



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook
Tuesday, January 17, 2023
6 PM

AGENDA

1. Call to Order

Pg 1 2. Approval of Agenda

3. Approval of minutes from the previous meetings

Pg 2-6 3.1 Town Council Minutes – December 19, 2022

4. New Business

Pg 7 4.1 Oath of Office – Fire Chief Bruce Rushton

4.2 2023 Council Election – Date to be announced. – *CAO Cloney presenting*

Pg 8-12 4.3 Recommendation from Police Advisory Board – *CAO Cloney presenting – 4.6.1 in Police Advisory Board DRAFT Minutes*

Pg 13-19 4.4 Snow and Ice Management Policy – Recommendation of Public Works Committee to adopt – *Councillor Jones presenting*

Pg 20-23 4.5 Winter Snow Clearing and Policing Bylaw – first reading – *CAO Cloney presenting*

Pg 24–31 4.6 Third Quarter Financial Report – *Ruthann Brookins presenting*

5. In-Camera

5.1 acquisition, sale, lease, and security of municipal property

6. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers and conducted through Zoom and streamed live to Facebook

Date: Monday, December 19, 2022.

Presiding Officer: Mayor Gregory Henley

Councillors present: Carla Black, Paul Jones, Brenton Colborne, Chrystal McNutt, and Deputy Mayor Arnold MacDonald

Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney, CAO, and Stan McDougall (recording secretary).

Announcements Prior to Call to Order

Mayor Henley announced the following prior to calling the meeting to order:

An open position was available with public works for an 8-month term position operator/labourer.

The Committee of the Whole meeting for January is scheduled for January 9, 2023, and Regular Council is scheduled for January 17, 2023.

1. Call to Order

Mayor Henley called the meeting of the Oxford Town Council to order at 6:01 PM.

2. Approval of Agenda

Moved by Councillor McNutt and seconded by Councillor Colborne that the agenda of the Town Council Meeting for December 19, 2022, be approved, as presented.

Motion Carried

3. Approval of minutes from the previous meetings

3.1 Town Council Minutes – November 21, 2022

Moved by Deputy Mayor MacDonald and seconded by Councillor Black that the minutes of the Regular Council Meeting for November 21, 2022, be approved as presented.

Motion Carried

4. New Business

4.1 2022/2023 Boards and Committees – revisions – draft in package

Reviewing the revisions to the Boards and Committees Report, Mayor Henley welcomed the new members to the Accessibility Committee and the Audit Committee. It was also discussed that an open position still existed for the All-Saints Community Hospital Foundation Committee and one more for the Audit Committee.

Moved by Councillor Jones and seconded by Councillor McNutt to accept the revisions to the 2022/2023 Boards and Committees as presented.

Motion Carried

4.2 2022/2023 Special Election Wrap Up

CAO Linda Cloney presented to Council that December 13, 2022, at 5:00 PM was nomination day, and there were no candidates who filed papers. Therefore, it was formally announced that there is still a vacancy on Council and in four (4) weeks time Council will set a new date for an upcoming election.

4.3 Process to run as a candidate – discussion

CAO Linda Cloney gave a presentation on the process for those interested in running to be a Councillor in the upcoming Special Election.

4.4 Deposit for Nominations

Election Deposits By-Law 2022-12-19-2 – First Reading

Council had a discussion regarding the Election Deposit a candidate is required to pay before running in an election. It was agreed upon that the \$200.00 Election Deposit is too high and would like to see the Election Deposit changed to \$50.00.

Moved by Councillor McNutt and seconded by Councillor Jones to give first reading of the By-Law Election Deposits By-Law 2022-12-19-2.

Motion Carried

4.5 Municipal Boundary – discussion

Mayor Henley relinquished the chair to Deputy Mayor MacDonald for this discussion.

Mayor Henley discussed with Council the previous motion in November 2022, to the Municipal Boundary Review Board where Council submitted their recommendation to remain at six (6) Municipal Councillors.

The decision from the Nova Scotia Utility Review Board on Council's recommendation was expected to be made by the end of December 2022. Mayor Henley discussed that since we did not get any nominations for Councillor that Council could submit a letter to the Municipal Boundary Review Board, on a motion of Council, to repeal the previous motion and submit a new motion recommending that Council would reduce to four (4) Councillors for the next general Council election.

Council recommended to stay with the original motion of Council in November 2022 to remain at six (6) Councillors.

Upon no further discussion, Deputy Mayor MacDonald relinquished the chair back to Mayor Henley to resume the meeting.

4.6 Canine Control By-Law 2022-12-19 – First Reading

This By-Law updates the current Dog By-Law and it was a recommendation by the Town of Oxford Animal By-Law Enforcement Officer. It is also in response to recent reported dog bites in the Town of Oxford in 2022. The new By-Law updates the language and fee structures and tools available to the By-Law Enforcement Officer.

The Canine Control By-Law 2022-12-19 will repeal and replace the Dog Bylaw.

Moved by Councillor Jones and seconded by Councillor Colborne to give first reading to the Canine Control Bylaw 2022-12-19.

Motion Carried

4.7 Budget Freeze – discussion

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to order a budget freeze on spending in all departments as of December 19, 2022.

Motion Carried

4.8 Audit Committee Recommendation – Councillor McNutt

CAO Linda Cloney discussed with Council that the audited Financial Statements for the Town of Oxford have been ready since June 2022, but due to the sale of a landfill site involving the three municipalities (Cumberland, Amherst, and Oxford) the resulting sale data could substantially alter the Financial Statements for the town.

Baker Tilley, the Town of Oxford's auditors, recommended in a recent Audit Committee meeting to wait until January 2023 for more accurate data from the sale of the landfill site. If the financial data cannot be obtained at that time, Baker Tilley would present the Financial Statements as they exist currently. It was discussed that it was best to wait, if possible, for this financial data prior to presenting the Town of Oxford's Financial Statements to avoid additional audit and administrative fees.

Moved by Councillor McNutt and seconded by Deputy Mayor MacDonald to accept the Audit Committee's recommendation to Council to direct Baker Tilley Nova Scotia to proceed with the draft financial statements by January 13, 2023, if confirmation from outstanding items is not available before then.

Motion Carried

5. Correspondence

5.1 Oxford Thrift Store

CAO Linda Cloney presented to council a letter from the manager of the Oxford Thrift Store – Sunset Community Oxford, regarding accessibility upgrades to the store’s entrance. This aligns well with the Oxford Accessibility and the Accessibility plan. The letter was requesting for support from Council to present in future grant applications

Moved by Councillor McNutt and seconded by Councillor Colborne to provide a letter support by council as requested to the Sunset Community Oxford Thrift Store.

Motion Carried

6. Adjournment

At 6:26pm, it was moved by Councillor Jones that the Regular Council Meeting be adjourned.

Motion Carried

Greg Henley, Mayor

Stan McDougall, Recording Secretary

Oath of Allegiance and of Office

I, Bruce Rushton, solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles the Third, His Heirs and successors according to law;

And that I am duly qualified as required by law for the office of FIREWARD, 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 17th day of January 2023,

before me:

Bruce Rushton

Fire Chief, Town of Oxford

Greg Henley

Mayor, Town of Oxford



Minutes of the Police Advisory Board

Place: Council Chambers
Date: Tuesday, January 10, 2023
Chair: Thomas Shears
Members Present: Mike Masters, Myra Thiemann, and District Commander S/Sgt. Craig Learning
Regrets: Councillor Brenton Colborne and Deputy Mayor Arnold McDonald.

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO and Stan McDougall – Admin Assistant (recording secretary).

1. Call to Order

At 6:12 pm, Thomas Shears called the meeting to order.

2. Approval of Agenda

Moved by Myra Thiemann and seconded by Mike Masters that the agenda of the

Police Advisory Board Meeting for Tuesday January 10, 2023, be approved, as presented.

Motion Carried

3. Approval of the Minutes of the previous meetings

3.1 Police Advisory Board Minutes - April 12, 2022, and October 11, 2022

As there were no errors or omissions the Minutes for April 12 and October 11 of 2022 are approved as presented.

4. Business

4.1 RCMP Report – April – June and July – September reports (for approval – included in package)

4.2 RCMP Report – October 1 to December 31, 2022, S/Sgt. Craig Learning Presenting.

S/Sgt. Craig Learning presented the October 1 to December 31, 2022, report to the Police Advisory Board members in detail.

It was noted by the board members that two trucks were filled with donations during the 2022 Christmas food drive at Merville Rushton's and extended thanks to the RCMP for their participation in the drive.

Moved by Myra Thiemann and seconded by Mike Masters that the RCMP reports for April to June 2022, July to December 2022, and October to December 2022 be accepted, as presented.

Motion Carried

A copy of the RCMP report is filed.

4.2 Speed Limit enforcement for Little River Road and Lower Main Street – update

Board members indicated that speed limit enforcement efforts have not been observed. S/Sgt. Craig Learning will follow up with the board.

4.3 Installment of Speed Sign – update

S/Sgt. Craig Learning reported that he had reached out to Safer Communities, NS regarding an email received about the possibility of speed signs but has not had a reply yet. S/Sgt. Craig Learning reported that the province does not have any speed signs and further reviewed the possibility of reaching out to the Insurance Bureau of Canada as well, who may have some information in efforts to reduce insurance claims initiative.

Speed signs were observed by the board members in Springhill. S/Sgt. Craig Learning indicated that they may have been purchased by the County and reviewed that Springhill may also be installing a camera system as well in the downtown.

Board members recommended finding out how much speed signs would cost. S/Sgt. Craig Learning will investigate cost on speed signs and will reach out to the County.

4.4 Policing Services Review – discussion – County now requesting RFP’s

Linda Cloney reported that Danielle Desjardins from the DOJ has sent an email indicating that the County of Cumberland has advanced to the next step of the Policing Review and are Requesting for Proposals for policing in the County. There are at least four scenarios for Oxford should the Municipality of the County of Cumberland (MOCC) no longer be policed by the RCMP:

1. Establish a stand-alone detachment in Oxford with a minimum of at least 3 officers based operational RCMP requirements. Billing would be determined by Department of Justice (DOJ).
2. Combine the Oxford Detachment with another RCMP District close to Oxford (such as Colchester). Billing would be determined by DOJ.
3. Request services from another police agency.
4. Establish a new municipal police agency.

Costing of any of the above scenarios would not be available but would be provided by the DOJ with up-to-date financials relevant when and if a change is contemplated.

The Policing Services Review Committee is scheduled to meet the end of January. The committee still has outstanding questions yet to be answered and will need these answers to make a recommendation to Council.

4.5 Board Member Issues

Mike Masters reported that there is a broken 50 KM and blind driveway sign across from 6505 Little River Road.

4.6 Municipal Issues

4.6.1 Crosswalk on corner of Water Street and Lower Main Street – incident reports recorded.

Linda Cloney reported that various incident reports have been filled out and license plates have been identified where possible of vehicles not stopping at intersection. The largest incidents seem to occur at morning and after school. Copies of the report have been forwarded to the RCMP.

S/Sgt. Craig Learning will follow up on the status of the reports filed.

Moved by Myra Thiemann and seconded by Mike Masters to recommend to Council based on recorded and reported incident reports to install flashing red lights at the intersection of Water Street and Main Street.

Motion Carried

4.6.2 Snow Removal – three same vehicles remain on roads after hours

Linda Cloney reported that notices for no overnight parking during snow events were posted on social media and at the town office. Laminated signs have been posted on the windshields of the three vehicles and now need enforcement as the ask is being ignored.

S/Sgt. Craig Learning will investigate the Motor Vehicle Act and Linda Cloney will work on a draft By-Law to present to Council for first reading.

4.6.3 Transfer Site break and enters

Linda Cloney reported that there have been several break-ins to the transfer site which required the gate at the front entrance to be repaired and locks replaced each time. The gate and locks must be replaced as a requirement of the town insurance. Cameras have been installed.

4.7 Date and time for next meeting

The next Police Advisory Board Meeting is scheduled for Tuesday, April 4th 2023, at 6:00 PM.

5. Adjourn

The meeting adjourned at 6:56pm

Thomas Shears, Chair

Stan McDougall, recorder

Date Approved

DRAFT

DEPARTMENT: OPERATIONS

TITLE: **SNOW AND ICE MANAGEMENT POLICY**

Date: 17 January 2023

PURPOSE:

The purpose of this policy is to provide direction to staff involved in snow and ice management operations to ensure streets, sidewalks, fire hydrants, fire exits, and parking lots are cleared in a safe and timely manner.

POLICY STATEMENT:

1. Snow and ice management operations will commence after 5 – 10 cm of snow has fallen, and snowfall is continuing.
2. Salting of streets on the ‘salt route’ will commence when conditions warrant and salting of remaining streets not on the salt route will occur as needed.
3. Upon completion of the public streets, sidewalk operations will commence.
4. Priority will be given to heavily travelled streets and sidewalks, as defined in this policy.
5. Safety of the public and our operators is paramount in all aspects of our work.
6. Additional street widening and intersection clearing will occur upon the completion of the priority operations and as time and budget allow.

SERVICE LEVEL EXPECTATIONS

Level of Service for Roadway Types

The objective is that all streets will be cleaned of snow within 6 hours from the end of a snowstorm of up to 30 centimeters.

Street Priority 1

- Plow continuously during storm, visibility permitting
- Plow to bare pavement, whenever possible
- Normally plow curb to curb within 4 hours after storm ends

Street Priority 2

- Plow continuously during storm, visibility permitting
- Salting of hills, intersections, as needed
- Normally plow curb to curb within 6 hours after storm ends

Level of Service for Sidewalk Types

The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations, for snowstorms up to 30 centimeters.

Sidewalk Priority 1 (Cleared within 12 hours)

- Sidewalks in school zones
- Medical Centre
- Sidewalks in the Core Area District (Downtown)
- Arterial streets

Sidewalk Priority 2 (Cleared within 24 hours)

- Collector streets
- Local streets

Sidewalks will generally be maintained with salt to remove excess snow and ice. However, sand may be used under certain ice and temperature conditions under which salt is not effective.

While sidewalk clearing generally commences after street snow clearing operations have been completed, staff will make an initial pass along sidewalks on Main Street, Lower Main Street and Water Street DURING street clearing operations to improve pedestrian accessibility in these areas whenever possible.

Level of Service for Fire Hydrants

The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations, for snowstorms up to 30 centimeters.

The Public Works Supervisor will decide if the accumulation of snow around the fire hydrants, and/or the snowbank along the street in front of the fire hydrant, warrants the clearing operation to be activated.

Town crews are available to clear hydrants in an emergency, whenever required.

MAJOR STORMS

A major storm will be declared by the Public Works Supervisor, or on-call supervisor, when snow clearing crews are no longer able to keep all Town streets cleared of snow and the storm continues.

During a major snowstorm, crews will attempt to keep at least one lane of the following streets open:

- Main Street
- Water Street
- Lower Main Street
- Pugwash Road
- Little River Road
- Waverly Street
- Foundry Street
- Birchwood Road

During a major snowstorm, the Town Hall Parking Lot and Fire Station parking lots will be kept open to allow emergency off-street parking.

To provide quick response in an emergency, a “storm line” will be activated during major storms (902-397-3002). This line will be monitored 24 hours a day until all the streets have been opened.

As snowfall intensity decreases, Town equipment will commence snow plowing operations on other streets.

PRIORITY STREETS – BARE PAVEMENT

Town snow clearing crews will attempt to create a “bare pavement” condition within 12 hours following a snowfall event of up to 30 cm on the following streets:

- Main Street
- Lower Main Street
- Little River Road
- Water Street
- Birchwood Road
- Pugwash Road
- Foundry Street

For the purposes of this policy, bare pavement conditions refer to winter road conditions where all travel lanes of the roadway are primarily clear of snow and ice build-up that could impair safe travel on the road.

TOWN OWNED PROPERTY

Town staff will take necessary steps to minimize public hazards due to snow/ice conditions on Town-owned/leased property.

Public Parking Lots

The Public Parking Lots will be checked for slippery conditions by Town staff and appropriate measures taken, using salt and or sand to alleviate any hazard to the public. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Medical Centre
- Library
- Arena
- Transfer Site
- Fire Station
- Theatre
- OPH Club

Public Buildings

The public entrances and adjacent sidewalks to Town operated facilities will be checked by Town staff for hazardous snow and ice conditions each day before the building is open to the public. Excess snow will be removed, and slippery conditions will be addressed using salt, sand, and other suitable ice control material. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Medical Centre
- Fire Station
- Library
- Works Garage
- Arena
- Theatre
- OPH Club
- Transfer Site

SALT MANAGEMENT

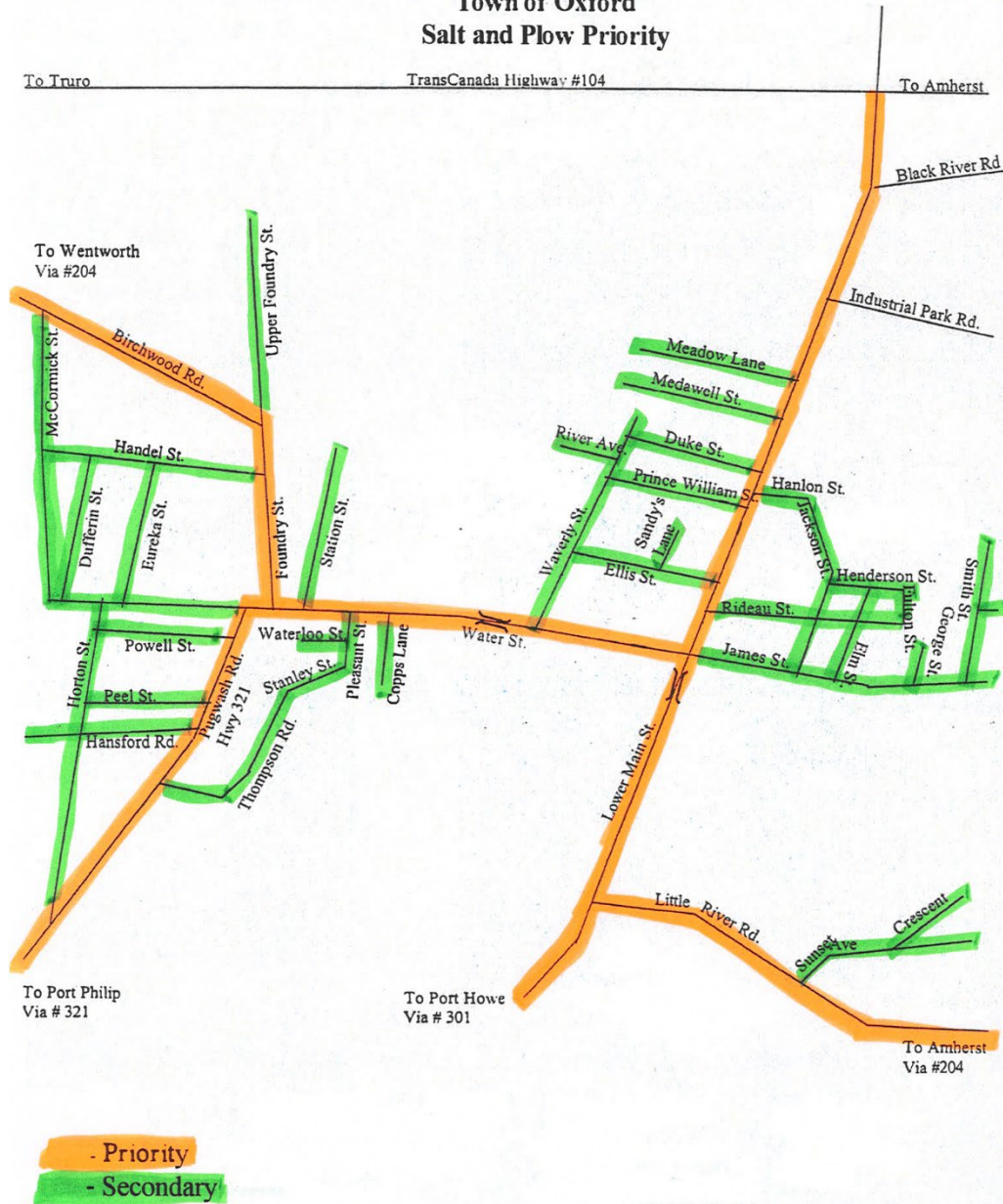
The Town of Oxford is committed to the efficient management of its road salt, while continuing to provide effective winter maintenance for the safety of motorists and winter maintenance workers.

The Town will demonstrate environmental responsibility by implementing and maintaining a Salt Management Plan (SMP) and associated best management practices.

To ensure the Town successfully meets its commitment, it will:

- Conduct operational activities in a manner that protects the environment and prevents or minimizes pollution;
- Continue to provide snow and ice control on Town streets so that service level standards are achieved;
- Address concerns raised by the federal government's review of road salts and their effect on the environment;
- Comply with environmental legislation, relevant standards, and industry codes of practice that apply to the Town's facilities and operations;
- Provide all winter maintenance personnel with appropriate training and resources so they are able to complete their assigned tasks in a manner that is consistent with the requirements of this Policy;
- Establish and track objectives and targets to verify effectiveness and identify opportunities for continual improvement of processes and operations;
- Monitor operations and implement appropriate corrective and/or preventive actions to improve performance;
- Communicate the requirement of this Policy and the Salt Management Plan to all employees

Town of Oxford
Salt and Plow Priority





Town of Oxford Bylaw 2023-01-17

Winter Snow Clearing and Parking Bylaw

WHEREAS the Municipal Government Act empowers a Municipality to enact bylaws and due to the congestion on the streets of the Town of Oxford caused by vehicular and pedestrian traffic, and the limitation of the free use of the streets liable to be caused by the presence of snow and ice thereon,

BE IT ENACTED by the Council of the Town of Oxford, and under the authority of the Motor Vehicle Act, as Traffic Authority for the Town of Oxford:

1. SHORT TITLE

1.1. This bylaw shall be known as the Winter Snow Clearing and Parking Bylaw.

2. DEFINITIONS

(a) "Municipality" shall mean the Town of Oxford.

(b) "Person" shall mean any individual, firm, partnership, association, corporation, or organization of any kind.

(c) "Public Road" shall mean any street, road or highway or any other way designed or intended for public use for the passage of vehicles and pedestrians, owned by the Municipality and maintained at taxpayer expenses, or owned by the province but for which there is agreement between the Province and the Municipality with respect to snow removal, including the full portion of the land within right of ways.

(d) "Sidewalk" shall mean the portion of a street between the curb line and adjacent property line, or any part of a Public Road especially set aside for pedestrian travel and separated from the roadway.

(e) "Vehicle" shall be defined as anything in or upon which a person or property can be legally transported or drawn upon a Public Road.

(f) "Obstruct" shall mean placing or leaving a Vehicle which interferes with snow removal or other winter maintenance activities.

(g) "Traffic Authority" shall mean the policing services contracted by the Town of Oxford.

3. ROADS

3.1. No person shall clear or cause to have cleared snow from a private road or driveway onto any Public Road.

3.1.1. If that event takes place, the property owner from where the snow originated may be issued an Order to have the snow removed, and if not done within the time stated on the Order issued, the Town of Oxford may conduct the work at the property owner's expense. If the Town of Oxford deems there to be an immediate safety hazard it may choose to conduct the work immediately and without Order at the owner's expense.

3.1.2. The Town of Oxford's cost in removing the snow and ice pursuant to section 3.1.1 shall constitute a lien against the property from which the snow originated, which shall be applied and enforced in the same manner as for rates and taxes under the Municipal Government Act.

3.2. No person shall park or leave standing a Vehicle, whether attended or unattended, upon a public road or street in the Town of Oxford, where it is obstructing snow removal or other winter maintenance activities to properly remove snow or ice from roads or streets. This shall not apply to:

- a) Motor vehicles parked by an operator who is engaged in discharging their duties as a Peace Officer.
- b) Motor vehicles parked by an operator who is engaged in discharging their duties as a member of a Fire Department.
- c) Commercial vehicles parked by an operator for the purpose of loading or unloading merchandise for a temporary duration.

3.2.1 No person having control or custody of any vehicle shall at commencement of a snow event up to 6 hours after such storm has stopped park or leave the same standing unless attended by a person authorized to move and capable of operating the same upon any highway or street in the Town of Oxford. This shall not apply to:

- a) Motor vehicles parked by an operator who is engaged in discharging their duties as a Peace Officer.
- b) Motor vehicles parked by an operator who is engaged in discharging their duties as a member of a Fire Department.
- c) Commercial vehicles parked by an operator for the purpose of loading or unloading merchandise for a temporary duration.

3.2.2 No owner or driver or person having control or custody of any vehicle shall park or leave standing the same on any paved street within the Town of Oxford, between the hours of 1:00 am in the morning and 7:00 am in the morning of the same day.

3.2.3. If those events above take place, the owner of the Vehicle may be issued an Order to have the Vehicle removed, and if not done within the time stated on the Order issued, the Vehicle may be impounded at the Vehicle owner's expense. If the Town of Oxford deems there to be an immediate safety hazard it may choose to conduct the work immediately at the owner's expense.

3.2.4. If the owner of the Vehicle cannot be found within a reasonable time frame, the Vehicle may be impounded at the Vehicle owner's expense as directed by the Traffic Authority.

3.3. No person shall permit icicles to accumulate on the eaves or gutters of any building owned or occupied by them to become dangerous to persons passing on the adjacent Public Road.

4. SIDEWALKS

4.1. No person shall clear or cause to have cleared snow from a private road or driveway onto a Sidewalk.

4.1.1. If that event takes place, the property owner from where the snow originated may be issued an Order to have the snow removed, and if not done within the time stated on the Order issued, the Town of Oxford may conduct the work at the property owner's expense. If the Town of Oxford deems there to be an immediate safety hazard it may choose to conduct the work immediately at the owner's expense.

4.1.2. The Town of Oxford's cost in removing the snow pursuant to section 4.1.1 shall constitute a lien against the property from which the snow originated and be applied and enforced in the same manner as for rates and taxes under the Municipal Government Act.

4.2. No person shall permit icicles to accumulate on the eaves or gutters of any building owned or occupied by them to become dangerous to persons passing on the adjacent Sidewalk.

4.3. If safety concerns warrant, the Municipality may choose to close a Sidewalk.

5. OFFENCES AND PENALTIES

5.1. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a penalty of not less than two hundred dollars (\$200) and not more than five thousand dollars (\$5,000) or additional penalties as directed by the Traffic Authority.

5.2. A person who is alleged to have violated this bylaw, and where the notice so provides, may pay a penalty in the amount of two hundred dollars (\$200) to the Town of Oxford provided that said payment is made within fourteen (14) days following the day on which the alleged violation was committed and said payment shall be in full

satisfaction, releasing and discharging all penalties incurred by the person for said violation as directed by the Traffic Authority.

5.3. The fees listed in sections 5.1 and 5.2 are in addition to any costs incurred as described in sections 3.1, 3.2 and 4.1.

This Bylaw will be in force and effective during any Winter storm event at any period of time but shall otherwise be enacted typically from the 1st Day of December to the 1st day of April in any given year.

6. BYLAW COMES INTO EFFECT

6.1 This Bylaw shall come into effect on the advertised date of the notice of final passing.

7. REPEAL OF FORMER BYLAWS

7.1 All former Bylaws of the Town heretofore enacted relating to Winter Snow Clearing and Parking Bylaws are hereby repealed.

Clerk’s Annotation for Official Bylaw Book

	Date of First Reading:	January 17, 2023
Date of advertisement of Notice of Intent to Consider:		January 25, 2023
	Date of Final Reading:	February 21, 2023
	Effective Date:	March 1, 2023
*Date of advertisement of Passage of Bylaw:		March 1, 2023
Date of mailing to Minister a certified copy of the Bylaw:		March 2, 2023

THIS IS TO CERTIFY THAT this Bylaw was adopted by Council and published as indicated above.

Chief Administrative Officer

Date

*Effective Date of Bylaw unless otherwise specified in the text of the Bylaw

General Operating Budget for 2022/23 approved by Council June 9/2022	Budget from April 2022 to March 2023	Actual posted April to Dec	Expected Year End
REVENUE			
Tax Revenue			
Residential Tax	886,643	871,018	871,018
Commercial Tax	1,073,089	1,072,157	1,072,157
Resource Tax	12,244	12,192	12,192
Forest (Under 50,000 Acres)	180	179	179
Based on Revenue - Aliant	1,800	0	1,800
Sewer Rates	197,397	197,383	197,383
Deed Transfer Tax	50,000	67,522	75,000
Total Taxes	2,221,353	2,220,450	2,229,728
Grants in Lieu			
Federal Government - Canada Post	3,090	3,090	3,090
Federal Government - RCMP	21,487	21,475	21,475
Provincial Government - DNR	14,985	0	14,985
Provincial Government - Liquor Comm	8,531	8,531	8,531
Total Grants in Lieu	48,093	33,095	48,081
Services to Other Governments			
Cumberland County - Fire Protection	61,797	61,797	61,797
Total Services to Other Governments	61,797	61,797	61,797
Own Source Revenue			
Soccer Program Registrations	1,600	1,610	1,610
Special Program Registrations	1,500	1,146	1,300
Arena Lease-payment for expenses pd	27,000	4,474	27,000
Heritage Gas Revenue	22,070	0	22,000
Theatre Revenue	1,500	1,452	1,600
Dog Licences	100	50	75
Building Permits	700	72	700
Fine Revenue	500	38	100
Office Rent Water	6,000	4,249	6,000
Medical Centre Rents	19,023	15,354	19,023
Probation Office Rent	2,400	2,400	3,600
Interest on Taxes	40,000	33,882	40,000
Tax Certificates	1,000	1,550	1,700
Sales of materials	2,000	249	500
Total Own Source Revenue	125,393	66,527	125,208
Unconditional Transfers			
Municipal Financial Capacity Grant	178,171	89,086	178,171
Farm Acreage Grant	2,880	2,880	2,880

General Operating Budget for 2022/23 approved by Council June 9/2022	Budget from April 2022 to March 2023	Actual posted April to Dec	Expected Year End
HST Offset Payment	7,000	13,767	13,767
Total Unconditional Transfers	188,051	105,733	194,818
Conditional Transfers			
EMO Grant Civic #	1,000	0	1,000
Fed Gov Funding - Summer Students	1,869	1,403	1,403
Total Conditional Transfers	2,869	1,403	2,403
Other Transfers			
MPAL Funding Province	14,583	14,000	14,000
Grants from Other Organizations	3,000	14,960	29,960
Interest on CRA refunds		20	20
Total Other Transfers	20,983	28,980	43,980
TOTAL REVENUE	2,668,538	2,517,984	2,706,015
EXPENSE			
General Government			
Mayor Honorarium	9,011	6,758	9,011
Mayor Expenses	1,000	446	700
Council Honorariums	25,232	17,872	25,232
Council Expenses	2,300	185	500
Salary - CAO	60,425	37,841	60,523
Salary - Accountant	51,593	31,513	50,513
Town Clerk Contracted Services		718	
Salary - Office Staff	73,116	50,110	78,989
Admin Salaries paid by Water	-55,540	-36,054	-57,008
Legal Fees	8,000	13,824	20,000
Town Clerk Contracted Services	2,000	0	0
Accounting Contracted Services	4,000	852	1,500
Canada Pension Plan	15,735	10,007	20,268
Employment Insurance	5,053	4,527	7,237
Health Plan (Blue Cross)	3,300	1,877	1,820
Pension - Employees	14,679	8,632	14,679
Xmas Bonuses	850	889	889
Professional Development	1,200	237	500
Seminars & Travel	6,000	4,794	6,000
Audit Fee	25,000	10,672	17,565

General Operating Budget for 2022/23 approved by Council June 9/2022	Budget from April 2022 to March 2023	Actual posted April to Dec	Expected Year End
Town Hall Insurance	3,000	4,853	4,853
Office Postage	1,300	1,471	1,600
Office Supplies & Advertsing	8,800	9,411	10,000
I T Expenses	7,380	5,181	7,380
Office Programmer	5,530	5,485	5,485
Town Hall Janitor & Supplies	5,700	4,601	6,200
Town Hall Telephones	4,750	3,304	4,750
Town Hall Electricity	4,200	2,607	5,000
Town Hall Natural Gas	7,000	1,116	8,200
Town Hall Water	700	233	500
Town Hall Sewer	325	325	325
Workplace Wellness	1,000	133	1,200
Town Hall Maintenance	10,750	6,019	10,750
Conferences and Workshops	2,000	1,102	1,500
Public Official Liability Ins	2,600	2,700	2,700
Dues - UNSM/FCM/CNTA/POL BD	5,200	2,999	
OREC Bursary	500	500	500
NSCC Foundation	5,000	5,000	5,000
Natural Disaster-Sinkhole/ Fiona		4,167	4,167
PVSC - Assessment Costs	18,143	13,607	17,143
Valuation Allowance - Taxes	38,000		38,000
Bad debts other	5,000		5,000
Interest Town Hall 2013 MFC	521	327	521
Interest on Backhoe Loan	3,054	2,291	3,054
Bank Service Charges	6,000	3,963	6,000
MFC Int - School Enhancement	0	0	0
Credit Card Fees & Interest	150	150	150
Total General Government	399,558	247,246	408,898
Protective Services - Police			
RCMP Contract	530,143	384,782	530,143
School Crosswalk Guard	8,410	6,002	8,410
Corrections	14,249	10,341	14,249
Total Police	552,802	401,125	552,802
Fire			
Firefighters Honorariums/Incentives	20,000	19,225	19,225
Fire Phones	2,035	1,528	2,035
Fire Communication System	6,538	3,744	6,538

General Operating Budget for 2022/23 approved by Council June 9/2022	Budget from April 2022 to March 2023	Actual posted April to Dec	Expected Year End
Public Fire Protection Charge	157,773	157,773	157,773
Fire Chief's Convention	3,780	3,005	3,005
Fire Training	4,720	1,674	1,674
Fire Hall Lights & Power	5,200	3,160	5,930
Fire Hall Natural Gas	8,900	2,556	8,900
Fire Hall Insurance	3,700	1,727	1,727
Fire Hall Maintenance	3,695	2,624	3,695
Firefighters Liability Insurance	15,220	9,474	9,928
Fire Hall Water		103	309
Fire Hall Sewer	325	325	325
Fire Trucks Insurance	4,800	5,268	5,268
Fire Trucks Fuel	5,000	4,231	6,000
Fire Trucks Repairs & Maintenance	13,000	9,709	13,000
Fire Equipment & Supplies	19,350	17,787	19,350
Fire Equipment Repairs & Maint	9,850	11,075	12,000
Fire B.A. - MFC Interest	352	221	352
Fire New Hall - MFC Interest	4,952	3,107	4,952
Fire Breath App MFC Nov 2018 Int	997	609	997
Total Fire	290,187	258,925	282,982
Emergency Management			
REMO	5,500	0	5,500
EMO Expenses	550	0	550
EMO SHRU Funding	700	619	700
Total Emergency Management	6,750	619	6,750
Other Protective Services			
Building Inspection	7,000	0	7,000
Animal Control	200	0	200
Total Other Protective Services	7,200	-	7,200
Transportation Services			
Salary - PW Supervisor	25,000	3,800	10,000
Labour - PW	145,527	119,370	151,752
Supervisor Phone	1,980	1,305	1,305

General Operating Budget for 2022/23 approved by Council June 9/2022	Budget from April 2022 to March 2023	Actual posted April to Dec	Expected Year End
Town Truck & Van	6,650	4,894	8,650
Loader and Plow #624 & 544	9,300	3,694	7,300
Tractor Kubota	15,280	11,995	15,280
Backhoe Interest and Repair	6,200	3,190	6,200
Salt Truck	11,860	7,917	11,860
Small Tools & Equipment	17,320	16,944	18,500
OPH Insurance	250	972	972
OPH Expenses	3,075	-	75
OPH Taxes	2,400	2,422	2,422
Town Garage Insurance	3,100	3,596	3,596
Town Garage Fuel (Wood)	1,500	1,590	1,590
Town Garage Maintenance	2,000	5,220	5,220
Town Garage Phone	300	172	300
Town Garage Electricity	4,600	1,964	4,400
Workers Compensation	14,400	14,445	21,431
Liability Insurance	14,500	16,826	16,826
Diesel	25,200	8,555	24,000
Gasoline & Oil	11,600	7,726	11,600
Clothing	2,000	2,760	2,760
Health and Safety	8,500	12,852	12,852
Salt	39,000	4,849	39,000
Street Maintenance	90,600	36,363	66,363
Street Lighting	7,300	5,794	7,300
Contingency Account/Capital Projects	79,874	21,148	79,874
Paving/Sidewalks 2016-MFC Interest	4,403	2,762	4,403
Salt Truck 2016 - MFC Interest	826	518	826
Total Transportation	554,545	324,951	536,656
Environmental Health Services			
Sewer Admin Supervisor	5,000		4,000
Sewer Other Labour	2,911		3,794
Sewer Safety Equipment	1,000	-	1,000

General Operating Budget for 2022/23 approved by Council June 9/2022	Budget from April 2022 to March 2023	Actual posted April to Dec	Expected Year End
Sewer Maintenance	23,900	10,121	15,900
Sewer Power	37,700	36,693	56,800
Transfer Station Contract (FERO)	83,524	66,556	88,551
Tip Fees	48,100	26,739	40,000
Total Environmental Health	202,135	140,109	210,045
Public Health & Environmental Devel			
Medical Centre	27,760	21,640	29,000
Deficit Regional Housing Authority	32,723	24,542	32,723
Planning - Town of Amherst	17,500	15,581	15,581
Interest Medical Centre 2013 MFC	326	204	326
Tree Expense/Trail Reserve	4,000	5	4,000
Communities in Bloom	1,500	4	4
Total Public Health and Envir Dev	83,809	61,976	81,634
Recreation and Cultural - Arena			
Arena Telephone	530	393	530
Arena Electricity	35,200	16,719	35,200
Arena Maintenance	2,421	2,492	2,771
Arena Natural Gas	5,700	2,411	7,200
Arena Water	3,100	1,295	3,100
Arena Sewer	325	325	325
Arena Insurance	2,500	6,242	6,242
Arena 2013 MFC Interest	717	450	450
Arena Automation MFC Nov 18 Int	835	510	510
Total Arena	51,328	30,838	56,328
Fields and Library			
Xmas Lights	1,000	1,208	1,208
Tennis Courts	3,500	798	2,000
Trails	1,000	1,620	1,620
Ball and Soccer Fields	1,500	35,879	35,879

General Operating Budget for 2022/23 approved by Council June 9/2022	Budget from April 2022 to March 2023	Actual posted April to Dec	Expected Year End
Skateboard Park	1,000	21	21
Mural Lights	330	348	510
Library Expense	16,370	9,995	14,370
Regional Library Board Transfer	10,644	7,751	10,644
Total Fields and Library	35,344	57,621	66,253
Theatre			
Theatre Electricity	3,000	820	2,500
Theatre Expense	250	126	300
Theatre Maintenance	2,000	2,460	3,160
Theatre Natural Gas	5,400	1,541	5,400
Theatre Water	420	163	420
Theatre Sewer	325	325	325
Theatre Property Tax	2,091	2,213	2,213
Theatre Insurance	180	943	943
Total Theatre	13,666	8,593	15,261
Recreation			
Recreation Community Garden Project	1,000		1,000
Recreation Co-ord Salary	34,615	17,080	34,615
Recreation Co-ord Travel	900	1,517	900
Recreation Summer Students	3,738	3,607	3,607
Recreation Postage	1,500	54	1,500
Recreation Telephone	405	149	405
Recreation - Summer Soccer Program	1,000	0	1,000
Recreation - Misc	1,000	378	1,000
Recreation - General Programs	1,000	387	1,000
Total Recreation	45,158	23,172	45,027
Fiscal Services			
MFC Principal - 2016 Breathing App	3,200	3,200	3,200
MFC Principal - 2018 Breathing App	7,400	7,400	7,400
MFC Principal - 2013 Fire Hall	69,700	69,700	69,700
MFC Principal - 2013 Med Cent	5,000	5,000	5,000
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500	47,500
MFC Principal - 2013 Town Hall	7,100	7,100	7,100
MFC Principal - 2013 Arena	10,200	10,200	10,200
MFC Principal - 2018 Arena Auto	6,200	6,200	6,200
Backhoe lease principal	4,983	3,738	4,983
Transfer to Reserves	40,000	40,000	40,000
District School Board	224,774	168,581	224,774

General Operating Budget for 2022/23 approved by Council June 9/2022	Budget from April 2022 to March 2023	Actual posted April to Dec	Expected Year End
Total Fiscal Services	426,057	368,618	426,057
TOTAL EXPENSE	2,668,538	1,923,791	2,695,894
NET INCOME	0	594,194	10,121