



TOWN OF OXFORD

Committee of the Whole Meeting

Town Hall, 105 Lower Main Street, Oxford

Monday, May 8, 2023

6 pm

AGENDA

1. Call to Order

2. Approval of Agenda (pages 1-2)

3. Presentation

3.1 80% Renewable Grid by 2030 – **George MacPherson**, Account Executive, Ainsworth Inc. – *a link to review an introduction given to Council prior.*

4. Approval of minutes from the previous meeting – (pages 3-6)

4.1 Committee of the Whole Minutes – April 3, 2023

5. Reports of Town Departments

4.1 Public Works Report – *Nick Purdy presenting - report included in package (pages 7-10)*

4.2 Fire Department Report and Monthly Call Report – Fire Chief *Bruce Rushton and Deputy Fire Chief Kyle Purdy presenting – report included in package.*

(pages 11-13)

4.3 Municipal Physical Activity Leader (MPAL) Reports – *Jimmy Ward presenting – report included in package.*

(pages 14-15)

4.4 Administration Department Report (includes quarterly finance report) – *Linda Cloney and Ruthann Brookins presenting – reports included in package.*

(pages 16-35 ~ note General Operating Report pages 27-33 and Water Report pages 34 – 35)

6. Reports of Committees and Boards – Linda Cloney presenting all reports, reports available for review in package.

5.1 RCMP Report

(pages 36-40)

5.2 Solid Waste Management Report

(pages 41-43)

5.3 Library Report
(page 44)

7. Items of Discussion and Correspondence

7.1 Cumberland County Exhibition Sponsorship
(pages 45-47)

7.2 Amalgamation of lots re: Oxford Community Centre – recommendation to Council for approval – *information included in package.*
(page 48)

7.3 NS Walks – May 10th at 1 pm and 6 pm
(page 49)

8. Adjournment

Reminder to Councillors of the Joint Council meeting scheduled at 3:30 pm on May 10 in Springhill, let Linda know if you can attend by Tuesday, May 9.



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Monday, April 3, 2023
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Chrystal McNutt, Olivia Canning, Brenton Colborne, and Deputy Mayor Arnold MacDonald.
Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), Jimmy Ward (MPAL), Bruce Rushton (Oxford Fire Chief), Kyle Purdy (Oxford Fire) and Nick Purdy (Public Works)

Prior to calling the meeting to order, Mayor Henley made the following announcement:

The Police Advisory Board meeting was scheduled for April 4, 2023, at 6:00 PM at the Town Hall.

1. Call to Order

At 6:00 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the agenda of the Committee of the Whole Meeting for April 3, 2023, be approved, as presented.

Motion Carried

3. Presentation

3.1 Nova Scotia Power – Our Reliability Tie build in your community – Mary Black, Stakeholder Lead, Nova Scotia Power and **Terry Toner,** Senior Director of Strategic Environmental Projects, Nova Scotia Power– *presentation will be handed out at meeting and included in the package online.*

4. Approval of minutes from the previous meeting

4.1 Committee of the Whole Minutes – March 6, 2023

Approved by _____
Mayor Greg Henley, Chair, on April 3, 2023

5. Reports of Town Departments

5.1 Public Works Report – *Nick Purdy presenting - report included in package.*

5.2 Fire Department Report – *Bruce Rushton presenting – report will be handed out separately.*

5.3 Municipal Physical Activity Leader (MPAL) Reports – *Jimmy Ward presenting – (OTA Quote for parking lot, gopher quote – pickleball, Wellness Policy, March into Spring Attendance, and March Report) are included in package.*

5.4 Administration Department Report – *Linda Cloney presenting – report included in package and will add a verbal report for minutes.*

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to accept the reports of Town Departments as presented.

Motion Carried

6. Reports of Committees and Boards

6.1 **Q4 update from PVSC** – *Linda Cloney presenting – information included in package.*

6.2 **Poverty Reduction Advisory Committee Update**– *Councillor Black – approved minutes included in package.*

Moved by Councillor Black and seconded by Councillor McNutt to recommend to Council to approve a new citizen appointee for the Intermunicipal Poverty Reduction Advisory Committee, Carrigan Guthro.

Motion Carried

6.3 **Northern Region Meeting Update** – *Councillor McNutt - approved minutes included in package and What We Heard (C&D guidelines) handed out separately.*

Moved by Councillor Jones and seconded by Councillor Black to accept the reports of Committees and Boards as presented.

Motion Carried

7. Items of Discussion and Correspondence

7.1 **Clean up Downtown** – *Councillor McNutt – discussion.*

Councillor McNutt discussed two social media events for the Recreation commission. The first was Volunteer Week which ran from April 16 to 22, 2023 to encourage residents to nominate others for their volunteer efforts. Nominations will be celebrated via a post on social media. A post introducing the idea will be released in the next couple of days on the Oxford Recreation Commission group on Facebook. Councillor McNutt encouraged everyone to follow the Recreation Commission on Facebook and forward names of people, a picture if possible and description of why they should be nominated. People nominated do not have to live in Oxford, but they must have impacted Oxford making it better in some way.

April 22 – April 29th – Earth Day Clean-up week. A basket was organized as a prize for the week. Individuals and groups were asked to clean up in their areas or an area of interest, take and send in a picture and a winner would be drawn from the entries. Pictures will be shown on the website as well of all entries. The goal was to have as many individuals and groups as possible out cleaning up Oxford. Councillor McNutt encouraged everyone to keep checking Town of Oxford Recreation Commission Facebook Group for further details.

7.2 New Act – Off highway vehicles – Mayor Henley – information included in package.

Mayor Henley discussed that the province is moving to let ATV's and 4x4 offroad vehicles use Oxford streets to transverse town and access the trails. This opportunity would allow trail-goers access to town businesses and bring more business to town. Mayor Henley recommended a sub-committee be created to study this more and propose ways to implement this should the province move forward such as having ATV and offroad vehicular traffic move one-way only through town.

Councillor McNutt, Councillor Jones and Councillor Canning came forward to volunteer initially to this committee. Councillor Colborne recommended input from the RCMP as well to the committee.

7.3 Join Us In Cumberland – press release – information included in package.

7.4 Transfer Station / Curbside discussion on public input – discussion
CAO Linda Cloney discussed questions that came up regarding the

Transfer Station/Curbside option that was initially to be added as a plebiscite question on the Special Election that ended in an acclamation and therefore the plebiscite was no longer an option.

The intent of the plebiscite question was to look for preferences from residents and not a yes or no vote. A yes or no vote will be sought later after further research is conducted.

Pros, cons, and costs are being reviewed at via staff. Public input will be sought with further discussion to be had.

- 7.5 **Sustainable Services Growth Fund (SSGF)** – *Mayor Henley – information included in package.*

8. Adjournment

The meeting adjourned at 6:57 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

Public Works Report April 2023

Marked trees for yearly tree removal.

Fixed street signs

Spring clean-up around town

Repaired leaky valve on Pugwash Road

Added cold patch through out town (150 bags)

Blue half ton truck broke down all month.

Weekly water samples

Snow removal, Salted streets

Continued cleaning out old shop.

JCB backhoe broke down.

Weekly water test

Unloaded chlorine cylinders.

Installed benches, picnic tables, Blue chair, Garbage cans

Weekly garbage pick-up

Cut asphalt on Water Street.

Repaired welcome sign Birchwood Road.

Spring clean-up black river park

Water breaks on Water Street

Street sweeping

Washed and greased machines

Water meter reads

Located shut off for habitat house.

Installed dug outs and shed at ball field.

Cleaned lift station floats.

Graveled shoulder by highway

Swept tennis courts.

Installed new net and mesh at basketball courts.

Wells

Pumped out valve boxes around town.

Large trees removed on Main Street.

Cleaned UV lights at lagoons.

Spring maintenance on lawn mower/whipper snippers

Gazebo maintenance – ramps were built and installed for accessibility (recommend outlining with red mulch as a nice touch) – see pictures attached to report

Any questions feel free to reach out, Thanks.

Nick Purdy

Public Works Supervisor

902-397-3002



Independence
Your Independent Grocer

NO
LOITERING



Oxford & PharmaChoice

MILK 399
EGGS 397

2023 April fire report

May 6, 2023

The fire department responded to nineteen emergency calls in April...five within town limits; eight in our fire district and six mutual aid calls.

- 5 Structure related Fire calls
- 2 Motor Vehicle Accidents
- 4 Grass/woods fires
- 7 medical calls
- 1 vehicle fire

Last month we reported that the members requested to update their training and sign up once again to respond to “Time Critical” medical calls. I had taken the average over the past five years as a yearly estimate. I was obviously off a bit as the calls are already higher than estimated because of the ambulance either being away from our coverage area on other calls or covering elsewhere. That said, with wait times upwards of 45 to 60 minutes for an ambulance, our assistance is even more important to our residents, our families...and each other.

The live fire training that I mentioned last month went ahead on April 16th with two neighboring fire departments attending. The firefighters attending had the opportunity to practice on various disciplines such as pumping trucks, ventilation, hose and nozzles, water shuttling, etc. We had a great lunch provided and want to thank Amanda Purdy for the tasty sandwiches.

Four members attended the Colchester training symposium in Debert on April 21st and 22nd. Topics included Firefighting Strategies and Tactics; Urban Wild-land Interface Fires; Scene Safety and Accountability along with Communications and I Am Responding. One of our members also attending a weekend course on Vehicle Extrication

The repairs to the body mounts on our tanker, Truck 4, was completed. I talked with a rep from Metalfab (truck fabricator) again and they will be visiting our station to look at the issues with truck 4 along with some possible issues with truck 2.

We are working on truck 5 to ensure it is ready for the MVI. This truck will require repairs and we are waiting on some estimates for this.

On the evening of April 20th, we had several members along with a couple of wives and some children cleaning up around town and along the ramps coming into town. We filled a 10-foot utility trailer in about 2 hours. Everyone that participated had a great time and a few laughs.

As you can see, we have an amazing team who are very dedicated to improving their skills, responding to a wide range of emergencies and helping the community in any way they can.

Respectfully submitted,

Chief Bruce Rushton and Deputy Chief Kyle Purdy

Incident Summary
From Apr 1 23 to Apr 30 23

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Apr 2 23 23-02184	03:43:40 Main St, OXFORD Medical	39	0		
Apr 2 23 23-02189	13:39:48 Main St, OXFORD Passenger vehicle fire - car, van	36	0		
Apr 3 23 23-02209	11:54:28 Highway 321, OXFORD JUNCTION Medical	17	0		
Apr 7 23 23-02298	15:08:16 Highway 321, OXFORD JUNCTION Grass / brush	52	0		
Apr 8 23 23-02342	19:32:57 Highway 4, THOMSON STATION MVA - Confirmed Entrapment / Unknown	40	0		
Apr 9 23 23-02357	13:25:26 Cove Rd, LITTLE RIVER Woods / trees	39	0		
Apr 10 23 23-02383	07:55:50 Highway 104 Dm37 W, BLACK RIVER ROAD Medical	7	0		
Apr 11 23 23-02425	07:16:16 St, OXFORD Medical	27	0		
Apr 11 23 23-02435c	14:17:07 Highway 6, PORT HOWE Mutual Aid to the Scene	0	0	Assistance to 23-02435	
Apr 11 23 23-02455b	18:50:47 Thomson Rd, CONNS MILLS Mutual Aid to the Scene	69	0	Assistance to 23-02455	
Apr 13 23 23-02485	12:01:45 Highway 321, OXFORD JUNCTION Medical	32	0		
Apr 13 23 23-02519b	20:50:13 Killarney Rd, LAKE KILLARNEY Mutual Aid to the Scene	0	0	Assistance to 23-02519	
Apr 13 23 23-02522a	22:25:54 Highway 204, EAST LEICESTER Mutual Aid to the Scene	308	0	Assistance to 23-02522	
Apr 17 23 23-02696	19:31:33 Main St, OXFORD Smoke Condition	31	0		
Apr 18 23 23-02738a	22:52:10 Mount Pleasant Rd, LAKE KILLARNEY Mutual Aid to the Scene	8	0	Assistance to 23-02738	
Apr 20 23 23-02757	03:08:20 Memorial Dr, SPRINGHILL Mutual Aid to the Scene	51	0		
Apr 20 23 23-02767	15:16:11 Pleasant Rd, MOUNT PLEASANT Medical	58	0		
Apr 21 23 23-02795	14:12:42 Main St, OXFORD Medical	30	0		
Apr 25 23 23-02923	08:33:49 Highway 204, BIRCHWOOD MVA - Confirmed Entrapment / Unknown	50	0		
19 incidents for Oxford		14 hrs 54 mins	0		
		14 hrs 54 mins	0		

Jimmy Ward

Municipal Physical Activity Leader

April Board Report

- Welcome Hayden Clark to the Recreation team. Hayden is from Oxford, and he is finishing the Communities in Recreation Program through NSCC in Truro. He started with me last week and he will be with me for 5 weeks doing his work placement.
- **National Volunteer Week**
 - From April 16th – 22nd, we recognized volunteers throughout our community by asking people to send in their nominations.
 - 20 entries were received.
 - Thank you to everyone who took the time to submit a nomination and to all of the volunteers within our community, I want to say thank you so much for everything that you do. We are lucky to have so many amazing people within our community willing to donate their own time and hard work to make Oxford a place for people to enjoy.
- **Earth Week**
 - Residents were asked from April 22nd – 29th to take part and clean up garbage around where they live or somewhere in town.
 - They then emailed me a picture and their names were put into a draw to win prizes which were donated to us by Businesses in Town.
 - Thank you to the following for the donations.
 - The Circle K (gift cards)
 - GJDE Enterprises (Puzzle)
 - The Sunset Thrift Store (Gift Certificates)
 - Oxford Pharmachoice (Gardening Tool Kit)
 - Scott's Independent (Cake Pan)
 - Lower Main Market (A mug which was full of candy)
 - And to My Cab for a \$200 donation
 - Congratulations to the winners, Padraic and Tabitha Moore and their family.
- **Book Club**
 - Adult book club starts Tuesday May 9th at the OPH Hall from 7 – 8 pm
 - Book Club for ages 12 – 16 started on April 27th at the Arena from 3 – 4pm.
 - Both groups will meet once a month
 - Both are Free of Charge

- **Zumba at the School**

- On April 26th, we invited Angel Ward to the school to lead the kids in a 20-minute Zumba class.
- The idea came from Dance Nova Scotia's Dare to Dance Challenge where schools were encouraged to participate in some sort of dance for 20 minutes, where they were recorded and the video to be submitted for the school to have a chance at winning a Free, professional dance workshops from PERFORM.

- **Basketball and Pickleball**

- Happening at the school gymnasium every Tuesday from 8 – 9:30pm. Cost is \$2 per person each night which will go toward covering the school's rental fee.
- The town has purchases Pickleball equipment to use this summer on the tennis courts. If anyone is interested in signing out Pickleball equipment to use on their own, please contact myself (Jimmy) at mpal@oxfordns.ca, or stop by Town Hall for information.
- A damage deposit of \$10 to sign out the equipment on your own will be required and refunded upon inspection of the equipment for damages once returned.
- Currently waiting on a quote from Darren White to have the tennis courts painted with the correct dimensions for Pickleball courts.
- We are also looking at running some day and evening times for anyone interested in playing or learning how to play. These times will be run by someone within the Recreation Department.
- These sessions will be Free of Charge.

- **Community Gardens**

- Work started on April 26th to get the gardens ready for planting.
- Megan Baker has volunteered this year to take the lead on looking after the gardens and if anyone is interested in helping her, they can reach out to her directly or if you need her contact information then reach out to myself at mpal@oxfordns.ca for that information.

- **Access-Ability Project**

- Work to be done on the parking lot by the Water Street Gazebo.
- Little River Landscaping is taking on this project and they will get started as soon as they get the approval to dig from Eastward Energy, making sure there are no gas lines in the area.

- **Community Calendar for May**

- On your desk you will see the calendar with a list of events happening in the community for the month of May. These calendars have been sent out in the mail so please look at these for anything that might be of interest to you.
- If anyone would like to have their events posted in the calendar, please send your information to mpal@oxfordns.ca by the 15th of the month prior to your event.

To End of April 2023

- **Tax Sale 2023** – Updated postings, Oxford Webpage Tax Sale section and printed information to keep properties on tax sale up to date and posted. Adjust forms and items for the tax sale as supplied by Cumberland County to be relevant for Town of Oxford.
- **Water Billing – Assist** with getting the water meter sheets out for meter readings, delivering completed meter sheets to Cathy, analysis of the meter readings (working with Ruthann and Cathy to look for broke and re-reads, etc). Distributing re-read sheets to Nick, preparing, and print water bills and assist in preparing them for mailout.
- **Water Rates** – updated on the Town of Oxford Website – posted the new info from the Water Review Board.
- **Interest Posting** in TownSuite for Property and Water taxes for April 1, 2023.
- **Year End** – assist with year-end bill postings and preparation for year-end as required.
- **Easter Holiday** – posting of hours for Town hall and Transfer site for Easter holiday on facebook, our website and on town hall windows/front door.
- **Payroll/Budget preparation** – assist Ruthann with budget numbers for payroll for staff – LIEU and Vacation hours remaining from April 7th pay for this coming year.
- **April Staff Lunch** – **initial** organizing of a Spring staff potluck luncheon.
- **Medavie Blue Cross Health Plan** – Application for and completed setup as an additional Plan Administrator. Analysis of bills and contacting plan administrator to discuss bills. Data entry for employees signing up for the plan into the portal.
- **Various postings to Town of Oxford Website and Facebook pages for public works and others as required.**
- **IT Assistance** – Look at proposals for IT services with Ruthann and Linda. Other IT assistance/desk-side support requests for application/printing/email assistance from staff as required.
 - Installed updates on OWL Zoom camera.
 - Co-ordinate with Xerox to get a service/cleaning on the printer completed.
 - Assist Cathy with setup of CIBC Web Portal for tax audits.
 - Setup of new POS terminal.
 - Research laptop replacement for Ruthann as well as a second monitor for Nick, extra backup hard drives and new server hard drive etc. for IT Budget for 2023. Town of Amherst IT also sourcing prices and ordering.
- **Health & Safety Meeting Agenda's** – updated and prepare the agenda package and action items list for the Health & Safety Committee Meeting and completed minutes for the meeting held on April 6, 2023 (next meeting to be held on May 11/23).

- **Bill Payments** – Accounts Payable - Paid bills through Scotia Bank as required (Bell Alliant, Bell Mobility, NS Power, Eastward Energy, etc. Alignment of receipts against statements for Irving, Scott’s Independent and others as required.
- **Payroll** - Entry of hours submitted via paper timesheet by all employees and analysis thereof in payroll spreadsheet. Inquiring at times for clarification of hours (when required) from employees. Requesting information from Connie’s Financial. Submission of payroll sheet to Connie’s Financial and then processing payroll into Scotiabank online banking for pays. Payroll time allocation tracking for Public Works to assist Ruthann with current and future budgets.
- **Mid-Month Reporting** for Payroll (Manulife Pension, Union Dues, Workman’s Comp, Source Deductions (Revenue Canada), and payment of these online.
- **Deposits to Sage**– posting deposit batches into Simply Accounting/Sage ongoing – generally daily.
- **Bills posted to Sage** – analysis and posting to Simply Accounting General and Water Operating for paid online, by cheque and by Visa as well as posting 58xx/1303 Due to Invoices to Water Operating.
- **Covering at the front desk** – when required - customer service for tax and water payments and general inquiries when Cathy or Cheryl are not at the front desk (lunches, etc).
- **Committee and Council/COW meetings:** printing packages, taking minutes, scanning, and uploading minutes to the website and file server (Health & Safety, COW, Council, Accessibility, Policing Services Review, etc.). Auditing past minutes to ensure all approved minutes were signed and uploaded for committees. Setup and take down of portable Zoom setup for COW meeting at the Firehall. Posting of RCMP report on Town Website – coordinated with Les Coleman to get a new section added to the site.
- **Other administrative/clerical and general duties as required and on-going.**

Committee of the Whole Report
CAO Office
April, 2023

April was a busy month of final reporting of grants that were applied for 2022/2023 and some year end reporting.

Various meetings were held, weekly staff meetings, COW, Public Works, Accessibility, Police Advisory Board, Teams Cumberland, Municipal Advisor, Department of Justice update, Council, and Poverty Reduction Meeting.

Working with Public works to organize approvals as reporting has proven to be a challenge as none of this information was transferred to current staff. It has taken away a fair bit of time and we are still sorting out this information, working along side with the Department of Environment and may need to reach out to Dillon Consulting for expertise, even just to set us up.

Experiencing a lot of issue with the fence at the Transfer Site, we have now caught multiple people going in and out of the Transfer Site, even cutting the chain, on camera, this has been reported to the RCMP. We are currently working on setting up the old fence, rather than just a chain link. A couple of the people we have caught on camera are non-residents of the Town, and this may be happening due to office issuing new transfer site cards and everyone being carded now. There is also picking going on at night, we are concerned as this is a liability and a safety issue.

Had to issue a Dangerous and Unsightly matter to an abandoned property that has garbage stuffed in their garage. This home has been vacant for more than two years. If no action is done by the property owner by May 17, the Town will be entering the property and removing the garbage. This charge will be applied as a lien to the property. We will also be setting up a pest control management in which will be applied as a lien also. To this date, no action has been done to clean up the garbage in the shed.

Working with Dillon Consulting regarding a System Assessment Report that needs to be completed. This is a requirement from one of our approvals, and it occurs every 10 years. Dillon has been on site to review our water system and have now asked for various reports from Public Works and then they will start to put our report together.

A lot of work was done for preparation of the Tax Sale that was held on May 4. The staff did a great job pulling this off, as we are all new in this process. The tax sale proved to be a success. We were able to sell 3 of the 4 properties. For the property that did not sell, we plan to do this at a future tax sale in the early fall and approach Council to lower the minimum bid. This may be a sealed bid tax sale, depending on whether we need to add other properties to the tax sale list. Having the auctioneer proved to be an efficient and effective way to conduct the tax sale.

Working with the Community Centre Committee regarding the amalgamation of lots.

I am proud of our staff as we came together to celebrate earth day. We took an hour and cleaned around the Theatre alley way and a group also cleaned at the transfer site. Many bags of garbage were collected and disposed of.

Oxford needs to update the Land Use Bylaw and the Municipal Planning Strategy. This was brought to our attention from the Senior Planner at the Department of Municipal Affairs and Housing. We need to have a Public Participation Program Policy, a policy on engaging with abutting municipalities (we would need to consult with the County), and we need to reference our public participation policy in the MPS. There will be follow up from the Province in June, therefore we need to get this moving quickly.

A few derelict properties have been reported along with an issue with someone burning garbage and having an open composter. These matters are in process.

Met with the CAO from the County of Cumberland to discuss Seven Lee Way development, Joint Fire Agreement, Fire Trucks, and the requirement regarding the Land Use Bylaw and Municipal Strategy.

In Conclusion my next steps, following up on the upcoming tax sale, budget discussions, accessibility planning, grant researching, issuing tenders for capital projects, Public Works fleet, approvals reporting and Canine Bylaw.

Respectfully submitted by,

Linda Cloney
Chief Administrative Officer
lcloney@oxfordns.ca

Office Report April 2023 Revenue Officer/ Reception Clerk

Daily duties include:

Mail from post office, opened, distributed to different departments, invoices stamped and in department heads folders for signatures.

Opening office procedures

Bank Audits printed off from banks for the day and processed, applied on accounts in Town Suite.

Print off invoices and statements, distribute to proper department heads folders to process.

Entered any monies and bank audits into deposit for the day. Ran off days report off Town Suite to balance monies for the day. Closing procedures. Post office mail outs for day.

Distribute calls to various departments.

Complete deposits and deliver to the bank. (Frequently, not daily)

April 3rd

Time Sheet for Payroll.

Checked that all 2020/2021 and 2022 files were transferred. Created and labeled new file folders.

Set up new water account in Town Suite for a new customer.

Emailed Town Suite concerning water billing mistake.

Ordered office supplies for all departments.

Called Fundy Bay Tractors for invoice needed.

Property valuation changes ran off and applied changes in Town Suite.

Customer in for information on new property acquired.

Mortgage deletion from Simplii bank applied.

EFT processed into Town Suite for Sustainable Growth Fund \$275,151.00.

Working in Sage, statements were checked.

Photocopying Tax sale papers

April 4th

Weekly staff Meeting 9-10:30

Called to order new cheques.

Called U-Line for a catalogue.

Called Cumberland County office concerning their customer's Property tax payments. Not Oxford's customer.

Called resident back concerning when road upgrades will be done and sent a customer request form.

Called resident back concerning information on building lot sizes for code requirements.

Called CIBC bank concerning missing bank audits/payments.

Called courier to set up time to return old debit machine.

New homeowners called to talk about water and tax bill procedures and Town of Oxford bylaws.

Office supply order arrived for all departments, distributed, and put away supplies.

Respond to Fire Department concerning unpaid invoice.

Called Workplace company to re route invoices to the proper address for the fire department.

Received bank audits via email requested from CIBC, applied to proper accounts.

April 5th

Worked with Co-Op student.

Emailed RBC bank about missing audits to resend to apply payments missing.

Called CIBC bank about missing audits to resend to apply payments missing.

Called office supplier to order supplies.

Call came in from resident about a mange looking coyote sighting on main street in MacDiarmid's parking lot worried about kids and people being near this animal, I gave her DNR'S phone number to report sighting.

April 6th

Health and Safety Meeting 9 to 10 am.

Processed invoices into Simply to do cheque run. Cheque run done.

April 11th

Staff Meeting Cheryl in to cover desk.

Two envelopes of LSD found in front of Town Hall brought in by local residents RCMP took possession. RCMP office was locked as to why residents did not drop it off at the RCMP.

Xerox came in to fix the fax machine.

Property valuation changes ran off and entered.

Stated entering water meter readings to process water bills.

A lot of walk ins. A water customer called concerning their water bill outstanding, printed a statement and sent to him.

April 12th

Worked with Co-Op student.

Property tax owner and Water customer called wanting all property tax bills and receipts and also all water bills and receipts for their three properties in town for the prior year. Organized and emailed those to them.

Entering water meter readings to process water bills.

April 13th

A company called concerning missed payment of an invoice in January ,2022. Had to look up this invoice in our Simply system and our files.

L.A. animal shelter called asking about grants to apply for in our area to build a new building or up grades for existing property in upper Nappan.

Enter water meter readings for water billings.

Contacted Shady Rest and Four Seasons Homes to prepare for water shut off by public works for repairs.

April 14th

Animal control officer called to speak with the CAO regarding a reported dog issue.

Checked into Town Suite for dog tag registration for the concerned dog, this dog was not in records.

A water customer called concerning water bill.

A local resident called to report 3 parked trucks with garbage behind the A&E MacEachern insurance office parking lot. CAO dealt with this matter.

A concerned citizen came in to file a complaint regarding neighbor's compost container being on the property line of his property. Having a problem with rats being attracted and other animals on this property and is an eye sore for his property.

Worked on Property Valuation changes.

April 17th

Time Sheet done for payroll.

A resident called concerning 2023 class banners.

Processed cheques from cheque run. Stuffed, stamped, and sealed, ready for mail.

Processed a Tax Certificate.

A local resident called concerning Tax sale procedures.

Called Carter's Cresting and Fundy Bay Tractors for invoices and statements to process in Simply.

A resident called for the RCMP phone number.

Received invoices and statements processed these in Simply.

Reported a change of address to Property Valuation Services Corporation.

A property owner called to request their property tax bills for the last two years be emailed to Scotiabank.

Filed Invoices from cheque run into filing cabinets.

Property Valuation services print off reports to be processed in Town Suite. New homeowners too be added onto all sheets in Simply and water sheets for public works .

April 18th

Attended staff Meeting 9 to 11.

A customer of TD bank called to add Town of Oxford as payee for water and taxes.

New cheques came in went to bank to take back wrong order. Ordered proper cheques. Will take 7-10 business days to receive.

Reviewed water meter readings with Administrative Assistant for the water bills.

April 19th

Worked with Co-Op student.

Property owner called concerning lawn. Emailed public works.

Property owner called about tax bill.

The post office requested a garbage can for in front of the Post Office, emailed Public Works to respond.

Organized medical centre rents for Dr. Rondeau's office.

Went to post office, brought in boxes of printer ink.

Inputting water meter readings with Administrative Assistant and working in Simply.

April 20th

Final property tax statement and water bill made up for Hicks Lemoine Law office and emailed.

Water Bills running today.

Started emailing out water bills to owners and tenants. Started putting water bills into envelopes.

April 21st

Water bill stuffing, stamping, and sealing already to mail out.

Email from a property owner requesting all (multiple accounts) property tax bill and water bills owing for previous year 2022/2023 and to email them the receipts made on those accounts.

Updated the email listing for all property tax and water bills.

People inquiring information on upcoming tax sale.

Photocopying for the Fire Department.

Checked all invoices and statements in Simply to get ready for a cheque run.

Call in from a water customer concerning water meter.

Ordered cleaning supplies from supplier for the fire department, town hall, theatre, library and the medical center.

April 24th

Looked for card stock paper for CAO.

Called Rentokil for invoice and statements.

Called Fundy Bay Tractors for invoices and statements.

House Closing and final water bill completed.

A local resident called concerning tax sale property.

Insurance Company called to speak to CAO.

Purchaser of Town Van called for information, directed call to CAO.

Refund cheque processed.

Invoices processed.

Worked in water meter master sheet in Simply, went into many water accounts and turned off changes made for water bill run. Activation fees on accounts.

5 water customers were in to pay water taxes.

Called CIBC for user ID set up.

Property valuation changes.

Applied a tax sale payment and removed them from the tax sale listing.

Called back concerned citizen with a Foundry Street complaint.

Tax sale questions walk ins.

Entered invoices in simply. A to M done.

April 25th

Staff Meeting – Tax Sale procedures.

Call from interested person concerning resume for public works.

Call from Dillon Consulting about environmental assessment report.

A water customer called about water bill and upset as their bill seemed high, started investigation.

Water bill payments walk ins.

Meeting with Linda, Ruthann, and Stan about tax sale. Tax sale information conference call

April 26th

Worked with Co-Op student.

Water bill payments walk ins.

Interested person called to ask about public works position, asked them to send in a resume.

A concerned citizen called concerning basketball net on road blocking sidewalk and street on Sunset Avenue.

A property owner called to have all property tax bills from 2022/2023 emailed to them to pay. (Multiple accounts)

April 27th

Processed recreation money form basketball and pickle ball.

Property owner called to make a payment; upset to hear we don't take credit card payments over the phone. Gave them options available.

Year end cheque run.

April 28th

Called Sunset Industries concerning address. Also requested email address to send water and tax bills in future.

Applied Medical Centre Rents and organized future cheques from Dr. Wolfe's office.

Water bill payments walk ins.

A water customer called about water meter reading asked her about any possibility of leaks said filled hot tub and had a hot water pipe leak I said the public works crew went over and reread her meter there was a discrepancy in the reading will wait to see what the next meter reading reads next cycle.

Called citizen to ask where they wanted their cheque applied to, as they have multiple accounts and there were no notes, they verified to their water account.

Staff Earth Day cleanup.

Call about meter replacement and asking why? Replied we are replacing any broken meters and any flat meters as it is required by the Utility and Review Board.

A call asking for RCMP phone number.

A call asking about accounting businesses in Town directed to Town of Oxford website.

Processed and printed monthly invoices for the Probation Officers office rental for the year.

Processed and printed monthly invoices for the Medical Centre cleaning for the year.

Organized this report for Council meeting as requested by CAO.

GL Account	General Operating Budget (April 1 2022 to March 31, 2023) approved by Council June 9/2022	Budgeted Amount	Expected Year End	% of Budget
	REVENUE			
	Tax Revenue			
4001	Residential Tax	886,643	871,018	98%
4002	Commercial Tax	1,073,089	1,072,157	100%
4004	Resource Tax	12,244	12,192	100%
4005	Forest (Under 50,000 Acres)	180	179	99%
4007	Based on Revenue - Aliant	1,800	1,674	93%
4008	Sewer Rates	197,397	197,383	100%
4012	Deed Transfer Tax	50,000	84,809	170%
	Total Taxes	2,221,353	2,239,411	101%
	Grants in Lieu			
4021	Federal Government - Canada Post	3,090	3,090	100%
4022	Federal Government - RCMP	21,487	21,475	100%
4023	Provincial Government - DNR	14,985	14,985	100%
4024	Provincial Government - Liquor Comm	8,531	8,531	100%
	Total Grants in Lieu	48,093	48,081	100%
	Services to Other Governments			
4031	Cumberland County - Fire Protection	61,797	61,797	100%
	Total Services to Other Governments	61,797	61,797	100%
	Own Source Revenue			
4045	Soccer Program Registrations	1,600	1,610	101%
4048	Special Program Registrations	1,500	1,506	100%
4053	Arena Lease-payment for expenses pd	27,000	47,293	175%
4057	Heritage Gas Revenue	22,070	21,979	100%
4060	Theatre Revenue	1,500	1,996	133%
4067	Dog Licences	100	85	85%
4069	Building Permits	700	700	100%
4073	Fine Revenue	500	115	23%
4080	Office Rent Water	6,000	5,665	94%
4082	Medical Centre Rents	19,023	19,111	100%
4084	Probation Office Rent	2,400	3,600	150%
4092	Interest on Taxes	40,000	41,625	104%
4094	Tax Certificates	1,000	2,000	200%
4098	Sales of materials	2,000	4,867	243%
	Total Own Source Revenue	125,393	152,153	121%
	Unconditional Transfers			
4112	Municipal Capacity Grant	178,171	178,171	100%
4116	Farm Acreage Grant	2,880	2,880	100%

GL Account	General Operating Budget (April 1 2022 to March 31, 2023) approved by Council June 9/2022	Budgeted Amount	Expected Year End	% of Budget
4120	HST Offset Payment	7,000	13,767	197%
	Total Unconditional Transfers	188,051	194,818	104%
	Conditional Transfers			
4146	EMO Grant Civic #	1,000	1,000	100%
4152	Fed Gov Funding - Summer Students	1,869	1,870	100%
	Total Conditional Transfers	2,869	2,870	100%
	Other Transfers			
4220	MPAL Funding Province	14,583	14,000	96%
4222	Grants from Province Other		10,000	
4230	Grants from Other Organizations	3,000	32,431	1081%
4260	Transfer From Local Fire Assoc	3,400		
4265	Interest on CRA refunds		20	
	Total Other Transfers	20,983	56,450	269%
	TOTAL REVENUE	2,668,538	2,755,580	103%
	EXPENSE			
	General Government			
5002	Mayor Honorarium	9,011	9,011	100%
5004	Mayor Expenses	1,000	586	59%
5006	Council Honorariums	25,232	23,304	92%
5008	Council Expenses	2,300	185	8%
5010	Salary - CAO	60,425	54,857	91%
5011	Salary - Accountant	51,593	47,960	93%
5012	Salary-Town Clerk		5,510	
5014	Salary - Office Staff	73,116	78,280	107%
5015	Admin Salaries paid by Water	-55,540	-52,792	95%
5016	Legal Fees	8,000	18,885	236%
5018	CAO Contracted Services	2,000	0	0%
5019	Adminstration Contracted Services	4,000	1,652	41%
5020	CPP paid by employer	15,735	16,420	104%
5022	EI Paid by employer	5,053	6,983	138%
5024	Health Plan paid by employer	3,300	1,686	51%
5026	Pension Plan paid by employer	14,679	13,970	95%
5028	Administration Appreciation Bonus	850	859	101%

GL Account	General Operating Budget (April 1 2022 to March 31, 2023) approved by Council June 9/2022	Budgeted Amount	Expected Year End	% of Budget
5030	Professional Development	1,200	237	20%
5032	Seminars & Travel	6,000	4,855	81%
5034	Audit Fee	25,000	22,045	88%
5036	Town Hall Insurance	3,000	4,853	162%
5038	Office Postage	1,300	1,242	96%
5040	Office Supplies & Advertsing	8,800	12,955	147%
5041	I T Expenses	7,380	6,658	90%
5042	Office Programmer	5,530	5,567	101%
5044	Town Hall Janitor & Supplies	5,700	6,137	108%
5046	Town Hall Telephones	4,750	4,387	92%
5048	Town Hall Electricity	4,200	4,669	111%
5050	Town Hall Natural Gas	7,000	5,969	85%
5052	Town Hall Water	700	468	67%
5054	Town Hall Sewer	325	325	100%
5056	Workplace Wellness	1,000	407	41%
5058	Town Hall Maintenance	10,750	6,414	60%
5070	Conferences and Workshops	2,000	1,442	72%
5072	Public Official Liability Ins	2,600	2,700	104%
5074	Dues - UNSM/FCM/CNTA/POL BD	5,200	5,084	98%
5080	OREC Bursary	500	500	100%
5081	NSCC Foundation	5,000	5,000	100%
	Natural Disaster-Sinkhole/ Fiona			
5084	PVSC - Assessment Costs	18,143	16,705	92%
5086	Valuation Allowance - Taxes	38,000	30,000	79%
5087	Bad debts other	5,000		0%
5088	Interest Town Hall 2013 MFC	521	423	81%
5089	Interest on Backhoe Loan	3,054	1,635	54%
5091	Bank Service Charges	6,000	5,264	88%
5093	MFC Int - School Enhancement	0	0	
5095	Cash Over/Short		-4,336	
5096	Credit Card Fees & Interest	150	150	100%
	Total General Government	399,558	379,110	95%
	Protective Services - Police			
5106	RCMP Contract	530,143	530,143	100%
5107	School Crosswalk Guard	8,410	8,906	106%
5110	Corrections	14,249	13,905	98%
	Total Police	552,802	552,953	100%
	Fire			
5126	Firefighters Honorariums/Incentives	20,000	19,225	96%

GL Account	General Operating Budget (April 1 2022 to March 31, 2023) approved by Council June 9/2022	Budgeted Amount	Expected Year End	% of Budget
5128	Fire Phones	2,035	2,365	116%
5130	Fire Communication System	6,538	5,104	78%
5132	Public Fire Protection Charge	157,773	157,773	100%
5134	Fire Chief's Convention	3,780	3,043	81%
5136	Fire Training	4,720	1,842	39%
5138	Fire Hall Lights & Power	5,200	5,386	104%
5140	Fire Hall Natural Gas	8,900	10,214	115%
5142	Fire Hall Insurance	3,700	1,727	47%
5144	Fire Hall Maintenance	3,695	4,611	125%
5146	Firefighters Liability Insurance	15,220	9,901	65%
5148	Fire Hall Water		310	
5150	Fire Hall Sewer	325	325	100%
5152	Fire Trucks Insurance	4,800	5,268	110%
5154	Fire Trucks Fuel	5,000	4,922	98%
5156	Fire Trucks Repairs & Maintenance	13,000	12,196	94%
5158	Fire Equipment & Supplies	19,350	18,080	93%
5160	Fire Equipment Repairs & Maint	9,850	14,402	146%
5168	Fire B.A. - MFC Interest	352	331	94%
5174	Fire New Hall - MFC Interest	4,952	4,052	82%
5178	Fire Breath App MFC Nov 2018 Int	997	853	86%
	Total Fire	290,187	281,930	97%
	Emergency Management			
5205	Regional Emergency Mgmt Officer	5,500	5,500	100%
5210	Emergency Measures Expenses	550	207	38%
5215	Special Hazard Response Unit	700	619	88%
	Total Emergency Management	6,750	6,326	94%
	Other Protective Services			
5240	Building Inspection	7,000	7,000	100%
5245	Animal Control	200		
	Total Other Protective Services	7,200	7,000	97%
	Transportation Services			
5410	Salary - PW Supervisor	25,000	13,228	53%
5412	Labour - PW	145,527	134,278	92%
5416	Supervisor Phone	1,980	1,886	95%
5418	Town Truck & Van	6,650	6,138	92%
5422	Loader and Plow #624 & 544	9,300	27,960	301%
5426	Tractor Kubota	15,280	14,133	92%
5428	Backhoe Interest and Repair	6,200	7,025	113%
5434	Salt Truck	11,860	10,641	90%

GL Account	General Operating Budget (April 1 2022 to March 31, 2023) approved by Council June 9/2022	Budgeted Amount	Expected Year End	% of Budget
5436	Equipment and Small Tools	17,320	18,704	108%
5438	OPH Insurance	250	972	389%
5440	OPH Expenses	3,075	85	3%
5442	OPH Taxes	2,400	2,422	101%
5444	Town Garage Insurance	3,100	3,596	116%
5446	Town Garage Fuel (Wood)	1,500	1,590	106%
5448	Town Garage Maintenance	2,000	5,341	267%
5452	Town Garage Phone	300	694	231%
5456	Town Garage Electricity	4,600	4,041	88%
5458	Workers Compensation	14,400	12,643	88%
5460	Liability Insurance	14,500	16,826	116%
5462	Diesel	25,200	17,072	68%
5464	Gasoline & Oil	11,600	10,022	86%
5467	Clothing	2,000	3,733	187%
5468	Health and Safety	8,500	13,988	165%
5470	Salt	39,000	25,342	65%
5474	Street Maintenance	90,600	67,783	75%
5476	Street Lighting	7,300	7,172	98%
5477	Contingency Account/Capital Projects	79,874	22,148	28%
5486	Paving/Sidewalks 2016-MFC Interest	4,403	3,895	88%
5488	Salt Truck 2016 - MFC Interest	826	1,016	123%
	Total Transportation	554,545	454,376	82%
	Environmental Health Services			
5510	Sewer Admin Supervisor	5,000	3,837	77%
5512	Sewer Other Labour	2,911	9,028	310%
5514	Sewer Safety Equipment	1,000	346	35%
5516	Sewer Maintenance	23,900	21,154	89%
5517	Sewer Power	37,700	60,575	161%
5552	Transfer Station Contract (FERO)	83,524	89,914	108%
5556	Tip Fees	48,100	33,809	70%
	Total Environmental Health	202,135	218,662	108%
	Public Health & Environmental Devel			
5572	Medical Centre	27,760	29,918	108%
5573	Deficit Regional Housing Authority	32,723	14,646	45%
5574	Planning - Town of Amherst	17,500	15,581	89%
5578	Interest Medical Centre 2013 MFC	326	272	84%
5586	Tree Expense/Trail Reserve	4,000	3,970	99%
	Total Public Health and Envir Dev	83,809	64,387	77%

GL Account	General Operating Budget (April 1 2022 to March 31, 2023) approved by Council June 9/2022	Budgeted Amount	Expected Year End	% of Budget
	Recreation and Cultural - Arena			
5606	Arena Telephone	530	571	108%
5608	Arena Electricity	35,200	44,286	126%
5610	Arena Maintenance	2,421	3,364	139%
5612	Arena Natural Gas	5,700	6,113	107%
5614	Arena Water	3,100	2,621	85%
5615	Arena Sewer	325	325	100%
5616	Arena Insurance	2,500	6,242	250%
5624	Arena 2013 MFC Interest	717	588	82%
5626	Arena Automation MFC Nov 18 Int	835	802	96%
	Total Arena	51,328	64,913	126%
	Fields and Library			
5631	Festival Decor	1,000	1,208	121%
5632	Tennis Courts	3,500	798	23%
5633	Trails	1,000	11,620	1162%
5636	Ball and Soccer Fields	1,500	35,879	2392%
5638	Skateboard Park	1,000	21	2%
5640	Mural and Gazebo Lights	330	567	172%
5642	Library Expense	16,370	12,165	74%
5643	Regional Library Board Transfer	10,644	10,334	97%
	Total Fields and Library	35,344	72,593	205%
	Theatre			
5656	Theatre Electricity	3,000	2,310	77%
5657	Theatre Expense	250	301	120%
5658	Theatre Maintenance	2,000	3,591	180%
5660	Theatre Natural Gas	5,400	5,367	99%
5662	Theatre Water	420	325	77%
5664	Theatre Sewer	325	325	100%
5665	Theatre Property Tax	2,091	2,213	106%
5666	Theatre Insurance	180	943	524%
	Total Theatre	13,666	15,374	113%
	Recreation			
5682	Recreation Community Garden Project	1,000	0	0%
5684	Recreation Co-ord Salary	34,615	27,730	80%
5686	Recreation Co-ord Travel	900	1,590	177%
5688	Recreation Summer Students	3,738	3,607	97%
5692	Recreation Postage	1,500	237	16%

GL Account	General Operating Budget (April 1 2022 to March 31, 2023) approved by Council June 9/2022	Budgeted Amount	Expected Year End	% of Budget
5696	Recreation Telephone	405	265	65%
5700	Recreation - Summer Soccer Program	1,000	0	0%
5702	Recreation - Misc	1,000	5,782	578%
5704	Recreation - General Programs	1,000	690	69%
	Total Recreation	45,158	39,902	88%
	Fiscal Services			
5724	MFC Principal - 2016 Breathing App	3,200	3,200	100%
5726	MFC Principal - 2018 Breathing App	7,400	7,400	100%
5728	MFC Principal - 2013 Fire Hall	69,700	69,700	100%
5733	MFC Principal - 2013 Med Cent	5,000	5,000	100%
5743	MFC Principal - 2016 Paving/Salt Tr	47,500	47,500	100%
5756	MFC Principal - 2013 Town Hall	7,100	7,100	100%
5758	MFC Principal - 2013 Arena	10,200	10,200	100%
5759	MFC Principal - 2018 Arena Auto	6,200	6,200	100%
5768	Backhoe lease principal	4,983	6,403	128%
5780	Transfer to Reserves	40,000	40,000	100%
5790	District School Board	224,774	221,147	98%
	Total Fiscal Services	426,057	423,849	99%
	TOTAL EXPENSE	2,668,538	2,581,374	97%
	NET INCOME	0	174,206	
<p>3 % more Revenue than expected-Deed transfer tax & Tax Certificates, Grants for ball field (in and out) - \$25,702 received (Shortfall of \$5970 to cover cost of fence). \$10,000 Grant for Trails given to the Trails Association (In and Out)</p>				
<p>3% less expense than expected- Recreation under budget 88%,late start. Public Works wages \$43,000 less than predicted Late filling vacancies, easy winter for salt, not able to complete all the planned street maintenance</p>				
<p>\$25,000 to cover the occupancy load inspection for arena in process not applied</p>				

Town of Oxford Water Budget from April 1, 2022 to March 31,2023	Budget	Expected Year End	% of Budget
REVENUE			
Water Revenue			
Metered Water/Base Charge	171,939	184,730	107%
Metered Water/Consumption	26,036	32,712	126%
Metered Water/O.F.F. Base Charge	28,493	30,194	106%
Metered Water/O.F.F. Consumption	264,786	250,186	94%
Total Metered Sales	491,254	497,823	101%
Flat Rate Sales	2,104	5,975	284%
Public Fire Protection	157,773	157,773	100%
Sale of Services	250	4,050	1620%
Sprinkler Service	200	200	100%
Interest on O/S Arrears	5,251	4,018	77%
Amortization of deferred contributi	2,000	2,000	100%
TOTAL REVENUE	658,832	671,838	102%
EXPENSE			
Source, Power and Pumping			
P&P Supervisor Salary	15,000	5,508	37%
P&P Power	75,500	66,278	88%
P&P Labour	1,100	1,100	100%
P&P Repairs and Maintenance	44,000	19,626	45%
Power and Pumping Total	135,600	92,512	68%
Treatment			
Treatment Insurance property	295	268	91%
Treatment Chemicals & Testing	25,310	19,888	79%
Treatment Power	7,170	5,378	75%
Treatment Labour	2,200	2,200	100%
Treatment Maintenance	12,825	10,791	84%
Treatment Total	47,800	38,526	81%
Transmission and Distribution			
T&D Meters	5,760	31,572	548%
T&D Labour	29,444	27,798	94%
T&D Maintenance & Services	58,221	15,784	27%
T & D Hydrants	6,000	54	1%

Town of Oxford Water Budget from April 1, 2022 to March 31,2023	Budget	Expected Year End	% of Budget
Transmission and Distribution Total	99,425	75,209	76%
Administration			
Admin Salaries	55,540	52,792	95%
Admin CPP	7,500	7,079	94%
Admin EI	3,000	3,010	100%
Admin Pension	7,500	5,082	68%
Admin Health Plan	1,500	722	48%
Admin WCB	6,180	4,889	79%
Admin Rentals	5,665	7,146	126%
Admin Legal Fees	6,391	11,030	173%
Special Services	2,000	82	4%
Admin Office Expense	7,210	7,210	100%
Admin Audit Fee	9,065	6,000	66%
Admin Bank Charges	829	150	18%
Valuation expense	3,090	3,090	100%
Administration Total	115,470	108,282	94%
Other			
Depreciation	90,107	84,624	94%
Town Taxes	19,610	19,627	100%
Lease Interest Backhoe	2,727	1,635	60%
MFC Interest 2016 Water Upgrades	4,072	4,445	109%
MFC Duke Street Interest	12,804	17,583	137%
Lease Principal-backhoe	5,311	6,403	121%
MFC Principal Watermain Upgrades	43,000	43,000	100%
MFC Principal 2021Watermain Duke St	30,755	30,755	100%
Amortization of debenture discount			
Total	208,386	208,072	100%
TOTAL EXPENSE	606,682	522,601	86%
NET INCOME/SURPLUS Transfer to Capital	52,150	149,238	

2% over budget for revenues

14% under budget for expenses

RCMP



ROYAL CANADIAN MOUNTED POLICE

Town of Oxford

Police Advisory Board

January 1 to March 31, 2023

Sgt. Brian Cameron
District Commander



CALLS FOR SERVICE

Town of Oxford
January 1 – March 31, 2023

Criminal Code Offences

Fraud	1
Criminal Harassment	4
Fail to Comply	3
Identity Theft	1
Assaults	4
Flight from Police, non pursuit	1
Threats	1
Harassing Communications	2
Theft, Forgery	1
Identity Theft	1
Take Motor Vehicle without consent	1
Operation while Impaired	1
Refusal of Demand	1
Mischief/Property Damage	6
Break and Enter	4
Poss. of Cannabis for the purpose	1
Total	33

Non Criminal Code

Motor Vehicle Collisions	3
Off Road Collisions/Offences	1
Checkstop	8
Provincial Traffic Offenses	24
Non Criminal Code Offenses	20
Total	56
CC AND NON CC TOTAL	89

Oxford Detachment Updates

January 1 – March 31, 2023

202383606

Complaint received from Town of Oxford. Requesting patrols and presence in Oxford especially around the 3-way stop on Water Street. Message sent out to Members to conduct extra patrols in the area.

Traffic initiatives

19 charges and 8 warnings

8 Dedicated Check Stops, lead to 13 charges and 4 warnings.

1 Check Stop the day after the above report led to 6 charges. (Traffic Services).

20221525431

CPIC message received from Police Service in Ontario. Historical Sexual Occurred in Oxford in October. Member from Sexual Assault section is heading to Ontario for interview.

2023190559

Roadside suspension. Member generated. Traffic stop on Main Street in Oxford. It was initiated for vehicle with no lights on after dark. Driver was showing signs of impairment, ASD demand given, the driver blew a warn, 7 day suspension issued, the vehicle towed.

202336030

Impaired mvc - white Honda CRV. Member came across car that had turned in driveway backed out on to the roadway and went off the road down the small embankment. No injury. Cst. JORDAN was first person to come across vehicle that was still in drive with the sole occupant in the driver seat. Cst. JORDAN spoke with the driver and noted a strong odour of liquor. The driver was asked if had been drinking and stated "too much" The driver was asked for his DL 5 times and kept forgetting. Members had to hold him up and he was not able to keep his balance. Breath demand was read by Cst. JORDAN and the driver refused. The driver was arrested for refusing a breath demand and impaired operation



ANNUAL PERFORMANCE PLAN 2022/2023 PRIORITIES

- Crime Prevention and Reduction
- Road Safety
- Connecting With Our Community – Community Engagement
- Our People – Healthy and Respectful Workplace



Staffing Updates

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

District Commander: S/Sgt. Craig Learning

Operations NCO: Sgt. Brian Cameron

Community Policing Officer: Cst. Sarah Pennoyer

Domestic Violence Coordinator: Lydia Quinn

Court Liaison Officer: Alannah Blanch

Amherst Office

Cpl. Andrew Kerstens

Cst. Victor Manuel

Cst. Jeffrey Campbell

Cst. Phil Basque

Cst. Matt Bray

Cst. Richard Harvey

D/A Crystal Farrell

D/A (Vacant)

Oxford Office

Cpl. Drew Smith

Cst. Paul Cheesman

Cst. Heather Graves

Cst. Heather Lourie

Cst. (Vacant)

D/A Lina Taraschi

Parrsboro Office

Cpl. Troy Gill

Cst. Steve Maddison

Cst. Don Matthews

Cst. Colin Swim

Cst. (vacant)

D/A Heather Winters

Pugwash Office

Cpl. Shawn Galbraith

Cst. Anna Cochrane

Cst. Jeff Brooks

Cst. Sydney Jordan

D/A Joan Jamieson

Springhill Office

Sgt. Brian Cameron

Cst. Tom Livingstone

Cst. Terry Gautreau

Cst. Marilyn Campbell

Cst. Dean Boland

Cst. James Campbell

Cst. Gina Macrae

D/A Cindy MacDonald

Street Crime Enforcement Unit

Cpl. Josh Dubois

Cst. Mike Black

Cst. Ryan Wilson

Cst. Wayne Gillam (Amherst Police Service)

Cst. Stefan Deuille (Amherst Police Service)



Solid Waste Management Report

March 2023

Provincial Updates

Extended Producer Responsibility (EPR)

- EPR remains a priority with NSECC, and staff are hoping that the recommendations on regulations will be going to the Minister soon.
- Divert NS is being recommended as the oversight body for EPR.
- NSECC staff are recommending a 3 year timeline from when EPR is announced to when industry will start collecting. Some municipalities shared that they would like to see this closer to 2 years.
- The Priorities Committee met with the NSECC consultants to discuss a data collection plan. Municipalities will be required to submit information within 6 months of EPR being announced on how many households they collect from, if they collect from the commercial sector, and if so, how many, etc.
- As a reminder, EPR for PPP is for residential curbside materials, IC&I materials would not be captured but it's possible that it can be negotiated.

C&D Regulation Changes

NSECC has released a "What We Heard" document from the C&D engagement, this was circulated to NR members.

The finalized guidelines have been approved and are available online:

- [Solid Waste Management Facility Guidelines for Construction and Demolition \(C&D\) Debris Storage, Transfer, Process and Disposal](#)
- [Solid Waste Management Facility Guidelines for Municipal Waste Transfer Facilities](#)

The Guidelines will come into effect on July 5, 2023 which align with the following two regulatory changes:

- Treated wood ban from disposal at C&D facilities
- Approvals required for processing, transfer and storage of C&D material

300kg Goal

The hope is to start the landfill audits this spring. The proposal that came in was over budget so Divert NS had to go back to their Board for approval.

Northern Region

The next meeting is scheduled for May, 26, 2023.

The committee made a motion recommending that the NR meetings move to virtual only with at least 1 in-person meeting a year. The motion was approved with one nay vote- Town of Amherst.

Education & Enforcement

Divert NS Scholarship

Divert NS is once again offering up to \$20,000 in scholarships to NS Grade 12 students. There are 7, \$2500 regional scholarships and 1-\$2500 French scholarship. The deadline for applications is April 30, 2023. More information can be found at www.divert.ns.ca/scholarship

Newspaper Stewardship Advertising

As part of the stewardship agreement, Cumberland County Solid Waste can place up to 4-1/2 ads per year in the Cumberland Wire, free of charge. Two more ads were placed in the Cumberland Saltwire with a focus on Green Cart Tips and a Cumberland County Sort Guide.

Residential Visits

We are receiving a larger than expected amount of rejections from Miller Waste for residents not sorting dual stream. Staff will continue to work on messaging to the public with a focus on Dual Stream Recycling.

The Sunset Community in Oxford reached out to see if I would review source separation and sorting with the participants that work at the store.

Education & Enforcement Reporting

The 2023 contracts are now complete and staff will be preparing the final reports for Divert NS.

Diversion and MAP Funding

Region 3 received the final portion of the Diversion and MAP Funding. The tables below outline how the funding was distributed within our region.

Northern Region Funding				
Diversion Credit Funding F2023				
	Tonnage (21/22)	Overall Payment	Advancement (August)	Outstanding Funding (final pymt)
Region	31,613	\$ 449,603.97	\$ 331,100.00	\$ 118,503.97
Cumberland	4,558	\$ 64,824.44	\$ 38,692.47	\$ 26,131.96
Colchester	21,168	\$ 301,053.90	\$ 212,084.43	\$ 88,969.47
East Hants	5,887	\$ 83,725.64	\$ 80,323.10	\$ 3,402.54
Final Payment				
Tonnage	31,613			
Funding Allowance	\$ 449,604			
\$/T	\$ 14.22212			

Northern Region				
Municipal Approved Program Funding F2023				
	Tonnage (20/21)	Overall Payment	Advancement (August)	Outstanding Funding (final pymt)
Region	31,613	\$ 94,416.83	\$ 69,500.00	\$ 24,916.83
Cumberland	4,558	\$ 13,613.13	\$ 8,121.80	\$ 5,491.34
Colchester	21,168	\$ 63,221.32	\$ 44,517.87	\$ 18,703.44
East Hants	5,887	\$ 17,582.38	\$ 16,860.33	\$ 722.05
Final Payment				
Tonnage	31,613			
Funding Allowance	\$ 94,416.83			
\$/T	\$ 2.99			

Collection Schedules

The 2023/2024 collection schedules were mailed out to residents through Canada Post.

Canadian Nationals UpDog Challenge

The Dr. Carson & Marion Murray Community Centre will be hosting this 4 day event in July. Work continues with staff from the Community Centre to ensure that the event will be set up for proper waste

separation. Staff have ordered compostable pet waste bags for the event which will be given out to all attending.

Litter project- Amherst Stadium

I was pleased to hear from staff that the bins seem to be having a positive impact on residents using the facilities.

Social Media

We continue to have an active presence on the Cumberland County Solid Waste Facebook Page. Our focus has been on the "Put Waste In Its Place Campaign" and common sorting questions.



**Frozen Juice
Cans**



When a can is made out of two different materials (paper & metal) it should be placed in the garbage. Some other examples include chip cans, coffee cans, hot chocolate cans, and mixed nut cans.

Wondering "What Goes Where?" Download our free mobile app Cumberland County Solid Waste



Broken Glass



Place broken glass in a cardboard box or plastic container, label the box/container "broken glass" and then place beside your garbage.

Wondering "What Goes Where?" Download our free mobile app Cumberland County Solid Waste

External Committee Report

Cumberland Public Libraries

April 2023

Election of Officers

The Board re-elected Mr. Fawthrop as Chair, and Councilor MacKenzie as Treasurer.

Funding Formula

Council of Regional Librarians (CORL) is in the process of looking at the funding formula for libraries. We are in year 4 of 5 years. CORL has met twice in March to discuss funding going forward.

State of the Library meeting

The Board will hold its annual Public Meeting on June 1, 2023 at the Four Fathers Library.

Period Poverty Grant

Cumberland Public Libraries has received a one-time \$25,000 grant to help with period poverty in Cumberland County. This money will be used to purchase period products for all Cumberland Public libraries as well as for some education initiatives.

DEIA overview of policies

Cumberland Public Libraries is currently undergoing an audit of all of our Personnel and Operational policies through a Diversity, Equity, Inclusion, and Accessibility lens. This audit is being conducted by Chrysalis Human Rights Agency and the library received a grant to cover the cost.

Statistics

In the month of February, Cumberland Public Libraries signed out over 9208 items, 815 items in Oxford alone. This includes books, movies, TV shows, magazines and more.

Also, in February Oxford Library offered 2 in-person programs with 15 people in attendance. The Oxford library had 271 in person visits.

Next Board meeting June 20, 2023.

2023

Sponsorship



Package





1918-2023

Why Sponsor Us

This year marks the 103rd Cumberland County Exhibition, and plans are being made for an exciting line-up of events, which will run over two weekends on August 26th-28th and September 1st-4th. As you know, the Exhibition relies on the support of our community-generous sponsorship from businesses and individuals, which allows us to continue promoting rural Cumberland County. Your sponsorship is greatly appreciated and will be recognized in several ways, including announcements during the show, placement on signs on the grounds, and our Facebook page and website.

Sponsorship Deadlines

May 15th, 2023

Confirmation of Sponsorship & Payment Due
If Applicable, Confirmation of Booth Space

June 1st, 2023

Logos & Art for Advertisement & Promotions

August 10th, 2023

Banners

About Us

The Cumberland County Exhibition Grounds continue to be owned and maintained by the Oxford Agricultural Society for the primary purpose of hosting an annual agricultural exhibition. The Town of Oxford and the OAS have an agreement where the Town Owns and Operates the Arena Building, and the Society owns the land it sits on. Each year the OAS takes possession of the building for the use of the Cumberland County Exhibition. This partnership has allowed expansions and innovations to continue with the OAS. The Society generates all operating income to maintain and upgrade the facility through yearly exhibition revenues and other facility and equipment rentals.

The Cumberland County Exhibition and Oxford Agricultural Society exists to provide member organizations with a united voice, programs and tools to spur the kind of open collaboration, shared learning and coordinated action that a vibrant sector needs to thrive. And never has this collective effort been more needed. Our organizations are facing unprecedented challenges that have re-shaped the landscape. While our sector is diverse, our desire to enrich the community is our shared purpose. Where others see differences, we see reasons to get together.

Contact Information

Cumberland County Exhibition

Waverly Street

Oxford, Nova Scotia

T: 902 447 3285

E: coordinator@agricommodity.ca

www.cumberlandcountyex.com

SPONSORSHIP PACKAGES 2023

We believe sponsorship is a relationship built on supporting each other, and we have designed this sponsorship package with that belief in mind. If you would like to partner in something not listed here, please do not hesitate to start the conversation with us!

Friend of the Exhibition

Investment: Up to \$100

Listed on partnership banners located around the grounds
Listed on our social media and website all year

Bronze

Investment: \$101 - \$500

Everything listed above plus:
Receive a business card-sized ad in the program book
One complimentary weekend passes
Verbal recognition

Silver

Investment: \$501 - \$999

Everything listed above plus:
Upgraded to quarter page size ad in the program book
Listed on poster boards to be placed around the grounds
Upgraded to two complimentary weekend passes

Gold

Investment: \$1,000 - \$2,499

Everything listed above plus:
Upgraded to half page size ad in the program book
Upgraded to five complimentary weekend passes
Listed on our quarterly CCEX Newsletter

Platinum

Investment: \$2,500 and over

Everything listed above plus:
Upgraded to a full page size ad in the program book
A 10' x 10' booth space
Business/company banner displayed on grounds (Provided by business) can be left up all year
Upgraded to ten complimentary weekend passes
Logo on our schedule trifold brochure
*Contact us to discuss possible opportunities to sponsor specific classes or events

Presenting Sponsor

Investment: Contact Us!

Limited presenting sponsorships available
Contact us to discuss potential presenting sponsorship opportunities

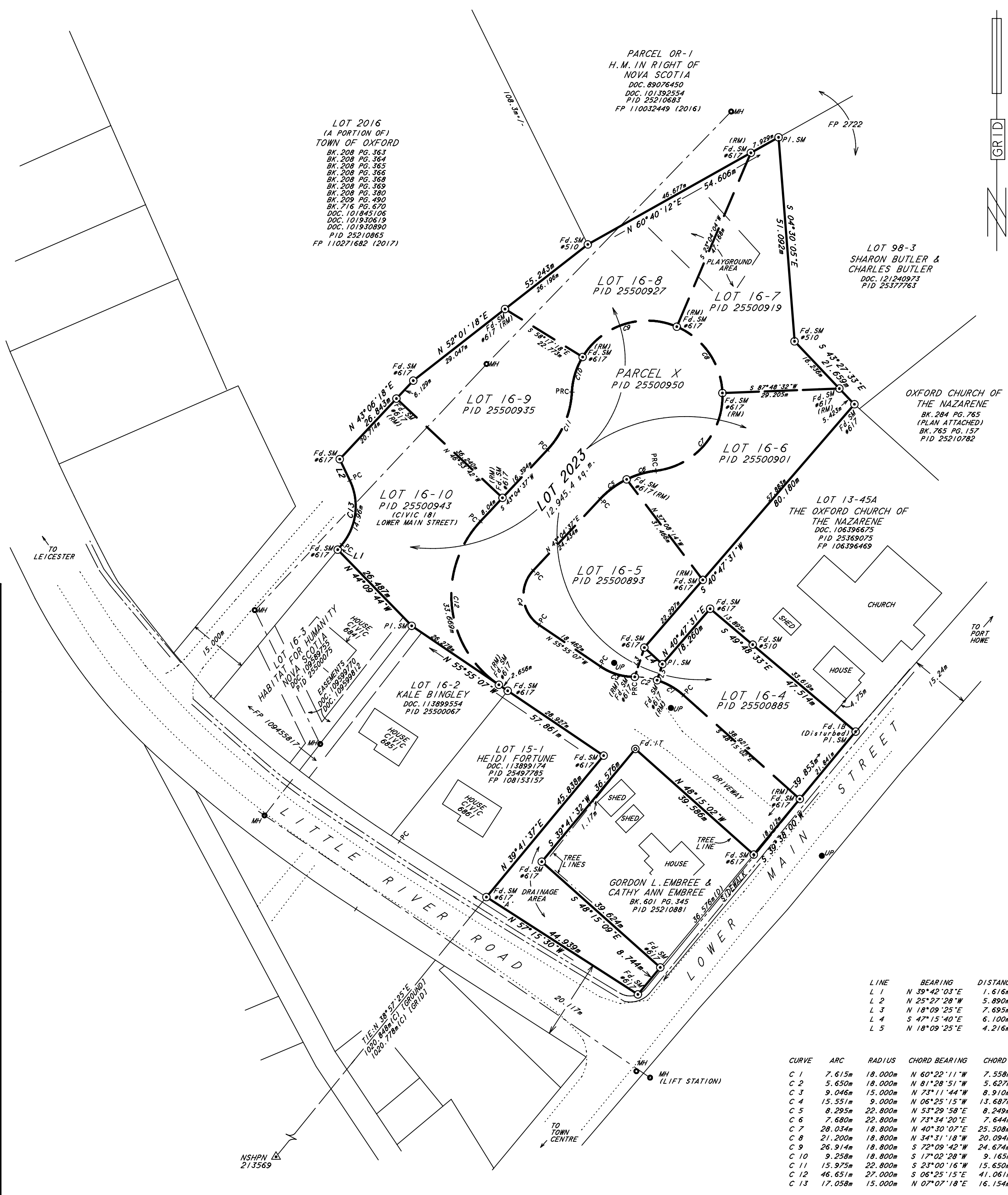
*All art and banners to be provided by the sponsor



Coordinate System Information			
GNSS Survey Type: RTK	Source: NSCRS		
Projection: 3 Degree MTM	Zone: 5		
Horizontal Datum: NAD83 (GSR)	Epoch: 2010.0 V6		
Vertical Datum: CGVD2013			
Combined Scale Factor at Site of Survey: 0.999931			
Adjustment ID: NSHPN2016CDJB Co-ord Date: 2016-09-26			

Grid Coordinate Table (metric)			
Point	Northing	Eastng	Description
213569	5065797.115	25548641.998	NSHPN (PUBLISHED)
'A'	5066590.892	25549283.797	Fd.SM #617

-SEE PLAN OF SUBDIVISION CREATING LOTS 16-4 TO 16-10 AND PARCEL X, DATED NOVEMBER 23, 2016 AND FILED AS PLAN 110271682 (2017).
(RM) - SURVEY MARKER REMOVED



LOT 2016
(A PORTION OF)
TOWN OF OXFORD
BK. 208 PG. 363
BK. 208 PG. 364
BK. 208 PG. 365
BK. 208 PG. 366
BK. 208 PG. 368
BK. 208 PG. 369
BK. 208 PG. 380
BK. 209 PG. 490
BK. 718 PG. 670
DOC. 101845106
DOC. 101930619
DOC. 101930890
PID 25210865
FP 110271682 (2017)

PARCEL OR-1
H.M. IN RIGHT OF
NOVA SCOTIA
DOC. 89076450
DOC. 101392554
PID 25210683
FP 110032449 (2016)

LOT 98-3
SHARON BUTLER &
CHARLES BUTLER
DOC. 121240973
PID 2537763

OXFORD CHURCH OF
THE NAZARENE
BK. 284 PG. 765
(PLAN ATTACHED)
BK. 765 PG. 157
PID 25210782

LOT 13-45A
THE OXFORD CHURCH OF
THE NAZARENE
DOC. 106396675
PID 25369075
FP 106396469

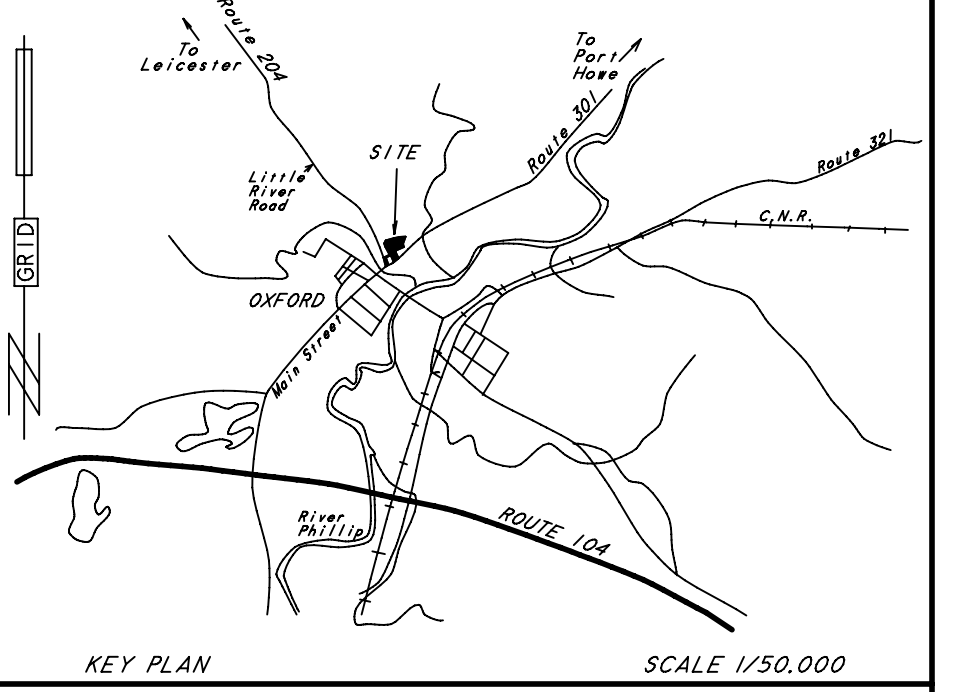
LOT 16-2
KALE BINGLEY
DOC. 113899554
PID 25500067

LOT 15-1
HEIDI FORTUNE
DOC. 113899174
PID 25497785
FP 108153137

GORDON L. EMBREE &
CATHY ANN EMBREE
BK. 601 PG. 345
PID 25210881

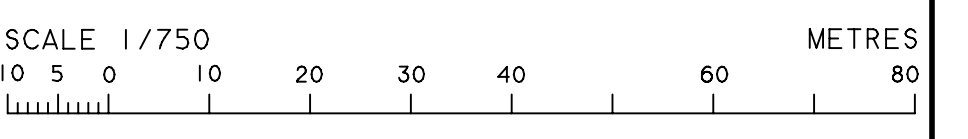
LINE	BEARING	DISTANCE
L 1	N 39°42'03"E	1.616m
L 2	N 25°27'28"W	5.890m
L 3	N 18°09'25"E	7.695m
L 4	S 47°15'40"E	6.100m
L 5	N 18°09'25"E	4.216m

CURVE	ARC	RADIUS	CHORD BEARING	CHORD
C 1	7.615m	18.000m	N 60°22'11"W	7.558m
C 2	5.650m	18.000m	N 81°28'51"W	5.627m
C 3	9.046m	15.000m	N 73°11'44"W	8.910m
C 4	15.551m	9.000m	N 06°25'15"W	13.687m
C 5	8.295m	22.800m	N 53°29'58"E	8.249m
C 6	7.680m	22.800m	N 73°34'20"E	7.644m
C 7	28.034m	18.800m	N 40°30'07"E	25.508m
C 8	21.200m	18.800m	N 34°31'18"W	20.094m
C 9	26.914m	18.800m	S 72°09'42"W	24.674m
C 10	9.258m	18.800m	S 17°02'28"W	9.165m
C 11	15.975m	22.800m	S 23°00'16"W	15.650m
C 12	46.651m	27.000m	S 06°25'15"E	41.061m
C 13	17.058m	15.000m	N 07°07'18"E	16.154m



LEGEND

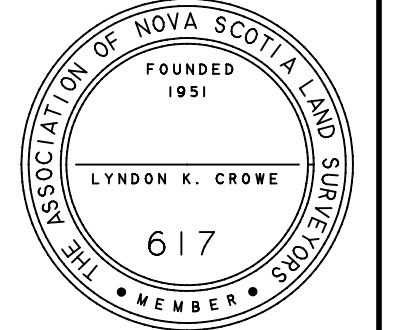
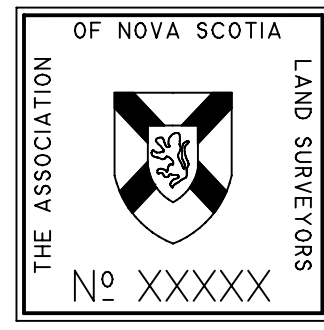
STANDARD SURVEY MARKER (75 cm. w/aluminum cap)	SM	⊙	
IRON BAR	IB	○	
IRON TUBE	IT	⊙	
NOVA SCOTIA HIGH PRECISION NETWORK STATION	NSHPN	△	
LANDS DEALT WITH BOUNDED THUS		▭	
UTILITY POLE	UP	●	
PROVINCIAL PROPERTY IDENTIFICATION NUMBER	PID		
LOCAL REGISTRY OF DEEDS BOOK, PAGE, PLAN	BK., PG., FP		
REGISTRY OF DEEDS/LAND REGISTRATION DOCUMENT	DOC.		
POINT OF CURVATURE, REVERSE CURVATURE	PC, PRC		
FOUND	Fd.	PLACED	Pl.
MEASURED	(M)	DEED	(D)
PLAN	(P)	CALCULATED	(C)



NOTES
BEARINGS SHOWN HEREON ARE GRID BASED ON THE NOVA SCOTIA 3° MTM PROJECTION, CENTRAL MERIDIAN 64°30' WEST (ZONE 5) AND WERE DERIVED USING TOPCON RTK GPS OBSERVATIONS.
DISTANCES SHOWN HEREON ARE GROUND (HORIZONTAL - METRES) UNLESS NOTED OTHERWISE AND COORDINATES HAVE BEEN REFERENCED TO THE PUBLISHED VALUE OF NSHPN 213569 (HELD).
GRID VALUES MAY BE DERIVED BY APPLYING THE COMBINED SCALE FACTOR OF 0.999931 TO GROUND DISTANCES (MULTIPLYING).
THE FIELD SURVEY WAS CARRIED OUT FROM 23-03-10 TO 23-04-03.
THE PURPOSE OF THIS PLAN IS TO CONSOLIDATE LOTS 16-4 TO 16-10 AND PARCEL X (PIDS: 25500885, 25500893, 25500901, 25500919, 25500927, 25500935, 25500943 & 25500950) TO CREATE LOT 2023.
LOT DESIGNATOR 2023 ORIGINATES WITH THIS PLAN.

PLAN OF SUBDIVISION CREATING
LOT 2023
LANDS OF
TOWN OF OXFORD
LOWER MAIN STREET, OXFORD
CUMBERLAND COUNTY, NOVA SCOTIA

SURVEYOR'S CERTIFICATE
I, LYNDON K. CROWE, NOVA SCOTIA LAND SURVEYOR, HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAN WAS CONDUCTED UNDER MY SUPERVISION, AND THAT THE SURVEY AND PLAN WERE MADE IN ACCORDANCE WITH THE LAND SURVEYORS ACT, REGULATIONS AND STANDARDS MADE THERE UNDER.
DATED THIS 10th DAY OF APRIL, A.D. 2023.
N.S.L.S.



MAPLETON SURVEYS
699 LYNN ROAD, R.R.1 SOUTHAMPTON
NOVA SCOTIA, B0M 1W0 Ph: (902) 546-2202
JOB I.D.: OXFORD23
FILE No.: 150619C

NSWalks

Wednesday, May 10th

1:00 @ the Gazebo on Main St

Walk as long or as far as you want

**Join us for a meet & greet back
at the gazebo at 1:45 for a nutritious
snack and a few surprises!**

**Since it is Nova Scotia Walk Day,
we will be doing a 2nd walk
leaving at 6pm from the Gazebo.**

2025

**Nova Scotia
Walk Day**

Wednesday, May 10th

Enjoy one of the many FREE
walks happening from sunrise
to sunset across the Province!

NSWalks

