is staying. Members attended and the female was arrested under the IPTA and transported to Amherst Hospital where doctors released members and advised they would be keeping her. No further RCMP involvement required.

**2020-1849904**

911 Dangerous erratic driving complaint was received. The complainant reports following a black pickup truck driving slow, swerving over yellow line and going into wrong lane, at one point vehicle stopped in middle of roadway. Vehicle last seen heading towards Oxford. A second dangerous erratic driving complaint believed to be the same vehicle was seen driving on highway 6 towards Amherst. Patrols were made and the vehicle was located. The male driver showed signs of impairment and was arrested. He was given his rights to counsel, police caution, and breath demand and transported to the detachment. Two breath samples of 240 and 240 were provided. The male was released on an Appearance notice. The matter is before the court.



## APPENDIX A

The following is a list of all members and staff who are currently posted to Cumberland District R.C.M.P.

**District Commander:** S/Sgt. Craig Learning (Not operational)

**Operations NCO:** Sgt. Jason Pennoyer

### **Amherst Office**

**Team Leader:** Cpl. Josh DuBois (Not oper.)

Cst. Victor Manuel  
Cst. Jeffrey Campbell  
Cst. Phil Basque  
Cst. Matt Bray  
Cst. Richard Harvey  
D/A Rachael McLellan  
D/A Lina Taraschi

### **Oxford Office**

**Team Leader:** Cpl. Robert Parris (Not operational)

Cst. Paul Cheesman  
Cst. Heather Graves  
Cst. Donald Fisher  
Cst. Heather Lourie  
D/A Vacant

### **Parrsboro Office**

**Team Leader:** Cpl. Troy Gill

Cst. Troy Hopkins  
Cst. Don Matthews  
Cst. Tyler Smith  
Cst. Steve Maddison  
D/A Heather Winters

### **Pugwash Office**

**Team Leader:** Cpl. Shawn Galbraith

Cst. Marc Blinn  
Cst. Rena Currie  
Cst. Anna Cochrane  
D/A Vacant

### **Springhill Office**

**Team Leader:** Sgt. Dave Lilly (Not oper.)

Cst. Tom Livingstone  
Cst. Mike Currie  
Cst. Marilyn Campbell (Not operational)  
Cst. Stephanie Guzzwell  
Cst. Dan Anger  
Cst. James Campbell (Not operational)  
Cst. Gina Macrae  
D/A Cindy MacDonald

### **Street Crime Enforcement Unit**

**Team Leader:** Cpl. Clay Wortman

Cst. Mike Black  
Cst. Ryan Wilson  
Cst. John Haggerty (APD)  
Cst. Stephon Deveille (APD)

### **Community Policing Officer**

Cst. Sarah Pennoyer (Paternity Leave)

### **Domestic Violence Coordinator**

Irma McCallum

### **Court Liaison Officer**

Alanna Blanch

FEB 09 2021

Mayor and Council

Oxford, N.S.

February 8, 2021

Re : Coldest Night of the Year

Hello everyone.

I wanted to write to let you know that I am a member of a team taking part in the "Coldest Night of the Year" event again this year. February 23 is statistically the coldest night of the year in Canada and people get together across the country to support organizations that help people in our communities who are homeless or at risk of homelessness. Here in Cumberland County, the Y fills that role.

Whether it means counselling, guidance towards help, a hot shower and clean clothes, or the emergency funds needed to get someone past the terrible decision of whether to pay for heat or lights this month, the team at the Y can help. For me, creating awareness around the problem, and possible solutions, is the most important aspect of this event. However, the Y and organizations like it across the country need financial support to continue their good work.

If you or anyone you know would like to contribute to this campaign, all the information you need is available on the website...CNOY.ca. This year, due to COVID restrictions, we cannot accept donations in person, but online donations can be made through the site and donations by cheque can be made by mail (see the website). If you should choose to contribute, please indicate that you are donating to me, Keith Hunter, or to my team, Christ Church Amherst, to ensure that the funds stay here in Cumberland.

We don't see a lot of what I would call "classic homelessness" in our essentially rural area. However, there are many people at risk of losing their shelter, young people who are couch surfing, and folks who are wondering how much longer they can manage to keep it together. The team at the Y can offer help.

Thanks for your consideration,

A handwritten signature in black ink, appearing to read "Keith Hunter". The signature is stylized and cursive.

Keith Hunter (902 447-3191)



**Municipal Affairs and Housing  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

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JAN 22 2021

Ms. Rachel Jones  
Chief Administrative Officer  
Town of Oxford  
P.O. Box 338  
Oxford, NS B0M 1P0

Dear Ms. Jones:

To protect the health of Canadians, all governments need to continue to work together effectively to manage the impacts of the global COVID-19 pandemic. I know municipalities are on the frontlines, and to safely restart the economy, municipalities need to continue to put in place appropriate precautions to minimize the spread of COVID-19 and manage public spaces and critical services, such as public transit.

In partnership with the Government of Canada, the Province, through the Safe Restart Agreement (SRA), has provided \$67.5 million to support municipalities with COVID-19 operating costs. The SRA funding will provide much-needed support for the Town of Oxford's pressures, estimated to reach approximately \$247,872 based on a survey conducted by the Nova Scotia Federation of Municipalities.

The Town has received \$253,985 under the SRA.

The SRA funding is to help the Town:

- 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.

Should you have any questions, please contact Bongsun Cho-MacDonald, Manager of Municipal Finance, at (902) 424-4961.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chuck Porter'.

Chuck Porter  
Minister

c: Mayor and Council  
Bongsun Cho-MacDonald, Manager of Municipal Finance, DMAH