



TOWN OF OXFORD  
Town Council Meeting  
Conduct through Zoom – Live to FaceBook  
Monday, May 17, 2021  
6 PM

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
  - 3.1 Town Council Minutes – April 19, 2021
  - 3.2 Special Town Council Minutes – March 22, 2021
4. New Business
  - 4.1 Finance Report – reflecting the Year End unaudited financials.
  - 4.2 2021/2022 General Operating and Capital Budgets
  - 4.3 Water Utility Committee
  - 4.4 Cumberland Region Community Economic Development Strategy
  - 4.5 May as Lyme Disease Awareness Month - Proclamation
  - 4.6 May 30th – June 5th - Access Awareness Week - Proclamation
  - 4.7 June 15th, 2021 - World Elder Abuse Awareness Day - Proclamation
5. Reports
  - 5.1 Public Works Report – includes update on Transfer Site clean up project.
  - 5.2 Finance Report – mentioned under New Business.
  - 5.3 Fire Department Report
6. Committee Updates
  - 6.1 Accessibility Committee – Chairperson Councillor MacDonald
  - 6.2 Arena Committee – Councillor Colborne, Jones and MacDonald
  - 6.3 Audit Committee – Chairperson Councillor Black

- 6.4 Community Economic Development Committee – Chairperson  
Councillor MacDonald
- 6.5 Fire Department Committee – Councillors MacDonald & Colborne
- 6.6 Procurement Committee – Chairperson Councillor Jones
- 6.7 Public Works Committee – Mayor Henley, Councillors Black and  
Jones
- 6.8 Recreation Commission Committee – Councillor McNutt
- 6.9 Town Buildings Committee – Mayor Henley, Deputy Mayor Adshade,  
Councillors Colborne and Jones.

7. Correspondence

8. Adjournment



## Minutes of the Regular Council Meeting

Place: Conducted in Council Chambers through Zoom and live to Facebook  
Date: Monday April 19, 2021  
Presiding Officer: Mayor Gregory Henley  
Councilors present: Deputy Mayor Wade Adshade, Carla Black, Brenton Colborne, Paul Jones, Arnold MacDonald, and Chrystal McNutt  
Regrets: Nil

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

Staff in attendance: Town Clerk – Linda Cloney (recording secretary)  
Presenter in attendance: Robert Mannette – I.T. Solutions

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

Mayor Henley called the meeting to order at 6 pm.

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

It was moved and seconded that the agenda of the Regular Town Council Meeting for April 19, 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 March 15, 2021, Special Town Council Minutes for April 6, 2021 and Special Town Council Minutes for April 12, 2021 be approved, as presented.

***Motion Carried***

### **4. Presentation: Robert Mannette, I.T Solutions**

Mr. Mannette gave a detailed presentation of a few video conference options for the Council Chambers. Council thanked Mr. Mannette for his presentation and staff will follow up with him regarding Council's direction.

***Following this presentation, Mr. Mannette exited the zoom meeting.***

## 5. New Business

### 5.1 Joint CED Strategy - decision

Staff presented to Council the Cumberland Region Community Economic Development Strategy. Before Council adopts this strategy, they would like to know the costs that are involved for the Town of Oxford. Staff will research this and follow up with Council.

### 5.2 Committees & Boards - revisions

Revisions made to the 2020 / 2021 Boards and Committees, that was approved on April 12, 2021.

- **Physician Recruitment Committee** – Mayor Henley – *this committee meets on April 20 and they will discuss if a Councillor may join this committee as well.*
- **Town Buildings Committee** – Mayor Henley, Deputy Mayor Adshade, Councillor Colborne and Councillor Jones
- **Procurement Committee** – Mayor Henley, Councillor Jones and Councillor Black
- **Accessibility Committee** – Councillor MacDonald and public appointee Josephine MacDonald
- **Arena Fundraising Committee** – Chairperson Councillor Colborne, Councillor Jones, Councillor McNutt, Recreation Director (vacant) and Community Members: Bev Clark, Tracy Black, Greg Wood, Alfie King, Eleanor Crowley, Joe Reade, Tom Reid, Tracy Sweet, Dave Clark and Jennifer Kouwenberg.
- **Arena Committee** – Councillor Colborne, Councillor MacDonald, Councillor Jones and Community Members: Jennifer Kouwenberg and 1 vacant position
- **Joint Poverty Reduction Advisory Committee** – Councillor Black

It was moved and seconded that the Council accepts the 2020 / 2021 Boards & Committees, as amended.

***Motion Carried***

### 5.3 Fall 2019 Debenture - discussion

Mayor Henley gave an update to Council regarding the 2019 Fall Debenture. There was a debenture issued for the installation of the Building Automation for the Oxford Arena before it was completed. Municipal Finance Corporation was notified of this early 2019. Municipal Finance Corporation advised Council that all projects that require debentures must be completed first.

#### **5.4 Council's position on Bill 47 – discussion**

Council expressed a financial concern regarding Bill 47. As the Town of Oxford is undergoing a financial overview, they have prioritized to build back up the town reserves. Council agreed that the Town of Oxford cannot afford to, at this time, provide financial assistance to Oxford businesses regarding accessibility upgrades. Bill 47 would be a financial burden to the town.

It was moved and seconded that the Oxford Town Council do not support Bill 47.

#### ***Motion Carried***

The Mayor will send a letter to the Province regarding Council's decision.

#### **6. Reports**

The Public Works monthly report was not part of the original Council package. The report was verbally presented to Council and filed with the Council package.

Council directed Public Works to tidy up the garbage around the transfer site.

Councillor Colborne added to the Fire Report – Councillor MacDonald and Councillor Colborne met with the Fire Department to discuss desires and needs for the department. The Fire Department's current needs are air packs, fire uniforms, and bunker gear. The Fire Department recently had trouble with the new fire hydrants that were installed on Duke Street. The hoses would not fit properly, this had to do with the Nova Scotia adapters. This issue is being investigated.

Deputy Mayor Adshade gave a verbal report summarizing the last Police Advisory Board meeting. There was a discussion regarding the process to reduce the speed limits to the side streets in Oxford. The Police Advisory Board is working on this initiative. Also, the Police Advisory Board requested Council's input on performance priorities they would like to see from the local RCMP for Oxford. The information collected will be included on the Annual Performance Plan.

During the review of the Library Report, it was noted that there is currently an online auction to raise funds for the Oxford Library.

Councillor McNutt presented to Council the Recreation Commission Report. The Recreation Commission recently added another member (Haylen Bezubiak). Kody Wood will be the liaison for the ballfield. Haylen Bezubiak will be the liaison for the soccer field. Currently the Recreation Commission is looking for a volunteer (who is available through the day) to be the liaison for senior activities. The Recreation Commission is looking to create a Youth Recreation Committee, if anyone is interested, contact Councillor McNutt. All arena

bookings are to be done through the Town Office. The Commission is currently posting a social media blitz regarding Earth Day and it is well received.

There was a general discussion regarding the tape that needs to be applied to the ceiling of the arena. The service provider will be available to start this in June 2021. The materials have already been paid for.

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

***Motion Carried***

## **7. Correspondence**

### **7.1 Exhibition Committee Letter – Out of Season Arena Usage - DEFERRED**

The Exhibition Committee would like the opportunity to do this as a presentation, this item of discussion will be deferred to the May 3, 2021 Committee of the Whole Meeting.

## **8. Adjournment**

In closing remarks, Mayor Henley and Council would like to encourage everyone to celebrate Earth Day by grabbing a garbage bag to help clean up Oxford. Thank you to those individuals and organizations that have already started this initiative. It is greatly appreciated.

At 6:50 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  
Date: Monday, March 22, 2021  
Presiding Officer: Mayor Gregory Henley  
Councilors Present: Deputy Mayor Wade Adshade, Carla Black, Brenton Colborne, Paul Jones, Arnold MacDonald, and Chrystal McNutt  
Regrets: Nil

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

Staff in attendance: Acting Town Clerk Linda Cloney (recording secretary)

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

Mayor Henley called the meeting to order at 5:56 pm.

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

It was moved and seconded that the agenda of the Special Town Council Meeting for March 22, 2021 be approved, as presented.

***Motion Carried***

### **3. In-Camera – acquisition, sale, lease, and security of municipal property**

At 5:58 pm, it was moved and seconded to go in-camera to discuss sale of municipal property.

***Motion Carried***

At 6:22 pm, it was moved and seconded to come out of in-camera and resume the Special Council Meeting.

***Motion Carried***

Council directed staff to start the process for surplus land sales through a public process for anyone who is interested in purchasing the land in question. The interested parties would go through a sealed bid process. An agreement of sale would come back to Council for a formal motion to sell the land.

It was moved and seconded that Town Council declares surplus town lands located on Water Street, consisting of three commercial zoned lots (PID 25212580, 25212606 and 25212630) and direct to staff to offer the lands for sale by public tender with a minimum price of \$12,000 for all three lots by Wednesday, April 7, 2021.

Also, Council states that this agreement of purchase and sale is subject to a preliminary title search and migration of properties and that all legal costs are to be covered by the purchaser.

Also, Council stipulates that the Grantee covenants and agrees to commence a commercial operation on a portion of the lands within 24 months of the date of closing unless previous authorization is received from the Grantor. If the commercial operation is not started within this period, the Grantee may be given notice in writing to commence operations within 3 months and if not started within such extended period the Grantee shall re-convey the lands to the Grantor at the original selling price without interest.

And also, Council has the right to refuse any and all offers.

***Motion Carried***

#### **4. Adjournment**

At 6:24 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

**General Operations Budget Draft**

	Approved Budget 20-21	Projected 2020/ 2021
<b>REVENUE</b>		
<b>Tax Revenue</b>		
Residential Tax	791,627	791,170
Commercial Tax	1,025,365	1,025,365
Resource Tax	13,358	10,491
Forest (Under 50,000 Acres)	179	179
Based on Revenue - Aliant	3,700	2,534
Sewer Rates	181,000	181,589
Deed Transfer Tax	12,000	37,137
<b>Total Taxes</b>	<b>2,027,229</b>	<b>2,048,464</b>
<b>Grants in Lieu</b>		
Federal Government - Canada Post	2,456	2,762
Federal Government - RCMP	17,491	21,887
Provincial Government - DNR	15,342	16,104
Provincial Government - Liquor Comm	8,976	9,282
<b>Total Grants in Lieu</b>	<b>44,265</b>	<b>50,035</b>
<b>Services to Other Governments</b>		
Cumberland County - Fire Protection	57,000	58,543
<b>Total Services to Other Governments</b>	<b>57,000</b>	<b>58,543</b>
<b>Own Source Revenue</b>		
Arena - Ice Rentals	0	17
Arena Lease-payment for expenses pd		29,250
Heritage Gas Revenue	20,000	20,944
Theatre Revenue	1,000	987
Dog Licences	50	0
Building Permits	1,000	675
Fine Revenue	750	542
Office Rent Water	5,500	5,500
Medical Centre Rents	20,000	18,782
Interest on Taxes	25,000	38,047
Tax Certificates	500	1,525
Communities in Bloom Revenue	0	200
Sales of materials	3,000	2,782
<b>Total Own Source Revenue</b>	<b>76,800</b>	<b>119,252</b>

**General Operations Budget Draft**

	Approved Budget 20-21	Projected 2020/ 2021
<b>Unconditional Transfers</b>		
Equalization Grant	178,171	178,171
Farm Acreage Grant	2,657	2,728
HST Offset Payment	7,000	0
<b>Total Unconditional Transfers</b>	<b>187,828</b>	<b>180,899</b>
<b>Conditional Transfers</b>		
EMO Grant Civic #	1,000	1,000
Fed Gov Funding - Summer Students	7,028	7,028
<b>Total Conditional Transfers</b>	<b>8,028</b>	<b>8,028</b>
<b>Other Transfers</b>		
MPAL Funding Province	0	2,500
Grants from Other Organizations	0	2,772
Covid RESTART Fund		10,745
TRANSFER FROM OPERATING RESERVE		50,536
Transfer From Local Fire Assoc	10,000	10,000
<b>Total Other Transfers</b>	<b>10,000</b>	<b>76,553</b>
<b>TOTAL REVENUE</b>	<b>2,411,150</b>	<b>2,541,774</b>
<b>EXPENSE</b>		
<b>General Government</b>		
Mayor Honorarium	9,011	9,011
Mayor Expenses	2,500	704
Council Honorariums	27,000	23,129
Council Expenses	5,000	2,691
Salary - CAO	62,513	105,904
Salary - Accountant	31,500	46,863
Salary - Deputy Clerk	30,200	44,301
Salary - Office Staff	25,116	32,229
Admin Salaries paid by Water	-64,000	-71,702
Legal Fees	5,000	0
Accounting Contracted Services	5,000	2,605
Canada Pension Plan	20,000	14,269
Employment Insurance	9,000	5,062
Health Plan (Blue Cross)	3,000	2,349
Pension - Employees	20,000	18,142
Xmas Bonuses	850	850

**General Operations Budget Draft**

	<b>Approved Budget 20-21</b>	<b>Projected 2020/ 2021</b>
Professional Development	1,500	469
Seminars & Travel	3,000	889
Audit Fee	20,000	40,006
Town Hall Insurance	1,750	2,070
Office Postage	4,200	1,370
Office Supplies & Advertsing	12,000	6,436
I T Expenses	7,000	11,635
Office Programmer	0	26,989
Town Hall Janitor & Supplies	6,000	5,053
Town Hall Telephones	8,000	10,208
Town Hall Electricity	5,000	4,241
Town Hall Natural Gas	8,000	5,673
Town Hall Water	350	316
Town Hall Sewer	306	434
Workplace Wellness		352
Town Hall Maintenance	15,000	14,626
Municipal Election	10,000	12,990
Conferences and Workshops	3,000	869
Public Official Liability Ins	3,000	1,576
Dues - UNSM/FCM/CNTA/POL BD	6,000	3,608
OREC Bursary	500	500
COVID - 19 Costs	5,000	10,745
PVSC - Assessment Costs	18,892	18,892
Valuation Allowance - Taxes		1,696
Interest Town Hall 2013 MFC	982	883
Interest on Backhoe Loan	1,125	3,054
Bank Service Charges		5,693
Deficit of Prior Years	99,458	121,495
MFC Int - School Enhancement	622	443
Cash Over/Short		3
Credit Card Fees & Interest	500	401
<b>Total General Government</b>	<b>432,875</b>	<b>550,023</b>
<b>Protective Services - Police</b>		
RCMP Contract	505,605	505,604

**General Operations Budget Draft**

	<b>Approved Budget 20-21</b>	<b>Projected 2020/ 2021</b>
School Crosswalk Guard	7,200	4,997
Prosecuting Attorney Fee	500	
Corrections	15,000	14,627
<b>Total Police</b>	<b>528,305</b>	<b>525,228</b>
<b>Fire</b>		
Firefighters Honorariums/Incentives	17,000	17,814
Fire Phones	2,700	1,467
Fire Communication System	17,000	18,633
Public Fire Protection Charge	120,935	140,439
Fire Chief's Convention		
Fire Training	7,500	1,129
Fire Hall Lights & Power	4,000	3,953
Fire Hall Natural Gas	7,200	6,187
Fire Hall Insurance	3,800	4,917
Fire Hall Maintenance	5,000	3,824
Firefighters Liability Insurance	2,500	4,569
Fire Hall Water	500	-
Fire Hall Sewer	306	306
Fire Trucks Insurance	3,700	2,790
Fire Trucks Fuel	2,200	1,361
Fire Trucks Repairs & Maintenance	15,000	35,247
Fire Equipment & Supplies	15,000	13,136
Contingency Line		
Fire Equipment Repairs & Maint	4,500	10,928
Fire B.A. - MFC Interest	453	603
Fire New Hall - MFC Interest	9,327	8,583
Fire Breath App MFC Nov 2018 Int		1,133
<b>Total Fire</b>	<b>238,621</b>	<b>277,019</b>
<b>Emergency Management</b>		
REMO	5,500	5,063
EMO Expenses	500	0
EMO SHRU Funding	619	619

**General Operations Budget Draft**

	<b>Approved Budget 20-21</b>	<b>Projected 2020/ 2021</b>
<b>Total Emergency Management</b>	<b>6,619</b>	<b>5,682</b>
<b>Other Protective Services</b>		
Building Inspection	7,000	7,000
Animal Control	1,000	1,000
<b>Total Other Protective Services</b>	<b>8,000</b>	<b>8,000</b>
<b>Transportation Services</b>		
Salary - PW Supervisor	31,000	33,921
Labour - PW	87,700	126,249
Summer Students	2,000	9,169
Supervisor Phone	1,600	2,271
Town Truck	9,000	5,629
Loader and Plow #624 & 544	28,000	2,882
Generator	60	46
Tractor Kubota	7,000	8,076
Backhoe Lease Etc	1,500	7,553
Salt Truck	5,000	4,046
Small Tools & Equipment	5,000	8,468
OPH Insurance	200	136
OPH Expenses	300	13
OPH Taxes	2,300	2,342
Town Garage Insurance	500	2,015
Town Garage Fuel (Wood)	1,500	1,366
Town Garage Maintenance	1,500	5,292
Town Garage Phone	260	246
Town Garage Electricity	4,000	3,860
Workers Compensation	12,000	9,830
Liability Insurance	12,800	9,251
Diesel	13,000	7,195
Gasoline & Oil	9,000	6,735
Sundry	1,100	
Clothing	3,000	2,300
Health and Safety	5,000	2,872
Salt	30,000	18,221

# General Operations Budget Draft

	Approved Budget 20-21	Projected 2020/ 2021
Street Maintenance	25,000	43,616
Contingency Line		
Street Lighting	7,000	7,599
Main Street Phase 2 - MFC Int	2,705	1,903
Paving/Sidewalks 2016-MFC Interest	5,662	5,085
Salt Truck 2016 - MFC Interest	1,062	1,344
<b>Total Transportation</b>	<b>315,749</b>	<b>339,530</b>
<b>Environmental Health Services</b>		
Sewer Admin Supervisor	18,000	13,568
Sewer Other Labour	35,000	3,179
Sewer Safety Equipment	2,000	15,338
Sewer Maintenance	6,000	17,550
Sewer Power	32,000	29,945
Transfer Station Contract (FERO)	95,000	77,629
Tip Fees	30,000	49,234
<b>Total Environmental Health</b>	<b>218,000</b>	<b>206,443</b>
<b>Public Health &amp; Environmental Devel</b>		
Medical Centre	31,000	29,286
Deficit Regional Housing Authority	26,400	24,000
Planning - Town of Amherst	17,000	15,643
Interest Medical Centre 2013 MFC	614	601
Tree Expense/Trail Reserve	5,000	5,334
Community Eco Dev/Tourism	12,000	11,309
Cumberland Business Connector	10,000	10,000
Communities in Bloom	750	2,352
<b>Total Public Health and Envir Dev</b>	<b>102,764</b>	<b>98,525</b>
<b>Recreation and Cultural - Arena</b>		
Arena Labour	5,200	3,371
Arena Telephone	650	625
Arena Electricity	10,000	22,302

**General Operations Budget Draft**

	<b>Approved Budget 20-21</b>	<b>Projected 2020/ 2021</b>
Arena Maintenance	10,000	4,189
Lease Natural Gas Boiler Arena	7,580	-
Arena Natural Gas	3,500	2,582
Arena Water	1,000	1,634
Arena Sewer	306	306
Arena Insurance	1,600	1,555
Arena 2013 MFC Interest	1,350	1,253
Arena Automation MFC Nov 18 Int	1,187	1,191
Arena Chiller - MFC Int	329	388
<b>Total Arena</b>	<b>42,702</b>	<b>39,395</b>
<b>Fields and Library</b>		
Xmas Lights	1,000	489
Tennis Courts	1,000	0
Trails	1,000	184
Ballfield	2,000	227
Skateboard Park	1,000	0
Mural Lights	500	264
Library Expense	6,000	26,014
Regional Library Board Transfer	7,680	7,680
<b>Total Fields and Library</b>	<b>20,180</b>	<b>34,858</b>
<b>Theatre</b>		
Theatre Electricity	3,000	1,846
Theatre Expense	300	562
Theatre Maintenance	2,000	1,975
Theatre Natural Gas	3,500	3,107
Theatre Water	350	202
Theatre Sewer	306	0
Theatre Property Tax	2,000	801
Theatre Insurance	200	113
<b>Total Theatre</b>	<b>11,656</b>	<b>8,605</b>
<b>Recreation</b>		
Recreation Community Garden Project	500	521
Recreation Co-ord Salary	5,000	4,726
Recreation Postage	2,000	165
Recreation Advertising	200	49

**General Operations Budget Draft**

	<b>Approved Budget 20-21</b>	<b>Projected 2020/ 2021</b>
Recreation Telephone	500	497
Recreation - General Programs		356
<b>Total Recreation</b>	<b>8,200</b>	<b>6,315</b>
<b>Fiscal Services</b>		
MFC Principal - 2011 School Enhan	10,000	10,000
MFC Principal - 2016 Breathing App	3,200	3,200
MFC Principal - 2018 Breathing App	7,400	7,400
MFC Principal - 2013 Fire Hall	69,700	69,700
MFC Principal - 2013 Med Cent	5,000	5,000
MFC Principal - 2011 Main Phase 2	43,000	43,000
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500
MFC Principal - 2013 Town Hall	7,100	7,100
MFC Principal - 2013 Arena	10,200	10,200
MFC Principal - 2018 Arena Auto	5,500	6,200
MFC Principal - 2011 Arena Chiller	0	5,500
MFC Principal - 2014 Arena	6,200	0
Backhoe lease principal	6,912	4,983
Transfer to Reserves	31,767	31,767
District School Board	224,000	220,188
<b>Total Fiscal Services</b>	<b>477,479</b>	<b>471,738</b>
<b>TOTAL EXPENSE</b>	<b>2,411,150</b>	<b>2,571,362</b>
<b>NET INCOME</b>	<b>0.66</b>	<b>(29,588.15)</b>

## 2021/22 General Operating Budget

<b>REVENUE</b>	
<b>Tax Revenue</b>	
Residential Tax	798,586
Commercial Tax	1,028,484
Resource Tax	10,666
Forest (Under 50,000 Acres)	179
Based on Revenue - Aliant	2,275
Sewer Rates	181,589
Deed Transfer Tax	12,000
<b>Total Taxes</b>	<b>2,033,778</b>
<b>Grants in Lieu</b>	
Federal Government - Canada Post	2,750
Federal Government - RCMP	20,783
Provincial Government - DNR	14,955
Provincial Government - Liquor Comm	8,626
<b>Total Grants in Lieu</b>	<b>47,113</b>
<b>Services to Other Governments</b>	
Cumberland County - Fire Protection	58,000
<b>Total Services to Other Governments</b>	<b>58,000</b>
<b>Own Source Revenue</b>	
Soccer Program Registrations	1,580
Special Program Registrations	500
Heritage Gas Revenue	18,500
Theatre Revenue	3,000
Dog Licences	50
Building Permits	700
Fine Revenue	750
Office Rent Water	5,500
Medical Centre Rents	18,783
Probation Office Rent	2,400
Interest on Taxes	30,000
Tax Certificates	500
Sales of materials	2,000
<b>Total Own Source Revenue</b>	<b>84,263</b>
<b>Unconditional Transfers</b>	
Equalization Grant	178,171
Farm Acreage Grant	2,728
HST Offset Payment	7,135
<b>Total Unconditional Transfers</b>	<b>188,034</b>
<b>Conditional Transfers</b>	

## 2021/22 General Operating Budget

EMO Grant Civic #	1,000
Fed Gov Funding - Summer Students	2,715
<b>Total Conditional Transfers</b>	<b>3,715</b>
<b>Other Transfers</b>	
Grants from Other Organizations	2,772
Covid RESTART Fund	20,000
<b>Total Other Transfers</b>	<b>22,772</b>
<b>TOTAL REVENUE</b>	<b>2,437,675</b>
<b>EXPENSE</b>	
<b>General Government</b>	
Mayor Honorarium	9,011
Mayor Expenses	2,500
Council Honorariums	24,529
Council Expenses	4,000
Salary - Accountant	47,800
Salary - Deputy Clerk	50,000
Salary - Office Staff	33,924
Admin Salaries paid by Water	-39,517
Legal Fees	10,000
Town Clerk Contracted Services	5,000
Accounting Contracted Services	5,000
Canada Pension Plan	16,136
Employment Insurance	3,898
Health Plan (Blue Cross)	1,688
Pension - Employees	15,703
Xmas Bonuses	850
Professional Development	1,000
Seminars & Travel	2,700
Audit Fee	25,000
Town Hall Insurance	2,500
Office Postage	1,500
Office Supplies & Advertsing	7,500
I T Expenses	10,600
Office Programmer	4,700
Town Hall Janitor & Supplies	5,700
Town Hall Telephones	9,200
Town Hall Electricity	4,500
Town Hall Natural Gas	7,000
Town Hall Water	350
Town Hall Sewer	310
Workplace Wellness	1,000
Town Hall Maintenance	6,200
Conferences and Workshops	3,000
Public Official Liability Ins	2,500

## 2021/22 General Operating Budget

Dues - UNSM/FCM/CNTA/POL BD	3,100
OREC Bursary	500
NSCC Foundation	5,000
COVID - 19 Costs	20,000
PVSC - Assessment Costs	18,512
Valuation Allowance - Taxes	8,000
Interest Town Hall 2013 MFC	761
Interest on Backhoe Loan	3,054
Interest Short Term Borrowings	506
Bank Service Charges	5,690
Deficit of Prior Years	29,588
MFC Int - School Enhancement	210
Credit Card Fees & Interest	300
<b>Total General Government</b>	<b>381,004</b>
<b>Protective Services - Police</b>	
RCMP Contract	504,860
School Crosswalk Guard	8,547
Corrections	14,478
<b>Total Police</b>	<b>527,885</b>
<b>Fire</b>	
Fire Inspection Cost	1,400
Firefighters Honorariums/Incentives	19,614
Fire Phones	1,200
Fire Communication System	7,300
Public Fire Protection Charge	157,773
Fire Training	5,000
Fire Hall Lights & Power	4,100
Fire Hall Natural Gas	7,000
Fire Hall Insurance	7,000
Fire Hall Maintenance	4,700
Firefighters Liability Insurance	8,091
Fire Hall Water	500
Fire Hall Sewer	306
Fire Trucks Insurance	4,100
Fire Trucks Fuel	2,200
Fire Trucks Repairs & Maintenance	10,000
Fire Equipment & Supplies	11,200
Contingency Line	14,109
Fire Equipment Repairs & Maint	7,500
Fire B.A. - MFC Interest	405
Fire New Hall - MFC Interest	7,226
Fire Breath App MFC Nov 2018 Int	1,011
<b>Total Fire</b>	<b>281,734</b>

## 2021/22 General Operating Budget

<b>Emergency Management</b>	
REMO	5,500
EMO Expenses	500
EMO SHRU Funding	625
<b>Total Emergency Management</b>	<b>6,625</b>
<b>Other Protective Services</b>	
Building Inspection	7,000
Animal Control	1,000
<b>Total Other Protective Services</b>	<b>8,000</b>
<b>Transportation Services</b>	
Salary - PW Supervisor	36,000
Labour - PW	128,774
Summer Students	8,000
Supervisor Phone	1,980
Town Truck	6,300
Loader and Plow #624 & 544	14,500
Tractor Kubota	9,700
Backhoe Lease Etc	2,857
Salt Truck	6,690
Small Tools & Equipment	4,810
OPH Insurance	200
OPH Expenses	2,500
OPH Taxes	2,400
Town Garage Insurance	2,871
Town Garage Fuel (Wood)	1,500
Town Garage Maintenance	1,000
Town Garage Phone	281
Town Garage Electricity	4,000
Workers Compensation	10,027
Liability Insurance	13,150
Diesel	10,000
Gasoline & Oil	11,500
Clothing	1,200
Health and Safety	2,500
Salt	25,000
Street Maintenance	31,250
Contingency Line	14,110
Street Lighting	7,000
Main Street Phase 2 - MFC Int	914
Paving/Sidewalks 2016-MFC Interest	4,179
Salt Truck 2016 - MFC Interest	1,838
<b>Total Transportation</b>	<b>367,030</b>
<b>Environmental Health Services</b>	

## 2021/22 General Operating Budget

Sewer Admin Supervisor	14,400
Sewer Other Labour	3,242
Sewer Safety Equipment	6,662
Sewer Maintenance	19,550
Sewer Power	32,000
Transfer Station Contract (FERO)	79,100
Tip Fees	50,000
<b>Total Environmental Health</b>	<b>204,954</b>
<b>Public Health &amp; Environmental Devel</b>	
Medical Centre	26,750
TCA-Tangible Capital Asset Medical Center	7,000
Deficit Regional Housing Authority	24,000
Planning - Town of Amherst	15,643
Interest Medical Centre 2013 MFC	475
Tree Expense/Trail Reserve	3,000
Community Eco Dev/Tourism	2,872
Cumberland Business Connector	10,000
Communities in Bloom	500
<b>Total Public Health and Envir Dev</b>	<b>90,240</b>
<b>Recreation and Cultural - Arena</b>	
Arena Labour	-
Arena Telephone	528
Arena Electricity	10,000
Arena Maintenance	11,628
Arena Natural Gas	2,500
Arena Water	2,500
Arena Sewer	306
Arena Insurance	2,500
Arena 2013 MFC Interest	1,046
Arena Automation MFC Nov 18 Int	1,206
Arena Chiller - MFC Int	111
<b>Total Arena</b>	<b>32,214</b>
<b>Fields and Library</b>	
Xmas Lights	1,000
Tennis Courts	1,500
Trails	1,000
Ballfield	1,500
Skateboard Park	1,000
Mural Lights	270
Library Expense	13,216
Regional Library Board Transfer	10,334
<b>Total Fields and Library</b>	<b>29,820</b>

## 2021/22 General Operating Budget

<b>Theatre</b>	
Theatre Electricity	3,000
Theatre Expense	50
Theatre Maintenance	2,000
Theatre Natural Gas	3,000
Theatre Water	300
Theatre Sewer	306
Theatre Property Tax	2,000
Theatre Insurance	200
<b>Total Theatre</b>	<b>10,856</b>
<b>Recreation</b>	
Recreation Community Garden Project	500
Recreation Postage	662
Recreation - Summer Soccer Program	1,000
Recreation - Tennis Program	1,000
Recreation - General Programs	1,000
<b>Total Recreation</b>	<b>4,162</b>
<b>Fiscal Services</b>	
MFC Principal - 2011 School Enhanc	10,000
MFC Principal - 2016 Breathing App	3,200
MFC Principal - 2018 Breathing App	7,400
MFC Principal - 2013 Fire Hall	69,700
MFC Principal - 2013 Med Cent	5,000
MFC Principal - 2011 Main Phase 2	43,000
MFC Principal - 2016 Paving/Salt Tr	47,500
MFC Principal - 2013 Town Hall	7,100
MFC Principal - 2013 Arena	10,200
MFC Principal - 2018 Arena Auto	6,200
MFC Principal - 2011 Arena Chiller	5,500
Backhoe lease principal	4,983
Transfer to Reserves	50,000
District School Board	223,366
<b>Total Fiscal Services</b>	<b>493,149</b>
<b>TOTAL EXPENSE</b>	<b>2,437,675</b>

Town of Oxford										
Capital Budget 2021-22										
Capital Budget 2021-22	Cost	Capital out of General Operating	Capital Reserve	Gas Tax	Federal Grant	Prov Grant	County Grant	Debt	Depreciation Fund	Notes
<b>General</b>										
Asset Infrastructure Management Cohort Program (AIM)	4,830.00			4,830.00						Committed on Sept 21/2020
Medical Center Heat Pump	7,000.00	7,000.00								
Arena Automation Project	62,000.00		62,000.00							Received Debenture for this project in 2018
Paving	80,000.00			80,000.00						\$88,466 in reserves paid in advance for 2021
Trails	8,000.00			8,000.00						\$88,466 in reserves paid in advance for 2021
<b>General Total</b>	<b>161,830.00</b>	<b>7,000.00</b>	<b>62,000.00</b>	<b>92,830.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Water Utility</b>										Apply for a review from URB for approval of future projects

## MEMORANDUM

**TO:** Municipality of Cumberland Council, Town of Amherst Council, and Town of Oxford Council

**FROM:** Michelle Byers, Tamara Porter, Jonathan McClelland

**DATE:** April 9, 2021

**RE:** Joint Community Economic Development Strategy

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The purpose of this memo is to request Council to adopt the Cumberland Region Community Economic Development (CED) Strategy.

The Cumberland Region CED Strategy was presented at a Joint Council meeting on March 23, 2021. At that meeting, the feedback to our presentation was positive. Following the meeting, staff circulated a survey to Council to gather more in-depth feedback. This feedback allowed us to fine tune the Strategy prior to being presented to Council for adoption. We received feedback from eight Councillors in total (i.e. eight Councillors from all three municipal units).

The feedback we received from Councillors generally confirmed that the Strategy is on the right track and has addressed the most significant economic development concerns. There were several positive comments provided relating to inter-municipal collaboration and cooperation, which we were pleased to see as this is a cornerstone of the Strategy and a general reflection of how we approach our work. Here's a summary of feedback that resulted in revisions to the Strategy:

- Include a system for accountability of achieving goals
- Account for new people moving to the region
- Engage with business to obtain their feedback on an ongoing basis
- Include annual action items

As a result of the feedback we received, here's a summary of the revisions we made:

- We added a section titled "Reporting and Implementation" to address concerns about how implementation will take place. This section also provides context for annual work plans.
- In the Economy pillar, we added an action for formal and informal business retention and expansion programs. This is an action that has been ongoing and we apologize for the oversight of not including this originally.
- We added detail related to using deed transfer tax as well as number and amount of building permits as a means of indicating population shifts in the region.

The revised Cumberland Region CED Strategy is attached to this memo in full for your review.

**Staff recommendation:**

At this point, staff are excited to present the revised Strategy to all three Municipal Councils in the Cumberland Region and to recommend the adoption of the Strategy. If Council agrees with this recommendation, the following motion would be appropriate:

*Motion to adopt the Cumberland Region Community Economic Development Strategy as presented.*

# **PROCLAMATION**

## **LYME DISEASE AWARENESS MONTH May 2021**

WHEREAS Lyme disease is a serious illness caused by the bite of a black-legged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS black-legged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick borne diseases;

THEREFORE, be it resolved that I, Mayor Gregory Henley, on behalf of the Town of Oxford, do hereby proclaim May 2021 as “Lyme Disease Awareness Month”.

Dated at Oxford, Nova Scotia  
this 17<sup>th</sup> day of May, 2021

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Mayor, Gregory Henley

# Proclamation

## Access Awareness Week

### May 30<sup>th</sup> – June 5<sup>th</sup>, 2021

WHEREAS, the week of May 30<sup>th</sup> – June 5<sup>th</sup>, 2021 is recognized as Access Awareness Week; and

Access Awareness Week aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education and communication; and

This is the 34<sup>th</sup> year that this public awareness initiative has taken place in Nova Scotia; and

Access Awareness Week promotes the inclusion of all Nova Scotians with disabilities as full citizens within our communities; and

Through public awareness, community partnerships and education, this campaign aims to foster an environment of equal participation for persons with disabilities within the **Town of Oxford**.

THEREFORE, be it resolved that I, **Mayor Gregory Henley**, on behalf of the **Town of Oxford**, do hereby proclaim May 30<sup>th</sup> – June 5<sup>th</sup>, 2021 as “Access Awareness Week” in the **Town of Oxford**.

Dated in the Town of Oxford, Nova Scotia  
This 17<sup>th</sup> day of May 2021

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Mayor, Gregory Henley



**WORLD ELDER ABUSE  
AWARENESS DAY  
2021**  
Rights Don't Get Old

**MUNICIPAL PROCLAMATION  
WORLD ELDER ABUSE AWARENESS DAY  
June 15, 2021**

- WHEREAS:** **Town of Oxford's** seniors are valued, contributing members of society, imparting a wealth of experience and wisdom in our communities. They deserve to be treated with respect and dignity. It is our collective responsibility to ensure they live safely and fully engaged within the community that cares about them.
- WHEREAS:** The **International Network for the Prevention of Elder Abuse**, in support of the **United Nations International Plan of Action**, proclaimed this day to recognize the significance of elder abuse as both a public health and human rights issue; and
- WHEREAS:** **2021** Marks the **16<sup>th</sup> Anniversary of World Elder Abuse Awareness Day**. Its recognition will foster a better understanding of abuse and neglect of older adults; and
- WHEREAS:** Elder abuse is not limited to race, gender, culture, or circumstance, and regardless of whether the abuse is physical, emotional, or financial, it has a significant impact on the lives of individuals and families; and
- WHEREAS:** Seniors are at risk of being abused and social isolation and ageism are contributing risk factors in **Nova Scotia**; and
- WHEREAS:** **Town of Oxford** recognizes the importance of taking action, to create social change, that prevents elder abuse and raises awareness, through education of neighbours, friends and family members about the Rights of older adults; and
- WHEREAS:** Preventing abuse of older adults will help improve their quality of life and allow them to live independently and contribute to the vibrancy of Ontario for as long as possible; and
- WHEREAS:** Where there is **Respect** there can be no abuse; therefore, residents of **Oxford** are urged to ***Stop Abuse and Restore Respect***.
- WHEREAS:** Where there is respect there can be no abuse; therefore, residents of the **Town of Oxford**, are urged to join this global movement to ***Stop Abuse and Restore Respect***.

**THEREFORE; I, Gregory Henley Mayor** of the **Town of Oxford**, Nova Scotia do hereby proclaim June 15, 2021 as **World Elder Abuse Awareness Day** and encourage all of our residents to recognize and celebrate seniors and their ongoing contributions to the success and vitality of our province, **Nova Scotia**.

Dated on this 17<sup>th</sup> day of **May**, 2021. \_\_\_\_\_

Signature

## April 2021 Public Works Report

- Water meters read.
- Replaced pressure release pipe at well #4.
- Cleaned bushes in the ditches on the well road and behind the chlorine building.
- Flushed hydrants
- Reade Primeau is filling in as the transfer station attendant until Willie can return to work.
- Cleaned up and around the transfer station. Reade is going to continue picking garbage and whipper snipping.
- Repaired ditch and driveway at 697 Lower Main.
- Installed dugouts, shed, and toilets at the ballfield.
- The Community Garden beds were repaired and replenished with soil.
- Installed signs for the walking trail at the school. There will be more signs installed around town as soon as the posts arrive, they have been ordered.

Regards,

Wes Adshade  
Town Supervisor, Public Works

Fire report for April

We had 7 calls in the month of April

- 1 Commercial fire alarm
- 4 mutual aid calls (2 Springhill, 2 Pugwash)
- 1 Propane leak
- 1 Investigation call

3 of these calls were town and 4 in the county

Our call volume has been down due to not responding to medical calls as our MFR'S have not been fitted for the proper ppe through EHS this is supposed to happen within the next few weeks

As per previous discussion I am just waiting on the paperwork to come out for the Provincial funding to apply to try and get 3 Breathing apparatus I believe this should be in next month.

Due to the recent lock down we have had to cancel all our meetings and training until further notice this also shut our weekly 50/50 down. We are still involved with the Nova Scotia 50/50 as this is all done online.

We had a work day planned for the training ground located on the southside but this to had to be cancelled until restrictions are lifted

After listening in on a few of the council meetings if any of the members would like a tour of the firehall to see what some of the items discussed are we have no problem showing you so you can better understand

Within the next few weeks Fleet ready will be in to start the regular servicing and safety inspections as well as the yearly pump testing on our fleet.

This is my report if you have any questions or concerns feel free to contact me

Thanks