



**Town of Oxford
Committee of the Whole**

Notice of Meeting

Date: Wednesday, January 10, 2024
Time: 6:00 pm
Place: Council Chambers and conducted through and zoom streamed live to Facebook

AGENDA

1. Call to Order – Welcome
2. Approval of Agenda
pages 1 - 2
3. Presentation
 - 3.1 Cumberland Public Libraries – Denise Corey, MLIS – Library Director
pages 3 – 15
4. Approval of the Minutes – December 13, 2023
pages 16 - 18
5. Town Departments Reports
 - 5.1 Public Works Department – presented by Nick Purdy, Public Works Supervisor
pages 19 - 20
 - 5.2 Fire Department – presented by Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief
Page 21

5.3 Municipal Physical Activity Report – presented by Jimmy Ward, MPAL
Leader
Pages 22 - 23

5.4 Administration Report – presented by Linda Cloney, CAO
pages 24 – 25

5.5 Financial Reports – presented by Ruthann Brookins, Manager of Finance

5.5.1 General Operating - Pages 26 – 33

5.5.2 Water Operating – Pages 34 - 35

6. Council Committees and Boards Reports – presented by Linda Cloney – verbal
reports

6.1 Accessibility Advisory Committee Report

6.2 All Saints Community Health Care Foundation

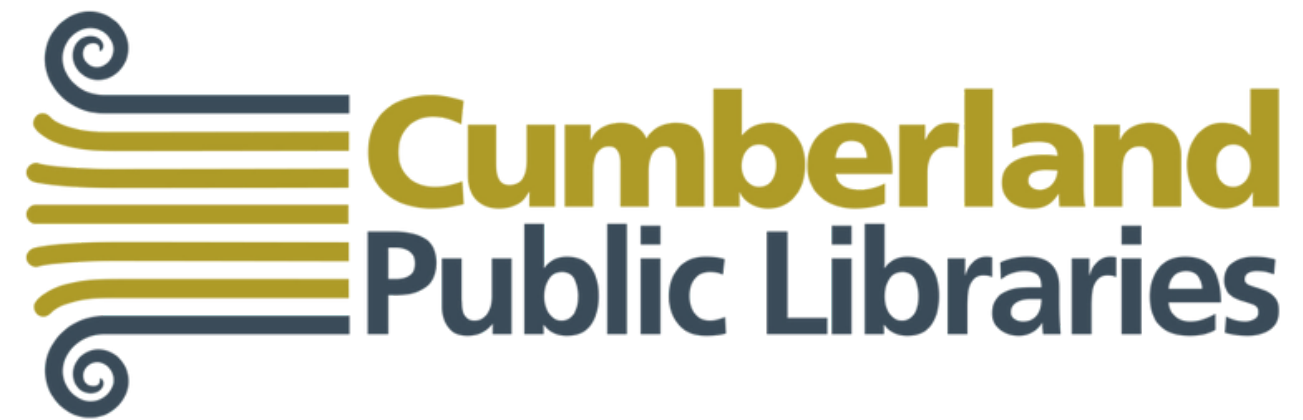
6.3 Policing Services Review Committee

6.4 Road Trails Act Committee

7. Items of discussion and correspondence – presented by Linda Cloney

7.1 Nil

8. Adjournment

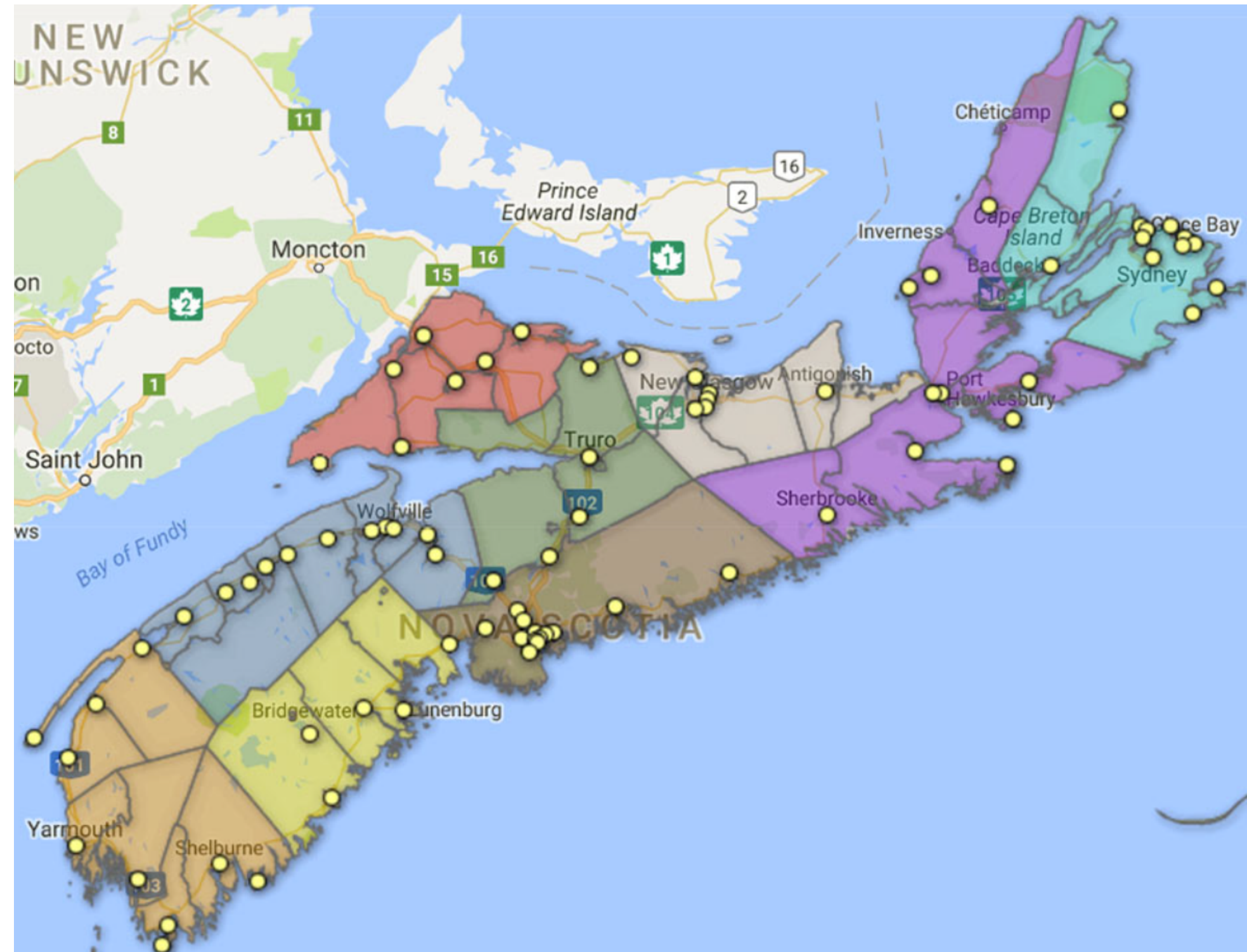


PUBLIC LIBRARY SUPPORT

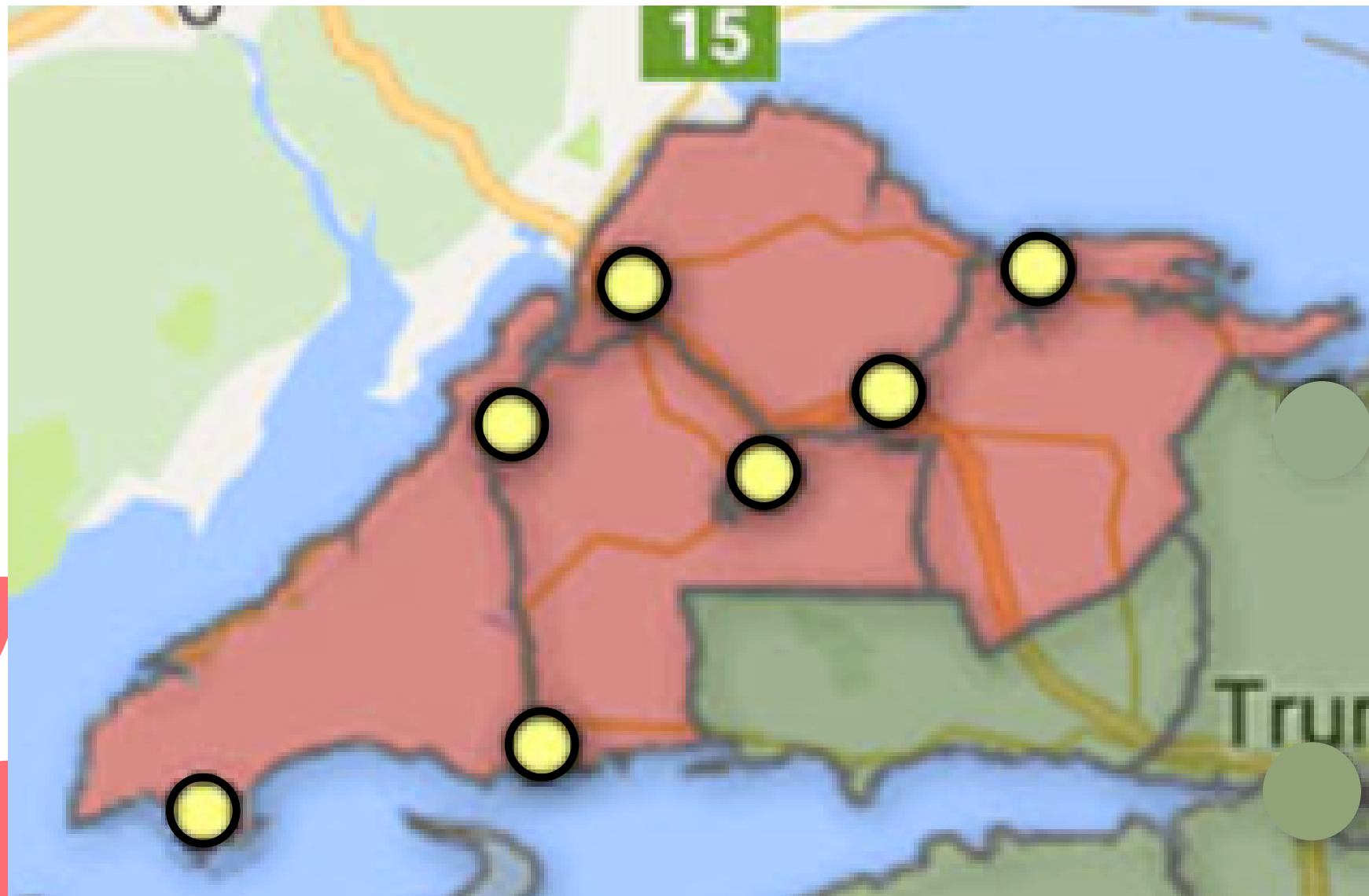
Providing Adequate Funding for
a Better Oxford

January 2024

REGIONAL LIBRARIES IN NOVA SCOTIA



CUMBERLAND PUBLIC LIBRARIES



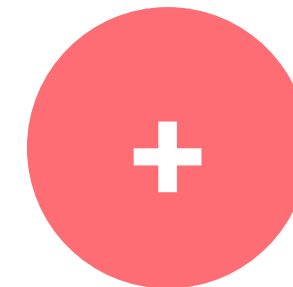
LIBRARY LOCATIONS

Advocate Harbour
Amherst (Four Fathers Memorial Library)
Oxford
Parrsboro
Pugwash
River Hebert
Springhill (Miners Memorial Library)



HEADQUARTERS LOCATION

Located in Amherst



OUTREACH SERVICES

Borrow By Mail
Interlibrary Loan
Digital Services

WHAT WE OFFER: COLLECTION

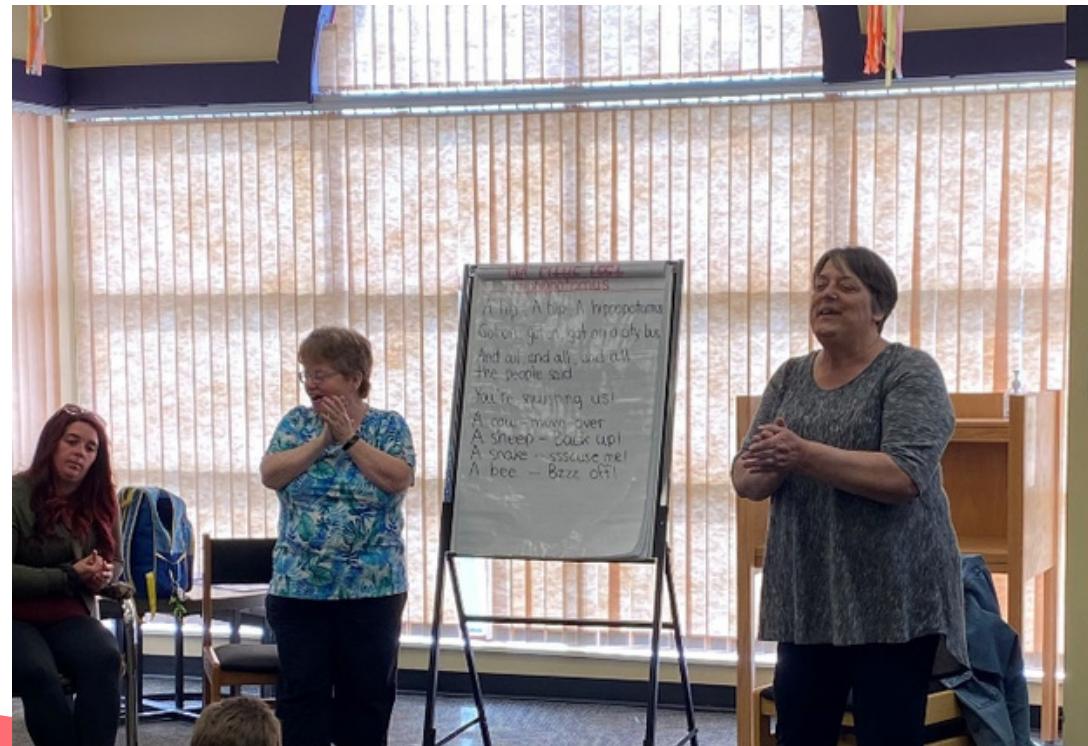
- Books, movies, TV shows, E-books, magazines, audiobooks, & more
- Downloadable Audiobooks & E-books
 - Two digital services: Libby & Hoopla
 - Over 24,000 items checked out last year!
- Accessible Products
 - Braille, CD Audiobooks, Large Print
 - CELA and NNELS





WHAT WE OFFER: PROGRAMS

- Summer Reading programs for all ages
- Craft and Fun Programs for all ages
- Book clubs
- Kids, Teen & Family Movies
- Author visits
- Informational Sessions
- Classes



HOW WE DO!

173,889

ITEMS BORROWED LAST YEAR

59% increase over the year before.

8,362

PEOPLE ATTENDED OUR PROGRAMS

59,521

HOURS OF WIFI USE

Our public access computers were in use for approximately 7,913 hours.

58,197

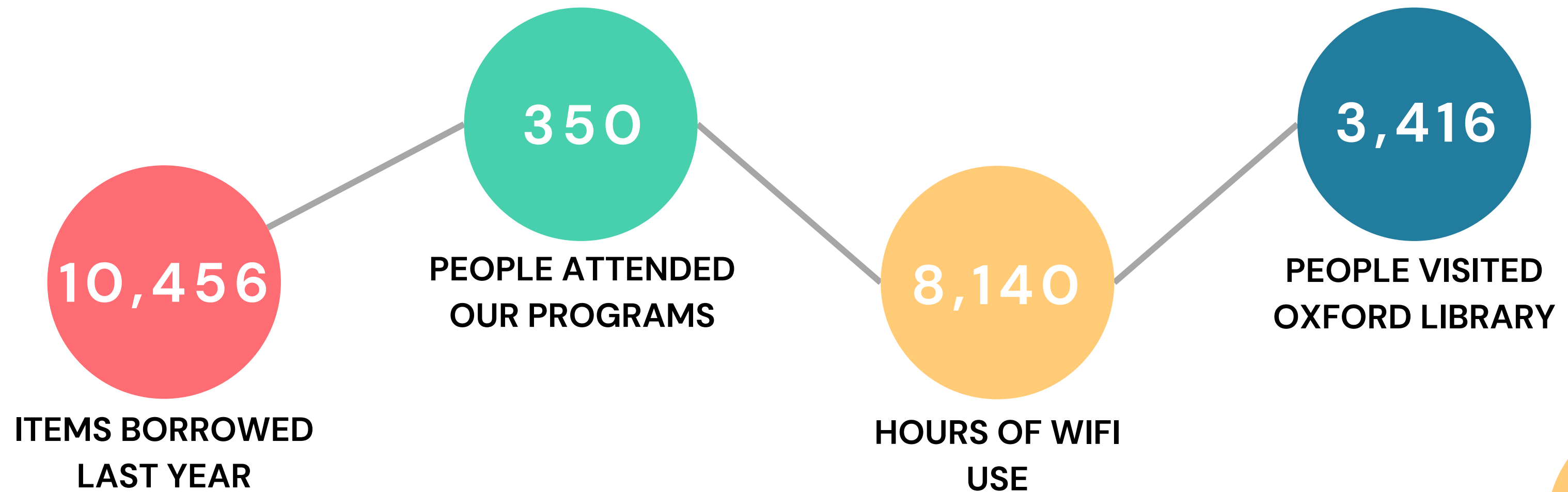
VISITED OUR LOCATIONS



**19.75 full-time
equivalent staff**



HOW OXFORD STACKS UP



PROVINCE FUNDING PER YEAR

Fiscal year	Amount given by NS Gov't	Increase/decrease	CPI increase/decrease	Notes
2010-11	\$543,000	+5.9%	2.1	
2011-12	\$541,100	-0.3%	3.4	
2012-13	\$541,100	0%	1.8	
2013-14	\$541,100	0%	1.1	Liberals elected
2014-15	\$550,000	+1.6%	2.4	
2015-16	\$550,000	0%	1.4	
2016-17	\$550,000	0%	1.8	C@P program cut so actually loss of \$10,000
2017-18	\$550,000	0%	2	
2018-19	\$550,000	0%	3	
2019-20	\$550,000	0%	2.6	
2020-21	\$775,400	+41%	1	no increase to municipal funding
2021-22	\$775,400	0%	4.6	no increase to municipal funding Conservatives elected
2022-23	\$775,400	0%	9.6	
2023-24	\$775,400	0%		

PROVINCIAL FUNDING FORMULA

	Funding Ratio	Old Model	New Model	\$ Increase	% Increase
Provincial	71%	\$550,000	\$775,400	\$225,400	41%
Municipal	26%	\$201,400	\$283,900	\$82,500	41%
Board	3%	\$23,200	\$32,800	\$9,600	41%
Total Available	100%	\$774,600	\$1,092,100	\$317,500	41%

Population:	
2017 Population	30,118
Old Model	31,995
Population Change	(1,877)

- “2017 Population” figures are from July 2017 estimates from the 2011 Census
- “Old Model” population figures were 2009 estimates from the 2006 Census

PROVINCIAL FUNDING FORMULA, CONT.

Staffing:			
	Number of positions	Salary Rate	Staffing cost
Base Staffing:			
CEO	1	\$92,500	\$92,500
Deputy CEO	1	\$82,500	\$82,500
Finance/Bookkeeper	1	\$45,000	\$45,000
Administrative Support	1	\$35,000	\$35,000
Community Engagement	1	\$62,500	\$62,500
IT Support	1	\$62,500	\$62,500
Other Staff:			
Scalable Staff	14	\$37,000	\$518,000
Staffing Total	20		\$898,000

- Total salary costs for “Base Staffing” is a set rate of \$380,000 per region
- “Scalable Staff” is calculated at 1 Staff per 2,200 (the “Average Rural Staffing Ratio Per Capita”), at an average salary of \$37,000

Operating Costs:	
Base Amount:	\$15,000
Per capita total:	\$45,200
Total:	\$60,200

- Operating cost per capita rate is \$1.50

Collections Costs	
Base Amount:	\$7,800
Per capita total:	\$105,400
Total:	\$113,200

- Collections costs per capita rate is \$3.50

Other Factors:	
• Staff Technology:	\$8,000
○ Calculated at \$400/staff member annually	
• Public Access Computers:	\$12,700
○ Based on a 3-year annual refresh cycle. Calculated at \$1,000/existing PAC divided by 3	
• French Language & Equity Programming:	Not Applicable

LIBRARY SALARIES VS. TOWN OF AMHERST SALARIES

Library Salary Scale

POSITION	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Librarian	82,040	84,501	87,036	89,647	92,337
Librarian IV	70,769	72,892	75,079	77,331	79,651
Librarian III	62,877	64,764	66,707	68,708	70,769
Librarian II	55,866	57,542	59,268	61,046	62,877
Librarian I	49,636	51,125	52,659	54,239	55,866
Systems Manager	52,659	54,239	55,866	57,542	59,268
Book Keeper/ Administration Assistant	46,788	48,192	49,638	51,127	52,661
Library Assistant III	52,302	53,871	55,487	57,152	58,867
Library Assistant II	46,470	47,864	49,300	50,779	52,302
Library Assistant I	41,288	42,526	43,802	45,116	46,470
Clerk III	38,918	40,085	41,288	42,526	43,802
Clerk II	34,578	35,615	36,684	37,784	38,918
Clerk I	30,722	31,644	32,593	33,571	34,578

Library Salary Scale (Hourly Employees)

Part time Branch Assistant (> 15 hrs)	15.00	15.45	15.91	16.39	16.88
Part Time Branch Assistant (15+ hrs)	15.91	16.39	16.88	17.39	17.91

Town of Amherst Salary Scale

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
8	87,814	89,656	91,502	93,346	95,189	97,034	98,878	100,722
7	72,585	73,652	74,719	75,786	76,854	77,921	78,988	80,055
6	60,481	62,314	64,148	65,981	67,814	69,647	71,481	73,314
5	53,620	55,078	56,535	57,992	59,449	60,906	62,363	63,820
4	52,037	53,357	54,676	55,996	57,315	58,635	59,954	61,273
3	43,753	45,519	47,285	49,051	50,816	52,582	54,349	56,114
2	40,247	41,252	42,256	43,260	44,264	45,269	46,272	47,277
1	37,566	38,452	39,339	40,226	41,112	41,999	42,886	43,772





TESTIMONIALS

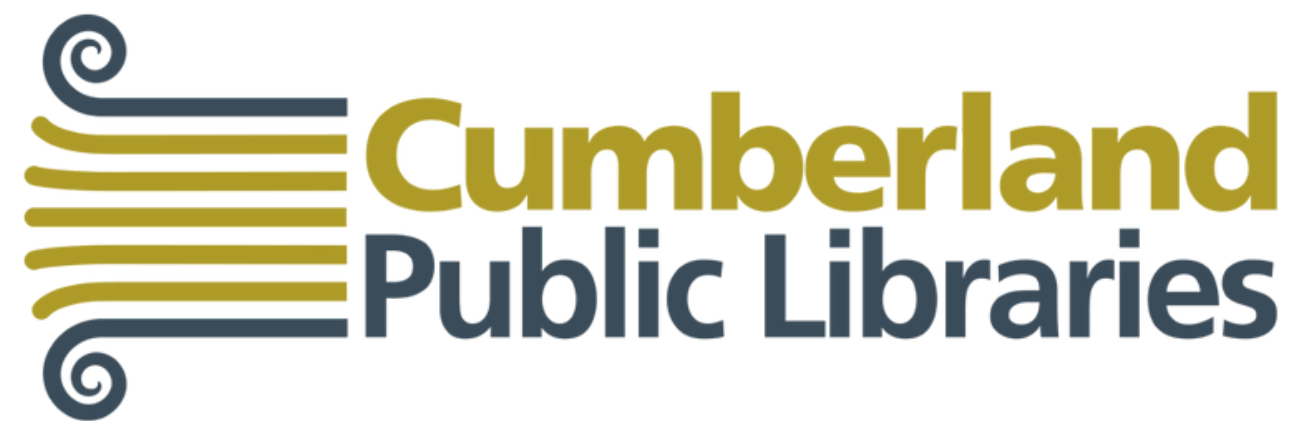
“The service there is wonderful.”

“You guys are awesome!
Wonderful to see such caring support here!”

“I really have no words to thank you personally for all you do for me – above and beyond; you’re the BEST.”



“Libraries are more than a place for books and to do research; they are community centres and hubs for people of all ages. Bravo, Cumberland Public Libraries!!”



THANK YOU!

We need your help. Please help us provide equitable library service to the people of Cumberland County.



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, December 13, 2023
Presiding Officer: Deputy Mayor Arnold MacDonald
Councillors Present: Mayor Greg Henley, Carla Black, Chrystal McNutt, Olivia Canning, Paul Jones, and Brenton Colborne
Councillors Regrets: Nil

Staff in attendance: Linda Cloney - CAO, Stan McDougall - Admin Assistant (recording secretary), Nick Purdy - Public Works Supervisor, Ruthann Brookins, Manager of Finance, and Bruce Rushton - Fire Chief

Public in attendance: Stephen Rayworth, General Manager for GFL Environmental Inc and Mark Rushton, Six Rivers News

Fire Chief Bruce Rushton left the meeting at 6:28 PM.

Stephen Rayworth left the meeting at 6:20 PM

1. Call to Order – Welcome

At 6:00 PM, Deputy Mayor Arnold MacDonald called the meeting to order.

2. Approval of Agenda

Moved by Councillor Jones and seconded by Mayor Henley that the agenda of the Committee of the Whole Meeting for December 13, 2023, be approved, as presented.

Motion Carried

3. Presentation

3.1 **Stephen Rayworth, General Manager for GFL Environmental Inc,** *onscreen presentation and included in the package.*

Linda Cloney, CAO introduced Stephen Rayworth, General Manager for GFL Environmental.

In summary, GFL is the fourth largest provider of environmental solutions in North America with over 20,000 employees, over 500 of those in Atlantic Canada. GFL provides solid, liquid and soil remediation waste services to customers and communities across Canada and more than half of the U.S. states with a vision to be ***Green For Life.***

4. Approval of the Minutes

4.1 **Committee of the Whole Minutes – November 8, 2023**

Approved by _____
Deputy Mayor Arnold MacDonald, Chair, on Dec 13, 2023

5. Town Departments Reports

5.1 **Public Works Department** – presented by Nick Purdy, Public Works Supervisor, *page 21*

5.2 **Fire Department** – presented by Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief, *to be submitted separately*

5.3 **Municipal Physical Activity Report** – presented by Councillor McNutt, *to be submitted separately*

5.4 **Administration Report** – presented by Linda Cloney, CAO, *pages 22 – 23*

Deputy Mayor Arnold MacDonald thanked the Town Department Heads for their respective reports.

6. Council Committees and Boards Reports – *Linda Cloney, CAO presented all reports, reports available for review in the package*

6.1 **Accessibility Advisory Committee Report**, *verbal report*

6.2 **All Saints Community Health Care Foundation**, *pages 24 - 25*

6.3 **Cumberland Public Library Report**, *page 26*

6.4 Solid Waste Management Report, pages 27 – 28

6.5 Police Advisory Board Report, pages 29 – 32

**6.6 Cumberland Central Landfill Community Liaison Committee Report,
pages 33 - 36**

Deputy Mayor Arnold MacDonald thanked all Committees and Boards for their respective reports.

7. Items of discussion and correspondence – presented by Linda Cloney, CAO

7.1 Nil

8. Adjournment

The meeting adjourned at 6:41 PM.

Deputy Mayor, Arnold MacDonald, Chair

Stan McDougall, Admin Assistant

Date Approved

Public Works Report December 2023

Weekly garbage pick ups.

Weekly water samples.

Water meter reads for house closings.

Cleaned and inspected sewer floats.

Installed wing and plow on 624.

544 loader back in service from getting body work done.

Snow and ice removal.

Cold patch in pot holes around town. On going every week

Dump truck out for repairs.

Repaired hydrant markers.

Installed no parking signs by firehall.

Power outage at wells from wind storm. Everything operates as it should.

Cleaned up branches from wind storm.

Backhoe and 544 loader serviced.

Repaired stop sign on Waverly and Water street.

Replaced sewer float at Prince William lift station.

Sewer main checks around town.

Put furniture in bin at transfer site.

Repaired sidewalks around town.

Tested selected hydrants through out town.

Installed water valve and water line on the intersection of pugwash rd and peel street.

Repaired lights on Christmas tree.

Snow storm clean up.

Removed downed tree on old tank road.

Installed salter and wiring on new truck.

New salter installed on Kubota tractor.

Any questions feel free to reach out, Thanks.

Nick Purdy

Public Works Supervisor

902-397-3002

Oxford Volunteer Fire Dept. Report to Council – Jan 10/24

The fire department had a very busy 2023 responding to 165 calls overall.

25 calls for the month of December...

- 5 MVA (1 in town, 1 in our district and 3 mutual aid)
- 11 medical related calls (5 in our district, 5 in town, 1 mutual aid)
- 1 structure fire (in town)
- 1 unknown fire (in town)...assistance to RCMP
- 1 chimney fire (in town)
- 5 calls for power lines arcing (all in our district)
- 1 smoke sighting in our district

9 of these calls were in town; 12 calls in our coverage area and 4 mutual aid calls assisting our neighboring departments.

I am pleased to say that our new natural gas fueled generator is now operational...the commissioning was completed on Jan. 02

We have a mutual aid practice planned for the downtown area this Thursday, Jan 11th. We are using artificial smoke during this training. Please use caution if you are in the downtown area.

Respectfully submitted,

Chief, Bruce Rushton

Deputy Chief, Kyle Purdy

Jimmy Ward

Municipal Physical Activity Leader

Board Report

The Grinch

- On Sunday Dec 17th at the theatre.
- 30 people in attendance and lots of positive feedback.

Free Skating at Arena

- Every Tuesday and Thursday from 3:30 to 5:30pm
- On Thursday's the Rec team will be there to help people get ready and to organize some on the ice games.

Basketball and Pickleball

- Happening every Monday from 8-9pm at the OREC School.
- No experience necessary
- \$2 drop-in fee.

Community Game Night

- Every last Friday of each month at the Nazarene Church at 6:30pm
- Bring your favorite game and snacks to share with the group.

Oxford Walking Group

- Meet at Gazebo on Monday mornings at 11am and Wednesday's at 6pm.
- Typically, a 30–45-minute gentle walks suitable for all.
- The group stays together and walks at a pace that works for everyone.
- It's FREE and anyone can join.

Connecting Cultures Event

- Planning is still in the works for this, but we need as much help from the community as we can get to make this a success. Goal is for this to happen during March Break.
- Funding for the event will be through Recreation NS for signing the Anti Racism Charter back on September 27th of last year.
- What we need right now, is people to show what recreation means to them in their own culture. This can be anything from sports, arts and crafts, food, music and dance etc.
- There will be a Culture Day for people to demonstrate these things to the community and throughout the week of March Break, community members will have the opportunity to take part in each of these events to decide what it is they enjoy the most.
- At the end of the week, people can vote and with this data we hope create an ongoing event for the community based on these findings.

- This is a great opportunity for Oxford to showcase all the cultures we have in our community and help bring everyone together.
- There will be more details on this coming out in the next few weeks.
- If you would like to help or need more information, contact myself at 902-694-5928 or email at mpal@oxfordns.ca

Volunteer Recruitment

- WE NEED YOU!! We are still looking for volunteers to help with current offerings as well as anyone looking to start up new programming in the community.



December 2023

- Setup of replacement laptop computer for Clerk/Front Desk
- Setup of tablets for town staff to use at home for email, calendar, and basic word processing etc. when working from home.
- Installed quarterly update for Sage 50 (2024.1 update) for each of the assigned licenses prior to holidays.
- A few minor website updates to local business directory, etc.
- **Posting of Council Expenses** and other updates (including water and tax rate adjustments and page updates) to the Town of Oxford Website.
- **Monthly Interest Posting** in TownSuite for Property and Water taxes completed.
- **Online social media Posting:** Town & Provincial-Related articles, news, alerts, proclamations, minutes, notices, surveys, and updates to the Oxford website and Oxford Facebook Pages.
- **Accounts payable** - paying bills online via Scotia Bank.
- **Deposits** – Posting in Sage50 for General & Water Operating, assisting when required to set up deposit batches for the clerk in her absence.
- **Bill Posting** - in Sage50 bills are paid online, by Visa, by cheque, and bills due to Water Operating account 1303/58xx.
- **Mid-month reporting** for Payroll (Manulife Pension, Union Dues, Workman’s Comp, Source Deductions (Revenue Canada)), and payment of the above in Scotia Bank.
- **IT Support and Maintenance for:**
 - **Hardware and devices** – Troubleshooting, updates to software and firmware, and maintenance to printers, computers, laptops, cell phones, tablets, and other devices.
 - Updates to Microsoft Windows 11, Microsoft Office 365, Sage50 Accounting, TownSuite, Adobe Acrobat, system drivers, and other software.
 - **Daily Backup** - Maintaining a daily backup of server data to external hard drive. Stored daily in the safe.
- **Payroll:**
 - Timesheet entry & analysis bi-weekly into payroll spreadsheet. Requested information from Connie’s Financial Services and from employees regarding hours and other payroll information when required.
 - Submission of payroll timesheet to Connie’s Financial and processing generated paystubs into Scotiabank online banking for each employee for the pay period with Council included monthly.

- Payroll time allocation tracking for Public Works assisting the Manager of Finance with current and future budgets and Public Works time allocation to set GL accounts.
- Keeping track of and analysis of LIEU, Sick, and Vacation hours ongoing for all staff
- Analysis and tracking of anniversaries and changes to accumulated bi-weekly values for Sick and Vacation hours as required and as per CUPE and admin HR booklets.
- **Covering at the front desk** – customer service for tax and water payments and general inquiries when the clerk is absent.
- **Various Committee and Council/COW meetings:** Assisting in assembling and printing agenda packages, recording minutes, updating action items, scanning, and uploading minutes and related information to the Oxford website and file server (Health & Safety, COW, Council, Accessibility, Policing Services Review, etc.). Auditing minutes and website to ensure past minutes, proclamations, bylaws, policies, and other documentation were signed and uploaded for committees and council. Audio/Video setup and troubleshooting as required for Zoom. Uploading Zoom meeting video from Facebook to YouTube.
- **Website and Facebook page updates:** Posting of updates regularly to the Town of Oxford website and Town of Oxford Facebook pages.
- **Other administrative/clerical/IT and general duties as required and ongoing.**

	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in 2023/24	% Left to Receive or Spend 2023/24
REVENUE				
Tax Revenue				
Residential Tax	990,259	986,679	3,580	0%
Commercial Tax	1,198,569	1,194,576	3,993	0%
Resource Tax	13,895	13,895	0	0%
Forest (Under 50,000 Acres)	180	174	6	3%
Based on Revenue - Aliant	1,500	0	1,500	100%
Sewer Rates	202,908	203,883	-975	0%
Deed Transfer Tax	50,000	57,480	-7,480	-15%
Total Taxes	2,457,312	2,456,688	623	0%
Grants in Lieu				
Federal Government - Canada Post	3,390	3,390	0	0%
Federal Government - RCMP	21,452	23,439	-1,987	-9%
Provincial Government - DNR	16,419	0	16,419	100%
Provincial Government - Liquor Comm	8,860	8,860	0	0%
Total Grants in Lieu	50,121	35,689	14,432	29%
Services to Other Governments				
Cumberland County - Fire Protection	66,432	66,432	0	0%
Total Services to Other Governments	66,432	66,432	-	0%
Own Source Revenue				
Special Program Registrations for recreation	3,100	2,139	961	31%
Arena Lease-payment for expenses pd	13,813	-509	13,304	96%
Heritage Gas Revenue	25,142	0	25,142	100%
Theatre Revenue	2,500	1,607	894	36%
Dog Licences	100	90	10	10%
Building Permits	4,000	0	4,000	100%
Fine Revenue	500	689	-189	-38%
Office Rent Water	5,835	0	5,835	100%
Medical Centre Rents	22,161	14,823	7,337	33%

	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in 2023/24	% Left to Receive or Spend 2023/24
Probation Office Rent	3,870	1,290	2,580	67%
Interest on Taxes	44,747	17,580	27,167	61%
Tax Certificates & Certificate of Sales	2,150	1,800	350	16%
Sales of materials	5,232	12,054	-6,822	-130%
Total Own Source Revenue	133,150	51,562	80,570	61%
Unconditional Transfers				
Municipal Financial Capacity Grant	178,172	89,086	89,086	50%
Farm Acreage Grant	3,062	3,062	0	0%
HST Offset Payment	14,800	7,250	7,550	51%
Total Unconditional Transfers	196,034	99,398	96,636	49%
Conditional Transfers				
EMO Grant Civic #	1,000	1,000	0	0%
Fed Gov Funding - Summer Students	1,450	3,099	-1,649	-114%
Total Conditional Transfers	2,450	4,099	-1,649	-67%
Other Transfers				
MPAL Funding Province	15,050	20,000	-4,950	-33%
Grants from Province Other	2,879	5,295	-2,416	-84%
Grants from Other Organizations	3,000	2,095	905	30%
Covid RESTART Fund	35,522	14,028	21,494	61%
TRANSFER FROM OPERATING RESERVE			0	
Transfer From Local Fire Assoc	0	3,000	-3,000	
Interest on CRA refunds	0	312	-312	
Total Other Transfers	56,451	44,731	11,720	21%
TOTAL REVENUE	2,961,950	2,758,599	202,333	7%
EXPENSE				
General Government				
Mayor Honorarium	10,813	8,102	2,711	25%
Mayor Expenses	1,000	652	348	35%

	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in 2023/24	% Left to Receive or Spend 2023/24
Council Honorariums	37,200	27,900	9,300	25%
Council Expenses	3,000	2,005	995	33%
Salary - CAO	64,730	47,302	17,427	27%
Salary - Accountant	54,600	39,900	14,700	27%
Salary - Office Staff	83,603	66,128	17,476	21%
Admin Salaries paid by Water	-60,880	-45,999	-14,881	24%
Legal Fees	20,302	2,237	18,065	89%
CAO Contracted Services	2,898	0	2,898	100%
Accounting Contracted Services	1,776	1,904	-129	-7%
CPP paid by employer	23,066	15,389	7,677	33%
EI Paid by employer	8,178	6,138	2,041	25%
Health Plan paid by employer	9,936	7,452	2,484	25%
Pension Plan paid by employer	21,224	11,119	10,105	48%
Administration Appreciation Bonus	923	925	-2	0%
Professional Development	2,225	2,794	-569	-26%
Seminars & Travel	6,450	5,488	962	15%
Audit Fee	22,000	13,313	8,687	39%
Town Hall Insurance	5,217	6,303	-1,086	-21%
Office Postage	1,586	1,128	457	29%
Office Supplies & Advertsing	15,283	3,669	11,614	76%
I T Expenses	11,057	4,018	7,039	64%
Office Programmer	6,434	5,426	1,009	16%
Town Hall Janitor & Supplies	6,598	5,468	1,130	17%
Town Hall Telephones	4,597	2,822	1,776	39%
Town Hall Electricity	5,019	2,395	2,625	52%
Town Hall Natural Gas	6,416	1,835	4,581	71%
Town Hall Water	503	235	268	53%
Town Hall Sewer	349	325	24	7%
Workplace Wellness	1,000	1,297	-297	-30%
Town Hall Maintenance	16,895	2,995	13,900	82%

	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in 2023/24	% Left to Receive or Spend 2023/24
Conferences and Workshops	1,551	0	1,551	100%
Public Official Liability Ins	2,902	3,051	-149	-5%
Dues - AMANS/FCM/CNTA/POL BD	5,465	182	5,284	97%
OREC Bursary	500	0	500	100%
NSCC Foundation	5,000	5,000	0	0%
COVID - 19 Costs	35,522	14,028	21,494	61%
PVSC - Assessment Costs	18,113	17,675	438	2%
Valuation Allowance - Taxes	30,000	30,000	0	0%
Bad debts other	5,000	0	5,000	100%
Interest Town Hall 2013 MFC	160	257	-97	-60%
Interest on Backhoe Loan	345	561	-216	-63%
Bank Service Charges	6,465	4,082	2,383	37%
Cash Over/Short	200	-38	238	119%
Credit Card Fees & Interest	161	300	-139	-86%
Total General Government	505,383	325,763	179,620	36%
Protective Services - Police				
RCMP Contract	582,508	421,628	160,880	28%
School Crosswalk Guard	21,917	6,229	15,688	72%
Corrections	14,948	10,150	4,798	32%
Total Police	619,373	438,007	181,366	29%
Fire				
Fire Inspection Cost	5,000	0	5,000	100%
Firefighters Honorariums/Incentives	20,667	20,265	402	2%
Fire Phones	2,238	1,552	686	31%
Fire Communication System	9,608	3,160	6,448	67%
Public Fire Protection Charge	158,157	158,157	0	0%
Fire Chief's Convention	2,672	3,277	-605	-23%
Fire Training	2,580	1,860	720	28%
Fire Hall Lights & Power	5,790	3,289	2,501	43%
Fire Hall Natural Gas	9,778	5,737	4,041	41%
Fire Hall Insurance	1,856	1,392	464	25%
Fire Hall Maintenance	6,918	7,522	-604	-9%
Firefighters Liability Insurance	10,644	8,996	1,648	15%
Fire Hall Water	431	257	174	40%

	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in 2023/24	% Left to Receive or Spend 2023/24
Fire Hall Sewer	325	325	0	0%
Fire Trucks Insurance	5,663	5,953	-290	-5%
Fire Trucks Fuel	5,291	4,112	1,179	22%
Fire Trucks Repairs & Maintenance	17,111	6,825	10,286	60%
Fire Equipment & Supplies	19,436	10,972	8,463	44%
Fire Equipment Repairs & Maint	15,483	5,483	10,000	65%
Fire B.A. - MFC Interest	268	293	-25	-9%
Fire New Hall - MFC Interest	1,575	2,519	-944	-60%
Fire Breath App MFC Nov 2018 Int	581	715	-134	-23%
Total Fire	302,071	252,660	49,411	16%
Emergency Management				
Regional Emergency Mgmt Officer	7,633	7,633	-1	0%
Emergency Measures Expenses	609	0	609	100%
Special Hazard Response Unit	665	608	57	9%
Total Emergency Management	8,907	8,241	666	7%
Other Protective Services				
Building Inspection Officer	7,525	7,525	0	0%
Animal Control	215	0	215	100%
Total Other Protective Services	7,740	7,525	215	3%
Transportation Services				
Salary - PW Supervisor	27,508	20,917	6,591	24%
Labour - PW	118,745	88,790	29,955	25%
Summer Students	1,269	3,026	-1,758	-139%
Supervisor Phone	1,235	844	391	32%
Town Truck & Van	5,402	4,970	431	8%
Loader and Plow #624 & 544	16,230	9,192	7,037	43%
Tractor Kubota	10,829	9,342	1,486	14%
Backhoe Interest and Repair	2,813	18,364	-15,551	-553%
Salt/Dump/Plow Truck	13,590	9,955	3,634	27%
Equipment and Small Tools	18,619	14,532	4,087	22%

	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in 2023/24	% Left to Receive or Spend 2023/24
OPH Insurance	1,045	1,606	-560	-54%
OPH Expenses	3,306	0	3,306	100%
OPH Taxes	2,604	2,422	182	7%
Town Garage Insurance	3,866	4,344	-479	-12%
Town Garage Fuel (Wood)	1,709	2,368	-659	-39%
Town Garage Maintenance	16,241	2,424	13,817	85%
Town Garage Phone	1,740	1,191	549	32%
Town Garage Electricity	4,344	1,969	2,375	55%
Workers Compensation	13,591	4,772	8,818	65%
Liability Insurance	18,088	20,102	-2,013	-11%
Diesel	18,352	5,308	13,045	71%
Gasoline & Oil	10,774	9,729	1,045	10%
Public Works Clothing Allowance	3,733	2,494	1,240	33%
Health and Safety	15,038	2,817	12,221	81%
Salt	41,925	13,743	28,182	67%
Street Maintenance	100,274	83,089	17,185	17%
Street Lighting	7,710	4,969	2,740	36%
Contingency Account/Capital Projects	50,000	1,619	48,381	97%
Paving/Sidewalks 2016-MFC Interest	3,354	3,661	-307	-9%
Salt Truck 2016 - MFC Interest	629	686	-57	-9%
Total Transportation	534,562	349,248	185,314	35%
Environmental Health Services				
Sewer Admin Supervisor	5,502	4,183	1,318	24%
Sewer Other Labour	12,041	9,140	2,901	24%
Sewer Safety Equipment	1,075	49	1,026	95%
Sewer Maintenance	22,740	13,172	9,568	42%
Sewer Power	65,118	40,656	24,462	38%
Transfer Station Contract (FERO) /Wages/ Bait	96,658	73,617	23,041	24%
Tip Fees GFL	36,344	19,740	16,604	46%
Total Environmental Health	239,478	160,558	78,921	33%
Public Health & Environmental Devel				
Medical Centre	32,162	22,470	9,692	30%
Deficit Regional Housing Authority	28,391	6,608	21,783	77%
Planning - Town of Amherst	16,750	15,581	1,169	7%
Interest Medical Centre 2013 MFC	113	181	-68	-60%

	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in 2023/24	% Left to Receive or Spend 2023/24
Tree Expense/Trail Reserve	7,086	1,825	5,261	74%
Total Public Health and Envir Dev	84,502	46,664	37,837	45%
Recreation and Cultural - Arena				
Arena Expenses				
Arena Telephone	614	355	259	42%
Arena Electricity	47,607	13,602	34,005	71%
Arena Maintenance	2,355	1,512	843	36%
Arena Natural Gas	7,773	1,287	6,487	83%
Arena Water	2,818	1,124	1,694	60%
Arena Sewer	325	325	0	0%
Arena Insurance	6,710	8,911	-2,201	-33%
Arena 2013 MFC Interest	230	369	-139	-60%
Arena Automation MFC Nov 18 Int	693	715	-22	-3%
Total Arena Expenses	69,126	28,199	40,927	59%
Fields and Library				
Festive Décor	1,299	2,042	-743	-57%
Tennis Courts	3,763	1,221	2,542	68%
Trails	1,075	3,613	-2,538	-236%
Ball and Soccer Fields	1,613	2,435	-822	-51%
Skateboard Park	1,075	95	980	91%
Mural Lights	609	350	259	43%
Library Expense	12,768	10,506	2,262	18%
Regional Library Board Transfer	11,109	7,501	3,608	32%
Total Fields and Library	33,310	27,762	5,548	17%
Theatre				
Theatre Electricity	2,484	772	1,711	69%
Theatre Expense	323	6	317	98%
Theatre Maintenance	3,860	1,601	2,259	59%
Theatre Natural Gas	5,769	1,956	3,813	66%
Theatre Water	325	150	175	54%
Theatre Sewer	325	335	-10	-3%

	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in 2023/24	% Left to Receive or Spend 2023/24
Theatre Property Tax	2,196	2,186	10	0%
Theatre Insurance	1,014	1,484	-471	-46%
Total Theatre	16,296	8,491	7,805	48%
Recreation				
Recreation Community Garden Project	1,075	0	1,075	100%
Recreation Co-ord Salary	41,860	29,946	11,914	28%
Recreation Co-ord Travel	1,710	38	1,671	98%
Recreation Summer Students	2,538	3,643	-1,105	-44%
Recreation Postage/office supplies	2,171	174	1,997	92%
Recreation Telephone	285	227	58	20%
Recreation - Misc	2,850	1,466	1,384	49%
Recreation - General Programs	5,978	0	5,978	100%
Total Recreation	58,466	35,493	22,972	39%
Fiscal Services				
MFC Principal - 2016 Breathing App	3,200	3,200	0	0%
MFC Principal - 2018 Breathing App	7,400	7,400	0	0%
MFC Principal - 2013 Fire Hall	69,700	69,700	0	0%
MFC Principal - 2013 Med Cent	5,000	5,000	0	0%
MFC Principal - 2016 Paving/Salt Tr	47,500	47,500	0	0%
MFC Principal - 2013 Town Hall	7,100	7,100	0	0%
MFC Principal - 2013 Arena	10,200	10,200	0	0%
MFC Principal - 2018 Arena Auto	6,200	6,200	0	0%
Backhoe lease principal	1,664	2,788	-1,124	
Transfer to Reserves	100,000	100,000	0	0%
District School Board	224,772	166,913	57,859	26%
Total Fiscal Services	482,736	426,001	56,735	12%
		-		
TOTAL EXPENSE	2,961,949	2,114,613	847,337	29%

Town of Oxford Water Operating	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in	% Left to Receive or Spend
REVENUE				
Water Revenue				
Metered Water/Base Charge	210,577	90,040		
Metered Water/Consumption	325,181	19,513		
Metered Water/O.F.F. Base Charge		14,641		
Metered Water/O.F.F. Consumption		133,108		
Total Metered Sales	535,758	257,302	278,456	52%
Flat Rate Sales	2,153	5,486	-3,333	
Public Fire Protection	158,157	158,157	0	
Sale of Services	250	1,700	-1,450	
Sprinkler Service	200	0	200	
Interest on O/S Arrears	5,251	3,151	2,100	
TOTAL REVENUE	701,769	425,796	275,973	39%
EXPENSE				
Source, Power and Pumping				
P&P Supervisor Salary	22,006	16,734	5,272	24%
P&P Power	71,249	42,929	28,320	40%
P&P Labour	1,133	1,133	0	0%
P&P Repairs and Maintenance	56,098	30,939	25,159	45%
Power and Pumping Total	150,486	91,735	58,751	39%
Treatment				
Treatment Insurance property	288	446	-158	-55%
Treatment Chemicals & Testing	21,379	18,205	3,175	15%
Treatment Power	5,782	3,309	2,473	43%
Treatment Labour	2,266	2,266	0	0%
Treatment Maintenance	25,401	19,953	5,448	21%
Treatment Total	55,116	44,178	10,938	20%
Transmission and Distribution				
T&D Meters	5,933	5,750	183	3%
T&D Labour	42,766	29,244	13,522	32%
T&D Maintenance & Services	36,200	39,767	-3,567	-10%
Lead Sampling	2,864		2,864	100%
T & D Hydrants	2,122	72	2,050	97%
Cross connection Control program	14,420		14,420	100%
Transmission and Distribution Total	104,305	74,832	29,473	28%
Administration				
Admin Salaries	60,374	45,999	14,375	24%

Town of Oxford Water Operating	Budget 2023/24	As of Jan 1/2024-75% of year	\$ Left to Receive or Spend in	% Left to Receive or Spend
Admin CPP	7,743	6,595	1,148	15%
Admin EI	2,855	2,630	224	8%
Admin Pension	7,743	4,765	2,978	38%
Admin Health Plan	4,258	3,194	1,065	25%
Admin WCB	4,440	3,330	1,110	25%
Admin Rentals	5,835	5,835	0	0%
Admin Legal Fees	6,583	0	6,583	100%
Special Services / Regulatory Fees	2,060	0	2,060	100%
Admin Office Expense	27,400	32,110	-4,710	-17%
Admin Audit Fee	8,500	8,500	0	0%
Admin Bank Charges	161	279	-117	-73%
Valuation expense	2,000	2,000	0	0%
Administration Total	139,952	115,237	24,715	18%
Other				
Depreciation	85,000	85,000	0	0%
Town Taxes	19,610	19,302	308	2%
Lease Interest Backhoe	345	561	-216	-63%
MFC Interest 2016 Water Upgrades	3,936	3,936	0	0%
MFC Duke Street Interest	12,656	12,656	0	0%
Lease Principal-backhoe	1,664	2,788	-1,124	-68%
MFC Principal Watermain Upgrades	43,000	43,000	0	0%
MFC Principal 2021 Watermain Duke St	30,755	30,755	0	0%
Amortization of debenture discount	1,000	1,000	0	0%
Capital out of Revenue	53,944	53,944	0	0%
Total	251,909	252,941	(1,032)	0%
TOTAL EXPENSE	701,769	578,925	122,844	18%