



TOWN OF OXFORD  
Town Council Meeting  
Conducted through Zoom and Live to FaceBook  
Monday, January 24, 2022  
6 PM

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
  - 3.1 Town Council Minutes – December 20, 2021
4. New Business
  - 4.1 Swearing-In Ceremony: Oxford Fire Department – Deputy Fire Chief
  - 4.2 2021/2022 Boards and Committees – update Website Committee membership
5. Reports
  - 5.1 Public Works Report
  - 5.2 Fire Department Report
  - 5.3 Finance Report
6. Committee Updates
  - 6.1 Occupational Health and Safety Committee - *Linda*
  - 6.2 Accessibility Committee – Chairperson Councillor MacDonald
  - 6.3 Arena Committee – Councillor Colborne, Jones, and MacDonald
  - 6.4 Audit Committee – Chairperson Councillor Black
  - 6.5 Community Economic Development Committee – Chairperson Councillor MacDonald
  - 6.6 Fire Department Committee – Councillors MacDonald and Colborne
  - 6.7 Procurement Committee – Chairperson Councillor Jones
  - 6.8 Public Works Committee – Mayor Henley, Councillors Black and Jones

- 6.9 Recreation Commission Committee – Councillor McNutt
  - 6.10 Town Buildings Committee – Mayor Henley, Deputy Mayor Adshade, Councillors Colborne and Jones.
  - 6.11 Town Services Committee – Chairperson Councillor Jones
  - 6.12 Redevelopment Website Committee – Mayor Henley and Deputy Mayor Adshade
7. Correspondence
- 7.1 Equity & Anti-Racism Legislation – Invitation for Nova Scotians to give their feedback
8. Adjournment
- note that there is a Special Council Meeting scheduled for January 27 for second reading of the Solid Waste Bylaw #02-02 at 6 pm.



## Minutes of the Regular Council Meeting

Place: Conducted through Zoom and streamed live to Facebook  
Date: Monday, December 20, 2021  
Presiding Officer: Mayor Gregory Henley  
Councillors present: Deputy Mayor: Wade Adshade and Councillors: 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)  
Media in attendance: Mark Rushton – Six Rivers News

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

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

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

Add Solid Waste Bylaw #02-02 under New Business 4.9

It was moved and seconded that the agenda of the Regular Town Council Meeting for December 20, 2021, be approved, as amended.

***Motion Carried***

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

It was moved and seconded that the minutes of the Town Council Meeting for November 15, 2021, be approved, as presented.

***Motion Carried***

### **4. New Business**

#### **4.1 Vaccination Policy**

Staff presented to Council a typing error in the previously approved Vaccination Policy. Staff requested that Council amend the policy to fix the typing error in number 5 under the Policy Statement of the spelling of the word filled.

**It was moved and seconded to amend the COVID 19 Vaccination Policy of the typing error as presented.**

***Motion Carried***

#### **4.2 Retirement of Police Advisory Board Chair and Police Advisory Board Public Appointees**

Byron MacDonnell has sent in his letter of resignation from the Police Advisory Board. Mr. MacDonnell has served on this board since its inception. Council extends their many thanks for his years of service to this Board.

Three volunteers have put their name forward to sit on the Police Advisory Board. Myra Thiemann and Mike Masters that are both residents of the Town of Oxford and just outside of the Town boundaries Shannon Black had put her name forward. This board has two seats available.

**It was moved and seconded that Council appoints Myra Thiemann and Mike Masters as public appointees for the Oxford Police Advisory Board.**

***Motion Carried***

Council thanks everyone for stepping up and putting their name forward.

#### **4.3 Accessibility Advisory Committee Public Appointees**

Josephine MacDonald, Tracy Briggs, Mandy Blake, Brenda MacDonald, Margaret Hodgins, and Meagan Marchant have put their names forward to volunteer as board members on the Accessibility Advisory Committee for the Town of Oxford.

**It was moved and seconded that Council appoints Josephine MacDonald, Tracy Briggs, Mandy Blake, Brenda MacDonald, Margaret Hodgins, and Meagan Marchant as public appointees for the Accessibility Advisory Committee.**

***Motion Carried***

Council thanks everyone for stepping up and putting their name forward.

#### **4.4 Town of Oxford Accessibility Advisory Committee – Terms of Reference**

At the Committee of the Whole meeting, December 6, 2021, there was a motion to recommend that Council adopt the Town of Oxford Accessibility Advisory Committee's Terms of Reference as presented.

It was moved and seconded that Council adopts the Town of Oxford Accessibility Advisory Committee's Terms of Reference as presented.

***Motion Carried***

#### **4.5 2021/2022 Boards and Committees**

Staff presented to Council an updated draft list of the 2021/2022 Boards and Committees.

**It was moved and seconded to adopt the 2021/2022 Boards and Committees as presented.**

***Motion Carried***

#### **4.6 2021 Election of Deputy Mayor**

Mayor Henley opened the floor to members of Council for nomination. Councillor Wade Adshade was nominated.

**It was moved and seconded to appoint Councillor Wade Adshade as Deputy Mayor by acclamation.**

***Motion Carried***

*Definition – Election by acclamation is allowed when only one person is nominated.*

#### **4.7 Black River substance update**

Mayor Henley was contacted by the Department of Environment, and they confirmed that the test samples taken have been inconclusive as to what the foreign matter in the river was. It was confirmed that it was nonhazardous. Department of Environment have been unable to pinpoint the origin of the substance. The Town of Oxford or those concerned should contact the Department of Environment if this happens in the future.

#### **4.8 2020-21 Audited Financial Statements – recommendation from Audit Committee**

At the December 7, 2021, Audit Committee meeting, the committee formalized a recommendation to Council to approve the 2020-21 Audited Consolidated and Non-Consolidated Financial Statements presented by Baker Tilly Nova Scotia.

**It was moved and seconded to approve the 2020-21 Audited Consolidated and Non-Consolidated Financial Statements as presented.**

***Motion Carried***

Mayor Henley commented that there was good news from the audit process this year. The Town of Oxford started the fiscal year with a deficit of \$191,000 and finished the year with a surplus of \$15,000. This was a result of a lot of hard work and dedication by a lot of people and a few sacrifices made.

#### **4.9 Solid Waste Bylaw #02-02 Amendment – First Reading**

Staff presented to Council that the Solid Waste Bylaw #02-02 is recommended to be amended by Council as a result from the Landfill Sale. The amendment to the Bylaw is required for the sale of the Landfill to be finalized.

Town of Oxford

By-Law to Amend the Solid Waste By-Law, #02-02

1. This is a By-Law to amend the Town of Oxford By-Law #02-02, as amended by Council and effective on September 8, 2021.

2. The Town of Oxford Solid Waste By-Law is hereby amended by adding the following Sections 22 and 23 under the heading "Prohibitions" and renumbering the subsequent paragraphs:

### **Prohibitions**

22. No person shall export or remove solid waste material generated within the Town of Oxford outside the boundaries of Cumberland County and all such solid waste shall be disposed of within the boundaries of Cumberland County in accordance with this By-Law, except when and as authorized by a Resolution of Council.
  23. For the purpose of Section 22, solid waste means solid waste materials, including but not limited to, residual waste, industrial, commercial and institutional waste, construction and demolition waste, mixed waste, and organic materials, but does not include recyclable materials from industrial, commercial and institutional sector premises, pathogenic or biomedical waste, or hazardous waste, materials.
3. This By-Law comes into force upon publication.

It was moved and seconded that Town Council gives first reading to the proposed bylaw to amend the Solid Waste Bylaw #02-02.

***Motion Carried***

## **5. Reports**

### **5.1 Public Works Report**

Council had a brief discussion regarding the actuator. As staff brought it to the attention of Council that there would need to be an upgrade on this as the Town is exceeding its capacity now. Deputy Mayor Adshade suggested to investigate into the costs of even a larger upgrade for consideration during the water budget process.

Council expressed sincere thanks to Public Works for decorating downtown. It is exceptional this year.

### **5.2 Fire Department Report**

Following the review of the Fire Department report. Council recognized a few dedicated fire fighter members of the OVFD. Dean Emmerson was recognized as an active member of the Oxford Volunteer Fire Department for 60 years. Allan Rushton was recognized as an active member of the Oxford Volunteer Fire Department for 45 years. Dave Weagle was recognized as an active member of the Oxford Volunteer Fire Department of 15 years. Nicholas Lawless was recognized as Firefighter of the year and Leonard Allen was recognized as Rookie Firefighter of the year. Congratulations and thank you to everyone who serves and has served as a member of the Oxford Volunteer Fire Department.

### **5.3 Cumberland Business Connector Report**

Staff presented the report and noted that this report will be presented at the next Community Economic Development meeting to discuss this report in depth. It was noted that we need two more volunteers of the public to sit on the Community Economic Development Committee.

### **5.4 Library Report**

The library sign is up and the drop box for books/DVDs has been installed. Also, the Oxford Library is offering rapid test kits to the interested public.

**It was moved and seconded to accept all the reports as presented.**

***Motion Carried***

## **6. Committee Updates**

### **6.1 Occupational Health and Safety Committee – Clerk Cloney**

Health and Safety Committee met last week, and health and safety courses have been brought forward to be organized for staff. WHMIS is currently getting updated for all employees. The next courses to be organized is Confined Spaces and Emergency First Aid.

### **6.2 Arena Committee – Councillor Colborne**

Councillor Colborne reported that the arena roof has been repaired. The ceiling tape project is scheduled to be finished today.

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

Councillor Black reported that there is a meeting scheduled for January and the committee will be working on 2021-22 financials and 2022-23 budget.

### **6.6 Public Works Committee – Mayor Henley, Councillors Black and Jones**

Mayor Henley reported that the committee has been looking for more efficiencies in the Public Works department with the spending.

### **6.7 Recreation Commission Committee – Councillor McNutt**

Councillor McNutt reported that Baseball Nova Scotia held their annual banquet virtually this year, this was hosted by Jayson Baxter from CTV news and was done very well. Oxford Minor Baseball was awarded Association of the year award. The parade was held recently there were 21 participants and a great community turn out. The Best Decorated House Contest was recently held last week. There were 22 houses that participated in the contest.

### **6.8 Town Services Committee – Chairperson Councillor Jones**

Mayor Henley reminded the public that if the public has any town services requests or complaints to use the Customer Service Request forms located on the [www.town.oxford.ns.ca](http://www.town.oxford.ns.ca) website. Mayor Henley also reminded the public that overnight winter parking is banned for the winter months.

#### **6.9 Redevelopment Website Committee – Mayor Henley and Deputy Mayor Adshade**

Deputy Mayor Adshade reported that the committee is investigating the possibility of Council meetings being moved to a YouTube Channel. April 4<sup>th</sup>, 2022 is a target date set for the new website launch date.

**It was moved and seconded to accept the Committee reports as verbally presented.**

***Motion Carried***

#### **7. Correspondence**

##### **7.1 Nova Scotia Utility and Review Board – 2022 Municipal Boundary Review – Bruce Kiley, Chief Clerk of the Board**

The MGA requires Council of every Town and Municipality to apply to Nova Scotia Utility and Review Board in 2022 to confirm or to alter the number of boundaries of polling districts and the number of Councillors. All Councils must conduct a study into the number of Councillors into the reasonableness and fairness of the number and boundaries of polling districts before making the application to the board.

#### **8. Adjournment**

Mayor and Council extended wishes of a very merry and safe Christmas to all and a Happy New Year.

Staff reminded the public and Council that the next Committee of the Whole meeting will be held on Monday, January 10 and the next Regular Council Meeting will be held on Monday, January 24, 2022.

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**

Oath of Allegiance and of Office

I, Kyle Purdy, swear (or 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 FIREWARD, DEPUTY FIRE CHIEF 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 of any partiality or other undue execution of the duties of my office.

Sworn (or affirmed) at OXFORD

in the County of CUMBERLAND

this 24<sup>th</sup> day of January 2022,

before me:

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Kyle Purdy

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Gregory Henley

Mayor, Town of Oxford

# Approved December 20, 2021

## 2021 / 2022 Boards and Committees

<b>Boards</b>	
All Saints Community Health Care Foundation	Councillor Black
Cumberland Joint Services Management Authority - (CJSMA)	Deputy Mayor Adshade
Cumberland Regional Library Board	Councillor Black
Lillian Albion Animal Shelter	There is currently no space for Oxford at this time, the board is full. (2021)
Municipal Alcohol Program Board (MAP)	Councillor Black
Police Advisory Board	Deputy Mayor Adshade, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative
<b>Committees - Internal</b>	
Accessibility Committee	Councillor MacDonald (Chair), Josephine MacDonald (Vice Chair), Tracy Briggs, Mandy Blake, Brenda MacDonald, Margaret Hodgins and Meagan Marchant
Arena Committee	Councillor Colborne, Councillor MacDonald, Councillor Jones and public members - Jennifer Kouwenberg and <b>1 vacant position</b>
Arena Fundraising Committee	Chairperson Councillor Colborne, Councillor Jones, Councillor McNutt, <b>Recreation Director (vacant)</b> and Community Members: Bev Clark, Tracy Black, Greg Wood, Alfie King, Eleanor Crowley, Joe Reade, Tom Reid, Tracy Sweet, Dave Clark and Jennifer Kouwenberg
Audit Committee	Councillor Jones, Councillor Black (Chair), Councillor McNutt, Tracy Black, and Dave Clark
Community Economic Development Committee	Councillor MacDonald, Councillor Jones and <b>Public Members (2 vacant)</b>
Fire Department Committee	Councillor MacDonald and Councillor Colborne
Personnel Committee	Mayor Henley (Chair), Councillor Black and Councillor Jones
Procurement Committee	Mayor Henley, Councillor Jones (Chair) and Councillor Black
Public Works Committee	Mayor Henley, Councillor Black, and Chair Person Councillor Jones
Recreation Commission	Councillor McNutt (Chair), Deputy Mayor Adshade, Haylen Bezubiak, Sarah Henley, Kristen Thompson and Kody Wood
Town Buildings Committee	Mayor Henley, Deputy Mayor Adshade, Councilor Colborne, Councilor Jones
Town Services Committee	Councilor MacDonald, Councilor Colborne, Councilor Jones and Mayor Henley (spare)
Website Committee	Mayor Henley, Deputy Mayor Adshade and <b>Mark Rushton</b> (public appointee)
<b>Committees - External</b>	
Cumberland Forestry Advisory Committee	Deputy Mayor Adshade
Cumberland Region Tourism Marketing Committee	Councillor MacDonald
Team Cumberland Committee	Councillor MacDonald
Joint Poverty Reduction Advisory Committee	Councillor Black
Northern Region Solid Waste Management Committee	Councillor McNutt
Physician Recruitment Committee	Mayor Henley
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne
Tourism Advisory Committee	Councillor MacDonald
Victorian Order of Nurses (VON)	Mayor Henley and Councillor Colborne

## December 2021 Public Works Report

Water breaks

James St by the Town Hall

6685 Little River Rd

We had 21 water breaks for 2021

Decorated the Town for Christmas & the Parade

Put up sign & mailbox for the library

Mounted the TV at the Town Hall

Repaired a sewer at 58 Ellis St & 370 Foundry St

On December 8, OFF plugged the main sewer line on Main St. McCormicks was called in with the Vac truck. OFF are working on a solution to prevent this from happening.

Cut bushes around town that interferes with snow removal

Met with Dillon to go over the Directives being prepared by them

Salted when necessary

Regular duties

Regards

Wes Adshade

Fire report for December

We had 9 calls in the month of December

6 mutual aid calls to assist our neighboring departments

1 residential fire alarm

1 structure fire

1 grass/brush fire

Of these calls 7 were in the county and 2 were in the town

We finished off 2021 with a total of 70 calls

DCI was in and provided training on electric vehicles

Clean Hero's report came back and 5 sets of gear need to be sent out for repairs

The Department received our 3 new breathing apparatus which was made possible by the emergency service provider fund

We completed the extensive fire review that was ordered by the county

Connors was in and serviced the SCBA fill station and compressor

Cell phones in the trucks have not been working the department would like to have tablets put in 2 trucks to help with mapping documentation and communications while attending calls

We are also having an issue with the phones at the hall only one phone is ringing so if your not on the apparatus floor you miss calls

That is the report for December if you have any questions or concerns feel free to contact me.

Thanks

Income Statement for General Operating	Budget 2021/22	After 3rd Quarter Oct- Dec, 2021	Projected Year end	%	Notes
<b>REVENUE</b>					
<b>Tax Revenue</b>					
Residential Tax	798,586	798,161	798,161	100%	
Commercial Tax	1,028,484	1,029,376	1,029,376	100%	90% for OFF rebate -113,778.49 included
Resource Tax	10,666	10,666	10,666	100%	
Forest (Under 50,000 Acres)	179	179	179	100%	
Based on Revenue - Aliant	2,275	2,275	2,275	100%	
Sewer Rates	181,589	181,589	181,589	100%	
Deed Transfer Tax	12,000	62,276	70,000	583%	Great year for Sales!
<b>Total Taxes</b>	<b>2,033,778</b>	<b>2,084,521</b>	<b>2,092,245</b>	<b>103%</b>	
<b>Grants in Lieu</b>					
Federal Government - Canada Post	2,750	2,750	2,750	100%	
Federal Government - RCMP	20,783	20,783	20,783	100%	
Provincial Government - DNR	14,955		14,955	100%	In progress
Provincial Government - Liquor Comm	8,626		8,626	100%	In progress
<b>Total Grants in Lieu</b>	<b>47,113</b>	<b>23,533</b>	<b>47,113</b>	<b>100%</b>	
<b>Services to Other Governments</b>					
Cumberland County - Fire Protection	58,000	59,363	59,363	102%	
<b>Total Services to Other Governments</b>	<b>58,000</b>	<b>59,363</b>	<b>59,363</b>	<b>102%</b>	
<b>Own Source Revenue</b>					
Soccer Program Registrations	1,580	1,330	1,330	84%	
Special Program Registrations	500	7,000	7,000	1400%	Grant of 5,890 plus registrations
Arena Lease-payment for expenses pd	0	6,929	38,746		Offset excess expenses in Arena power, gas,maintenance. Received a grant for 92,733.33 from Arena Committee and \$15,000 from Jumpstart placed in deferred Revenue
Heritage Gas Revenue	18,500	0	18,500	100%	
Theatre Revenue	3,000	1,528	2,000	67%	
Dog Licences	50	80	100	200%	
Building Permits	700	0	675	96%	
Fine Revenue	750	38	100	13%	
Office Rent Water	5,500	0	5,500	100%	
Medical Centre Rents	18,783	15,609	18,783	100%	
Probation Office Rent	2,400	1,800	1,800	75%	
Interest on Taxes	30,000	31,268	41,168	137%	Slower to pay taxes this year, Notice of Arrears have been issued in Nov and Jan
Tax Certificates	500	2,150	2,300	460%	Great year for house sales
Sales of materials	2,000	1,087	1,087	54%	
<b>Total Own Source Revenue</b>	<b>84,263</b>	<b>68,819</b>	<b>139,089</b>	<b>165%</b>	
<b>Unconditional Transfers</b>					
Equalization Grant/ Municipality Capacity Grant	178,171	267,257	356,342	200%	Double payment this year, another \$89085 once FIR is complete
Farm Acreage Grant	2,728	2,748	2,748	101%	
HST Offset Payment	7,135	10,983	10,983	154%	Unpredictable
<b>Total Unconditional Transfers</b>	<b>188,034</b>	<b>280,988</b>	<b>370,073</b>	<b>197%</b>	
<b>Conditional Transfers</b>					
EMO Grant Civic #	1,000		1,000	100%	
Fed Gov Funding - Summer Students	2,715	2,719	2,719	100%	
<b>Total Conditional Transfers</b>	<b>3,715</b>	<b>2,719</b>	<b>3,719</b>	<b>100%</b>	
<b>Other Transfers</b>					
Grants from Other Organizations	2,772	5,079	5,079	183%	Grant for programs \$1800 , Fire Fighters portion of Insurance\$3064, Grant for Community Gardens \$215
Covid RESTART Fund	20,000	27,396	66,946	335%	Matches Covid 19 expenses in General Government plus Arena
<b>Total Other Transfers</b>	<b>22,772</b>	<b>32,475</b>	<b>72,025</b>	<b>316%</b>	
<b>TOTAL REVENUE</b>	<b>2,437,675</b>	<b>2,552,418</b>	<b>2,783,626</b>	<b>114%</b>	

Income Statement for General Operating	Budget 2021/22	After 3rd Quarter Oct-Dec, 2021	Projected Year end	%	Notes
<b>EXPENSE</b>					
<b>General Government</b>					
Mayor Honorarium	9,011	6,758	9,011	100%	
Mayor Expenses	2,500	405	1,000	40%	
Council Honorariums	24,529	18,924	24,529	100%	
Council Expenses	4,000	45	500	13%	
Salary - Accountant	47,800	34,849	47,800	100%	
Salary - Town Clerk	50,000	37,148	50,000	100%	
Salary - Office Staff	33,924	29,362	40,000	118%	Required more than 70 hours for vacation etc
Admin Salaries paid by Water	-39,517	-29,638	-41,340	105%	30% of office salaries applied to water
Legal Fees	10,000	2,789	10,000	100%	
Town Clerk Contracted Services	5,000	0	5,000	100%	
Accounting Contracted Services	5,000	2,322	5,000	100%	Ken Smith & Connies Financial
Canada Pension Plan	16,136	9,689	16,501	102%	\$2000 per quarter to water included
Employment Insurance	3,898	3,058	4,164	107%	\$1250 per quarter to water included
Health Plan (Blue Cross)	1,688	896	1,688	100%	\$1000 per quarter to water included
Pension - Employees	15,703	9,448	15,703	100%	\$1875 per quarter to water included
Xmas Bonuses	850	625	625	74%	
Professional Development	1,000	990	1,090	109%	
Seminars & Travel	2,700	2,133	2,133	79%	
Audit Fee	25,000	34,083	34,083	136%	\$8800 to water, \$12,000 for misstatements and time with previous auditor
Town Hall Insurance	2,500	2,748	2,748	110%	
Office Postage	1,500	1,659	2,000	133%	\$3000 to water, More mail outs for arrears notices
Office Supplies & Advertsing	7,500	5,611	7,500	100%	\$1000 per quarter for water included
I T Expenses	10,600	4,340	6,000	57%	Adobe, Microsoft, Town of Amherst, Teluis Cyber, cut back on Microsoft users
Office Programmer	4,700	3,371	3,371	72%	Town Suite, cut back on # of users
Town Hall Janitor & Supplies	5,700	4,241	5,700	100%	
Town Hall Telephones	9,200	3,420	5,500	60%	Cut back on # of phone lines and internet, refund from Bell for double charge
Town Hall Electricity	4,500	1,750	4,500	100%	
Town Hall Natural Gas	7,000	1,925	7,000	100%	
Town Hall Water	350	234	350	100%	
Town Hall Sewer	310	306	310	100%	
Workplace Wellness	1,000	500	1,000	100%	
Town Hall Maintenance	6,200	4,523	9,523	154%	Unexpected expense to fix heat( Motherboard & Valves)
Conferences and Workshops	3,000	0	0	0%	N/A due to COVID
Public Official Liability Ins	2,500	2,386	2,386	95%	
Dues - UNSM/FCM/CNTA/POL BD	3,100	4,908	4,908	158%	Did not budget properly for AMANS left out annual fee, Tourism Ind, Joint Com for Contract Doc
OREC Bursary	500	250	500	100%	
NSCC Foundation	5,000	5,000	5,000	100%	
COVID - 19 Costs	20,000	11,652	22,602	113%	Town suite Cloud, Zoom, Crossing Guard Wages April 18 to May 15, Computers to work at home \$7100, The Owl\$4520, Hot
PVSC - Assessment Costs	18,512	13,885	18,512	100%	
Valuation Allowance - Taxes	8,000	0	8,000	100%	
Interest Town Hall 2013 MFC	761	761	761	100%	
Interest on Backhoe Loan	3,054	2,036	3,054	100%	
Interest Short Term Borrowings	506	0	0	0%	
Bank Service Charges	5,690	3,724	3,724	65%	better cash flow no chnarges for overdraft
Deficit of Prior Years	29,588	0	0	0%	No deficit as expected from 2020/21
MFC Int - School Enhancement	210	211	211	101%	
Credit Card Fees & Interest	300	150	150	50%	Reduced the amount of credit cards from 6 to 3
<b>Total General Government</b>	<b>381,004</b>	<b>243,478</b>	<b>352,798</b>	<b>93%</b>	
<b>Protective Services - Police</b>					
RCMP Contract	504,860	381,454	504,860	100%	
School Crosswalk Guard	8,547	4,568	8,547	100%	
Corrections	14,478	10,857	14,478	100%	
<b>Total Police</b>	<b>527,885</b>	<b>396,878</b>	<b>527,885</b>	<b>100%</b>	

Income Statement for General Operating	Budget 2021/22	After 3rd Quarter Oct-Dec, 2021	Projected Year end	%	Notes
<b>Fire</b>					
Fire Inspection Cost	1,400	0	0	0%	
Firefighters Honorariums/Incentives	19,614	19,575	19,575	100%	
Fire Phones	1,200	1,545	1,960	163%	\$400 from prior year
Fire Communication System	7,300	4,907	6,542	90%	
Public Fire Protection Charge	157,773	157,773	157,773	100%	
Fire Training	5,000	2,425	5,000	100%	
Fire Hall Power	4,100	2,428	4,100	100%	
Fire Hall Natural Gas	7,000	2,049	7,000	100%	
Fire Hall Insurance	7,000	3,519	3,519	50%	Budget error-included liability for firemen JP Financial \$5712
Fire Hall Maintenance	4,700	3,644	4,700	100%	
Firefighters Liability Insurance	8,091	12,722	13,043	161%	Budget error-did not include liability for firemen through JP Financial \$5712
Fire Hall Water	500	0	0	0%	Meter no set up yet
Fire Hall Sewer	306	306	306	100%	
Fire Trucks Insurance	4,100	4,585	4,585	112%	
Fire Trucks Fuel	2,200	2,096	2,796	127%	Fuel price has increased since previous years
Fire Trucks Repairs & Maintenance	10,000	10,189	10,189	102%	
Fire Equipment & Supplies	11,200	5,590	11,200	100%	
Fire Equipment Repairs & Maint	7,500	4,216	7,500	100%	
Contingency Line	14,109	0	0	0%	
Fire B.A. - MFC Interest	405	405	405	100%	
Fire New Hall - MFC Interest	7,226	7,226	7,226	100%	
Fire Breath App MFC Nov 2018 Int	1,011	930	930	92%	
<b>Total Fire</b>	<b>281,734</b>	<b>246,129</b>	<b>268,349</b>	<b>95%</b>	
<b>Emergency Management</b>					
REMO (Regional-Provincial)	5,500	4,710	5,500	100%	yearly fee to Municipality of Cumberland, increased \$70, no other charges this year so far
EMO Expenses ( Local Support)	500	0	500	100%	no charges so far this year
EMO SHRU Funding	625	619	619	99%	Special Hazards Response Unit yearly fee, no change this year
<b>Total Emergency Management</b>	<b>6,625</b>	<b>5,329</b>	<b>6,619</b>	<b>100%</b>	
<b>Other Protective Services</b>					
Building Inspection	7,000	7,000	7,000	100%	Yearly fee paid to Amherst for their services
Animal Control	1,000		1,000	100%	
<b>Total Other Protective Services</b>	<b>8,000</b>	<b>7,000</b>	<b>8,000</b>	<b>100%</b>	
<b>Transportation Services</b>					
Salary - PW Supervisor	36,000	27,492	36,000	100%	50% of total wages included
Labour - PW	128,774	90,411	128,774	100%	80% of total wages included
Summer Students	8,000	4,033	4,033	50%	no extra time for spares
Supervisor Phone	1,980	2,743	3,217	162%	Cell phone broke had to be replaces
Town Truck & Van	6,300	7,680	7,680	122%	No more repair this year
Loader and Plow #624 & 544	14,500	11,347	14,500	100%	\$3782 left for repair
Tractor Kubota	9,700	1,775	8,982	93%	Includes \$4000 for snow blower & repair to door
Backhoe Lease Etc	2,857	1,675	2,855	100%	Include 950 more for repair this year
Salt Truck	6,690	6,787	6,787	101%	No more repair this year
Small Tools & Equipment	4,810	6,007	7,007	146%	Reduced from previous years 2019/20 \$13,142, 2020/21-\$8,476
OPH Insurance	200	206	206	103%	
OPH Expenses	2,500	11	2,011	80%	Door Safety Latch, Handrails and Windows , roof repair not necessary
OPH Taxes	2,400	2,342	2,342	98%	
Town Garage Insurance	2,871	3,001	3,001	105%	
Town Garage Fuel (Wood)	1,500	1,315	1,500	100%	
Town Garage Maintenance	1,000	696	1,000	100%	
Town Garage Phone	281	232	281	100%	
Town Garage Electricity	4,000	2,320	4,000	100%	

Income Statement for General Operating	Budget 2021/22	After 3rd Quarter Oct-Dec, 2021	Projected Year end	%	Notes
Workers Compensation	10,027	11,556	10,027	100%	\$1500 per quarter to water
Liability Insurance	13,150	13,959	13,150	100%	Prorated
Diesel	10,000	8,352	14,000	140%	Price increase, 30-50% of expense occurs in late Jan -Mar
Gasoline & Oil	11,500	7,824	11,500	100%	
Clothing	1,200	2,000	2,000	167%	Miscalculation in budget estimate
Health and Safety	2,500	5,155	8,155	326%	Internal decision to prioritize health and safety procedures
Salt	25,000	10,304	25,000	100%	50% of expense occurs in late Jan -Mar
Street Maintenance	31,250	33,930	35,930	115%	at\$38,000
Street Lighting	7,000	5,237	7,000	100%	
Contingency Account	14,110	-		0%	
Main Street Phase 2 - MFC Int	914	908	908	99%	
Paving/Sidewalks 2016-MFC Interest	4,179	4,710	4,710	113%	
Salt Truck 2016 - MFC Interest	1,838	1,394	1,394	76%	
<b>Total Transportation</b>	<b>367,030</b>	<b>275,404</b>	<b>367,948</b>	<b>100%</b>	
<b>Environmental Health Services</b>					
Sewer Admin Supervisor	14,400	10,997	14,400	100%	20% of wages
Sewer Other Labour	3,242	2,260	3,242	100%	2% of wages
Sewer Safety Equipment	6,662	1,703	1,703	26%	budget estimate included total cost for safety manuals- \$4353 S/B in water Power supply & board pushed to next year \$7000, expense of repair storm drain \$4726 instead of budget amount of \$2750 and Septic block from OFF \$3780
Sewer Maintenance	19,550	14,877	19,377	99%	
Sewer Power	32,000	20,786	32,000	100%	
Transfer Station Contract (FERO)	79,100	65,904	80,934	102%	
Tip Fees	50,000	38,262	51,012	102%	
<b>Total Environmental Health</b>	<b>204,954</b>	<b>154,789</b>	<b>202,669</b>	<b>99%</b>	
<b>Public Health &amp; Environmental Devel</b>					
Medical Centre	26,750	21,469	27,127	101%	
Deficit Regional Housing Authority	24,000	0	38,000	158%	Mandated Predicted cost for 2021/22 will be between 33,595 to 41,060, increase due to cost of repairs to Seniors Complex
Planning - Town of Amherst	15,643	15,643	15,643	100%	
TCA-Tangible Capital Asset	7,000	0	0	0%	
Interest Medical Centre 2013 MFC	475	475	475	100%	
Tree Expense/Trail Reserve	3,000	3,000	3,000	100%	
Community Eco Dev/Tourism	2,872	666	2,872	100%	
Cumberland Business Connector	10,000	10,000	10,000	100%	
Communities in Bloom	500	1,100	1,100	220%	
<b>Total Public Health and Envir Dev</b>	<b>90,240</b>	<b>52,353</b>	<b>98,217</b>	<b>109%</b>	
<b>Recreation and Cultural - Arena</b>					
Arena Telephone	528	333	465	88%	
Arena Electricity	10,000	10,327	12,371	124%	Budget too low, Based on \$45,000 /year
Arena Electricity paid by Arena Committee		5,511	32,629		
Arena Maintenance	11,628	7,980	9,238	79%	Includes Ceiling Tape \$5500
Arena Maintenance paid by Arena Committee					
Covid 19 Expenses	-	15,744	44,344		Arena claims for COVID Restart\$
Arena Natural Gas	2,500	895	1,083	43%	Budget too high, Based on estimated \$7200/year
Arena Natural Gas paid by Arena Committee		268	6,117		
Arena Water	2,500	1,229	2,500	100%	
Arena Sewer	306	306	306	100%	
Arena Insurance	2,500	2,367	2,500	100%	
Arena 2013 MFC Interest	1,046	1,046	1,046	100%	
Arena Automation MFC Nov 18 Int	1,206	1,287	1,206	100%	
Arena Chiller - MFC Int	111	116	111	100%	
<b>Total Arena</b>	<b>32,325</b>	<b>47,408</b>	<b>113,916</b>		
<b>Fields and Library</b>					
Xmas Lights	1,000	2,025	2,025	203%	Extra funded by Grant for 1800
Tennis Courts	1,500	61	61	4%	
Trails	1,000	664	664	66%	

Income Statement for General Operating	Budget 2021/22	After 3rd Quarter Oct- Dec, 2021	Projected Year end	%	Notes
Ball and Soccer Fields	1,500	729	729	49%	
Skateboard Park	1,000	0	0	0%	No planned improvements
Mural Lights	270	220	270	100%	
Library Expense	13,216	10,868	14,065	106%	
Regional Library Board Transfer	10,334	7,680	7,680	74%	
<b>Total Fields and Library</b>	<b>29,820</b>	<b>22,247</b>	<b>25,494</b>	<b>85%</b>	
<b>Theatre</b>					
Theatre Electricity	3,000	964	3,000	100%	
Theatre Expense	50	0	50	100%	
Theatre Maintenance	2,000	634	1,000	50%	
Theatre Natural Gas	3,000	1,578	3,000	100%	
Theatre Water	300	161	300	100%	
Theatre Sewer	306	153	153	50%	
Theatre Property Tax	2,000	2,178	2,178	109%	
Theatre Insurance	200	171	171	86%	
<b>Total Theatre</b>	<b>10,856</b>	<b>5,839</b>	<b>9,852</b>	<b>91%</b>	
<b>Recreation</b>					
Recreation Community Garden Project	500	0	0	0%	
Recreation Postage	662	0	0	0%	
Recreation Telephone	0	29	29		
Recreation - Summer Soccer Program	1,000	410	410	41%	
Recreation - Tennis Program	1,000	1,545	1,545	154%	Grant for \$1800
Recreation - General Programs	1,000	5,667	5,667	567%	Grant for \$5890
<b>Total Recreation</b>	<b>4,162</b>	<b>7,650</b>	<b>7,650</b>	<b>184%</b>	
<b>Fiscal Services</b>					
MFC Principal - 2011 School Enhan	10,000	10,000	10,000	100%	
MFC Principal - 2016 Breathing App	3,200	3,200	3,200	100%	
MFC Principal - 2018 Breathing App	7,400	7,400	7,400	100%	
MFC Principal - 2013 Fire Hall	69,700	69,700	69,700	100%	
MFC Principal - 2013 Med Cent	5,000	5,000	5,000	100%	
MFC Principal - 2011 Main Phase 2	43,000	43,000	43,000	100%	
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500	47,500	100%	
MFC Principal - 2013 Town Hall	7,100	7,100	7,100	100%	
MFC Principal - 2013 Arena	10,200	10,200	10,200	100%	
MFC Principal - 2018 Arena Auto	6,200	6,200	6,200	100%	
MFC Principal - 2011 Arena Chiller	5,500	5,500	5,500	100%	
Backhoe lease principal	4,983	3,322	4,983	100%	
Transfer to Reserves	50,000	50,000	50,000	100%	
District School Board	223,366	167,526	223,366	100%	
<b>Total Fiscal Services</b>	<b>493,149</b>	<b>435,648</b>	<b>493,149</b>	<b>100%</b>	
<b>TOTAL EXPENSE</b>	<b>2,437,786</b>	<b>1,900,153</b>	<b>2,482,549</b>	<b>102%</b>	
<b>NET INCOME</b>	<b>-111</b>	<b>652,265</b>	<b>301,077</b>		This unexpected Income is mostly due to the doubling of the Municipality Grant, increase in Deed transfer tax
<b>Total Revenue Billed</b>					
<b>Total Expenses Posted</b>					

Income Statement for Water Operating	Budget 2021/22	Actual 3rd Quarter Oct-Dec 2021	Projected Year end 2021/22	%	Notes
<b>REVENUE</b>					
<b>Water Revenue</b>					
Metered Water/Base Charge	185,031	137,663	185,031	100%	
Metered Water/Consumption	30,477	20,051	30,477	100%	
Metered Water/O.F.F. Base Charge	30,194	22,645	30,194	100%	
Metered Water/O.F.F. Consumption	228,450	264,811	279,811	122%	Unusal high consumption last quarter
<b>Total Metered Sales</b>	<b>474,152</b>	<b>445,170</b>	<b>525,512</b>	<b>111%</b>	
Flat Rate Sales	2,067	2,099	2,099	102%	
Public Fire Protection	157,773	157,773	157,773	100%	
Sale of Services	250	100	150	60%	
Sprinkler Service	200		200	100%	
Interest on O/S Arrears	4,000	4,026	4,026	101%	
Amortization of deferred contributi	2,000		2,000	100%	
<b>TOTAL REVENUE</b>	<b>640,442</b>	<b>609,167</b>	<b>691,760</b>	<b>108%</b>	
<b>EXPENSE</b>					
<b>Source, Power and Pumping</b>					
P&P Supervisor Salary	21,600	16,495	21,600	100%	30% of Wage
P&P Power	60,000	51,217	70,000	117%	
P&P Labour	1,000	750	1,000	100%	
P&P Repairs and Maintenance	42,561	29,018	39,000	92%	
<b>Power and Pumping Total</b>	<b>125,161</b>	<b>97,481</b>	<b>131,600</b>	<b>105%</b>	
<b>Treatment</b>					
Treatment Insurance property	450	286	286	64%	
Treatment Chemicals & Testing	7,900	19,244	24,575	311%	Budget should have included \$5000 from Maintenance allocated to Bureau, Unexpected cost for Chlorine treatment due to high consumption \$7229, more testing than previous year
Treatment Power	5,400	2,937	5,400	100%	
Treatment Labour	2,000	1,500	2,000	100%	
Treatment Maintenance	15,800	12,181	12,451	79%	Budget estimate included \$5000 for testing in error, Dillon-\$4353, Emco-460, Nulantic \$2314, Samson \$3467
<b>Treatment Total</b>	<b>31,550</b>	<b>36,148</b>	<b>44,711</b>	<b>142%</b>	
<b>Transmission and Distribution</b>					
T&D Meters	1,500	0	4,000	267%	Require new flow meter for OFF
T&D Labour	25,800	18,093	25,800	100%	18% of of public works wages minus \$3000 (P& P and Treatment Labour)
T&D Maintenance & Services	42,487	80,801	82,000	193%	Budget did not include full cost of manuals, extra \$3000 was required, Unexpected costs and increase in price when replacing watermain on Water street \$35,000,
T & D Hydrants	2,000	0	2,000	100%	
<b>Transmission and Distribution Total</b>	<b>71,787</b>	<b>98,893</b>	<b>113,800</b>	<b>159%</b>	
<b>Administration</b>					
Admin Salaries	39,517	29,638	39,517	100%	30% of wages
Admin CPP	8,000	6,000	8,000	100%	
Admin EI	5,000	3,750	5,000	100%	
Admin Pension	7,500	5,625	7,500	100%	
Admin Health Plan	4,000	3,000	4,000	100%	
Admin WCB	6,000	4,500	6,000	100%	
Admin Rentals	5,500	4,125	5,500	100%	
Admin Legal Fees	6,205	4,654	6,205	100%	
Special Services	15,200	11,400	15,200	100%	
Admin Office Expense	7,000	5,250	7,000	100%	
Admin Audit Fee	8,800	6,600	8,800	100%	
Admin Bank Charges	805	403	805	100%	

Income Statement for Water Operating	Budget 2021/22	Actual 3rd Quarter Oct-Dec 2021	Projected Year end 2021/22	%	Notes
Valuation expense	3,000		3,000	100%	
<b>Administration Total</b>	<b>116,527</b>	<b>84,945</b>	<b>116,527</b>	<b>100%</b>	
<b>Other</b>					
Depreciation	68,000	51,000	68,000	100%	
Town Taxes	18,998	18,998	18,998	100%	
MFC Interest New Source	1,823	1,823	1,823	100%	
Lease Interest Backhoe	2,727	2,045	2,727	100%	
MFC Interest Watermain Upgrades	4,687	4,687	4,687	100%	
MFC Interest Water Meters	760	760	760	100%	
MFC Duke Street Interest	6,938	6,938	6,938	100%	
MFC Duke Street Principal	0				
MFC Principal New Source	50,000	50,000	50,000	100%	
MFC Principal Water Meters	6,000	6,000	6,000	100%	
Lease Principal-backhoe	5,311	3,983	5,311	100%	
MFC Principal Watermain Upgrades	37,000	37,000	37,000	100%	
Amortization of debenture discount	1,000		1,000	100%	
Transfer to Water Capital	92,174	92,174	81,878	89%	
<b>Total</b>	<b>295,417</b>	<b>275,408</b>	<b>285,121</b>	<b>97%</b>	
<b>TOTAL EXPENSE</b>	<b>640,442</b>	<b>592,875</b>	<b>691,760</b>	<b>108%</b>	
<b>NET INCOME</b>	<b>(0)</b>	<b>16,293</b>	<b>0</b>		

Good morning AMANS Members,

Nova Scotians are invited to give their feedback on proposed equity and anti-racism legislation being developed by an all-party committee. The attached presentation provides details on what may be proposed in the legislation. The presentation indicates that the legislation could require municipalities to develop and implement plans to address systemic inequity and racism.

Engagement is taking place throughout January and February through focus groups with community organizations, open virtual sessions, and an online forum and survey. The bill will be introduced in the spring session of the legislature.

Open virtual engagement sessions will be held on January 22 and January 27 from 1 to 2:30 pm. More sessions will be added in February. Nova Scotians can learn more about the proposed legislation and give feedback by taking a survey or submitting a comment at <https://www.oeaengagement.ca/equity-and-anti-racism-legislation>

To register for an engagement session or to give input via email or phone, contact [correspondenceoea@novascotia.ca](mailto:correspondenceoea@novascotia.ca) or 902-471-4351.

Kind Regards,

*David*

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