



TOWN OF OXFORD

Committee of the Whole Meeting

Town Hall, 105 Lower Main Street, Oxford

Monday, September 11, 2023

6:20 pm

AGENDA

1. Call to Order

2. Approval of Agenda (pages 1-2)

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

3.1 Committee of the Whole Minutes – June 12, 2023

4. Reports of Town Departments

4.1 Public Works Report – *Nick Purdy presenting - report included in package (pages 7-11)*

4.2 Fire Department Report and Monthly Call Report – *Fire Chief Bruce Rushton and Deputy Fire Chief Kyle Purdy presenting (report will be handed out separately)*

4.3 Municipal Physical Activity Leader (MPAL) Reports – *Jimmy Ward presenting – report included in package includes Anti-Racism Charter and Walkability Plan (Walkability will be submitted separately 82 pages). (pages 12-16)*

4.4 Administration Department Reports – *Linda Cloney presenting – reports included in package. (pages 17-22)*

4.5 Financial Reporting – General Operating, Water Operating, and Capital Budgets – *Ruthann Brookins presenting (pages 23 – 32)*

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

5.1 Cumberland Public Libraries Report
(page 33-34)

5.2 Cumberland Public Libraries Annual Report and Audited Financial Statement.
(will submit separately – 29 pages)

- 5.3 Financial Update Regional Chairs – Divert NS
(pages 35 – 39)

6. Items of Discussion and Correspondence

- 6.1 Customer Service Request – 2 local residents
(verbal presentation)
- 6.2 Technology Devices Policy
(page 40-43)
- 6.3 Email from Mayor Kogon, Town of Amherst Re: Inter-municipal collaboration
and cooperation
(pages 44-45)
- 6.4 Correspondence from Lucas Tree Re: Arbor Day
(page 46)
- 6.5 13 Ways Inc.
(pages 47 – 56)
- 6.6 Email from Catherine Mundle – Human Resource Coordinator for Oxford
Frozen Foods – RE: Sidewalks and Reflective Signage
(page 57)
- 6.7 Email from Juanita Spencer – CEO for Nova Scotia Federation of Municipalities
– RE: EPR for printed paper and packaging
(page 58)
- 6.8 Accessibility Plan – Town of Oxford – 2023-2026 – submitted separately (36
pages)

7. Adjournment – note October’s COW meeting will be scheduled for Tuesday, October 10 – due to the Thanksgiving Holiday.



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed-live to Facebook
Date: Monday, June 12, 2023
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Paul Jones, Brenton Colborne, and Deputy Mayor Arnold MacDonald.
Councillors Regrets: Chrystal McNutt and Olivia Canning

A quorum was present throughout the meeting.

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

Deputy Mayor MacDonald joined the meeting at 6:27 PM.

Fire Chief Bruce Rushton and Deputy Fire Chief Kyle Purdy left the meeting at 6:27 PM.

1. Call to Order

At 6:23 PM, Mayor Henley called the meeting to order.

2. Approval of Agenda (pages 1-2)

Moved by Councillor Jones and seconded by Councillor Black that the agenda of the Committee of the Whole Meeting for June 12, 2023, be approved, as presented.

Motion Carried

3. Approval of minutes from the previous meeting – (pages 3-5)

3.1 Committee of the Whole Minutes – May 8, 2023

Approved by _____
Mayor Greg Henley, Chair, on June 12, 2023

4. Reports of Town Departments

4.1 Public Works Report – Nick Purdy presented - report included in package

(page 6)

4.2 Fire Department Report and Monthly Call Report – Fire Chief Bruce Rushton and Deputy Fire Chief Kyle Purdy presented – report was handed out separately.

4.3 Municipal Physical Activity Leader (MPAL) Reports – Linda Cloney presented – report included in package. **(pages 7)**

4.4 Administration Department Reports – Linda Cloney presented – reports included in package. **(pages 8-13)**

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

Motion Carried

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

5.2 Solid Waste Management Report

- The Circular Economy, Plastic Pollution, and Municipal Action – by Natasha Tucker – attached separately (too large of a document to attach by email)
- Municipal Plastic-Free Event Policy
(pages 14-25)

5.3 Cumberland Central Landfill Community Liaison Committee
– Minutes **(page 26-29)**

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

Motion Carried

6. Items of Discussion and Correspondence

6.1 Department of Municipal Affairs and Housing – Oxford’s Action Plan confirmation of receipt. **(pages 30)**

The province is in receipt of the updated Action Plan for the Town of Oxford and is currently reviewing it.

6.2 Asset Management Policy – recommendation to Council for approval – information included in package. **(page 31-32)**

CAO Linda Cloney discussed with Council that a draft Asset Management Policy was created. In recent application for the PCAP grant, it was realized that this policy was a great addition to help support the application process for grants

such as PCAP and others. For formality and housekeeping, it was requested that Council considers approving the Asset Management Policy at the next Council meeting.

The purpose of this policy is to improve the long-term sustainability of our infrastructure through this Asset Management Policy. This provides a consistent framework for service delivery and infrastructure planning. It provides guidance to Council and staff to develop transparent and accountable processes to demonstrate the legitimacy of decision making which combines strategic plans, budgets, service levels and risks.

6.3 Transfer Site – consider removal of scrap metal and brush – verbal presentation. *Linda/Nick presented*

CAO Cloney addressed the Council that there have been several break-ins at the transfer site and a few known individuals have been observed on camera. The gate was being knocked down, dangerous traps have been set by the gate, taking metal and being in the transfer site at hours that it's not open. The transfer site location is private property and is a substantial liability for the town.

The council was asked to consider the possibility of removing and not accepting scrap metal in the future at the transfer site.

Also, the other item of concern discussed was the brush pile. This pile is constantly growing and can only be maintained at a certain height and is a considerable fire concern.

It was reported that GFL in Little Forks did not charge for yard waste and or scrap metal and accepts both. The Mount Pleasant site was reported to accept scrap metal but does not currently accept yard waste.

Mayor Henley further discussed that old fridges could be given to Nova Scotia Efficiency in exchange for money.

Councillor Jones discussed the need for more RCMP assistance involving patrols of the area to help address break-ins on private property.

Reports and pictures of those involved in the break-in have been forwarded to the RCMP. It was further discussed that the cameras were also stolen from the transfer site.

Currently a larger gate was being built by a local company to help secure the site for off hours. New cameras were being looked at as well for the transfer site. It was decided not to change the current services offered at the transfer site.

7. Adjournment

The meeting adjourned at 6:46 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

DRAFT

Public Works Report June 2023

Painted cross walks through out town.

Painted parking lots

Painted parking places on main streets

Weekly mowing and whipper snipping (gazebo, ballfields, soccer field, Cenotaph, black river park, Welcome to oxford sign, Corner park, fire hall)

Water break on foundry street

Weekly garbage pick up

GPS coordinates for wells

Installed new meters

Street sweeping

Hydro vac storm drains (main street, water street, lower main street)

Installed grad banners

Added gravel to sunset lift station

Installed new signs (children playing, Littering signs etc)

Water break on Waverly street

House closing water meter reads

Unplugged storm drains

Added gravel to water break patches

Cleaned chlorine building

Weekly water test

Monthly lagoon testing

Added porta potty to soccer field

Installed new mower blades on ride on

Repaired finish mower

Any questions feel free to reach out, Thanks.

Nick Purdy

Public Works Supervisor/ 902-397-3002 / publicworks@oxfordns.ca

Public Works Report July 2023

Gravel in water break patches around town.

Installed new sump pump in well #1 chamber.

Repaired water shut off on waverly street.

Monthly maintenance.

Repaired belts of finish mower.

Located storm drain at the corner of Water and pleasant street.

Pulled sewer pump at meadow lane.

Pulled sewer pump at main street lift station.

Turned water on to new houses on 7-lee way.

Pavement measurements.

Weekly mowing and whipper snipping.

Water meter re-reads.

Added children playing sign on duke street.

Weekly garbage removal.

Cleaning up brush at transfer site.

Repaired sewer pipe on lagoon road.

Replaced locks on Wells 1,2,3 and 4.

Repaired chains on dump truck.

Water break little river road.

Moved porta potty to tennis courts.

Installed new water meters.

Water break little river road.

Summer student interviews.

Weekly water samples.

Monthly lagoon samples.

Water and waste water approvals.

Ditching and culvert work on pugwash road.

New gate at transfer site.

Cleaned lift station floats.

Painted telephone pole and picnic tables.

Replaced water line at 77 birchwood road.

Pulled pump at well #4.

Repaired sump pump line at well #4

Cut asphalt for paving.

Repaired stop sign on ellis street.

Water break on little river road.

Cut brush along sidewalk and street signs.

Cleaned up garbage around town.

Cleaned up broken glass at skate park.

Any questions feel free to reach out, Thanks.

Nick Purdy

Public Works Supervisor

902-397-3002

Public Works Report August 2023

Removed grass and mud along all sidewalks.

New water meter installs.

Weekly mowing and whipper snipping.

Weekly water samples.

Monthly lagoon samples.

Calcium on trail to help with dust.

Installed banners and paintings.

Installed new signs around town.

Put garbage and furniture in bin at transfer site.

Water break crescent ave.

Summer student painted telephone poles.

Summer student stained deck at town hall.

New culvert installed on station street.

Guardrail on water street bridge repaired.

Water and sewer line installed on McCormick street.

Repaired culvert on pugwash road.

Mowed lagoons, Wells, Storage tanks (bi-weekly)

Cleaned sewer floats.

Weekly garbage run.

First Aid course.

Repaired holes in little river storage tank.

Monthly machine maintenance.

Installed water meter on fire hydrant for exhibition.

New Backhoe arrived.

Painted cross walks.

Water break foundry street. 17th of the year.

Generator hut broken into at wells, fuel was stolen.

Ride on mower out of service for repair.

Cleared storm drains during rain event.

Any questions feel free to reach out, Thanks.

Nick Purdy

Public Works Supervisor

902-397-3002

Jimmy Ward

Municipal Physical Activity Leader

September Board Report

Summer Student

- Run summer camps and summer soccer.
- Created her own programs (Tik Tok Dances, Craft Camp)
- Pick-up coed softball on Monday nights at 7:30pm
- Helped maintain the flower beds outside of town hall.
- Painted Telephone poles.
- Stained the town hall deck.
- Helped plan events and programs coming up in October.

Summer Programs

- See attachment for full list of activities.
- The weather played a role in all the outdoor activities.

Summer Soccer

- Full Registration List
- Started July 4th, Ended August 29th.
- Every Tuesday and Thursday from 6-8pm

Keven Daken Concert

- August 31st
- 60 people in attendance

Oxford Walking Group

- Meet at Gazebo on Wednesday's at 6pm.
- Typically, a 30-minute gentle walk suitable for anyone.
- The group stays together and walks at a pace that works for everyone.

First Aid Course

- Organized a course for all town staff and summer students.
- August 15th

Walkability Plan

- Please see attachment.
- Working with Cassie Manuel (Regional physical Activities Consultant) (Community, Culture, Tourism and Heritage) and PEACH (Planning for Equality, Accessibility and Community Health)

Anti Racism Charter

- Please see attachment.
- Looking to sign the Recreation Nova Scotia Charter
- Funding to create a startup program.
- Would be the first in Cumberland to sign the charter.



TOWN OF OXFORD SUMMER ACTIVITIES

Wed, Jul 26th - Art Camp

Grades 2-5, 10:00 - 12:00

• *Oxford Firehall, \$5.00 each*

must pre-register

Wed, Aug 16th - Craft Camp

Grades P-3, 10:00 - 12:00

• *Oxford Firehall, \$5.00 each*

must pre-register

Fri, Jul 28th - Obstacle Course

Grades 1-6, 10:00 - 12:00

• *Lower Soccer Field, \$2.00 each*

Fri, Aug 18th - Capture the Flag

Grades 1-6, 10:00 - 12:00

• *Lower Soccer Field, \$2.00 each*

Wed, Aug 2nd - Tik Tok Dances

Grades 4 - 8, 10:00 - 12:00

• *Oxford Firehall, \$2.00 each*

Wed, Aug 23rd - STEAM Camp

Grades P-3, 10:00 - 12:00

• *Oxford Firehall, \$5.00 each*

must pre-register

Fri, Aug 4th - Hand Ball

Grades 5-9, 10:00 - 12:00

• *Lower Soccer Field, \$2.00 each*

Fri, Aug 25th - Ultimate Frisbee

Grades 5-9, 10:00 - 12:00

• *Lower Soccer Field, \$2.00 each*

Wed, Aug 9th - Hike & Hunt

Grades 1-6, 10:00 - 12:00

• *the Bunny Trail, \$2.00 each*

Wed, Aug 30th - Water Wars

Every age group welcome!!!

2:00 - 4:00

• *the Tennis Courts, \$2.00 each*

Fri, Aug 11th - Soccer Baseball

Grades 5-9, 10:00 - 12:00

• *Lower Soccer Field, \$2.00 each*

**To pre-register, or if you have any questions
contact Jimmy at mpal@oxfordns.ca**

MUST BE ENTERING THIS GRADE IN THE 2023-2024 SCHOOL YEAR



Funded by the
Government
of Canada



RECREATION NOVA SCOTIA (RNS) LAUNCHES THE ANTI-RACISM CHARTER

Halifax, NS: On October 19th 2022, representatives from recreation organizations, Municipalities, non-profits, First Nations, Government, and volunteer groups gathered in Halifax for a public signing of the *Anti-Racism Charter in Recreation*, guest speakers, panel discussions and the opportunity to network as part of the Anti-Racism Summit.

The Anti-Racism Charter has been developed throughout 2022 with funding support from the Department of Canadian Heritage. Guided by a steering committee and a youth advisory council composed of leaders in the recreation sector and those with lived experiences, RNS held in-person and online opportunities for surveys, focus groups, engagement sessions, and trainings across the province for recreation stakeholders to share input, feedback, and shape the Anti-Racism Charter.

“The Anti-Racism Charter, and the work that has led up to its development, will promote discussions and actions regarding racist and discriminatory behaviour in recreation. As an organization we are privileged to lead this work and collaborate with partners along the way,” says Recreation Nova Scotia’s Board Chair Gordon Tate.

The Charter provides unifying guidelines for the recreation sector to address and combat systematic racism and provides organizations who sign on and commit themselves to it with key action steps and a template moving forward towards confronting racism in the sector, promoting and leading conversations around diversity and inclusion, contributing to further research, and fostering equitable treatment and opportunities for all.

The Charter consists of four Actions/Commitments:

Acknowledge & Address Racism - Commit to zero tolerance of all forms of racism and develop practical processes to address racist acts and behaviours. Acknowledge and update discriminatory policies that encourage or perpetuate the exclusion of racialized populations.

Provide Ongoing Training & Educational Opportunities - Deliver continued learning opportunities that provide practical skills to combat racism in recreation at all levels of an organization. Promote, participate in, and support external opportunities that have the same objectives, while always considering the safety of all participants.

Build Racially Representative Communities - Meaningfully encourage participation and opportunities for racially diverse community members within your area of recreation, critically examine participation within the organization at all levels, while employing communication and engagement practices that proactively include first-voice representation.



Funded by the
Government
of Canada



Design Equitable & Inclusive Opportunities - Create opportunities for racialized people to take on leadership and decision-making roles at all levels of an organization, paying special attention to mentorship, business, and skill development opportunities. Mindfulness of emotional, psychological, and physical safety of racialized persons will be required, particularly in historically white and under-representative organizations.

RNS encourages organizations to sign on through the following five steps to implementation:

ENDORSE: Show your organization's commitment by signing and submitting the signatory form to antiracism@recreationns.ca.

COMMIT: Pledge to initiate goal setting, complete a scan of helpful resources and initiatives already in existence, and proactively work on an anti-racism action plan.

ANNOUNCE: Share and celebrate your commitment internally and externally.

PURSUE: Work toward regular check-ins and evaluation of action plan progress.

REPORT: Communicate accomplishments and undertaken initiatives associated with the adopted anti-racism action plan.

More information on the Anti-Racism Charter can be found on the Recreation Nova Scotia's website: <https://www.recreationns.ca/anti-racism-charter-in-recreation.html>.

Office Report June, July, and August 2023 Revenue Officer/ Reception Clerk

June 1st - Call concerning potholes in town. When will they be fixed?

Tax Certificate processed for Stewiacke Law firm.

June 2nd - Property owner in with concerns about unsightly neighbors.

June 5th- Water break on Water St. called business owners to inform of water shut off.

Needed to explain property amendment to property owner.

June 6th- In contact with banks concerning missing bank audit payments. Retrieved missing audits from banks and made 2 deposits separate for applicable dates received.

June 7th- Call from lawyers MacIsaac Clarke and Duffy change of closing date on property in town.

Investigating how many water accounts open in the town.

June 8th- High school grad banners delivered to be hung.

Call concerning health and safety officer of town.

Called Colwell bank to let them know the current tax rate for commercial properties.

June 12th- Property Valuation Services changes.

June 13th- Sent bank information property taxes requested.

Call wanting information concerning bylaw officer and if a home can be repositioned on a property. Gave Andrew Fischer's number.

June 14th- House closing made up tax statement and final water bill for property sent to lawyers.

Tax certificate prepared for Patterson Law Truro.

June 15th- Staples put for office supplies.

Ordered dog tags.

June 19th- Accounts payables cheque run.

June 20th- Staff Meeting

June 21st-House closing prepared final water bill sent to lawyers.

In contact via email and phone with Town Suite concerning mortgages.

June 22nd- The property owner called concerning account balances and how to set up online banking.

Property owner came in to ask about government grants available for housing projects.

Scotiabank called concerning property taxes for properties.

Property owner in concerning taxes not paid by mortgager.

June 23rd- Processed Oxford Frozen Foods Tax bills prepayment in Town Suite sent receipts back.

June 27th- Staff meeting

June 28th- Inputting meter readings for water billings April-June2023.

June 29th- Cheque run for accounts payables.

Final water bill processed for house sale and sent to lawyers.

June 30th- Complaints about kids knocking on doors late at night.

July 4th- Property Valuation Services updates

Imputing meter reads for April-June billings.

July 5th- Did up 2 senior tax rebate forms for property owners.

July 6th- Imputing meter readings.

July 7th- Property owner in concerned about derelict house across the road from their property cannot get in touch with owner.

July 10th - Nova Scotia Power called asking for address of location of sewer and water area.

Invoices and statements put into simply.

Complaint from property owner concerned about the new development in area.

July 12th- Went to the County tax sale with the senior accountant and administrative assistant. I worked alongside county personnel.

July 13th- Water readings.

3 Senior tax rebate forms done up for property owners.

July 14th- Final water bill for property sale. 2 bill cycles.

Senior tax rebate form for property owners.

July 17th- August 14th- Away

August 15th- St. John Ambulance course at the fire hall.

August 16th- Ordered cleaning supplies for the town office, medical center, fire hall.

Town Suite water accounts attach to property accounts.

August 17th- Property Valuation changes

Did WHMIS course.

August 18th- Tax bill preparation for sending out.

August 21st- Property Valuation changes

August 22nd- Tax Certificate for lawyers for sale of property.

August 23rd-Water bills due

Processed Oxford Frozen Foods Ltd. water bills sent receipt via email.

Tax Certificate for lawyers.

August 24th-Senior Tax rebate forms processed for homeowners.

August 25th-Property owners in concerning tax bills.

August 28th-Inquiries concerning using the ball park parking lot for a farmers market.

August 29th-Water meter sheets inputting readings.

August 30th-A lot of payments.

August 31st- Payment walkins.

**For the months of June, July & August 2023**

- **Final Taxes** – analyze, post, print and mail out final taxes working with Revenue Clerk, including tax bills to be faxed/emailed to the mortgage companies and individuals, including handling of a posting issue which required an update to TownSuite by support for the posting of final tax bills and setup of accounts and credit/adjustment procedures for Final Tax Bills with the Senior Accountant.
- **Delivery** of the System Assessment Report to Amherst.
- **Deposits** – posting of daily deposit batches into Simply Accounting/Sage – for General and Water Operating. Assisted clerk in her absence to assemble daily deposits.
- **WHMIS 2023** – course taken, and certificate obtained **July 28, 2023**.
- **1st quarter water bills** - analyzed, processed, and mailed out **July 25, 2023**.
- **Council Expenses reports** updated and posted to website.
- **Heat pump repairs/inspections** – organized for the Town Hall for no AC issue (H&H Refrigeration) – completed – new fan motor installed (the rest of the unit is in good shape and functions normally).
- Research public request regarding Election results for 2000-2020. Emailed out documentation.
- **Springhill Tax Sale** – attended with Senior Accountant and Revenue Clerk **July 12, 2023**
- **Revenue Collection/Tax Policy** – started a draft re-write of the Tax and Water Policy to be the new “Revenue Collection Policy” for future work with CAO on the policy.
- **Yearly Audit** - Assist Senior Accountant with yearly audit – source required target sample invoices to be scanned and emailed, documentation creation and updating for submission to Auditors for payroll & credit card limits **July/August 2023**.
- **Public Bulletin Board** – Installed a trial public bulletin board to test at the front entrance of the Town Hall through edited PowerPoint presentation to present current and relevant Town-related information to the public that is also posted on Windows and through the website and FB pages for those that come into the office.
- **Budget** – work with Senior Accountant after the passing of the budget to put in place items related to payroll, information technology, training, and the accounting system.
- **IT Support:**
 - **Ongoing Maintenance** – Windows, Microsoft Office, drivers, and other updates completed on networked computers and devices as required.
 - **Sage/Simply Accounting – UPGRADE OF Simply Accounting Premium 2010D to SAGE 50 2023 has been completed as of August 28, 2023. Updated versions installed on Senior Accountant, Admin Assist, Clerk and CAO.** Sage Tech support assisted in resetting master password which had been lost from previous administration. All 5 company files have been migrated successfully.

- **New Laptop for Senior Accountant to replace the old desktop installed August 29, 2023. The old desktop was set aside with the old server for archival purposes.**
- **New File Server (TOWNSERV2)** Setup of new file server with daily backup of data from old to new server until decommissioning occurred on August 29th. All users' mapped drives were re-pointed to the new server and old server was taken down and put in the safe for archival purposes.
- **Town Suite** - Scheduled and restored connectivity for all TownSuite users after the migration of TownSuite data to a new data center in Ontario from the old data center as a requirement and as scheduled by TownSuite.
- **Ordering of IT hardware.** Installation and setup of Monitors for Clerk, CAO, dual monitor arm for CAO, HD for the new replacement file server, additional backup hard drives, laptop for senior accountant and spare (for now), etc. Ordered adapters for the file server, Senior Accountant's Laptop and Public Works Supervisors laptop.
- **Xerox** – worked with technical support to troubleshoot no fax receiving/sending issue. The problem was resolved through **Level 2** support. Faxing is now working. Also worked with tech support regarding broken scanner issue – scanner glass was replaced July 4, 2023.
- **IT assistance/desk-side support**, troubleshooting and maintenance requests for applications/printers/email as required. Maintaining daily backup, file systems and updates.
- **Council chairs** – investigated through our Office supplier Staples some options for replacement chairs for council chambers and came up with a cost-effective option approved by the CAO and ordered. Arrived in early August and assembled by the MPAL and Public Works students.
- **Payroll**
 - Research possible payroll providers – Ceridian, Payworks and ADP. Quotes from each with possible presentation to Council. Connie's Financial Services will be continued as changes have taken place in personnel which initially started the investigation. The current payroll person at CFS is experienced and has done Oxford Payroll in the past. Fees for others and the impersonal nature of other systems isn't equal to the services we receive from CFS. To have a similar service to that of CFS we would have to pay much more.
 - Entry of hours submitted via timesheet by all employees and analysis into payroll spreadsheet. Requesting information from Connie's Financial Services when required.
 - Submission of payroll sheet to Connie's Financial and then processing payroll into Scotiabank online banking for pay periods.
 - Payroll time allocation tracking for Public Works to assist Senior Accountant with current and future budgets for pay periods.
 - Keeping track of and analysis of LIEU, Sick and Vacation hours.

- **Bell Aliant** – coordinated with customer service to cancel the Internet service at the Public Works shed – confirm #263207. Box arrived June 8, 2023, to send back both routers from the firehall and public works as well as the household wireless extender sent to us in error. Also coordinated with customer service to send a return box for the modem from the firehall (as returned to me by Oxford Fire Chief) to allow for a credit for the lost modem charge we received May 9th and subsequently paid.
- **Monthly Interest Posting** in TownSuite for Property and Water taxes for **June, July, and August 2023**, completed.
- **Web and Facebook Posting** of Town-Related and Provincial-Related articles, news, alerts, and updates.
- **Accounts Payable** for bills paid online via Scotia Bank.
- **Mid-Month Reporting** for Payroll (Manulife Pension, Union Dues, Workman's Comp, Source Deductions (Revenue Canada), and payment of these online) for June, July, and August 2023 completed.
- **Bill posting to Sage** – analysis and posting to Simply Accounting General and Water Operating for paid online, by cheque and by Visa(s) as well as posting 58xx/1303 Due to Invoices to Water Operating.
- **Covering at the front desk** – as required for customer service for tax and water payments and general inquiries when the clerk is not at the front desk (lunches, etc).
- **Various Committee and Council/COW meetings:** Assist in assembling agenda packages, printing packages, recording minutes, updating action items, scanning, and uploading minutes and related information to the website and file server (Health & Safety, COW, Council, Accessibility, Policing Services Review, etc.). Periodically auditing the website to ensure past minutes, proclamations, bylaws, policies, and other documentation were signed and uploaded for committees and Council.
- **Posting of Council Expenses** and posting of other updates (including water and tax rate adjustments) to the Town of Oxford Website.
- **Other administrative/clerical/IT and general duties as required and on-going.**

Approved General Operating Budget from April 1 2023 to March 31 2024, approved June 26, 2023	Budget Amount for 1 year	April to Mid August 40 % of year	Percentage used to date	Notes
REVENUE				
Tax Revenue				
Residential Tax	990,259	987,101	100%	
Commercial Tax	1,198,569	1,194,460	100%	
Resource Tax	13,895	13,895	100%	
Forest (Under 50,000 Acres)	180	174	97%	
Based on Revenue - Aliant	1,500	0	0%	
Sewer Rates	202,908	203,883	100%	
Deed Transfer Tax	50,000	35,532	71%	
Total Taxes	2,457,312	2,435,046	99%	
Grants in Lieu				
Federal Government - Canada Post	3,390		0%	
Federal Government - RCMP	21,452		0%	
Provincial Government - DNR	16,419		0%	
Provincial Government - Liquor Comm	8,860		0%	
Total Grants in Lieu	50,121	0.00	0%	
Services to Other Governments				
Cumberland County - Fire Protection	66,432	66,432	100%	
Total Services to Other Governments	66,432	66,432	100%	
Own Source Revenue				
Special Program Registrations for recreation	3,100	2,031	66%	
Arena Lease-payment for expenses pd	13,813	-509	-4%	
Heritage Gas Revenue	25,142	0	0%	
Theatre Revenue	2,500	1,367	55%	
Dog Licences	100	55	55%	
Building Permits	4,000	0	0%	
Fine Revenue	500	217	43%	
Office Rent Water	5,835	0	0%	
Medical Centre Rents	22,161	7,884	36%	
Probation Office Rent	3,870	645	17%	
Interest on Taxes	44,747	7,147	16%	
Tax Certificates & Certificate of Sales	2,150	1,150	53%	
Sales of materials	5,232	2,491	48%	
Total Own Source Revenue	133,150	22,478	17%	
Unconditional Transfers				
Municipal Financial Capacity Grant	178,172	44,543	25%	
Farm Acreage Grant	3,062	3,062	100%	
HST Offset Payment	14,800	7,250	49%	
Total Unconditional Transfers	196,034	54,855	28%	

Approved General Operating Budget from April 1
2023 to March 31 2024, approved June 26, 2023

	Budget Amount for 1 year	April to Mid August 40 % of year	Percentage used to date	Notes
Conditional Transfers				
EMO Grant Civic #	1,000	0	0%	
Fed Gov Funding - Summer Students	1,450	0	0%	
Total Conditional Transfers	2,450	0.00	0%	
Other Transfers				
MPAL Funding Province	15,050	0	0%	
Misc Provincial Grants	2,879	5,295	184%	
Grants from Other Organizations	3,000	1,667	56%	
Covid RESTART Fund	35,522	11,565	33%	
Transfer From Local Fire Assoc	0	0		
Total Other Transfers	56,451	18,527	33%	
TOTAL REVENUE	2,961,950	2,597,338	88%	
EXPENSE				
General Government				
Mayor Honorarium	10,813	3,602	33%	
Mayor Expenses	1,000	347	35%	
Council Honorariums	37,200	12,400	33%	
Council Expenses	3,000	101	3%	
Salary - CAO	64,730	22,406	35%	
Salary - Accountant	54,600	18,900	35%	
Salary - Office Staff	83,603	32,082	38%	
Admin Salaries paid by Water	-60,880	-24,352	40%	
Legal Fees	20,302	100	0%	
CAO Contracted Services	2,898	0	0%	
Professional Development	2,225	1,106	50%	
Seminars & Travel	6,450	291	5%	
Conferences and Workshops	1,551	0	0%	
Public Official Liability Ins	2,902	3,051	105%	
Dues - AMANS/FCM/CNTA/POL BD	5,465	182	3%	
OREC Bursary	500	0	0%	
NSCC Foundation	5,000	5,000	100%	
COVID - 19 Costs	35,522	11,565	33%	
PVSC - Assessment Costs	18,113	8,618	48%	
Valuation Allowance - Taxes	30,000	30,000	100%	
Bad debts other	5,000	0	0%	
Interest Town Hall 2013 MFC	160	128	80%	
Interest on Backhoe Loan	345	455	132%	
Bank Service Charges	6,465	2,246	35%	
Cash Over/Short	200	0	0%	
Credit Card Fees & Interest	161	300	186%	
Total General Government	505,383	178,387	35%	

Approved General Operating Budget from April 2023 to March 31 2024, approved June 26, 2023	Budget Amount for 1 year	April to Mid August 40 % of year	Percentage used to date	Notes
Protective Services - Police				
RCMP Contract	582,508	281,086	48%	
School Crosswalk Guard	21,917	2,713	12%	
Corrections	14,948	6,992	47%	
Total Police	619,373	290,790	47%	
Fire				
Fire Inspection Cost	5,000	0	0%	
Firefighters Honorariums/Incentives	20,667	0	0%	
Fire Phones	2,238	900	40%	
Fire Communication System	9,608	1,091	11%	
Public Fire Protection Charge	158,157	158,157	100%	
Fire Chief's Convention	2,672	2,168	81%	
Fire Training	2,580	1,534	59%	
Fire Hall Lights & Power	5,790	1,582	27%	
Fire Hall Natural Gas	9,778	1,141	12%	
Fire Hall Insurance	1,856	1,392	75%	
Fire Hall Maintenance	6,918	3,623	52%	
Firefighters Liability Insurance	10,644	5,361	50%	
Fire Hall Water	431	149	35%	
Fire Hall Sewer	325	325	100%	
Fire Trucks Insurance	5,663	5,953	105%	
Fire Trucks Fuel	5,291	2,493	47%	
Fire Trucks Repairs & Maintenance	17,111	2,392	14%	
Fire Equipment & Supplies	19,436	1,686	9%	
Fire Equipment Repairs & Maint	15,483	1,515	10%	
Fire B.A. - MFC Interest	268	146	55%	
Fire New Hall - MFC Interest	1,575	1,259	80%	
Fire Breath App MFC Nov 2018 Int	581	389	67%	
Total Fire	302,071	193,256	64%	
Emergency Management				
Regional Emergency Mgmt Officer	7,633	3,053	40%	
Emergency Measures Expenses	609	0	0%	
Special Hazard Response Unit	665	608	91%	
Total Emergency Management	8,907	3,661	41%	
Other Protective Services				
Building Inspection Officer	7,525	3,010	40%	
Animal Control	215	0	0%	
Total Other Protective Services	7,740	3,010	39%	
Transportation Services				

Approved General Operating Budget from April1 2023 to March31 2024, approved June26,2023	Budget Amount for 1 year	April to Mid August 40 % of year	Percentage used to date	Notes
Salary - PW Supervisor	27,508	9,270	34%	
Labour - PW	118,745	41,033	35%	
Summer Students	1,269	983	77%	
Supervisor Phone	1,235	605	49%	
Town Truck & Van	5,402	4,255	79%	
Loader and Plow #624 & 544	16,230	4,779	29%	
Tractor Kubota	10,829	3,512	32%	
Backhoe Interest and Repair	2,813	1,136	40%	
Salt Truck	13,590	1,741	13%	
Equipment and Small Tools	18,619	7,241	39%	
OPH Insurance	1,045	1,606	154%	
OPH Expenses	3,306	0	0%	
OPH Taxes	2,604	2,422	93%	
Town Garage Insurance	3,866	4,344	112%	
Town Garage Fuel (Wood)	1,709	0	0%	
Town Garage Maintenance	16,241	649	4%	
Town Garage Phone	1,740	668	38%	
Town Garage Electricity	4,344	793	18%	
Workers Compensation	13,591	2,655	20%	
Liability Insurance	18,088	20,102	111%	
Diesel	18,352	2,307	13%	
Gasoline & Oil	10,774	4,755	44%	
Public Works Clothing Allowance	3,733	436	12%	
Health and Safety	15,038	2,374	16%	
Salt	41,925	0	0%	
Street Maintenance	100,274	12,687	13%	Increase \$20,000 from Sidewalks if needed for potholes
Street Lighting	7,710	2,505	32%	
Contingency Account/Capital Projects	50,000	1,619	3%	
Paving/Sidewalks 2016-MFC Interest	3,354	1,831	55%	
Salt Truck 2016 - MFC Interest	629	343	55%	
Total Transportation	534,562	167,006	31%	
Environmental Health Services				
Sewer Admin Supervisor	5,502	1,854	34%	
Sewer Other Labour	12,041	4,224	35%	
Sewer Safety Equipment	1,075	7	1%	
Sewer Maintenance	22,740	4,699	21%	
Sewer Power	65,118	15,696	24%	
Transfer Station Contract (FERO) /Wages/ Bait	96,658	36,240	37%	
Tip Fees GFL	36,344	12,230	34%	
Total Environmental Health	239,478	74,950	31%	
Public Health & Environmental Devel				
Medical Centre	32,162	16,476	51%	

Approved General Operating Budget from April1 2023 to March31 2024, approved June26,2023	Budget Amount for 1 year	April to Mid August 40 % of year	Percentage used to date	Notes
Deficit Regional Housing Authority	28,391	6,608	23%	
Planning - Town of Amherst	16,750	15,581	93%	
Interest Medical Centre 2013 MFC	113	90	80%	
Tree Expense/Trail Reserve	7,086	1,825	26%	
Total Public Health and Envir Dev	84,502	40,580	48%	

Recreation and Cultural - Arena

Arena Expenses

Arena Telephone	614	131	21%	
Arena Electricity	47,607	5,209	11%	
Arena Maintenance	2,355	1,301	55%	
Arena Natural Gas	7,773	69	1%	
Arena Water	2,818	532	19%	
Arena Sewer	325	325	100%	
Arena Insurance	6,710	8,911	133%	
Arena 2013 MFC Interest	230	184	80%	
Arena Automation MFC Nov 18 Int	693	326	47%	
Total Arena Expenses	69,126	16,989	25%	

Fields and Library

Xmas Lights	1,299	0	0%	
Tennis Courts	3,763	26	1%	
Trails	1,075	3,613	336%	\$4000 for Trails not enough Capital projects
Ball and Soccer Fields	1,613	1,088	67%	
Skateboard Park	1,075	15	1%	
Mural Lights	609	200	33%	
Library Expense	12,768	6,196	49%	
Regional Library Board Transfer	11,109	4,918	44%	
Total Fields and Library	33,310	16,056	48%	

Theatre

Theatre Electricity	2,484	465	19%	
Theatre Expense	323	0	0%	
Theatre Maintenance	3,860	432	11%	
Theatre Natural Gas	5,769	890	15%	
Theatre Water	325	72	22%	
Theatre Sewer	325	335	103%	
Theatre Property Tax	2,196	2,186	100%	
Theatre Insurance	1,014	1,484	146%	
Total Theatre	16,296	5,864	36%	

Recreation

Approved General Operating Budget from April 1 2023 to March 31 2024, approved June 26, 2023	Budget Amount for 1 year	April to Mid August 40 % of year	Percentage used to date	Notes
Recreation Community Garden Project	1,075	0	0%	
Recreation Co-ord Salary	41,860	14,490	35%	
Recreation Co-ord Travel	1,710	38	2%	
Recreation Summer Students	2,538	1,856	73%	
Recreation Postage/office supplies	2,171	174	8%	
Recreation Telephone	285	173	61%	
Recreation - Misc	2,850	552	19%	
Recreation - General Programs	5,978	0	0%	
Total Recreation	58,466	17,284	30%	
Fiscal Services				
MFC Principal - 2016 Breathing App	3,200	3,200	100%	
MFC Principal - 2018 Breathing App	7,400	7,400	100%	
MFC Principal - 2013 Fire Hall	69,700	69,700	100%	
MFC Principal - 2013 Med Cent	5,000	5,000	100%	
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500	100%	
MFC Principal - 2013 Town Hall	7,100	7,100	100%	
MFC Principal - 2013 Arena	10,200	10,200	100%	
MFC Principal - 2018 Arena Auto	6,200	6,200	100%	
Backhoe lease principal	1,664	2,224	134%	
Transfer to Reserves	100,000	100,000	100%	
District School Board	224,772	93,909	42%	
Total Fiscal Services	482,736	352,433	73%	
TOTAL EXPENSE	2,961,949	1,360,268	46%	
NET INCOME	0	1,237,070		

Town of Oxford Water

1 year

**April 1, 2023 to March 31, 24 Budget approved
June 26, 2023**

	Budget amount	April to Mid August 37 % of year	Percentage used to date
REVENUE			
Water Revenue			
Metered Water/Base Charge	210,577	44,782	
Metered Water/Consumption	325,181	9,614	
Metered Water/O.F.F. Base Charge		7,321	
Metered Water/O.F.F. Consumption		33,685	
Total Metered Sales	535,758	95,401	18%
Flat Rate Sales	2,153	2,655	123%
Public Fire Protection	158,157	158,157	100%
Sale of Services	250	1,100	440%
Sprinkler Service	200	0	0%
Interest on O/S Arrears	5,251	1,457	28%
Amortization of deferred contributi	0	0	
TOTAL REVENUE	701,769	258,771	37%
EXPENSE			
Source, Power and Pumping			
P&P Supervisor Salary	22,006	7,416	34%
P&P Power	71,249	6,789	10%
P&P Labour	1,133	453	40%
P&P Repairs and Maintenance	56,098	25,161	45%
Power and Pumping Total	150,486	39,820	26%
Treatment			
Treatment Insurance property	288	324	113%
Treatment Chemicals & Testing	21,379	9,952	47%
Treatment Power	5,782	957	17%
Treatment Labour	2,266	906	40%
Treatment Maintenance	25,401	16,613	65%
Treatment Total	55,116	28,752	52%
Transmission and Distribution			
T&D Meters	5,933	918	15%
T&D Labour	42,766	13,726	32%
T&D Maintenance & Services	36,200	21,097	58%
Lead Sampling	2,864	0	0%
T & D Hydrants	2,122	0	0%
Cross connection Control program	14,420	0	0%
Transmission and Distribution Total	104,305	35,740	34%
Administration			
Admin Salaries	60,374	24,352	40%
Admin CPP	7,743	3,097	40%
Admin EI	2,855	1,142	40%

Town of Oxford Water

1 year

**April1,2023 to March31,24 Budget approved
June26,2023**

	Budget amount	April to Mid August 37 % of year	Percentage used to date
Admin Pension	7,743	3,097	40%
Admin Health Plan	4,258	1,703	40%
Admin WCB	4,440	1,776	40%
Admin Rentals	5,835	2,334	40%
Admin Legal Fees	6,583	0	0%
Special Services / Regulatory Fees	2,060	0	0%
Admin Office Expense	27,400	2,960	11%
Admin Audit Fee	8,500	3,400	40%
Admin Bank Charges	161	44	27%
Valuation expense	2,000	800	40%
Administration Total	139,952	44,705	32%
Other			
Depreciation	85,000	85,000	100%
Town Taxes	19,610	19,302	98%
Lease Interest Backhoe	345	455	132%
MFC Interest 2016 Water Upgrades	3,936	1,968	50%
MFC Duke Street Interest	12,656	6,371	50%
Lease Principal-backhoe	1,664	2,224	134%
MFC Principal Watermain Upgrades	43,000	43,000	100%
MFC Principal 2021Watermain Duke St	30,755	30,755	100%
Amortization of debenture discount	1,000	1,000	100%
Capital out of Revenue	35,000	35,000	100%
Total	232,965	225,075	97%
TOTAL EXPENSE	682,825	374,093	55%
NET INCOME/SURPLUS Transfer to Capital	18,944	(115,322)	

Town of Oxford									
Capital Budget 2023-24 Accepted June26,2023									
Funding for Capital Projects									
Capital Projects Detail	Estimated Cost	Capital (General) Reserve	Gas Tax Reserve	Federal Grant	Provincial Grant	County Grant & Other Grants	MFC Debt, Debentures	Water Capital Depreciation Account (Reserve)	Notes
General :									
Town Hall Roof Replacement	60,000.00	60,000.00							
Land Purchase-Wells(survey Costs)	10,000.00	10,000.00							
Transportation:									
Sidewalks	30,000.00	27,852.00			2,148.00				Part of Accessibility Grant for \$5026.80
Paving-Foundry Street part of water project									
Trails	8,000.00		8,000.00						
Truck-50% from Water	64,000.00	32,000.00							
Backhoe Replacement with trade in-50% from Water	205,000.00	102,500.00							
Sewer :									
Waste Water pump	10,000.00	10,000.00							
Protective Services:									
Fire Truck	120,000.00						120,000.00		
Total for Capital (General) Projects	507,000.00	242,352.00	8,000.00	0.00	2,148.00	0.00	120,000.00	0.00	
Water Utility									
Truck use 50% for wells and other water projects								32,000.00	
Backhoe Replacement-505 use for water breaks								102,500.00	
Watermain Replacement (Foundry from Handel to end of road -1 Km)	800,000.00	275,000.00	0.00	200,000.00	75,000.00			250,000.00	\$275,000 from Capital Reserve is Grant \$ from the province provided in March2023
Total for Capital (Water) Projects	800,000.00	275,000.00	0.00	200,000.00	75,000.00	0.00	0.00	384,500.00	
Combined Totals (General & Water) Capital Projects	1,307,000.00	517,352.00	8,000.00	200,000.00	77,148.00	0.00	120,000.00	384,500.00	

External Committee Report

Cumberland Public Libraries

June 2023

Did you know?

Summer Reading Club starts June 12 and it's not just for kids. Summer Reading Clubs are available for ages 3-103, with prizes being awarded to all age groups throughout the summer. Kids ages 3-12 can read 15 mins to win prizes and teens read 30 mins. The Amherst Library's weekly summer reading club programs will be held on Tuesday afternoons starting June 20.

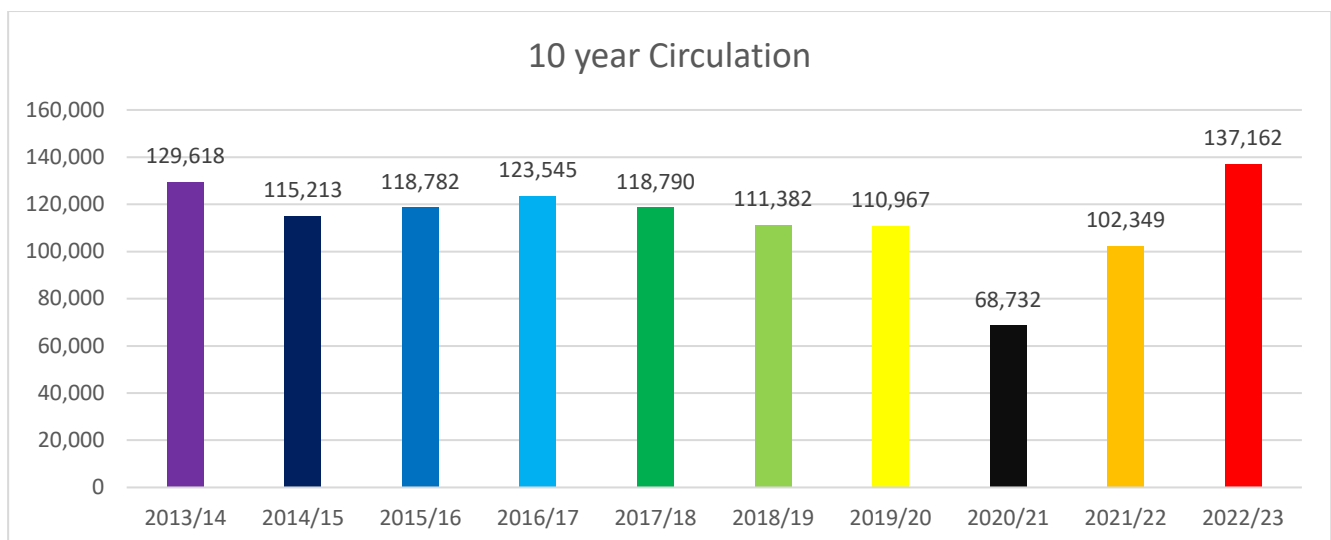
Check out the library website (www.cumberlandpubliclibraries.ca) for our calendar of events.

Year End Statistics (2022-23)

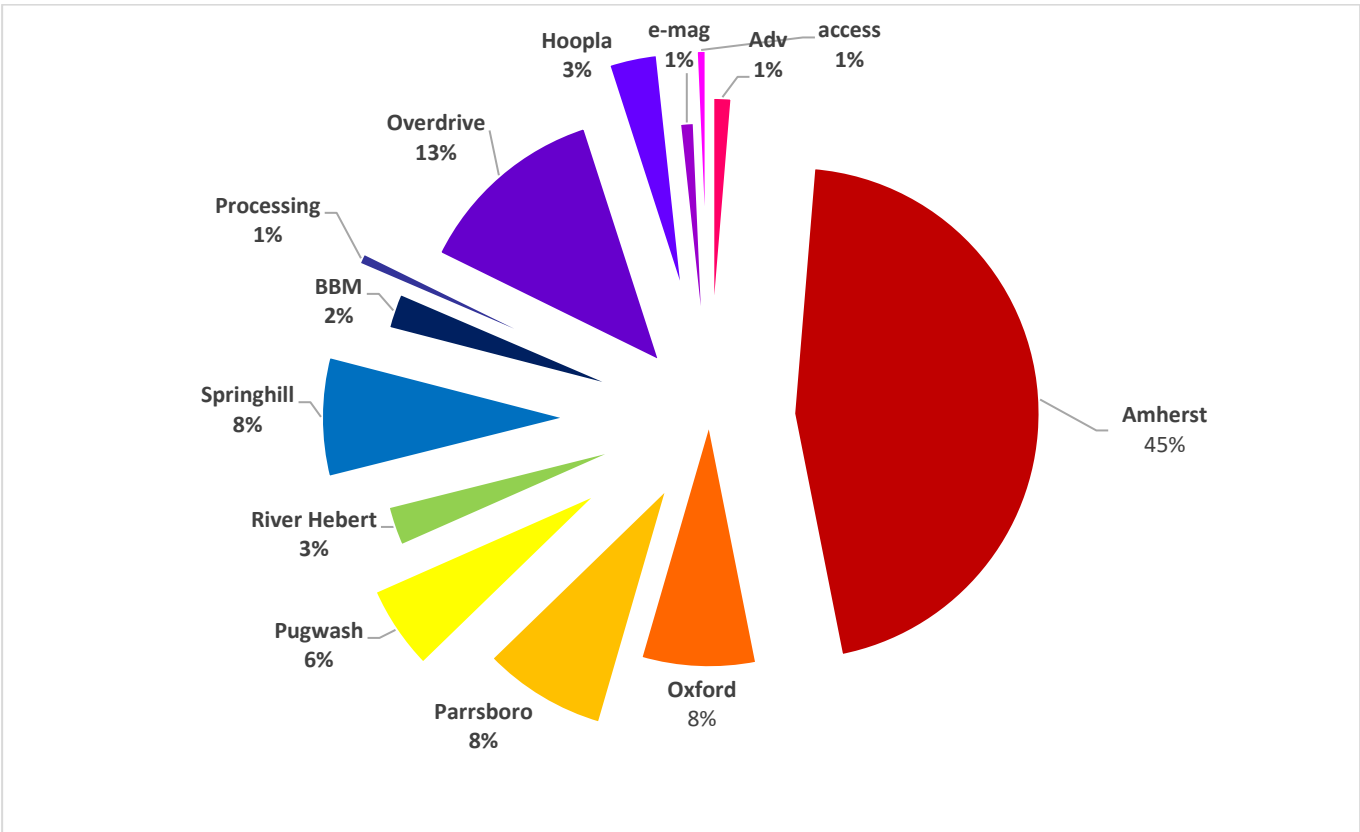
April 2022 saw the launch of Same Page. Same Page is a partnership of eight regional libraries across Nova Scotia, working together to improve your library experience. We want all Nova Scotians to have an equal opportunity to connect to library resources for learning, discovery, and improved quality of life. This means more items to borrow, more resources to access, and major upgrades to our catalogue: bigger, better, and easier to use.

Cumberland Public libraries has seen a big uptake in items being borrowed as well as items being sent out to other regions. In 22-23 we had 112,872 in person items being borrowed. 24,290 digital items were borrowed, bringing our total to 137,162. One of the changes with our new system is that available books are automatically renewed, which adds another 36,727, bringing our total this year to **173,889 items circulated**.

Same Page has also made it easy for regions to share items with each other, so on top of what we check out to our patrons this year, we shipped 31,072 out to other regions for their patrons. We added 934 new users to our system this year. We offered 385 programs with 8,362 people of all ages in attendance.



2022-23 Circulation by location



Advocate	1,791
Amherst	62,528
Oxford	10,456
Parrsboro	11,306
Pugwash	7,743
River Hebert	3,719
Springhill	10,888
Borrow by Mail	3,327
Processing	1,114
Overdrive	17,513
Hoopla	4,472
E-magazine	1,389
Access. Coll	931
Renewals	36,727
Total	173,889

Next Board meeting September, 2023.

Financial Update 2023

Regional Chairs – June 28, 2023

F2023 Financial Statements

		Budget 2023	Actual 2023	Actual 2022
Total Revenues		\$ 71.5	\$ 73.1	\$ 69.6
Expenses				
	Operating	58.0	53.3	53.2
	Adminstration	2.3	2.0	1.9
	Other expenditures and allocations	5.7	4.7	4.6
Total Expenditures		66.0	60.0	59.7
Excess of revenues over expenditures before		\$ 5.5	\$ 13.1	\$ 9.8
Diversion credits per financials		\$ 3.9	\$ 9.2	\$ 6.6

Year in Review - Revenues

Revenues up 5% from prior year (PY): \$3.6M

- Deposit revenue – increase over 4% from PY or \$2.5M
- Sales of recyclable materials up \$1.4M due to increased prices in ALU
- Tire program revenues consistent with prior year
- Investment and other income down \$300k as no significant gains on investments in current year

Year in Review - Expenses

Total expenses for the year were flat, up about 0.5% or \$300k from PY

Total operating expenses up about 0.2% from PY: \$100k

- Beverage container collections down 1.1% from PY
- Tire collections down 5.1% in the year
- Savings offset by \$800k in fuel surcharges

Diversion Credits Payable

F2023 Year end Balance	11,877,191
F2024 Smoothing	(5,500,000)
Remaining Balance	6,377,191
Remaining Balance	6,377,191
F2024 Budgeted Diversion Credits	3,421,600
F2025 Smoothing	(5,500,000)
Estimated Remaining Balance	4,298,791

- Proposed diversion credit smoothing for Fiscal 2025 at \$5,500,000 consistent with Fiscal 2024
- Leaves \$4.3 million for smoothing in future years
- Re-evaluate smoothing amount next year



DEPARTMENT: Council and All Departments

TITLE: Technology Devices Policy

Minutes reference date: 16 May 2022 PAGE ???

PURPOSE:

The Town of Oxford recognizes the role technology plays in providing municipal services. To allow staff to work together in an environment where learning, informed decision making and innovation is key, the Town of Oxford provides devices to some of its staff. Devices can be devices/notebooks, tablets and or cell phones. The purpose of this policy is to outline the acceptable use and care of these devices and the employee's role in ensuring municipal assets, information and network systems are protected.

SCOPE:

This policy applies to all municipal employees who are issued a device and applies to device use on and off municipal premises. This policy should be read in conjunction with the ***Information/Communication Technology Usage Policy***.

All employees who are issued a device will be asked to sign for receipt of the device, and to acknowledge that they have read, understood, and will comply with this Policy and the ***Device Use Guidelines***.

DEFINITIONS:

Term	Definition
Municipal location	Any property owned by the Municipality
Off-Site	Any place that is not a municipal premise
VPN	Virtual Private Network – Enables a secure network connection over the internet
Device	Any technology device including devices/notebooks, tablets and cell phones.

POLICY STATEMENT:

To safeguard municipal assets, information and network systems/services, employees are responsible for the care and security of the device issued to them. Employees should take good care of the device and ensure that it is not damaged, lost or stolen. Employees will familiarize themselves with the **Device Use Guidelines** and direct any questions to the CAO, IT Department or designate.

In order to maintain security over the devices and a healthy work life balance for our employees, it is the policy of the Municipality that, except where outlined herein, devices should remain in the workplace. Being provided a device does not imply that employees can use them outside of the workplace. Express permission to remove devices from the workplace must be received from the employee's supervisor/Director or the CAO.

It is the policy of the Town of Oxford that employees will act in accordance with the following:

1. Use of Devices

Devices may be removed from the premises in the following circumstances:

- 1.1. Staff are attending a meeting, training session or gathering at a Municipal location where their device is required for training or operational purposes.
- 1.2. Staff are required to work off-site at the direction of their supervisor (off-site presentations, on call, overtime, etc.) – in these instances staff must sign out the device through their supervisor using the Device Sign-out Form.
- 1.3. Staff are asked by their Director to take their device to facilitate work flow in non-routing circumstances (i.e., working from home, extended work-related absence where contact through the VPN is necessary) – in these instances staff must sign out the device through their Director using the Device Sign-out Form.

Devices are not to be off premise during unpaid leave without express permission of the CAO and signing of the appropriate form. In all circumstances of extended leave the Municipality may require the device be returned during that leave.

Staff at the Officer, Manager or Director level is exempt from the portability restrictions of this policy.

2. Care of Devices

Employees are responsible to ensure compliance with the following:

- 2.1 Devices are only to be used for municipal use; friends or family members shall not use devices.
- 2.2 Devices shall never be checked as luggage at the airport.
- 2.3 Devices shall never leave Canada without the express permission of the CAO to

ensure compliance with Government of Nova Scotia Bill No. 19 – Personal Information International Disclosure Protection Act (PIIDPA).

Page 3 of 4

2.4 Devices must be carried in a device carrying case when leaving the workplace – the device must be turned off properly before placing in the carrying case.

2.5 Devices must be protected from extreme temperatures, food, drink, and dirt (from hands or the environment) – employees will never clean the device with water or chemicals except those designed specifically for that purpose: and,

2.6 All errors or unexpected behaviours with devices must be reported to the IT Department or designate describing the error, conditions, or unexpected behaviours.

Due to warranty requirements, devices in need of cleaning or repair must be returned to IT Department or designate. Staff must not attempt to repair any hardware or software faults under any circumstances.

3. Security of Devices

3.1 Devices shall never be left in an area where they are vulnerable to theft.

3.2 Devices shall never be left in an unlocked vehicle, regardless of whether it is in a private driveway or garage. If it is necessary to leave the device in a vehicle, devices shall be locked in the trunk or, if there is not trunk, hidden from plain view and the vehicle locked.

3.3 Employees shall only connect to trusted Wifi connections and where possible users should notify IT Department or designate when planning to connect through Wifi outside of normal conditions (e.g., while travelling out of province).

3.4 Devices shall never be left unattended in an unsecure area in the workplace.

3.5 User accounts must always be locked when the device is unattended: and,

3.6 Employees are not permitted to connect any equipment, e.g., personal printers, cameras, scanners, USB flash drives, cell phones etc. without the permission of the IT Department or designate.

Lost or Stolen Device:

If a device is lost or stolen, immediate action should be taken to prevent loss of or malicious access to information and network resources by calling the CAO. The CAO will notify the Police and provide asset tracking support with the assistance of the IT Department or designate.

4. Guidelines & Accountability

In conjunction with this policy, a set of Device Use Guidelines will be maintained. These are subject to review and approval of the CAO.

Staff will be required to sign a Device Agreement prior to being issued a device for their municipal use.

ROLES AND RESPONSIBILITIES:

Title/Role	Responsibilities
Directors & Supervisors	The Directors/Supervisors will: <ul style="list-style-type: none"> • Ensure this policy is being adhered to • Provide employees with adequate direction on when a device can leave the premise
Employees	The Employees will: <ul style="list-style-type: none"> • Ensure this policy is adhered to • Protect the device issued to them
Office Assistant or designate	<ul style="list-style-type: none"> • Review the policy on a yearly basis for relevancy and potential updates. • Maintain the Device Use Guidelines
IT Department	IT Department will: <ul style="list-style-type: none"> • Repair and or replace faulty equipment • support the RCMP investigation in the case of a stolen device
CAO	The CAO will: <ul style="list-style-type: none"> • Notify the Police and the IT Department in the case of a stolen device • Ensure this policy is adhered to • Approve changes to the device use guidelines *This policy is subject to the approval of the CAO

RELATED DOCUMENTATION:

Document Name	Document Type
Information/Communication Technology Policy	Policy
Device Agreement	Contract
Device/Notebook Sign-out Form	Form
Device Use Guidelines	Form
Personal Information International Disclosure Protection Act (PIIDPA)	Legislation

From: David Kogon <DKogon@amherst.ca>

Subject: Meeting today

First let me say how nice it was to get together and chat. Thanks for your time.

Following a general discussion regarding inter-municipal collaboration and cooperation and it was recognized on how positive we are to interact on items of mutual interest and benefit such as we did with the landfill.

We agreed on two distinct points.

1- to recommend to our respective councils one scheduled meeting per year rotating through each municipality every 3rd year. (We also discussed 3 meetings per year one in each municipality but agreed with the above recommendation).

These meetings would be socially interactive with business items included as needed.

It was also agreed that ad hoc meetings would be called at any time if any issues pertaining to all 3 municipalities came up.

2- presentations, when it was likely an ask for financial support, would be scheduled collaboratively between the MCC and TOA. The date, time and place would then be passed along to Oxford such that if there was any interest from Oxford they would be welcome to attend.

It was made clear that matters affecting any 2 municipalities would be dealt with by those involved only.

It was apparent that a strong spirit to collaborate and cooperate was present but also an appreciation of the value time and a desire to not waste anyone's time with extra meetings.

Regards to all,

David

David Kogon MD

Mayor

Town of Amherst

Cell: 902 694-2214

Email: dkogon@amherst.ca

www.amherst.ca | #seewhyweloveit

“We acknowledge that we are in Mi’kma’ki, the ancestral and unceded territory of the Mi’kmaq People. We celebrate 400+ years of African Nova Scotian descent. We strive to foster a diverse community that values everything that makes us unique including our visible differences, such as race or gender expression, as well as our non-visible differences, such as gender identity and diversity of thought. We are committed to equity, fairness and dignity for all.”

Lucas Tree
August 10, 2023 9:11:09 AM

Lucas Tree Experts would like to know if the town of Oxford would like us to plant a tree on September 21st which is Arbor day in our industry. We would like to buy the town a tree of your choice which we would give you some options and plant it for you in a location of the towns choice. We will plant the tree and have the town take over looking after it. Let me know if the town would like to take part in Arbor day. Thanks

Hello Oxford Council,

Can you please advise me on how to get this proposal on the council's meeting agenda for discussion?

Business Case for Hiring 13 Ways Inc. in Oxford:

Introduction:

The town of Oxford is facing a critical juncture as it struggles to revive its once-vibrant community. To catalyze its rejuvenation, Oxford should strongly consider partnering with 13 Ways Inc., a renowned community development firm. With a proven track record and an array of comprehensive services, 13 Ways Inc. can offer tailored solutions that align with Oxford's unique needs and vision. This strategic collaboration has the potential to yield substantial returns on investment and pave the way for Oxford's resurgence.

13 Ways Inc.:

13 Ways Inc. was founded with a mission to empower communities, especially small rural towns, to flourish and thrive. Led by Doug Griffiths, a visionary in community building, the company brings together a team of experts who specialize in various aspects of community development, including facilitation, branding, marketing, retail, and intentional healthy communities. With a holistic approach, 13 Ways Inc. is well-equipped to address Oxford's multifaceted challenges.

Services Offered:

The suite of services offered by 13 Ways Inc. aligns seamlessly with Oxford's revival needs:

1. **Community Assessment:** A comprehensive analysis of assets, gaps, and opportunities through on-site visits, interviews, focus groups, and research. This informs strategic planning.
2. **Community Engagement:** Engaging residents, stakeholders, and leadership through various initiatives, including communication updates, interviews, perspective shifts, town hall presentations, and meetings, fostering a sense of collective ownership.
3. **Strategic Direction:** Crafting a community or regional strategic direction that encapsulates the town's unique story, vision, mission, values, milestones, and actions, providing a roadmap for sustainable growth.
4. **Priority Based Budget Support:** Connecting strategic planning with budget development to ensure funds are allocated to areas that drive the most impact.

5. Branding and Culture: Developing a compelling identity for Oxford through logo design, slogan creation, color palette selection, and website development, establishing a strong brand presence.

6. Communication and Marketing Plan: Strategizing target market segmentation, social media engagement, external and internal communication strategies to enhance Oxford's visibility and reputation.

Return on Investment:

By engaging 13 Ways Inc., Oxford can expect several significant returns on its investment:

1. Economic Revival: Strengthened community engagement, revitalized downtown areas, and strategic branding can attract businesses, residents, and tourists, boosting local economy.

2. Increased Property Values: Improved infrastructure, enhanced quality of life, and a strong community identity can lead to higher property values and increased tax revenue.

3. Business Growth: Expert assessments and recommendations for individual businesses, coupled with workshops and leadership camps, can foster entrepreneurship and growth.

4. Tourism and Reputation: A refined brand image, coupled with effective marketing, can attract tourists and enhance Oxford's reputation, contributing to increased foot traffic and revenue.

5. Long-term Sustainability: The alignment of strategic direction with budget allocation ensures that resources are directed towards projects with enduring impact, promoting long-term sustainability.

Conclusion:

Oxford's path to revival requires a comprehensive, multi-faceted approach that addresses various challenges. 13 Ways Inc.'s expertise, experience, and wide range of services make them the ideal partner for guiding Oxford towards a thriving future. By investing in 13 Ways Inc., Oxford can anticipate not only a transformation of its community but also a powerful return on investment that will shape its success for years to come.

Doug Griffiths the founder and his team
at 13 Ways Inc.
13waysinc.com

13

Cheers and thank you in advance,

Brenda

DOUG GRIFFITHS

BIOGRAPHY

President & CEO, 13 Ways Inc. | Bestselling Author, 13 Ways to Kill Your Community | Community Enthusiast, Building and Consulting

Doug Griffiths is a wildly popular community strategist and author of two best selling editions of “13 Ways to Kill Your Community”. He has supported, guided and inspired hundreds of communities to create effective change. Whether through speaking and presentations, or through advising and consulting, he is dedicated to helping communities across North America find their own pathway to success.

He grew up on a ranch outside a small town where he learned the value of hard work, critical thinking skills, and the value of community. That background led him into politics, but he insists he has since been through rehab and is fully recovered. His experience in politics gave him a deep understanding about how to move people and to get things done. He deliberately retired from politics in January 2015, after serving for 13 years, to return to his passion for community building.

Griffiths has an Executive MBA, and Honors B.A Philosophy Degree, as well as his Bachelor of Education, all from the University of Alberta where he has taught community and municipal leadership courses for elected officials and administration.

TOPICS

13 Pathways To Success

Whether you're looking to build capacity, overcome negativity, or simply position your community for both short- and long-term success, you'll find tremendous value in this visionary and insightful presentation. Doug focuses on ideas and proven methods that are realistic and attainable, supporting them with real-life examples of success in progress that are sure to leave you imagining all that your community can be.

We can't be everything all the time, but we don't need to. Success is about being really good at one thing and embracing it wholly. This presentation presents 13 different ways a community can find success laying out practical pathways forward and clear steps you can take.

If you've heard and read about 13 Ways to Kill Your Community (if you haven't, read the next topic!), this is a natural follow-up and essential next presentation for communities and community leaders alike.

13 Ways to Kill Your Community

In this presentation, Doug Griffiths offers valuable lessons on what makes the difference between a prospering community and a failing one. Based on the bestselling book, 13 Ways to Kill Your Community, this presentation is sometimes startling and often revelatory. Doug's passion shines through in this keynote. He makes every audience member feel as if he was speaking directly to them about their community. His anecdotes deliver both wit and wisdom to challenge audiences. He'll have the crowd inspired and confident in their role in creating a stronger community, organization or business!

The Change Is The Way (Renaissance: The Re-Rise of Rural Communities)

Change is no longer on the way; it's here. And it's here to stay.

Communities do all they can to remain prosperous while prioritizing the health and well-being of their citizens. As a result, dreams and aspirations have been put on hold while other new challenges and opportunities have arisen in their place.

We can't become our new selves unless we are ready to let go of who we were before. The 2020 pandemic and other global challenges have accelerated the changes coming at us, and they are creating incredible new opportunities for our communities. So it's time to stop trying to recapture the past and instead embrace the future. It's time to start dreaming big once again.

Those who oppose change are taking part in something of a counter-revolution. They see their very way of life (including accepting certain antiquated, outdated beliefs) as being under threat. Through the chaos, negativity, and antagonism, they will do anything they can to resist change and disrupt progress.

We need to understand and accept change as being inescapable, and in doing so, leverage and embrace it for the many tremendous opportunities it presents. Ultimately, it's creating a renaissance for our rural communities that we need to recognize and take full advantage of. In doing so, we'll open ourselves to a world of possibilities we previously thought only imaginable.

In this captivating and engaging presentation, Doug Griffiths uses just the right amount of candour and insightful humour to demonstrate both the need for and power of community and communities in a world that remains in a state of constant change.

The Economics of Beauty and Fun (with Heather Thomson)

Rural and urban communities are desperately seeking ways of reintroducing vibrancy and rediscovering their prosperity. An experience-based social and commercial hub (i.e., downtown core) can do both.

Consumer behaviour demonstrates the accelerated migration of people and businesses to place where they (and their employees) can simultaneously work, live, and recreate – a trend easily attributable to some of our most innate human desires. We are attracted to things and places that look nice. We seek experiences that provide us pleasure. And in the age of social media, we endeavour to capture and share it all.

But while community-building focuses have in the past been overlooked, they're now being demonstrated as essential. They present tremendous opportunities for both social and economic gain.

In this inspiring and prophetic presentation, speakers Heather Thomson and Doug Griffiths explain how and why any significant community revitalization effort should both begin and end with beauty and fun.

Collaboration, Cooperation and The Future of Communities

We all know the adage: if you want to go fast, go alone, but if you're going to go far, go together. We see the value of cooperating, yet we don't. Instead, we outright refuse to work together because of illogical reasoning and irrational fears. And so we stand alone, we feel safer, and yet our communities shrink, and our economies die. This presentation will utilize humorous stories and blunt truth as it takes you through the myths of cooperation held by the public, administration, and community. In addition, it will show you the best places to start working together, and just how good it can be to collaborate and cooperate.

The Seven Essentials for Success (with Heather Thompson)

Every community has a strategic plan and a budget. Most have a communications plan and some even have a marketing strategy. However, for most communities they are generic plans that fail to create results. The 13 Ways approach to creating community success goes beyond textbooks and formulaic processes to get real results. This session takes you through this revolutionary process - Assess, Engage, Strategize, Budget, Brand, Market, Rinse and Repeat - explaining precisely how to do it and why it works.

DOUG GRIFFITHS

TESTIMONIALS

“Doug’s presentation was so dynamic! He really fired up those in attendance.”

-Cosmos Publishing

“Doug’s presentation was an absolute smash hit. I’ve had multiple requests for a repeat performance.”

-Margot Cragg, Executive Director, UMNB

“Doug joined our annual Conference to provide a five-hour training session. He was able to tailor his presentation so it was relevant to all cross sections of our audience: Indigenous Leaders, Government Officials, Community Administrators, Tourism Operators, and Business Owners. Doug’s presentation was engaging and energetic.

His training activities were structured in a way that led our participants to map out their own goals and make tangible, action focused plans to achieve them. We would gladly welcome Doug back again and recommend him to others.”

-Donna Lee Demarcke, CEO Northwest Territories Tourism

“The title “13 Ways to Kill a Community” alone should be your wake up call, but if you have the opportunity to hear Doug share story after story that he built his book on, you will walk away forever changed. ***Doug’s energy and enthusiasm is contagious, he is a wake-up call for rural communities EVERYWHERE!***

As I read the book I was moved, but it is much more to hear him speak and look around at the community. He inspires the creation of collective understanding. ***13 ways should be a movement across Canada for rural communities*** - with a few passionate ambassadors I’m convinced it can be done!

The worst thing that could happen is you listen to Doug, and you do nothing to alter the fate of your community. The best thing that can happen is you look around your community for allies and START something together! ***Grab a friend, or three and embrace what Doug has to say, I am confident you will recognize your community in his stories.”***

-Bernice Williams, a passionate community connector

“Doug’s presentation was an absolute smash hit. I’ve had multiple requests for referrals and/or a repeat performance, and one delegate awarded him 9 out of 5 stars (not sure where he lost the 10th, but no one’s perfect!”

-Margot Cragg, Executive Director, UMNB

“Spot on, very informative, motivating and enjoyable!”

-North Dakota Economic Development Association

“I think they’re about to make Doug an honorary citizen in Shawnigan. Looking forward to continuing our conversations with Doug in the months to come.”

-Cowichan Valley Region, Vancouver Island

“Doug was stellar and was noted many times on the initial wave of evaluations. We did a bit of an unusual intro with zombies to introduce the 13 ways to kill your community and he played along well with that... good sport!”

“I had two people asking about his costs and looking to possibly have him come to speak to their councils/communities... others may have had more.”

“After Doug’s individual sessions, we asked people if their expectations were met and 100% said yes in the Young Uns sessions.”

“100% were satisfied and felt that Doug was a great speaker. He was very friendly and engaging - we all wished we could have copies of his slides!”

“Would recommend him without hesitation!”

-Parks and Rec Ontario

“Very easy and entertaining way to talk about a serious topic.”

hello@talentbureau.com
71 West 2nd Avenue
Unit #508
Vancouver, BC V5Y 0J7



“Very relatable – Great presentation. Actionable steps to employ. Well done!”

“Simple information, valuable and very entertaining.”

“Absolutely loved the energy and applicability.”

“Every time I hear him speak, I catch something new!”

“Doug is very relatable – stories hit home.”

“Awesome – would love to have Doug come to our community. He was very inspirational.”

– *Dane Hansen foundation*

“The event was really super... Doug’s presentation was so dynamic! It was my second time seeing him, as I met him at the OCNA convention in April, and he really fired up those in attendance.”

– *Cosmos Publishing*

“I am still receiving rave reviews from our guests ... **Doug set a precedent for guest speakers that will be hard to top.**

Doug’s messaging hit home for many people and I am absolutely thrilled with the event and the feedback we’ve been getting.

We enjoyed meeting Doug and loved his sincere interest in the people he met as well as our community. We only wish we’d had more time to show off our community to him.”

– *Temiskaming Shores & Area Chamber of Commerce*

HEATHER THOMSON

BIOGRAPHY

Executive Director of the University of Alberta's Centre for Cities and Communities

Heather Thomson is the Executive Director of the Alberta School of Business - Centre for Cities and Communities. As one of the founders of the centre, Heather is mentoring the next generation of business innovators while working with leaders in the business community with an emphasis on education, consulting, academic & applied research and industry outreach.

Heather also works as a consultant with 13 Ways Inc. a Community Development Firm. Heather delivers business and community assessments, builds community plans that specialize in economic development, local businesses prosperity and beautification. Heather has worked with hundreds of communities and has delivered dozens of keynote presentations across North America.

Prior to her work with the University of Alberta and 13 Ways, Heather has worked at lululemon athletica, ATB Financial and started her career with McDonalds Restaurants. She is passionate about business success and growing the pool of talent to work in this fascinating industry. Heather is a business advocate and strategist.

A few highlights include:

- Employed hundreds of business students who have worked with more than 2500 organizations in the Edmonton region
- Has secured 1.3 million dollars in funding to support the local business community recover from the effects of the pandemic
- Helped create the new Centre for Cities and Communities
- Works with national media networks to deliver consumer behaviour research to the country
- Serves on the Edmonton Business Association and past member of Old Strathcona Business Association Economic Recovery Task Force
- Working on her masters in behavioural economics

A forward-thinker in every sense, Heather is of the belief that even the most challenging of situations can be resolved from an angle of compassion, understanding and collaboration. Heather is a proud mom of two boys, an avid snowboarder, and an advocate for gender parity and equity in the workforce – especially for working parents.

TOPICS

13 Ways to Kill Your Commerce

In this talk, Heather will share the 13 Ways best practices to help communities thrive. Using the 13 Ways methods, Heather will provide you with the tools you need to help your community achieve success.

The Future of Business - It's a Tall Order

Heather Thomson is an expert in consumer behaviour, and the perfect cup of tea to help warm up your local business strategies. Her first piece of advice? Don't do things differently, do different things.

Invite Heather into your community to help your local businesses spice up their strategies! Heather will help your business better understand your target market, ease the transition from physical to digital engagement and promote it to your local community.

It's a tall order, but Heather will help you fill it!

Shop Talk - Analyzing the psychology and trends of how we spend our money and time

The world has shifted fundamentally. How we eat, spend money, have fun, get around and where we live, is changing. If we are not aware of the changes that are on the horizon, we collectively will be left behind. This presentation will spark inspiration for communities and businesses to take their future in their own hands to make the necessary changes to ensure a vibrant future. This is an exciting, albeit overwhelming, endeavour which will ultimately lead us to be stronger and set up for success... If we are paying attention.

Topics included:

- Consumer Behaviour Analysis
- Demographic Habits
- Metaverse and digital tools
- Changes in Transportation
- How We Work
- Where We Live

And most importantly how to capitalize on these opportunities.

From: [Catherine Mundle](#)
To: lcloney@oxfordns.ca
Subject: Crosswalks - Employees Walking to Work
Date: August 7, 2023 4:56:59 PM

Hi Linda,

I just wanted to inquire on how to get some crosswalks or reflective signage put up within the town? We have several homes located on the other side of the highway with many of the employees walking to work. As the days get shorter, this can make it risky walking in the dark.

We do provide all of our employees with reflective vests to ensure high visibility.

My biggest concern would be on the Irving side of the road where you enter and exit the highway.

Thanks for any help you can provide with this.

Regards,

Catherine Mundle, CPHR
Human Resource Coordinator
OXFORD FROZEN FOODS LIMITED
4881 Main Street, PO Box 220, Oxford, NS B0M 1P0
T 902-447-2100 Ext 6142 • F 902-447-3245



 Please consider the environment before printing this email.

From: [NSFM Communications](#)
To: [NSFM Communications](#)
Subject: Announcement: Extended Producer Responsibility for Printed Paper and Packaging
Date: August 2, 2023 1:16:15 PM
Attachments: [image001.png](#)

Dear Members,

NSFM is pleased to advise the regulations regarding **Extended Producer Responsibility** (EPR) for **Printed Paper and Packaging** (PPP) are now in place. This has been an advocacy priority of the membership since 2019.

We would like to extend our thanks to the provincial government for passing legislation in 2021, as part of *Environmental Goals and Climate Change Reduction Act*, that facilitated these new regulations. EPR for PPP represents a **multimillion-dollar savings** to municipalities as the responsibility for the collection and processing of blue bag waste shifts to those companies producing these materials. Perhaps most important is the added incentive for producers to create more environmentally sustainable types of packaging.

The Solid Waste-Resource Management Regional Chairs Group, led by elected officials from across the province, has worked hard to inform and track the progress of these regulations. We extend our thanks to them as well.

NSFM looks forward to providing additional information to our members on key decision points as implementation gets underway. Please stay tuned and thank you for your support in continuing to create strong, sustainable communities.

Please refer to the link below for the news release, issued this morning.

[News Release](#)

Sincerely,

Juanita Spencer | Chief Executive Officer
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

c [+1.902.999.7699](tel:+19029997699)

t [+1.902.423.8331](tel:+19024238331)

nsfm.ca | [facebook](#) | [twitter](#) | [linkedin](#) | [instagram](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES