



TOWN OF OXFORD  
Town Council Meeting  
Conduct through Zoom – Live to FaceBook  
Monday, June 21, 2021  
6 PM

## **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
  - 3.1 Town Council Minutes – May 17, 2021
  - 3.2 Special Town Council Minutes – June 7, 2021
4. Presentation
  - 4.1 Debt Affordability Model – Paul Wills, CEO/Treasurer of Nova Scotia Municipal Finance Corporation.
5. New Business
  - 5.1 Speed Reduction and Signage on Side Streets – discussion.
  - 5.2 June 21 – celebration of National Indigenous Peoples Day – recommendation from Committee of the Whole.
  - 5.3 Agreement with the Oxford Community Centre Association – Councillor Jones.
  - 5.4 Street Light Installation Quote - Discussion
6. Reports
  - 6.1 Public Works Report
  - 6.2 Finance Report
  - 6.3 Fire Department Report
  - 6.4 Library Update
7. Committee Updates
  - 7.1 Accessibility Committee – Chairperson Councillor MacDonald

- 7.2 Arena Committee – Councillor Colborne, Jones and MacDonald
  - 7.3 Audit Committee – Chairperson Councillor Black
  - 7.4 Community Economic Development Committee – Chairperson Councillor MacDonald
  - 7.5 Fire Department Committee – Councillors MacDonald & Colborne
  - 7.6 Procurement Committee – Chairperson Councillor Jones
  - 7.7 Public Works Committee – Mayor Henley, Councillors Black and Jones
  - 7.8 Recreation Commission Committee – Councillor McNutt
  - 7.9 Town Buildings Committee – Mayor Henley, Deputy Mayor Adshade, Councillors Colborne and Jones.
  - 7.10 Town Services Committee – Councillors Colborne, Jones, and MacDonald. Mayor Henley is available if needed.
8. Correspondence
- 8.1 Oxford Library – new location, opening date.
9. Adjournment



## Minutes of the Regular Council Meeting

Place: Conducted through Zoom and streamed live to Facebook  
Date: Monday, May 17, 2021  
Presiding Officer: Mayor Gregory Henley  
Councillors present: Councillors Carla Black, Brenton Colborne, Paul Jones, Arnold MacDonald, and Chrystal McNutt  
Regrets: Deputy Mayor Wade Adshade

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

Staff in attendance: Town Clerk – Linda Cloney (recording secretary) and Senior Accountant – Ruthann Brookins

Guest in attendance: Financial Advisor – Ken Smith

Media in attendance: Six River News – Mark Rushton

### **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 May 17, 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 April 19, 2021 and the Special Town Council Minutes for March 22, 2021 be approved, as presented.

***Motion Carried***

### **4. New Business**

#### **4.1 Finance Report – reflects the Year End unaudited financials.**

This report reflects the approved budget for 2020-21 and the projected year end of March 31, 2021. Staff noted that these numbers are not audited. The Town of Oxford General Operating Financials for 2020/21 presented a deficit of \$29,588.15.

#### **4.2 2021/2022 General Operating and Capital Budgets**

Mayor Henley reflected on the process regarding the General Operating and Capital Budgets. He noted that the focus on this years' budgets was to build back up the Reserves.

The importance of the Reserves is to have this money available for when a Cost Sharing project becomes available that the Town of Oxford could participate. Currently the Reserves for the Town of Oxford are really low.

***Draft General Operating Budget 2021/22***

Staff had made changes to the Draft General Operating Budget 2021-22 to include the projected deficit from the 2020/21 budget of \$29,588.15. This adjustment decreased amounts in the contingency lines for the Fire Department and Public Works Department at previous meetings.

This budget reflects that the total estimated expenditures for the fiscal year are \$2,437,675 and that the Residential/Resource taxes are set at \$1.6874 per \$100 of assessment and the Commercial taxes are set at \$4.1557 per \$100 of assessment in which are the same as the 2020-21 fiscal year.

The sewer service charge remains the same as the 2020-21 rates.

The rates and taxes are due and payable by September 30, 2021 and that an interest rate of 1.5% per month, or 18% per annum, compounded, be charged on October 1, 2021 for outstanding balances the 2021/22 final tax bills. Interest charges are applied on the first day of each month for any outstanding amounts.

Council stated that based on paying the deficit from the 2020-21 out of the Fire Department and Public Works contingency lines and as the Town of Oxford has a balanced budget. Also since there is still some contingency money available for both the Fire Department and Public Works, the following motion was made.

It was moved and seconded to approve the General Operating Budget 2021-22 as presented.

***Motion Carried***

***Draft Capital Budget 2021/22***

The Draft Capital Budget for 2021/22 presented the following planned projects.

- Asset Infrastructure Management (AIM) Cohort Program - \$4,830.00 – Gas Tax
- Medical Centre Heat Pump - \$7,000 – General Operating
- Arena Automation Project - \$62,0000 – Capital Reserve
- Paving - \$80,000 – Gas Tax
- Trails - \$8,000 – Gas Tax

It was moved and seconded that the Council of the Town of Oxford approve the draft 2021/22 Capital Budget as presented.

***Motion Carried***

#### **4.3 Water Utility Committee**

There was a discussion to form an internal committee called the Town Services Committee. This committee is designed to make recommendations to Council regarding the water and sewer services for the Town of Oxford.

It was moved and seconded to form the Town Services Committee.

***Motion Carried***

Council members that are recognized from Council to sit on the Town Services Committee are:

Councillor MacDonald, Councillor Colborne and Councillor Jones. Mayor Henley will be an extra in the case a Councillor is unable to attend a meeting.

#### **4.4 Cumberland Region Community Economic Development Strategy**

The Cumberland Region Community Economic Development Strategy staff presented the revised Strategy to all three Municipal Councils in the Cumberland Region. Below is a summary of the revisions they made:

- 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, they added an action for formal and informal business retention and expansion programs.
- They 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.

It was moved and seconded to adopt the Cumberland Region Community Economic Development Strategy as presented.

***Motion Carried***

#### **4.5 May as Lyme Disease Awareness Month – Proclamation**

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 17th day of May, 2021

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Mayor, Gregory Henley

#### **4.6 May 30<sup>th</sup> – June 5<sup>th</sup> – Access Awareness Week – Proclamation**

PROCLAMATION  
**ACCESS AWARENESS WEEK**  
May 30th – June 5th, 2021

WHEREAS, the week of May 30th – June 5th, 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 34th 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 30th – June 5th, 2021 as “Access Awareness Week” in the Town of Oxford.

Dated in the Town of Oxford, Nova Scotia  
This 17th day of May 2021

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Mayor, Gregory Henley

#### **4.7 June 15<sup>th</sup>, 2021 – World Elder Abuse Awareness Day – Proclamation**

##### **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 16th 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 17th day of May 2021. \_\_\_\_\_

Mayor, Gregory Henley

## **5. Reports**

### **5.1 Public Works Report – includes update on Transfer Site cleanup project.**

Council commented that all the bins were completely full. Council asked that staff investigate this matter.

### **5.2 Finance Report – mentioned under New Business.**

There was no discussion, it was discussed under New Business at 4.1.

### **5.3 Fire Department Report**

There was no discussion.

It was moved and seconded to accept the Staff Reports as presented.

***Motion Carried.***

## **6. Committee Updates**

### **6.1 Accessibility Committee – CP Councillor MacDonald**

Nothing to report.

### **6.2 Arena Committee – Councillors Colborne, Jones and MacDonald**

Nothing to report.

### **6.3 Audit Committee – CP Councillor Black**

Has a meeting scheduled for Thursday May 20 to discuss the Water Budget 2021/22.

### **6.4 Community Economic Development Committee – CP Councillor MacDonald**

Had a meeting on May 4. Staff are sending out letters to invite people to the committee.

### **6.5 Fire Department Committee – Councillors MacDonald and Colborne**

Reached out to the Fire Department to find out the age of their breathing apparatuses. Some of the equipment are as old as 15 - 16 years.

### **6.6 Procurement Committee – CP Councillor Jones**

The Committee has directed for two services to go to tender, the audit and insurance services. Staff have started the process for both.

### **6.7 Public Works Committee – CP Councillor Jones**

The Committee is waiting for tractor quotes to come in and then will share with Council for a decision.

### **6.8 Recreation Commission Committee – CP Councillor McNutt**

Recognized all the hard work from volunteers regarding the Earth Day clean-up. Dirt has arrived at the ballfield. Recognition to all those that have sent in donations, there has been an amazing amount of donations coming in. The Recreation Commission is about \$800 short for the work at the ballfield that the committee wants to achieve. Hoping to be able to organize some fundraisers or some more donations to come in. The soccer program needs new nets and new netting, a grant application has been sent out in hopes to cover some or all of the costs involved. The Committee would like to host Summer Day Camps either 1, 2 or 3 days a week during the months of July and August. A grant application is being worked on to help with the costs of the Summer Day Camps. Community Gardens are ready to go, Eleanor Crowley is the contact person for this. Trail Signage is being installed through town and the Recreation Commission would like to thank Corey Skinner for his help with creating those and thanks to Public Works for getting them installed.

### **6.9 Town Buildings Committee – Mayor Henley, Deputy Mayor Adshade, Councillors Colborne and Jones.**

Nothing to report.

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

***Motion Carried***

### **7. Correspondence**

Nil

### **8. Adjournment**

At 6:28 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, June 7, 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: Senior Accountant, Ruthann Brookins and Town Clerk, Linda Cloney (recording secretary)

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

Mayor Henley called the meeting to order at 6:15 pm.

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

It was moved and seconded that the agenda of the Special Town Council Meeting for June 7, 2021, be approved, as presented.

***Motion Carried***

### **3. Water Operating Budget 2021/22 – recommendation from audit committee – Councillor Black**

The Audit Committee met with staff and Financial Advisor, Ken Smith on May 20, 2021, and the Audit Committee reviewed the Water Operating Budget for 2021/22 in detail. As a result of the May 20<sup>th</sup> meeting, the Audit Committee recommends to the Oxford Town Council to approve the Water Operating Budget 2021/22 as presented.

It was moved and seconded that the Oxford Town Council approves the Water Operating Budget 2021/22 as presented.

***Motion Carried***

#### **4. Appointment of the Municipal Traffic Authority and Deputy Municipal Traffic Authority – Deputy Mayor Adshade**

The Town of Oxford currently does not have anyone appointed as the Municipal Traffic Authority and the Deputy Municipal Traffic Authority, therefore;

It was moved and seconded that Council appoint District Commander S/Sgt Craig Learning as the Municipal Traffic Authority and Corporal Clay Wortman as the Deputy Municipal Traffic Authority for the Town of Oxford.

**Motion Carried**

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

At 6:18 pm, it was moved and seconded to go in-camera to discuss lease of municipal property.

**Motion Carried**

At 6:36 pm, it was moved and seconded to come out of in-camera and resume the Special Council Meeting.

**Motion Carried**

It was moved and seconded that Town Council enters into an agreement with the Oxford Community Centre Association for a grant in lieu of taxes and for this agreement to be sent to legal to be drafted.

**Motion Carried**

#### **4. Adjournment**

At 6:37 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

**Nova Scotia Municipal Finance Corporation  
Operating Budget for the  
Town of Oxford**

**Schedule #4**

<b>Description</b>	<b><u>2021-22</u></b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>2026-27</u></b>	<b><u>2027-28</u></b>	<b><u>2028-29</u></b>	<b><u>2029-30</u></b>	<b><u>2030-2031</u></b>
<b>Revenue Sources</b>										
Residential property tax	\$798,586	\$804,575	\$810,610	\$816,689	\$822,814	\$828,986	\$835,203	\$841,467	\$847,778	\$854,136
Commercial property tax	\$1,028,484	\$1,031,569	\$1,034,664	\$1,037,768	\$1,040,881	\$1,044,004	\$1,047,136	\$1,050,278	\$1,053,428	\$1,056,589
Resource property tax	\$10,666	\$8,533	\$8,533	\$8,533	\$8,533	\$8,533	\$8,533	\$8,533	\$8,533	\$8,533
Other taxes	\$203,178	\$203,178	\$203,178	\$203,178	\$203,178	\$203,178	\$203,178	\$203,178	\$203,178	\$203,178
Transfers from other govts	\$207,386	\$187,386	\$187,386	\$187,386	\$187,386	\$187,386	\$187,386	\$187,386	\$187,386	\$187,386
Other revenue sources	\$189,377	\$189,377	\$189,377	\$189,377	\$189,377	\$189,377	\$189,377	\$189,377	\$189,377	\$189,377
	<b>\$2,437,677</b>	<b>\$2,424,619</b>	<b>\$2,433,748</b>	<b>\$2,442,931</b>	<b>\$2,452,170</b>	<b>\$2,461,463</b>	<b>\$2,470,813</b>	<b>\$2,480,218</b>	<b>\$2,489,680</b>	<b>\$2,499,199</b>
<b>Expenditures</b>										
<b>Discretionary Expenditures</b>	\$1,825,288	\$1,864,927	\$1,897,660	\$1,941,060	\$1,965,141	\$1,999,918	\$2,035,406	\$2,081,620	\$2,108,576	\$2,146,290
<b>Mandatory Expenditures</b>										
Debt servicing	\$242,219	\$170,229	\$174,485	\$76,589	\$104,987	\$103,303	\$50,849	\$48,361	\$92,829	\$102,131
Other than debt servicing	\$290,690	\$297,294	\$299,646	\$302,025	\$304,431	\$306,864	\$309,325	\$311,814	\$314,331	\$316,878
Deficit from prior year	\$29,588	\$108	\$0	\$0	\$0	\$0	\$0	\$0	\$11,577	\$87,633
<b>Reserves</b>	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	<b>\$2,437,785</b>	<b>\$2,382,558</b>	<b>\$2,421,791</b>	<b>\$2,369,675</b>	<b>\$2,424,560</b>	<b>\$2,460,086</b>	<b>\$2,445,580</b>	<b>\$2,491,795</b>	<b>\$2,577,313</b>	<b>\$2,702,931</b>
<b>Surplus/(Deficit)</b>	<b>(\$108)</b>	<b>\$42,061</b>	<b>\$11,956</b>	<b>\$73,256</b>	<b>\$27,610</b>	<b>\$1,377</b>	<b>\$25,233</b>	<b>(\$11,577)</b>	<b>(\$87,633)</b>	<b>(\$203,733)</b>
<b>Yr-over-yr change</b>		<b>\$42,169</b>	<b>(\$30,104)</b>	<b>\$61,300</b>	<b>(\$45,646)</b>	<b>(\$26,233)</b>	<b>\$23,855</b>	<b>(\$36,810)</b>	<b>(\$76,056)</b>	<b>(\$116,100)</b>
<b>Debt Summation:</b>										
Actual debt outstanding	\$495,700	\$339,400	\$183,100	\$126,200	\$69,300	\$12,400	\$6,200	\$0	\$0	\$0
Outstanding, per Capital Budget	\$0	\$110,000	\$184,133	\$648,447	\$607,393	\$566,340	\$525,287	\$1,253,233	\$1,208,047	\$1,108,860
Actual & forecasted outstanding	<b>\$495,700</b>	<b>\$449,400</b>	<b>\$367,233</b>	<b>\$774,647</b>	<b>\$676,693</b>	<b>\$578,740</b>	<b>\$531,487</b>	<b>\$1,253,233</b>	<b>\$1,208,047</b>	<b>\$1,108,860</b>

\*\*\*Note: Any deficits are assumed to be included as part of the mandatory expenditures in the following fiscal year.

**PROPOSAL AND CONTRACT**

Nbr: TOO061821



Code: TOO  
To: Town of Oxford  
105 Lower Main Street  
Oxford, NS  
B0M 1P0  
Attn: Wes Adshade  
Tel.: 902-664-8867  
Fax: 0  
Email:  
Project: Signs and Posts

**McLeod Safety Services Ltd.**

PO Box 48100  
927 Rocky Lake Drive  
Bedford, Nova Scotia B4A 3Z2

Phone: (902)468-5558  
Fax: (902) 835-5429

Date: June 18, 2021

**Address:**

We are pleased to submit a proposal to you as Contractor or Owner for furnishing the labour, materials and equipment required for the performance of the following scope of work. Price is based upon plans and specifications furnished at time of tender, and upon relevant conversations thereto.

Item	Description	Estimated Quantity	Unit	Unit Price	Amount
001	60x75 cm Aluminum Reflective - RB-1 Speed sign 40 KM	50	each	\$48.32	\$ 2,416.00
002	Telespar post and base - 12 guage with bolts	50	set	\$91.75	\$ 4,587.50
003	Anti theft rivets	100	eah	\$1.50	\$ 150.00
004	Shipping is not included				\$ -
<b>Estimated Total :</b>					<b>\$ 7,153.50</b>
<b>Plus Tax</b>					<b>\$ 1,073.03</b>
<b>Total</b>					<b>\$ 8,226.53</b>

**NOTES/CONDITIONS:**

- 1) Credit approval required prior to commencement of work.
- 2) Payments due Net 30 Days. Interest on overdue accounts will be charged at 2.0% per month (24.0% per annum).
- 3) All prices HST Extra.
- 4) Custom Orders are NOT available for return
- 5) All signs remain the property of McLeod Safety Services Ltd. until paid in full
- 6) Price valid for a period of 30 days

It is understood that the foregoing is an estimate of the work and the materials required to complete your order, and that payment shall be based on the stated unit prices for the actual work performed, and materials supplied and used by the Company as determined upon completion of the work.

If the foregoing meets with your acceptance, kindly sign and return this proposal, which, upon receipt by us, becomes a binding contract. It is understood that the foregoing and the terms and conditions set forth above, will constitute the full and complete agreement between us.

If you have any questions regarding this quotation, please feel free to contact the undersigned.

**Accepted:**

By: \_\_\_\_\_  
Town of Oxford

PO# \_\_\_\_\_

Date: \_\_\_\_\_

Yours truly,  
**McLeod Safety Sevices Ltd,**

Name: Kim Bentley  
Title: Outside Sales Representative  
Mobile : 902-401-4816  
[kbentley@mcleodsafety.ca](mailto:kbentley@mcleodsafety.ca)

**Public Works Report**  
**May 2021**

- Water break - 47 Water St
- Flushed Hydrants serviced & painted
- Regular maintenance to the lagoons
- Cleaned the Transfer Station
- Cleaned culvert at Eureka & Water St
- Storm drain down Water St to Pugwash Rd
- Repaired the catch basin at corner of Foundry St & Handlin St
- Rodded the main sewer line on Crescent Ave
- Maintenance to the library
- Painted crosswalks
- Swept the streets
- Whipper snip & mowing around town & other facilities

Regards,

Wes Adshade  
Supervisor Public Works

Income Statement for General Operating	Budget 2021/22	1st Quarter April-June as of June17th	2nd Quarter July-Sept	3rd Quarter Oct-Dec	4th Quarter Jan - March
<b>REVENUE</b>					
<b>Tax Revenue</b>					
Residential Tax	798,586	399,254			
Commercial Tax	1,028,484	514,474			
Resource Tax	10,666	5,333			
Forest (Under 50,000 Acres)	179	90			
Based on Revenue - Aliant	2,275	2,275			
Sewer Rates	181,589	90,795			
Deed Transfer Tax	12,000	7,099			
<b>Total Taxes</b>	<b>2,033,778</b>	<b>1,019,319</b>			
<b>Grants in Lieu</b>					
Federal Government - Canada Post	2,750	121			
Federal Government - RCMP	20,783	0			
Provincial Government - DNR	14,955	0			
Provincial Government - Liquor Comm	8,626	0			
<b>Total Grants in Lieu</b>	<b>47,113</b>	<b>121</b>			
<b>Services to Other Governments</b>					
Cumberland County - Fire Protection	58,000	0			
<b>Total Services to Other Governments</b>	<b>58,000</b>	<b>-</b>			
<b>Own Source Revenue</b>					
Soccer Program Registrations	1,580	0			
Special Program Registrations	500	50			
Arena Lease-payment for expenses pd	18,500	0			
Theatre Revenue	3,000	457			
Dog Licences	50	55			
Building Permits	700	0			
Fine Revenue	750	0			
Office Rent Water	5,500	0			
Medical Centre Rents	18,783	4,696			
Probation Office Rent	2,400	600			
Interest on Taxes	30,000	5,312			
Tax Certificates	500	250			
Sales of materials	2,000	0			
<b>Total Own Source Revenue</b>	<b>84,263</b>	<b>11,419</b>			
<b>Unconditional Transfers</b>					
Equalization Grant	178,171	0			

Farm Acreage Grant	2,728	2,748		
HST Offset Payment	7,135	0		
<b>Total Unconditional Transfers</b>	<b>188,034</b>	<b>2,748</b>		
<b>Conditional Transfers</b>				
EMO Grant Civic #	1,000	1,000		
Fed Gov Funding - Summer Students	2,715	0		
<b>Total Conditional Transfers</b>	<b>3,715</b>	<b>1,000</b>		
<b>Other Transfers</b>				
Grants from Other Organizations	2,772	0		
Covid RESTART Fund	20,000	7,042		
<b>Total Other Transfers</b>	<b>22,772</b>	<b>7,042</b>		
<b>TOTAL REVENUE</b>	<b>2,437,675</b>	<b>1,041,649</b>		
<b>EXPENSE</b>				
<b>General Government</b>				
Mayor Honorarium	9,011	1,502		
Mayor Expenses	2,500	135		
Council Honorariums	24,529	4,205		
Council Expenses	4,000	0		
Salary - Accountant	47,800	7,838		
Salary - Town Clerk	50,000	8,302		
Salary - Office Staff	33,924	6,265		
Admin Salaries paid by Water	-39,517	-9,879		
Legal Fees	10,000	0		
Town Clerk Contracted Services	5,000	0		
Accounting Contracted Services	5,000	1,352		
Canada Pension Plan	16,136	1,728		
Employment Insurance	3,898	403		
Health Plan (Blue Cross)	1,688	731		
Pension - Employees	15,703	759		
Xmas Bonuses	850	0		
Professional Development	1,000	0		
Seminars & Travel	2,700	0		
Audit Fee	25,000	0		
Town Hall Insurance	2,500	0		
Office Postage	1,500	689		
Office Supplies & Advertsing	7,500	2,092		
I T Expenses	10,600	651		
Office Programmer	4,700	4,464		
Town Hall Janitor & Supplies	5,700	799		
Town Hall Telephones	9,200	1,299		
Town Hall Electricity	4,500	0		
Town Hall Natural Gas	7,000	629		
Town Hall Water	350	144		
Town Hall Sewer	310	153		

Workplace Wellness	1,000	500		
Town Hall Maintenance	6,200	166		
Conferences and Workshops	3,000	0		
Public Official Liability Ins	2,500	0		
Dues - UNSM/FCM/CNTA/POL BD	3,100	1,398		
OREC Bursary	500	0		
NSSC Foundation	5,000	0		
COVID - 19 Costs	20,000	7,042		
PVSC - Assessment Costs	18,512	4,628		
Valuation Allowance - Taxes	8,000	0		
Interest Town Hall 2013 MFC	761	380		
Interest on Backhoe Loan	3,054	509		
Interest Short Term Borrowings	506	0		
Bank Service Charges	5,690	729		
Deficit of Prior Years	29,588	0		
MFC Int - School Enhancement	210	211		
Credit Card Fees & Interest	300	150		
<b>Total General Government</b>	<b>381,004</b>	<b>49,976</b>		
<b>Protective Services - Police</b>				
RCMP Contract	504,860	132,626		
School Crosswalk Guard	8,547	765		
Corrections	14,478	3,619		
<b>Total Police</b>	<b>527,885</b>	<b>137,010</b>		
<b>Fire</b>				
Fire Inspection Cost	1,400	0		
Firefighters Honorariums/Incentives	19,614	0		
Fire Phones	1,200	532		
Fire Communication System	7,300	1,463		
Public Fire Protection Charge	157,773	0		
Fire Chief's Convention	-			
Fire Training	5,000	371		
Fire Hall Power	4,100	0		
Fire Hall Natural Gas	7,000	647		
Fire Hall Insurance	7,000	0		
Fire Hall Maintenance	4,700	0		
Firefighters Liability Insurance	8,091	0		
Fire Hall Water	500	0		
Fire Hall Sewer	306	153		
Fire Trucks Insurance	4,100	0		
Fire Trucks Fuel	2,200	0		
Fire Trucks Repairs & Maintenance	10,000	3,143		
Fire Equipment & Supplies	11,200	476		
Fire Equipment Repairs & Maint	7,500	155		
Contingency Line	14,109	0		
Fire B.A. - MFC Interest	405	203		

Fire New Hall - MFC Interest	7,226	3,613		
Fire Breath App MFC Nov 2018 Int	1,011	327		
<b>Total Fire</b>	<b>281,734</b>	<b>11,082</b>		
<b>Emergency Management</b>				
REMO	5,500	0		
EMO Expenses	500	0		
EMO SHRU Funding	625	619		
<b>Total Emergency Management</b>	<b>6,625</b>	<b>619</b>		
<b>Other Protective Services</b>				
Building Inspection	7,000	0		
Animal Control	1,000	0		
<b>Total Other Protective Services</b>	<b>8,000</b>	<b>-</b>		
<b>Transportation Services</b>				
Salary - PW Supervisor	36,000	5,242		
Labour - PW	128,774	16,691		
Summer Students	8,000	-		
Supervisor Phone	1,980	500		
Town Truck	6,300	-		
Loader and Plow #624 & 544	14,500	3,559		
Tractor Kubota	9,700	100		
Backhoe Lease Etc	2,857	115		
Salt Truck	6,690	117		
Small Tools & Equipment	4,810	761		
OPH Insurance	200	-		
OPH Expenses	2,500	-		
OPH Taxes	2,400	1,171		
Town Garage Insurance	2,871	-		
Town Garage Fuel (Wood)	1,500	-		
Town Garage Maintenance	1,000	9		
Town Garage Phone	281	70		
Town Garage Electricity	4,000	-		
Workers Compensation	10,027	741		
Liability Insurance	13,150	-		
Diesel	10,000	648		
Gasoline & Oil	11,500	660		
Clothing	1,200	-		
Health and Safety	2,500	392		
Salt	25,000	-		
Street Maintenance	31,250	2,807		
Street Lighting	7,000	582		
Contingency Account	14,110	-		
Main Street Phase 2 - MFC Int	914	908		
Paving/Sidewalks 2016-MFC Interest	4,179	2,090		
Salt Truck 2016 - MFC Interest	1,838	919		

<b>Total Transportation</b>	<b>367,030</b>	<b>38,080</b>		
<b>Environmental Health Services</b>				
Sewer Admin Supervisor	14,400	2,097		
Sewer Other Labour	3,242	417		
Sewer Safety Equipment	6,662	-		
Sewer Maintenance	19,550	358		
Sewer Power	32,000	-		
Transfer Station Contract (FERO)	79,100	20,950		
Tip Fees	50,000	8,967		
<b>Total Environmental Health</b>	<b>204,954</b>	<b>32,789</b>		
<b>Public Health &amp; Environmental Devel</b>				
Medical Centre	26,750	6,561		
Deficit Regional Housing Authority	24,000	0		
Planning - Town of Amherst	15,643	15,643		
TCA-Tangible Capital Asset	7,000	0		
Interest Medical Centre 2013 MFC	475	238		
Tree Expense/Trail Reserve	3,000	0		
Community Eco Dev/Tourism	2,872	86		
Cumberland Business Connector	10,000	0		
Communities in Bloom	500	201		
<b>Total Public Health and Envir Dev</b>	<b>90,240</b>	<b>22,728</b>		
<b>Recreation and Cultural - Arena</b>				
Arena Telephone	528	55		
Arena Electricity	10,000	-		
Arena Maintenance	11,628	233		
Arena Natural Gas	2,500	27		
Arena Water	2,500	613		
Arena Sewer	306	153		
Arena Insurance	2,500	-		
Arena 2013 MFC Interest	1,046	523		
Arena Automation MFC Nov 18 Int	1,206	781		
Arena Chiller - MFC Int	111	116		
<b>Total Arena</b>	<b>32,325</b>	<b>2,502</b>		
<b>Fields and Library</b>				
Xmas Lights	1,000	0		
Tennis Courts	1,500	0		
Trails	1,000	295		
Ball and Soccer Fields	1,500	0		
Skateboard Park	1,000	0		
Mural Lights	270	0		
Library Expense	13,216	4,831		
Regional Library Board Transfer	10,334	0		
<b>Total Fields and Library</b>	<b>29,820</b>	<b>5,126</b>		

<b>Theatre</b>				
Theatre Electricity	3,000	0		
Theatre Expense	50	0		
Theatre Maintenance	2,000	108		
Theatre Natural Gas	3,000	481		
Theatre Water	300	78		
Theatre Sewer	306	153		
Theatre Property Tax	2,000	1,012		
Theatre Insurance	200	0		
<b>Total Theatre</b>	<b>10,856</b>	<b>1,831</b>		
<b>Recreation</b>				
Recreation Community Garden Project	500	0		
Recreation Postage	662	0		
Recreation Telephone	0	29		
Recreation - Summer Soccer Program	1,000	0		
Recreation - Tennis Program	1,000	0		
Recreation - General Programs	1,000	0		
<b>Total Recreation</b>	<b>4,162</b>	<b>29</b>		
<b>Fiscal Services</b>				
MFC Principal - 2011 School Enhan	10,000	10,000		
MFC Principal - 2016 Breathing App	3,200	0		
MFC Principal - 2018 Breathing App	7,400	0		
MFC Principal - 2013 Fire Hall	69,700	0		
MFC Principal - 2013 Med Cent	5,000	0		
MFC Principal - 2011 Main Phase 2	43,000	43,000		
MFC Principal - 2016 Paving/Salt Tr	47,500	0		
MFC Principal - 2013 Town Hall	7,100	0		
MFC Principal - 2013 Arena	10,200	0		
MFC Principal - 2018 Arena Auto	6,200	0		
MFC Principal - 2011 Arena Chiller	5,500	5,500		
Backhoe lease principal	4,983	831		
Transfer to Reserves	50,000	0		
District School Board	223,366	55,047		
<b>Total Fiscal Services</b>	<b>493,149</b>	<b>114,378</b>		
<b>TOTAL EXPENSE</b>	<b>2,437,786</b>	<b>416,149</b>		
<b>NET INCOME</b>	<b>-111</b>	<b>625,500</b>		
<b>Total Revenue Billed</b>		<b>43%</b>		
<b>Total Expenses Posted</b>		<b>17%</b>		

## **Fire report**

May 2021

We had 8 calls for the month of May.

1 public assistant call

5 mutual aid structure fires

2 commercial fire alarms

6 of these calls were in the county and 2 were in the town.

Fleet service was in and did a safety inspection on trucks 4 and 5 and regular service on all trucks as well as the yearly pump test was completed.

He returned 2 weeks later and undercoated the trucks as well as a spacer between the box and frame on Truck 2 had moved and he put it back in place he will be returning in October to safety trucks 1 and 2.

As the restrictions are lifting, we will once again be starting to have meetings and practices.

Paperwork is almost completed for the provincial funding to purchase the last 3 breathing apparatus.

We are looking at getting a quick dump put on our truck 1 to be able to utilize it more in the County.

That is my report and questions, or concerns feel free to contact me.

Thanks,

Trueman Rushton  
Fire Chief

# External Committee Report

## Cumberland Public Libraries

### June 10, 2021

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#### Auditor's Report

Ms. Smith of Jorgensen & Bickerton Chartered Accountants went over the audited statement and answered questions for the Board. The Board passed 2020-21 auditor's report.

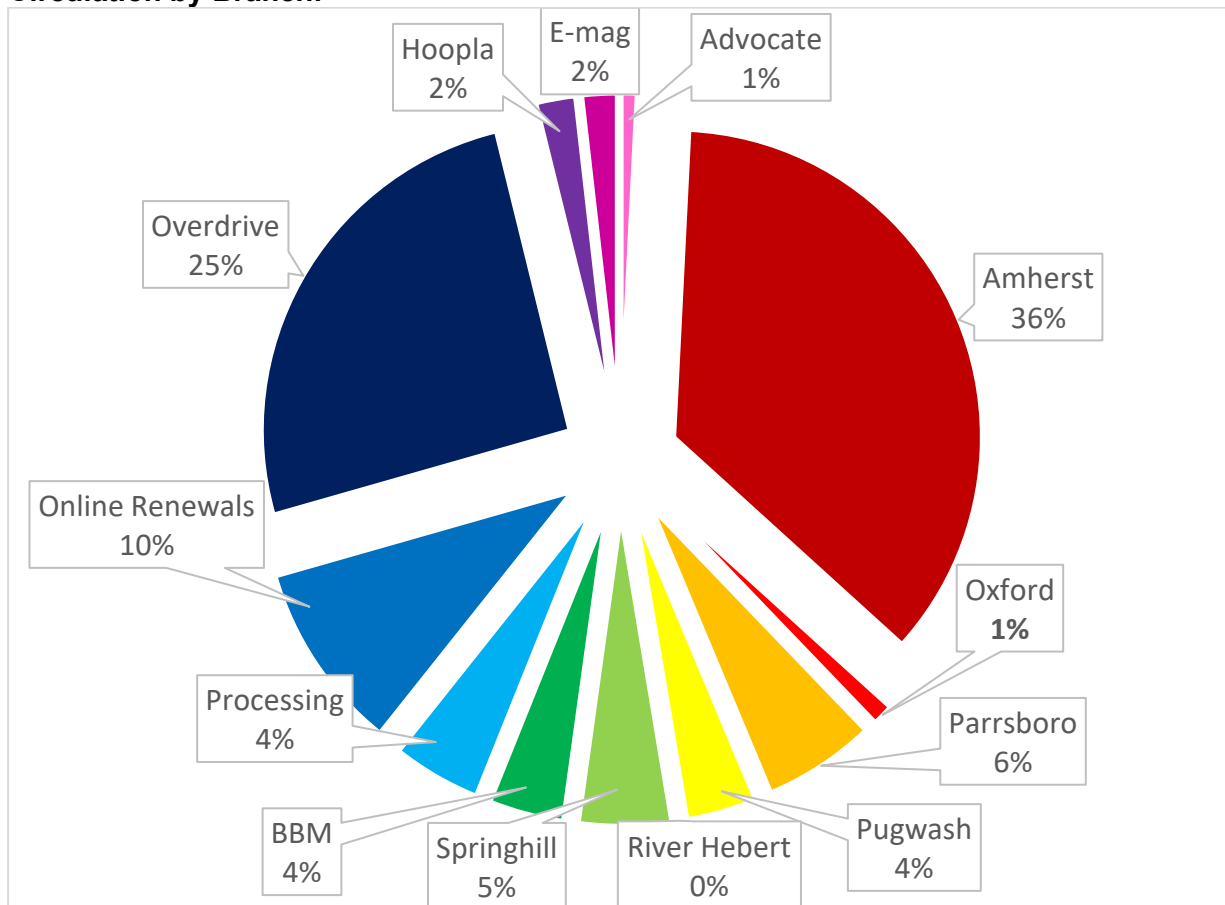
#### Financial Report

Ms. Corey provided the Board with the budget for the 2021-22 fiscal year. The Board requested some amendments be made so the budget will be sent to the Board for an email vote.

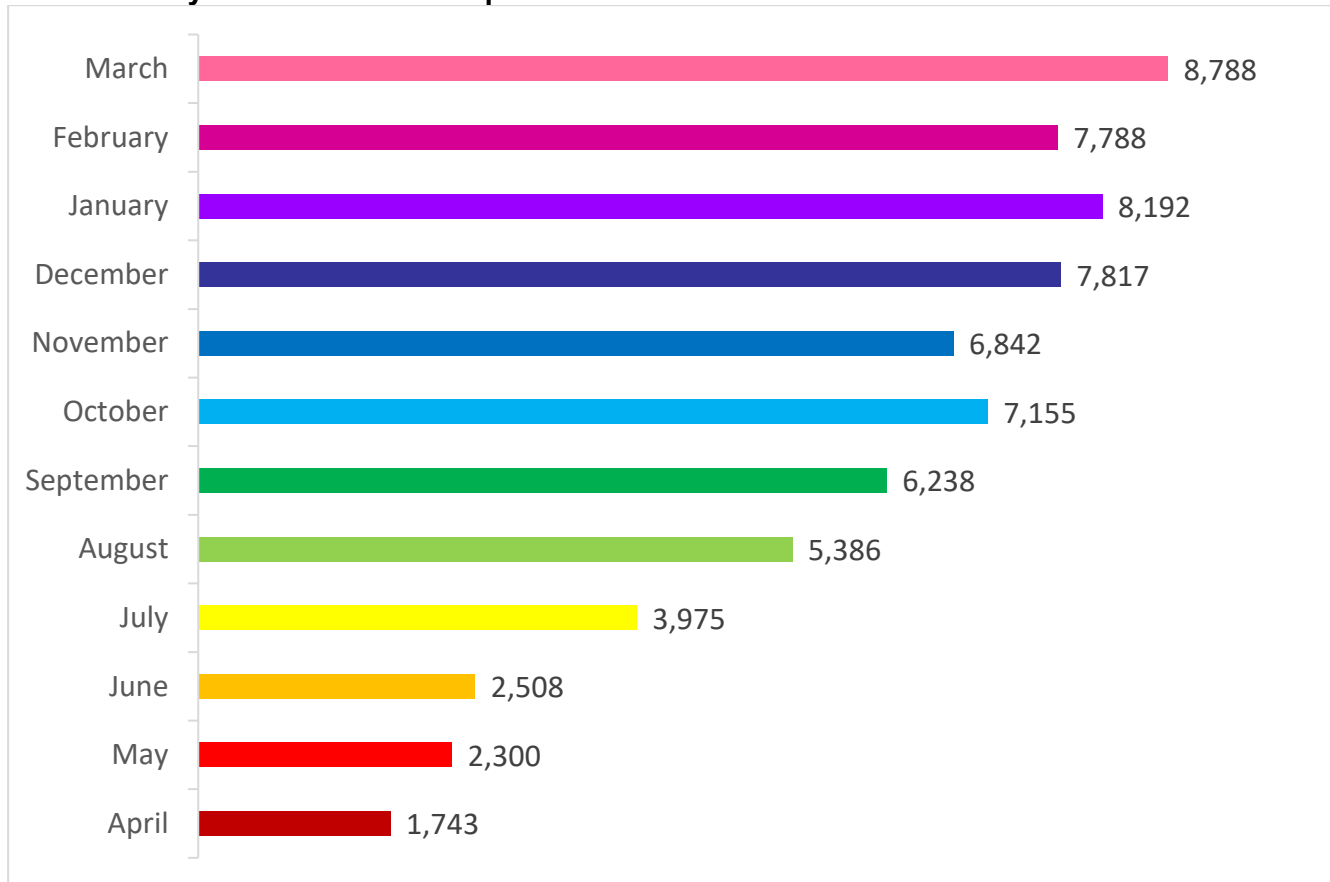
#### 2020-21 Annual Statistics

During 2020-21, Cumberland Public Libraries signed out 68,782 items, including books, DVDs, magazines and more, and had over 27,000 visits to our libraries. The Oxford library signed out 746 items through Grab N 'Go at the Oxford Medical Centre.

#### Circulation by Branch:



### Circulation by Month: March 21- April 20



During April and May the Library was closed to the public we were sending patrons items using our Borrow by Mail Service. Patrons were also using are electronic resources.

### Programs

Cumberland Public Libraries posted 299 programs on Facebook and had 49,529 views. From October 2020 to March 2021 we created 12 Take N Make craft kits with 1,521 participants.

A complete Cumberland Public Libraries Annual report will be available in August 2021.

**Next Board meeting September 21, 2021.**

**From:** [Denise Corey](#)  
**To:** [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)  
**Cc:**  
**Subject:** library and book drop  
**Date:** June 18, 2021 12:21:36 PM

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Hi Linda,

We're setting the official opening date for the Oxford library as July 2nd. I think it will be a soft launch for now and we'll have more of a splash when COVID restrictions ease up a bit.

Thanks,  
Denise

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**Denise Corey, MLIS**

Chief Librarian

Cumberland Public Libraries

Ph. [902.667.1767](tel:902.667.1767)

[denise.corey@cumberlandpubliclibraries.ca](mailto:denise.corey@cumberlandpubliclibraries.ca)

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[www.cumberlandpubliclibraries.ca](http://www.cumberlandpubliclibraries.ca)

Currently Reading: *The Pull of the Stars* by Emma Donoghue