



Town of Oxford
Regular Council Meeting

Notice of Meeting

Date: Wednesday, February 28, 2024
Time: 6 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. Approval of Minutes – January 29, 2024 – Regular Council Meeting
pages 3 - 9
February 14, 2024 – Special Council Meeting
pages 10 - 11
4. Business
 - 5.1 Draft Audited Financials 2022/2023 – Baker Tilley Nova Scotia Inc. –
Presenter Alida Mitchell, Partner, Audit and Assurance
Report to submit separately.
 - 5.2 Asset Management Policy – Request to adopt.
pages 12 - 13
 - 5.3 2023 2024 Boards and Committees – Request for a Fire Department
Committee
page 14

5.4 Procurement Policy – Revision Request - Request for increase in purchasing card limits and to add a visa for the Fire Department.

pages 15 – 41

5.5 Information Sharing Agreement with Elections Nova Scotia – Request to enter agreement.

page 42

5.6 Alternative Voting Bylaw – first reading

pages 43 - 50

6. Correspondence

6.1 Email from Danny Graham – Chief Engagement Officer, Engage Nova Scotia

pages 51 – 52

7. In-Camera

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

8. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Monday, January 29, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Carla Black, Olivia Canning, Brenton Colborne, Paul Jones, Deputy Mayor Arnold MacDonald, and Chrystal McNutt
Councillors Regrets: nil

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Ruthann Brookins - Manager of Finance, and Stan McDougall - Admin Assistant (recording secretary).

Public in attendance: Gary MacDonald and Mark Rushton (via zoom link)

Presenters in attendance: Paul Beazley, Municipal Account Manager, via Zoom Link and Adam Hanna, Assistant Director in Operations, via Zoom Link.

Adam Hanna joined the meeting at 6:03 PM via Zoom.

1. Call to Order – Welcome

At 6:00 PM, Mayor Henley called the meeting to order and welcomed Mark Rushton, Six Rivers News, Radio, and TV, and Gary MacDonald, member of the public to the meeting.

Announcements:

Mayor Henley made an announcement to the public regarding sewer line concerns in the Town of Oxford and the dumping of cooking oil and other fats down into the sewer system.

Secondly, Mayor Henley updated the public regarding the installation of new flashing solar light stop signs at the main intersection which will include red flashing lights. However, upon installation, it was discovered that the lights were installed as yellow and not red, which was an error as ordered by the supplier, and they will be changed to red.

Lastly, Mayor Henley announced to the public a scheduled COVID and Flu Clinic which will occur at the Fire Hall on February 1, 2024, from 11:00 AM to 2:00 PM.

2. Approval of Agenda - pages 1 – 2

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the agenda of the Regular Council Meeting for January 29, 2024, be approved, as presented.

Motion Carried

3. Presentation –

3.1 Property Valuation Services Corporation – Paul Beazley, Municipal Account Manager and Adam Hanna, Assistant Director in Operations presenting. Pages 3 – 18

Mayor Henley introduced Paul Beazley, Municipal Account Manager and Adam Hanna, Assistant Director in Operations for Property Valuation Services Corporation. Adam Hanna presented an overview of the Property Valuation Services Corporation 2024 Assessment Roll reviewing who PVSC is, Market Value and Mass Appraisal, the 2024 Assessment Roll and reviewed the Inquiry and Appeal Period.

Important dates discussed during the presentation:

- **Base Date** – Value on January 1, 2023, based on market sales and financial data.
- **State Date** – The characteristics and physical state of properties on December 1, 2023
- **Assessment Roll** – delivery of notices January 8, 2024
- **Appeal Period** – The appeal period ran between January 8, 2024, and February 8, 2024. Appeals for 2024 must be received by PVSC no later than February 8, 2024. Appeals could be emailed, mailed, or faxed in but must be signed to be accepted.

Mayor Henley thanked Paul Beazley and Adam Hanna for their presentation to the Council.

A copy of the presentation has been filed with the Council Agenda Package.

4. Approval of the Minutes – December 13, 2023, pages 19 – 25

Approved by _____
Mayor Greg Henley, on January 29, 2024

5. Business

5.1 Water Services Connection to 103 Horton Street – Recommendation from Public Works Supervisor – *Linda Cloney presenting, Page 26 (letter from the property owner)*

Linda Cloney presented to the Council a recommendation from the Public Works Supervisor regarding a letter from the property owner for a water services connection to 103 Horton Street.

Public Works Recommendation #1: If the water service already exists on this property, Public Works will need to verify an active shut off. Public Works recommends the water meter at 103 Horton Street be inspected.

Public Works Recommendation #2: If the water service is not active on this property, Public Works will be required to hook into the main line. Shut off will be added on homeowners' property, once that is completed the homeowner will be required to connect to shut off with ¾" poly line. Before backfilled Public Works must inspect the line. Before water service is turned on, the water meter must be installed by Public Works.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that the Council accept the recommendation from the Public Works Supervisor and provide the water service to 103 Horton Street, with the understanding that the property owner follows the recommendation, and they pay the new account creation fee of \$50.00 as per the Nova Scotia Utility and Review Board.

Motion Carried

5.2 Sewer Services Connection to 103 Horton Street – Recommendation from Public Works Supervisor - *Linda Cloney presenting, Page 26 (letter from the property owner)*

Linda Cloney presented to the Council a recommendation from the Public Works Supervisor regarding a letter from the property owner for a sewer services connection to 103 Horton Street.

This recommendation included two options.

Option 1: If the sewer is active on this property, Public Works recommends sewer service be inspected at homeowners' expense where it has not been active for so long. This is to ensure that zero obstructions get flushed into the main sewer line.

Option 2: If the sewer line is not active on this property, Public Works will provide the homeowner with a sewer connection on the main sewer line that is located on Horton Street. The homeowner is responsible to tie into the connection at their expense. Public

Works recommends 4" sanitary sewer line, with proper grade to allow sewage to flow. The sewer line can not be backfilled until Public Works does an inspection.

Moved by Councillor Jones and seconded by Councillor McNutt that the Council accept the recommendations from the Public Works Supervisor and provide the sewer service to 103 Horton Street, with the understanding that the property owner follows the recommendation provided pending on which option is needed (*option 1 or option 2*) and that they pay the current new service connection fee of the actual cost of the installation or a minimum charge of \$325.00, whichever is greater as stated in the Amendment to Sewerage Bylaw Number 2-1970.

Motion Carried

5.3 Water Services Connection to 437 Water Street – Recommendation from Public Works Supervisor – Linda Cloney presenting. Page 27 (letter from property owner)

Linda Cloney, CAO, presented to the Council a recommendation from the Public Works Supervisor regarding a letter from the property owner for a water services connection to 437 Water Street.

Public Works Recommendation: Water Service can be provided to this address, Public Works will need to tie into main line and run a service to shut off, shut off will be located on this property. Property owner will be responsible from the shut off to the building. Must use ¾" poly line and inspected by Public Works. Public Works will also be installing a water meter.

Move by Councillor Jones and seconded by Deputy Mayor MacDonald that the Council accept the recommendation from the Public Works Supervisor and provide the water service at 437 Water Street, with the understanding that the property owner follows the recommendation presented tonight, and they pay the required New Account Creation Fee of \$50.00 and the System Connection Fee of \$50.00 as per the Nova Scotia Utility and Review Board.

Motion Carried

5.4 Sewer Services Connection to 437 Water Street – Recommendation from Public Works Supervisor – Linda Cloney presenting. Page 27 (letter from property owner)

Linda Cloney, CAO presented to the Council a recommendation from the Public Works Supervisor regarding a letter from the property owner for a sewer services connection to 437 Water Street.

Public Works Recommendation: Sewer can be provided to this address by connecting to the nearest manhole on Water Street. Public Works will provide connection in the chamber croc, Property owner will be required to tie into connection provided. Property owner must meet proper grades to allow for sewage to flow, pipe can not be covered until inspected by Public Works. Homeowner is responsible for the cost of installation to sewer chamber. Public Works recommends homeowner install 4” sanitary sewer pipe.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald that Council accept the recommendation from the Public Works Supervisor and approve the sewer service to 437 Water Street, with the understanding that the property owner follows the recommendation presented tonight and that they pay the current new service connection fee of the actual cost of the installation or a minimum charge of \$325.00, whichever is greater as stated in the Amendment to Sewerage Bylaw Number 2-1970.

Motion Carried

5.5 Asset Management Policy – review - *Linda Cloney presenting pages 28 – 29 – Original Policy, Pages 30 – 31 – Recommended changes highlighted in yellow.*

Linda Cloney reviewed with Council the amended version of the Asset Management Policy. The policy was not changed except for the dates to make the policy current.

5.6 2023 2024 Boards and Committees – Revision requested- *Linda Cloney presenting, Page 32*

Linda Cloney presented to Council that at a previous meeting it was advised by Councillor Colborne that the Board of Directors of the VON would be disbanded.

Moved by Councillor Jones and seconded by Councillor Colborne to accept the revision to remove the VON Board of Directors from the 2023-2024 Boards and Committees.

Motion Carried

6. Correspondence

6.1 Request for dump load of mulch (wood chips) for use on Bunny Trail – letter of request from Allie & Maxine Clarke, Page 33

Linda Cloney, CAO, read a letter of request to the Council from Allie and Maxine Clarke inquiring about a dump load of mulch for use on the Bunny Trail.

Moved by Councillor Jones and seconded by Councillor McNutt, that the Council permits the staff to dump a truckload of mulch in a designated area provided by Allie and Maxine Clarke for use at the Bunny Trail to help mitigate ticks in that area, up to the

amount of \$40.00 as estimated by our Public Works Supervisor.

Motion Carried

7. In-Camera:

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

At 6:51 PM it was moved by Councillor Colborne and seconded by Councillor McNutt to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:46 PM it was moved by Councillor Jones and seconded by Councillor Colborne to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

Linda Cloney, CAO, reviewed with Council that the Oxford Town Council has been approached by the Oxford Pioneer Heritage Club to transfer the property over to them for 31 Ellis Street.

Currently, the Town takes care of the taxes and Capital maintenance to the building and provides snow removal services to 31 Ellis Street.

The Oxford Pioneer Heritage Club has expressed interest in the building as it currently stands it has significant infrastructure and service needs which is a financial burden to the Town.

Currently, the Club is very active, with many activities.

We have been advised by legal that we can transfer the building to the OPH but there were a few things that need to be determined first.

- Whether the property is worth more than 10,000 – we had it appraised, and it is deemed to be worth more than that.
- We need to hold a public hearing before voting. We will have to advertise the hearing in a newspaper (currently the Casket is a publication that is in with the flyers to all the homes in Cumberland County), the ad will state the date, time, and place of the hearing, also stated in this ad is the location of the property, the estimated value of the property and the reason of the transfer.
- The ad will need to run twice, the first ad at least 14 days before the date of the hearing.

Moved by Councillor McNutt and seconded by Councillor Colborne that Council proceeds in the process of organizing a Public Hearing regarding the Town of Oxford transferring the properties associated with 31 Ellis Street into the hands of the Oxford Pioneer Heritage Club. The reason for this transfer is so the Oxford Pioneer Heritage Club can continue using this building for their activities and to be able to seek funding to assist in making the necessary repairs and upgrades to meet the needs of their membership and to adhere to health and

safety standards.

Motion Carried

8. Adjournment

Before adjournment, Mayor Henley reminded residents to not put grease down their drains.

Mayor Henley thanked the Oxford Public Works team for their efforts in keeping the streets clean during the recent snow events.

Meeting adjourned at 7:51 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, February 14, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Brenton Colborne, Chrystal McNutt, Paul Jones, Olivia Canning, and Deputy Mayor Arnold MacDonald
Councillors Regrets: Carla Black

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney - CAO, Ruthann Brookins – Manager of Finance, and Stan McDougall - Admin Assistant (recording secretary)

Gallery or Virtual attendance: Mark Rushton – Six Rivers News

1. Call to Order

At 6:45 PM, Mayor Henley called the Special Council meeting to order.

2. Approval of Agenda

Moved by Councillor McNutt and seconded by Councillor Canning that the agenda of the Special Council Meeting for February 14, 2024, be approved, as presented.

Motion Carried

3. In Camera

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

At 6:46 PM it was moved by Councillor McNutt and seconded by Councillor Canning to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

Motion Carried

At 7:44 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Jones to come out of in-camera and resume the Special Council Meeting.

Motion Carried

Linda Cloney CAO summarized for Council that Staff recently applied for a grant for a Town Horticulturist to revive the Oxford Community Gardens for a nine-week position this summer. We were awarded the grant. This position would be ideal for a student interested in the Horticulturist field. The purpose would be to help residents discover composting, recycling and sustainable gardening as well as enhance the Town of Oxford for programs such as "Communities in Bloom". The Town of Oxford has been advised that it has been granted partial assistance in 60% funding for the wages for the nine-week summer position.

Moved by Councillor Jones and Seconded by Councillor McNutt that the Town of Oxford agree to fund the remaining 40% of the position for the Oxford Community Gardens Horticulturist for 9 weeks.

Motion Carried

4. Adjournment

The Special Council meeting adjourned at 7:47 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved



Asset Management Policy

Policy Name:	Asset Management Policy	Policy No.
Effective: 2023 06 26	Amended: 2024 02 28	Renewal date: 2026 12 31

1. PURPOSE:

The Town of Oxford is committed to improving 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.

2. STRATEGIC ALIGNMENT:

The principles in this asset management policy and our asset management planning will align with the vision and values our community has been built on and the strategic direction we have planned for our community’s future as outlined in the Town’s Strategic Priorities, Source Water Protection, Municipal Planning Strategy, Debt Affordability, and Master Recreation Plans.

3. SCOPE:

This policy applies to assets owned and managed by the Town of Oxford but does not apply to Cumberland Joint Services Management Authority assets or equipment located at the Town of Oxford Transfer Station.

4. PRINCIPLES:

4.1 Service Delivery to Community:

Our Town, through transparent, accountable, and informed decision-making processes, will clearly define level of service objectives that balance community expectations and regulatory requirements with risk, affordability, and available resources.

4.2 Holistic Approach:

Our Town will take an integrated and coordinated approach to decisions on infrastructure maximizing value to the community in a larger service delivery context, not just as an isolated asset.

4.3 Long term Sustainability and Resilience:

Our Town will consider socio-cultural, environmental, and economic factors and implications when making and implementing asset management decisions.

4.4 Fiscal Responsibility and Asset Management Decision-Making:

The Town will choose practices, interventions and operations that aim at reducing the lifecycle costs of asset ownership, while satisfying agreed levels of service. Decisions are based on balancing service levels, risks, and affordability.

4.5 Continuous Improvement:

To ensure Council is supported in making well-informed decisions based on good information and advise, our municipality commits to:

- Supporting asset management awareness and training for staff and council in accordance with their respective roles and responsibilities
- Progressing in the asset management process
- The integration of asset management systems
- Community engagement

5. Roles and Responsibilities:

The CAO has overall responsibility for asset management planning for the Town and is responsible for:

- Overall compliance with asset management policy
- Assignment of responsibilities to staff and ensuring they understand the policy requirements and are empowered to implement asset management planning in accordance with this policy

Council has overall responsibility on behalf of residents to provide services that the community needs and is willing to pay for. The Council is responsible to provide services at an appropriate cost while managing long-term risk. Council will:

- Approve by resolution the asset management policy and any amendments
- Approve by resolution asset management plans and budgets
- Use this policy as key guidance in asset management decision-making
- Ensure this policy is reviewed and/or renewed not later than **December 31, 2026**

Linda Cloney, CAO

2024 02 28

Date

2023 / 2024 Boards and Committees

APPROVED - October 23, 2023

Revised: November 22, 2023 and January 29, 2024

Boards		Black	Canning	Colborne	Henley	Jones	MacDonald	McNutt
All Saints Community Health Care Foundation	Public Appointee (vacant)							
Cumberland Joint Services Management Authority - (CJSMA)	Mayor Henley				1			
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor Black	1						
Police Advisory Board	Deputy Mayor MacDonald, Councillor Colborne, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1			1	
Police Services Review	Mayor Henley, Councillor Colborne, David Hoffman, Thomas Shears, Carla Black	1		1	1			
Committees - Internal								
Accessibility Committee	Deputy Mayor MacDonald, Josephine MacDonald (Chair), Danielle Laurie, Tracy Briggs, Mandy Blake (Vice Chair), Brenda MacDonald, Meagan Marchant and Kiersten Hiltz						1	
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Robert Moores (Secretary), Paula Rogers (Treasurer), Russell Thompson, Patrick Rushton, Kristen Thompson, Shannon Hanna, Murray Thompson, Mitchell Hannigan, Timothy Wood, Cole Wood and Councillor Paul Jones.					1		
Audit Committee	Councillor Jones, Deputy Mayor MacDonald, Councillor McNutt, Josephine MacDonald					1	1	1
Downtown Revitalization/Beautification Committee	Councillor McNutt, Councillor Black, Councillor Canning	1	1					1
Inclusion, Diversity and Equity Committee	Councillor Canning		1					
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Jimmy Ward (MPAL), Kelsey Clark, Carrigan Guthro, Millisa Ellis, Elaine Mazur, Kristen Thompson, Megan Baker, Connor Patriquin, Sarah Henley, Hayden Clark, and Amanda Purdy		1					1
Road Trails Act Review Committee	Councillor McNutt, Councillor Jones, Councillor Colborne, and Councillor Canning		1	1		1		1
Source Water Protection Advisory Committee	Mayor Henley, Councillor Colborne			1	1			
Town Buildings Committee	Mayor Henley, Councillor Colborne, Councillor Jones (Chair)			1	1	1		
Welcoming Committee	Deputy Mayor MacDonald, Councillor Black, Helen Reade, Catherine Mundle, Michelle Cann, Sarah Henley, Jodi Getson, and Mariana Nardy	1					1	
Committees - External								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt - Vacant positions for residents / business operators							1
Cumberland Health Stakeholders	Mayor Henley				1			
Intermunicipal Poverty Reduction Advisory Committee	Councillor Black, Carrigan Guthro (Public Appointee), Helen Reade (Public Appointee)	1						
Northern Region Solid Waste Management Committee	Councillor McNutt							1
Physician Recruitment Committee	Mayor Henley				1			
Regional Emergency Measures Organization Advisory Committee - (REMO)	Councillor Colborne			1				
		8	4	7	7	6	4	6

Town of Oxford

Procurement Policy

Effective Date: 17 April 2023

Approval by Council Resolution: 3 October 2022

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Purpose

- I. To provide guidelines for the procurement of all goods and services for the Town of Oxford based on sound management and public procurement practices. Procurement methods shall be open, fair, transparent, and consistent, while being both efficient and effective; procurement methods should reflect the need to make timely decisions and make best use of staff time to reach defensible procurement decisions.

2. To establish a more efficient and cost-effective method of procuring and paying for low dollar value, high volume goods and services, as well as, travel expenses, registrations, and other corporate affiliated expenses, while maintaining acceptable levels of control and accountability.

Application

3. This policy applies to all procurement activity of the Town of Oxford.
4. The Chief Administrative Officer (CAO) of the Town of Oxford is responsible for ensuring compliance with this policy.
5. All Town of Oxford personnel who have responsibility for the procurement of goods, services, construction, or facilities must adhere to this policy. Failure to adhere may result in a temporary or permanent loss of procurement privileges or in more extreme cases result in disciplinary action and/or dismissal.

Spending Authority

Roles and Responsibilities

6. *Chief Purchasing Officer Responsibilities*

- a) The CAO shall be the Chief Purchasing Officer for the Town and shall oversee the purchasing practices of all departments to ensure compliance with the Town's purchasing policy.
- b) The CAO shall issue purchase orders for operational supplies for the general government services department, Emergency Management Office (EMO) and other protective services, public health, and welfare services for all departments in accordance with purchasing policy procedures. The CAO shall issue operational purchase orders for the other departments in the absence of the respective director.
- c) *Low value thresholds* - The CAO shall be responsible for approving low value operational purchases of \$10,001 or more for all departments in accordance with Procurement Policy procedures.
- d) *High value thresholds* - The CAO shall prepare and call tenders for all high value purchases of the Town and shall guide the tender opening process through the appropriate procedure, as detailed in this policy.

7. *Director Responsibilities*

- a) Directors shall issue all purchase orders for their departments only. All purchase of goods and services shall require a purchase order to be issued.
- b) No director shall charge a purchase to another department without the prior knowledge and approval of the director affected.
- c) *Low Value Thresholds* - Directors of departments shall be responsible for approving low value operational purchases up to and including \$10,000 for their own department in accordance with Procurement Policy procedures.
- d) *High Value Thresholds* - For purchase requirements above high value thresholds set in the Procurement Policy, the director shall submit a set of specifications for inclusion in the public tender call process to the CAO.

Operational Purchasing

8. *Purchase Order Procedures*

- a) The Town uses a purchase order (PO) system for each purchase. The CAO and directors are the only individuals with the authority to use POs.
- b) POs must be signed and dated. One copy is given to the accounts payable (A/P) clerk while the director maintains one copy until the goods/service has been received. Once received, the director's copy is sent to the A/P clerk and matched with the first copy.
- c) Once received, the invoice is matched with the PO to ensure a valid purchase.

- d) The A/P clerk enters all invoices for payment and initials the invoice once posted. A report is prepared for the Deputy Clerk to compare to posted invoices.
- e) The A/P clerk runs cheques for invoices posted. The clerk matches invoices to cheques and puts the cheque number and date on the invoice and PO.
- f) The cheques and invoices are given to individuals with signing authority. They compare the invoices to the cheque and sign when satisfied. They also initial the invoice to indicate they have reviewed and signed the cheque.
- g) Bank reconciliations are performed each month by the Deputy Clerk Reconciliations are initialed and dated by the Deputy Clerk once completed. Reconciliations are reviewed and approved by the CAO.
- h) All purchases must be covered with a purchase order.
- i) Prior to budget approval, directors shall not purchase items considered unnecessary to the continuance of the existing operation.
- j) It is not permissible to issue a PO that will put the account over budget without first having approval for the over-budget amount. Reallocation between expenditure accounts and equipment priority changes in the same expenditure must also have prior approval.

Procurement Process

Objectives

9. The Town of Oxford is committed to:
 - a) Providing for the procurement of goods, services, construction, and facilities in a fair, open, consistent, and transparent manner resulting in best value.
 - b) Encouraging competition, innovative ideas, and solutions, while respecting all Legislative and Trade Agreement obligations.
 - c) Promoting sustainable procurement in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ under-represented populations.
 - d) Ensuring that qualified suppliers have equal opportunity to bid on the Town of Oxford's procurement activity.
 - e) Being accountable for procurement decisions.

Thresholds

10. *Low Value Procurement*
 - a) Goods up to and including \$ 10,000
 - b) Services up to and including \$25,000
 - c) Facilities up to and including \$10,000
 - d) Construction up to and including \$25,000

11. For all low value procurement activity with a procurement value as outlined above (excluding taxes), Town of Oxford personnel are expected to, as far as practicable, attempt to obtain at least three quotes and award to the supplier offering best value. The only exception to this would be when the Town of Oxford personnel are using Alternative Procurement Practices as outlined in this Policy or are accessing a publicly tendered standing offer.

12. When selecting the list of suppliers to be provided the opportunity to quote, Town of Oxford personnel will make every effort to ensure a fair and open process is followed. While Town of Oxford personnel are expected to invite only qualified suppliers, they are not to consistently invite bids from only one or a select group of suppliers. Invitations and bidding opportunities are to be equitably distributed among all potential bidders in an area, and all interested and qualified suppliers are to be evaluated on a consistent and equitable basis where

¹ Purchases under \$1,000 do not require a quote. If one exists, they must be purchased under a standing offer provided it would provide best value. Directors must approve such purchases and appropriate documentation (e.g., receipts, invoices) must be kept.

increased competition is appropriate, Town of Oxford personnel may choose to publicly tender for goods, services, construction, or facilities that fall within the above thresholds.

13. *High Value Procurement*

- a) Goods over \$ 10,000
- b) Services over \$25,000
- c) Facilities over \$10,000
- d) Construction over \$25,000
- e) In some cases where deemed appropriate to improve efficiencies the CAO may revert to a three-quote process upon agreement of Council where it does not contravene, regional, national or international trade agreement.

14. All procurement activity with a procurement value over the thresholds (excluding taxes) outlined above must be obtained through a public tender. See Appendix 4 of this Policy for an outline of tools available for public tender. The only exception to this would be when Town of Oxford personnel are using an Alternative Procurement Practice or are accessing a publicly tendered standing offer. All public tender opportunities must be posted on the Province of Nova Scotia Procurement Web Portal. Town of Oxford personnel may wish where appropriate to also advertise in local, provincial, or national media; however, there is no obligation to do so. In addition, a notice of tender opportunity may be sent to selected suppliers where required to ensure an adequate degree of competition.

15. *Alternative Procurement Practices*

To balance the need for open, competitive process with the demands of urgent or specialized circumstances, Alternative Procurement Circumstances have been developed. These circumstances must be used only for the purposes intended and not to avoid competition or used to discriminate against specific suppliers. To ensure appropriate use, each circumstance must be documented by Town of Oxford personnel stating the rationale permitting the Alternative Procurement Circumstance and signed by the CAO. All documents must be filed and maintained for audit purposes. See Appendix 2 for a list of the Alternative Procurement circumstances, as well as further requirements on documentation.

16. *Bid Opening, Evaluation, and Award*

a) *Bid Opening*

Bids are accepted in accordance with the closing time, date, and place stipulated in the bid request documents. Members of the public may receive the list of bidders electronically after bid opening.

b) *Bid Evaluation*

All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.

c) *Award*

The winning bidder and contract award amount for all high value procurement activity must be posted on the Province of Nova Scotia's Procurement Web Portal. After contracts have been awarded, routine access to information at the vendors' request shall be provided in the following areas:

d) *Bidders list*

- i. Name of winning bidder
- ii. Award price excluding taxes of the winning bidder
- iii. Access to tender documents or other proprietary information is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

e) *Supplier Debriefing*

At the request of a supplier who submitted a bid, Town of Oxford personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers can find out how their proposal scored against published criteria, obtain comments on their bid, and gather information on how future bids may be improved. Bids are not compared to others, nor will information on other bids be provided.

f) *Supplier Complaint Process (SCP)*

When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as defined in the Public Procurement Act. The SCP is not a dispute resolution process, but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.

17. *Fair Treatment for Nova Scotia Suppliers*

While it is recognized that this policy has no provision for "local preference" purchasers should ensure that local suppliers have an equal opportunity to participate in the competitive bidding process described in this policy. Based on the principle of best value for the Town of Oxford and when deemed to be in their best interest, Town of Oxford personnel may apply a preference for goods valued up to and including \$25,000 that are manufactured or produced in Nova Scotia. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the CAO. Town of Oxford personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below the low value procurement thresholds to Nova Scotia suppliers. Any decision made by Town of Oxford personnel should be based on budget considerations and shall be approved by the CAO.

Other Considerations

18. *Cooperative Procurement*

Town of Oxford personnel are encouraged to look for opportunities to collaborate with government agencies when the arrangement may result in overall cost savings or other substantial advantages. For example, joint procurement may be appropriate to procure commonly used goods, services, fuel oil, natural gas, telecommunications, etc.

19. *Standing Offers*

Town of Oxford personnel may access all Province of Nova Scotia standing offers, as well as any standing offer established through the Procurement Advisory Group for the Province should Town of Oxford personnel wish to make use of the savings opportunities.

Obligations under the *Public Procurement Act*

20. In addition to the areas already covered by this Policy, the following are additional obligations of the *Public Procurement Act* that the Town of Oxford personnel are required to adhere to with their procurement practices.

a) *Terms and Conditions*

Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.

b) *Posting Tender Notices and Awards*

All opportunities subject to a public tender must be advertised on the Province of Nova Scotia Procurement Web Portal. Town of Oxford personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded.

c) *Code of Ethics*

Town of Oxford personnel and council must ensure their conduct in relation to procurement activity is consistent with the "Duties of public sector entity employees" in the *Public Procurement Act*. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.

d) *Other*

i. *Policy Posting*

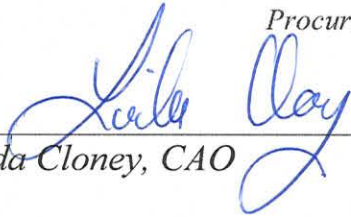
Town of Oxford personnel will ensure this policy is posted on the town's web site.

ii. *Supplier Development Activities*

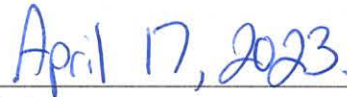
Town of Oxford personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat.

iii. *Regulations*

Town of Oxford personnel will make sure that procurement practices remain consistent with any regulations that are adopted under the *Public Procurement Act*.



Linda Cloney, CAO



Date

Appendix I - Definitions

1. *Atlantic Standard Terms & Conditions*

Standard instructions that support public tenders issued by the four Atlantic provinces for goods and services. Supplements may be added if and when required.

2. *Best Value*

Evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.

3. *Bid*

A supplier response to a public tender notice to provides goods, services, construction or facilities.

4. *Construction*

The construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement.

5. *Construction Contract Guidelines*

Standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.

6. *Goods*

Materials, furniture, merchandise, equipment, stationery, and other supplies required by the Town of Oxford for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.

7. *Facilities (also referred to as Building Leases)*

All building lease requirements covering the conveyance of the right to use tangible building property for a specified period of time in return for rent.

8. *Procurement Activity*

The acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.

9. *Procurement Value*

The value of the total contract excluding taxes but including all options whether exercised or not. For Facilities this value is determined by the monthly lease/rent times the term of the contract.

10. *Procurement Web Portal*

The public website maintained by the Province of Nova Scotia where all public tender notices are posted.

11. *Public Advertisement*

Advertising a public tender notice on the procurement web portal.

12. *Public Procurement Act (PPA)*

An Act outlining the rules related to the procurement activity of all public-sector entities (including municipalities) in the Province of Nova Scotia.

13. *Public Tender*

Procurement for goods, services, construction, or facilities obtained through public advertisement. (See Appendix 3 for an outline of the various tools that can be used for public tender.)

14. *Public Tender Notice*

Notice of intended procurement for goods, services, construction, or facilities obtained through public advertisement.

15. *Services*

Services required by the Town of Oxford for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract.

16. *Standing Offer*

A standing offer is a contractual arrangement with a supplier to provide certain goods or services on an 'as required' basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.

17. *Sustainable Procurement*

Sustainable Procurement involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:

- a) Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction

- b) Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy
- c) Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.

Appendix 2 -Special Services

1. Legal services will be acquired by public tender every five years.
2. Banking services will be acquired by request for proposal every five years.
3. Audit services will be acquired by public tender every five years. The Auditor's quality of work will be reviewed each year by the Audit Committee. Annual renewal of the contract for audit services will be made by the Audit Committee.
4. Engineering services will be by public tender every five years.
5. Insurance coverage will be by public tender every five years.

Appendix 3 -Alternative Procurement

Only those holding the appropriate role/position may delegate signing authority.

1. Low Value Purchase

The CAO may delegate signing authority for low value Alternative Procurement transactions to the head of a given business area. No further approvals will be necessary. The CAO will ensure persons with delegated signing authority will be held accountable for their actions and that all procurement activities by Town of Oxford personnel are properly documented and filed for follow up and audit. The CAO shall remain accountable for the proper use of alternative procurement transactions.

2. High Value Purchase

Town of Oxford personnel wishing to make use of a high value Alternative Procurement practice (with the exception of an emergency) must consult with the CAO to obtain his or her approval and identify the most appropriate means by which to proceed with the satisfaction of the requirement. If in agreement, CAO may direct Town of Oxford personnel to proceed with the procurement. The CAO may wish to confer with provincial government procurement officials for discussion, validation, and/or alternative options. The CAO may delegate signing authority for high value alternative procurement transactions to an Acting CAO in their absence. All appropriate documentation will be maintained on file for audit purposes. The CAO will ensure persons with delegated signing authority will be held accountable for their actions. The CAO shall remain accountable for the proper use of alternative procurement transactions.

Alternative Procurement Circumstances

3. No Threshold Restrictions

Town of Oxford personnel may use the following Alternative Procurement practices as described below for the procurement of goods, services, construction or facilities, **with** no threshold restrictions:

- a) Where an unforeseeable situation of urgency exists, and the goods, services, or construction cannot be obtained in time by means of open procurement procedures. Entities must ensure inadequate planning does not lead to inappropriate use of this exemption.
- b) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
- c) Where compliance with the open tendering provisions set out in this Policy would interfere with a Party's ability to maintain security or order, or to protect human, animal, or plant life or health.

- d) In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.
- e) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- f) Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
- g) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
- h) For the purchase of goods on a commodity market.
- i) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- j) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- k) For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- l) For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- m) For the procurement of original works of art.
- n) For the procurement of subscriptions to newspapers, magazines, or other periodicals.
- o) For the procurement of real property.
- p) For the procurement of goods intended for resale to the public.
- q) For the procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs, or through employment equity programs.
- r) For the procurement from a public body or a non-profit organization.
- s) For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.

5. Threshold Restrictions

Town of Oxford personnel may use the following Alternative Procurement practices as described below, up to the high value thresholds of this Policy:

- a) For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for any subsequent purchases.
- b) For procurement that fosters the development of minority businesses.

Appendix 4 - Procurement Tools

Below is an outline of some of the various tools available for use when issuing a public tender:

1. Request for Proposal (RFP)

Used when a supplier is invited to propose a solution to a problem, requirement, or objective. Suppliers are requested to submit detailed proposals (bids) in accordance with predefined evaluation criteria. The selection of the successful proposal is based on the effectiveness, value, and price of the proposed solution. Negotiations with suppliers may be required to finalize any aspect of the requirement.

2. Request for Construction (RFC)

Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. **A** request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.

3. Request for Quotation (RFQ)

A request for quotation on goods or products with a minimum specification. Award is usually made based on the lowest price meeting the specification. An RFQ does not normally but may sometimes include evaluation criteria.

4. Request for Standing Offer (RSO)

A public tender to provide commonly used goods or services. The term of the standing offer can vary in duration but will be clearly defined in the tender documents. RSO's may include evaluation criteria depending on the requirement.

5. Request for Expression of Interest (REI)

The Request for the Expression of Interest is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process. The short-listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.

Appendix 5 - Purchasing Cards

Objectives

- I. The Town of Oxford is committed to:
 - a) Reducing the costs of procuring and paying for low dollar value goods, services, and travel expenses by reducing the number of small orders and invoices processed and the number of cheques issued.
 - b) Eliminating the issuance of travel and cash advances in addition to separate payments or registration fees, transportation costs, and accommodations.
 - c) Maintain the existing levels of discounts negotiated with suppliers for prompt payment by providing a more efficient payment process.
 - d) Streamline administrative functions and reduce the time spent by departments processing payments.
 - e) Maintain an acceptable level of accountability and safekeeping of the Town of Oxford's assets by setting appropriate limits and restrictions on the use of cards.

Roles and Responsibilities

2. Purchasing cards may be used by select authorized purchasers for procuring both goods and services for the Town of Oxford. The purchasing card has a transaction limit which is set by the Town of Oxford to meet the cardholder requirements. The CAO shall use discretion in the number of cards in use at the Town of Oxford by reviewing the nature of the positions which have cards and the requirement of their respective departments.
3. Unless a separate and different level has been specifically approved by Council, the purchasing card limits shall be as follows:
 - a) Mayor - \$2000
 - b) CAO - \$4,000
 - c) MPAL - \$2000
 - d) Public Works - \$4000

These limits are defined as the maximums for individuals the CAO deems appropriate to have a purchasing card. The limits represent the total amount of purchases that can be charged to the card during a one-month billing cycle.
4. Under no circumstances shall a transaction be split into two or more separate receipts to bypass the transaction dollar limit on the card or the approval limits of the employee.
5. The purchasing card may not be used to purchase or pay for:
 - a) Personal purchases
 - b) Cash Advances
 - c) Alcohol

Procedure

6. Orders, reservations, and registrations may be placed either by internet, fax, phone or in person. The monthly processing can be summarized as follows:
 - a) Authorized cardholders make purchases in the normal course of business and maintain a record of all card transactions.
 - b) Cardholders verify monthly statements against their record and purchase transaction logs (provided in Appendix 6) and provide project, process or reason for purchase.
 - c) Supervisor of the cardholder approves the statement for payment and sends to Deputy Clerk for payment.
 - d) The Deputy Clerk receives and pays the monthly billing allocating expenses according to details provided.
7. Written agreements shall be made with the bank, including fee schedules and processing procedures. The bank may assign a manager to the Town's account in addition to the Town's monitoring mechanisms
8. To enhance accountability, there shall be a segregation of duties involved with purchasing cards, including payment approval, accounting, and reconciliation.

Receiving Goods

9. The cardholder shall keep a copy of all supporting documentation (e.g. cash register and purchasing card receipts, vendor notices, purchase register, etc.) and attach it to the monthly statement. The cardholder shall certify that the goods have been received by signing the sales slip.

Disputed Items and Returns

10. Disputed items are purchases that do not accurately reflect the transactions made by the cardholder (e.g. wrong amount, incorrect account number, multiple posting, etc.) The cardholder shall be responsible for reporting these as soon as possible to the bank and the Deputy Clerk.
11. Problems with merchants relating to unsatisfactory goods, late delivery, changes from quoted process, etc. shall not be considered disputed items and shall be settled directly with the vendor by the buyer. In the event the goods are to be returned to the supplier, the cardholder shall request a Return Confirmation Number from the supplier along with return instructions and forward the goods back to the supplier in accordance with these instructions. All credits must be processed against the purchasing card; under no circumstances shall a cash refund be permitted.

Billing and Statements

12. Purchases made on the purchasing card shall be the liability of the Town of Oxford. Upon receipt of a monthly bill, the Deputy Clerk will ensure payment is affected promptly to avoid financing charges. Individual card statements detailing purchasing activity during a billing cycle will be reconciled by the cardholder in a timely manner and returned to Deputy Clerk.

Reconciliations

13. In order to keep a record of the purchases on the card and perform proper statement verification, the cardholder will maintain a transaction record or log. This record will assist in the verification of the monthly card statement. It is possible that all card transactions may not appear on the statement due to timing differences. In these cases, the cardholder shall make a note of this to ensure the transaction is carried forward to the next month's transactions for verification against the following month's statement. Missing credits shall be addressed directly with the vendor.
14. In order to verify the monthly card statement, the cardholder shall keep a copy of the transaction records. A transaction log may be used for this purpose and is a good way to record items such as registrations for which the buyer does not receive a transaction record at all times. The following information shall be provided on the transaction log:
 - a) Cardholder Name
 - b) Cardholder signature verifying accuracy and accepting responsibility
 - c) Purchase Date
 - d) Vendor Name
 - e) Description of goods purchased - project, process or equipment
 - f) Total amount of invoice
 - g) GST amount
 - h) Budgeted Account to be allocated
 - i) Manager's signature of authorization

If purchases appear on the transaction log and not on the corresponding statement, the cardholder shall document these purchases on another log to be used for the following month and cross them off the current month's log.

Card Issuance

15. Cards shall be issued in the name of the Town of Oxford and the individual designated by the CAO. Individuals wishing to be appointed card shall apply to the CAO (see Appendix 5). The CAO shall be responsible to ensure that the individual is familiar with the guidelines for the use of this card as outlined in this document. Cardholders should be fully trained on the responsibilities associated with the purchasing cards, including telephone, fax and internet

purchases, as well as the repercussions if they abuse the card. Upon receipt of the card, the cardholder shall be required to sign a Cardholder Agreement, as set out in Appendix 4.

Card Cancellation

16. Purchasing cards will be cancelled when the cardholder no longer holds a position approved for a card, no longer requires the card, the card is lost or stolen or when the cardholder has terminated employment with the Town of Oxford. The card may also be cancelled if it is not used in accordance with the guidelines outlined in this document. Any card can be cancelled at any time by the CAO or the cardholder's manager.

17. A written request from the cardholder's manager shall be forwarded to the CAO with the name of the cardholder and the reason for cancellation. The Deputy Clerk shall contact the bank and shall confirm the cancellation. It shall be the responsibility of the manager to ensure that terminated employee's cards are cancelled immediately upon termination from the Town of Oxford. It shall also be the manager's responsibility to ensure that cancelled purchasing cards are returned to the CAO for destruction.

Lost or Stolen Cards

18. All purchasing cards shall remain the property of the Town of Oxford and must be protected in the same way as a personal purchasing card. Should the card be lost or stolen, it shall be the cardholder's responsibility to report the event immediately to the bank and to the CAO. If the cardholder requires assistance with statements, disputed items or other issues, they may contact the Deputy Clerk

Roles and Responsibilities

19. *CAO or designate shall be responsible to:*
 - a) Administer and audit the purchasing card program
 - b) Maintain a master list for all cards
 - c) Maintain all original cardholder agreements
 - d) Ensure monthly billings are paid in a timely fashion
 - e) Ensure cardholders are completing statement reconciliations accurately
 - f) Offer training and support to cardholders when issues occur during the process
 - g) Monitor employee activities, print reports, and adjust spending levels
 - h) Perform random audits of purchasing card transactions
 - i) Track historical data to monitor program performance and ensure cost control targets are reached
 - j) Overall administration of purchasing card program

20. *Cardholder shall be responsible for:*

- a) The security of their card and should not share the purchasing card or the card number with other individuals
- b) The use of the card in accordance with the guidelines outlined in this document and other related policies and procedures
- c) Confirm budget allocation for items being purchased;
- d) Keep supporting documents (e.g. cash register and purchase card receipts, vendor notices, packing slips, etc.) related to all purchases made with the card for reconciliation
- e) Maintain a log of transactions for statement verification and providing expenditure details
- f) Submit all supporting documents and a reconciled statement to the Finance Department within one **week** of receipt of the statement
- g) Contacting the supplier if there are any problems with the order received and address disputes for a resolution
- h) Ensure all returns are credited to the statement
- i) Reporting lost or stolen cards to the bank and the CAO
- j) Returning the card when requested to do so

Appendix 6 - Cardholder Agreement

Employee Acknowledgement Of Responsibilities and Obligations Form

The Town of Oxford is pleased to present you with a purchasing card. It represents the Town's trust in you and your empowerment as a responsible employee of the Town to safeguard and protect the Town's assets.

I, _____, hereby acknowledge receipt of a Town of Oxford purchasing card, number _____

As a cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Purchasing Card Policy. I acknowledge receipt of the Purchasing Card Policy and confirm that I have read and understand its terms and conditions. I understand the Township is liable to the Bank for all charges made by me.

As the cardholder of this purchasing card, I agree to accept responsibility for the protection and proper use of this card as outlined in the Purchasing Card Policy. I understand that the Township may audit the use of the purchasing card. I also understand that I cannot use the procurement card for restricted uses listed in the Purchasing Card Policy.

I further understand that improper use of the purchasing card may result in disciplinary action up to and including termination of employment. Should I fail to use the purchasing card properly, I authorize the Town to deduct from my salary or from any other amounts payable to me, an amount equal to the total of improper purchases. I also agree to allow the Town to collect any amounts owed by me even if the Town no longer employs me. If the Town is required to initiate legal proceedings to recover amounts owed by me under this agreement, I agree to pay legal fees incurred by the Town in such proceedings.

I understand that the Town may terminate my right to use this purchasing card at any time for any reason. I agree to return the purchasing card to the Town's CAO immediately upon request or upon termination of my employment.

Cardholder Printed Name: _____

Signature: _____ Date: _____

Appendix 7 - Purchasing Card Application/Change

A purchasing card is requested for:

Name: _____ Department: _____

The above-named individual is responsible for purchasing goods and services in the performance of their position responsibilities, and as such, requires a purchasing card.

Type of Purchases:

Recommendations:

After giving consideration to the types and volume of purchases that I would expect to be covered by the purchasing card of this employee, I would recommend the following:

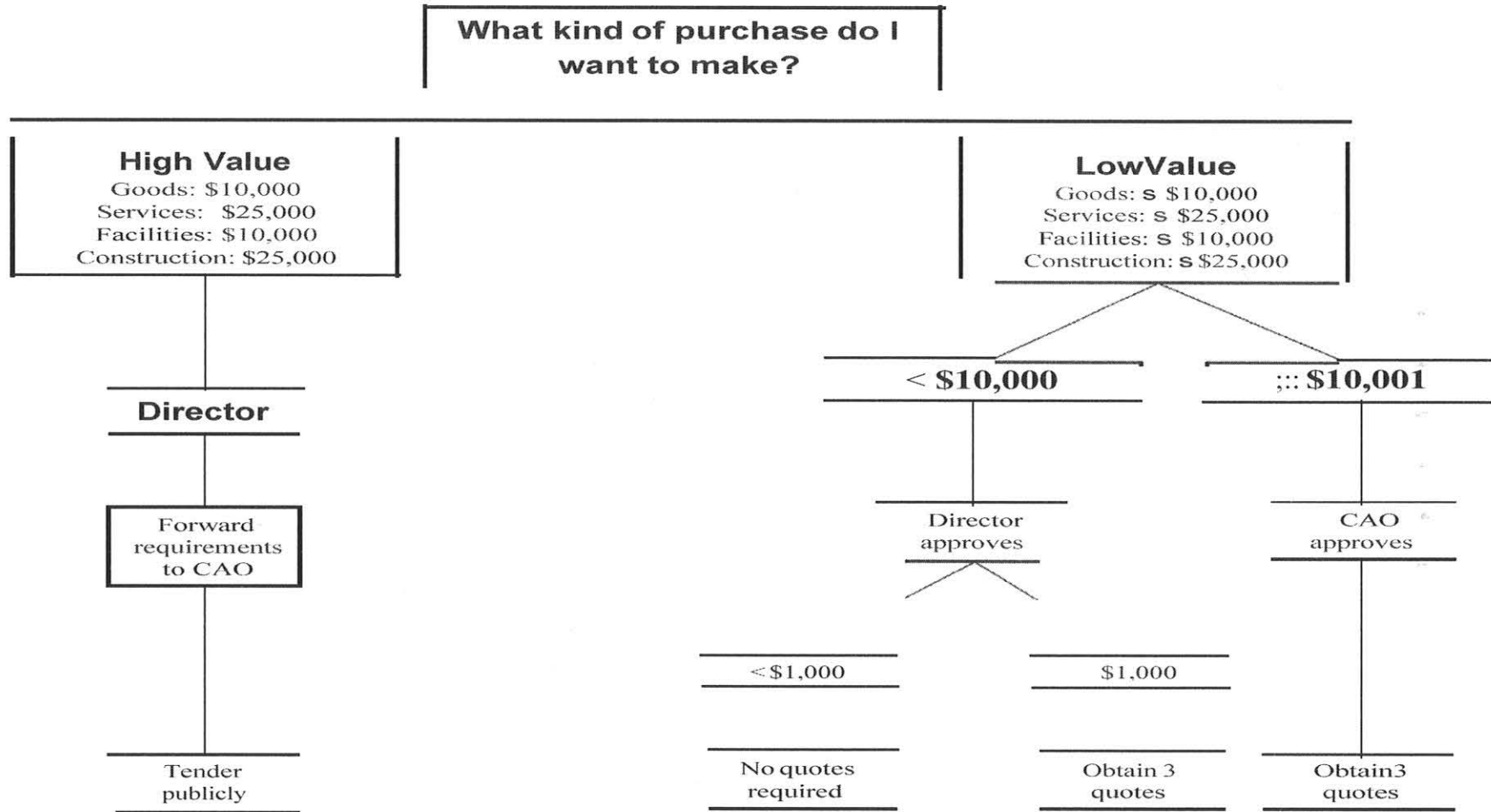
Transaction Limit: _____
(maximum value per transaction)

Monthly Balance Limit: _____
(maximum total purchases per month)

Supervisor's Approval: _____ Date: _____

CAO's Approval: _____ Date: _____

Appendix 9 - Procurement Decision Tree



Street Address **202 Brownlow Avenue | Suite 505 |
Dartmouth | NS | B3B 1T5**

Mailing Address **PO Box 2246 | Halifax | NS | B3J 3C8**

Phone **902-424-8584** | Toll free in NS **1-800-565-1504**
TTY for the hearing impaired **902-424-7475**

Fax **902-424-6622**

Email **elections@novascotia.ca**

■ www.electionsnovascotia.ca

January 16, 2024

To: Nova Scotia Municipal Chief Administrative Officers

Re: Information Sharing Agreement with Elections Nova Scotia

Dear Sir/Madam:

Please find for your review the attached Information Sharing Agreement in accordance with the Nova Scotia Elections Act and the Municipal Elections Act. This replaces the previously signed data sharing agreement, due to expire on April 1st, 2024.

Each municipality choosing to use the provincial List of Electors for their municipal preliminary list of electors in any of the upcoming general or special municipal elections, must first enter into an agreement with the Chief Electoral Officer that sets out the conditions for sharing information and data with the municipality, maintaining the security and privacy of personal information contained therein, and the methodology and timing for providing back to Elections Nova Scotia (ENS) all changes and additions to the municipal final list of electors.

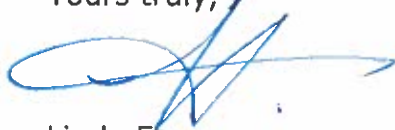
The agreement must be executed before ENS can respond to any request for the List of Electors after April 1, 2024.

Please print and sign the attached agreement and send a scanned copy via email to melissa.brayley@novascotia.ca at ENS. We will return the same, signed by the Chief Electoral Officer, to the email we have on file for your municipality.

As per this agreement, whenever the municipality requires an extract of the provincial List of Electors for its election event, a written and signed request for the List of Electors must be submitted to Linda Fares, Director of Information Systems and Technology at Elections Nova Scotia, via email to linda.fares@novascotia.ca and Hansley.Wang@novascotia.ca , or by mail.

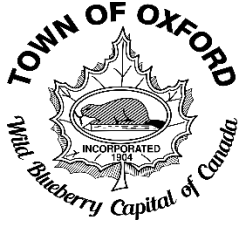
We look forward to working with you soon.

Yours truly,



Linda Fares
Director, Information Systems and Technology





Bylaw #01-2020 Alternative Voting Bylaw

BE IT ENACTED by the Council of the Town of Oxford, under the authority of Section 146A of the Municipal Elections Act, R.S., c. 300, s.1. as amended, as follows:

Short Title

- 1) This Bylaw shall be known as Bylaw #01-2020 and may be cited as the “Alternative Voting Bylaw.”

Interpretation

- 2) In this Bylaw:
 - a) “Act” means the Municipal Elections Act, R.S., c. 300, s.1., as amended;
 - b) “advanced poll” means the Tuesday immediately preceding ordinary polling day, and either:
 - i) One other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday, the seventh day before ordinary polling day; or
 - ii) If Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
 - c) “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
 - d) “alternative voting” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
 - e) “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put;
 - f) “candidate” means a person who has been nominated as a candidate pursuant to the Act;
 - g) “Council” means the Council of the Town of Oxford;
 - h) “Education Act” means the *Education Act*, 1995-1996 S.N.S..c.1 as amended;
 - i) “election” means an election held pursuant to the *Act*, including a school board election, a special election and a plebiscite;
 - j) “Election Officer” means an election official under the *Act*;

- k) "elector" means a person:
 - i) Qualified to vote pursuant to the *Act* and the *Education Act*; and
 - ii) Entitled to vote for an election pursuant to section 7 of this Bylaw;
- l) "friend voter" means a friend who votes for an elector pursuant to section 9 of this Bylaw;
- m) "internet ballot" means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- n) "list of electors" means:
 - i) Prior to the list of electors being completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the *Act*; or
 - ii) The list of electors that has been completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*;
- o) "municipality" means the Town of Oxford;
- p) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- q) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- r) "PIN" means the Personal Information Number issued to:
 - i) An elector for alternative voting on alternative polling days; or
 - ii) To a System Elections Officer;
- s) "plebiscite" means a plebiscite directed to be held by the Council pursuant to Section 56 of the *Act*;
- t) "procedures and forms" means the procedure and forms established by the Returning Officer pursuant to subsection 145 (a)(4) of the *Act*;
- u) "proxy voter" means an elector who votes by a proxy pursuant to the *Act*;
- v) "regular election year" means 2020 and every fourth year thereafter;
- w) "rejected ballot" means the refusal by an elector to accept a ballot in a race;
- x) "Returning Officer" means a Returning Officer appointed pursuant to the *Act*;
- y) "seal" means to secure the ballot box and prevent internet and telephone ballots from being cast;

- z) "special election" means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board;
- aa) "spoiled ballot" means an internet ballot or telephone ballot that is accepted by the elector that:
 - i) Is not marked for a candidate in a race; or
 - ii) Is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- bb) "system" means the technology, including software, that:
 - i) Records and counts votes; and
 - ii) Processes and stores the results of alternative voting during alternative polling days;
- cc) "Systems Elections Officer" means:
 - i) A person who maintains, monitors, or audits the system; and
 - ii) A person who has access to the system beyond the access necessary to vote by alternative voting;
- dd) "telephone ballot" means:
 - i) An audio set of instructions which describes the voting choices available to an elector; and
 - ii) The marking of a selection by an elector by depressing the number on a touch tone keypad.

Alternative Voting Permitted

- 3) Subject to the Bylaw, alternative voting shall be permitted on alternative polling days.

Notification of Electors

- 4)
 - a) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
 - b) The notice of alternative polling days shall:
 - i) Identify the alternative polling days for alternative voting; and
 - ii) Inform the elector that telephone voting and internet voting is permitted during alternative polling days.
 - c) The notice may include any other information the Returning Officer deems necessary.

Form of Telephone and Internet Ballots

- 5)
 - a) A telephone and internet ballot shall:
 - i) Identify by the title "Election for Mayor" or "Election for Council" or "Election for School Board Member" as the case may be;

- ii) Identify the name or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
 - iii) Warn the electors to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates” as the case may be.
- b) No title, honour, decoration or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

Oath

- 6) Any oath that is authorized or required shall be made:
- a) In the form specified by the procedures and forms; or
 - b) If the form is not specified by the procedures and forms, in the form required by the *Act*.

Electors

- 7) No person shall vote by alternative voting unless:
- a) The person’s name appears on the applicable list of electors; or
 - b) The person is added to the applicable list of electors pursuant to section 36 of the *Act*.

Proxy Voting

- 8) A proxy voter shall not vote for an elector by alternative voting.

Friend Voting

- 9)
- a) A friend voter shall only vote for an elector by alternative voting if:
 - i) An elector is unable to vote because:
 - (1) The elector is blind;
 - (2) The elector cannot read; or
 - (3) The elector has a physical disability that prevents him or her from voting by alternative voting.
 - ii) The elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
 - b) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
 - c) The elector shall take an oath in the prescribed form set out in the procedures and forms providing that he or she is incapable of voting without assistance.
 - d) The friend of the elector shall take an oath in the prescribed form set out in the procedures and forms that:
 - i) The friend has not previously acted as a friend for any other elector; and
 - ii) The friend will mark the ballot as requested by the elector; and
 - iii) The friend will keep secret the choice of the elector.
 - e) The Returning Officer shall enter in the poll book:
 - i) The reason why the elector is unable to vote;

- ii) The name of the friend; and
- iii) The fact that the oaths were taken.

System Elections Officer

10)

- a) A System Elections Officer shall have access to the system prior to the commencement of alternative voting during advance polling days to verify the count for each candidate is zero.
- b) Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the counts for each of the candidates is zero.
- c) A Systems Elections Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the subsection 146A(4) of the *Act*.

Voting

11)

- a) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
- b) The system shall put spoiled ballots in the ballot box.

Seal

12)

- a) Where alternative voting closes before the close of polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
- b) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

List of persons who voted

13) Where alternative voting closes before the close of polls on ordinary polling day, the system shall:

- a) Generate a list of all electors who voted by alternative voting; and
- b) On the applicable list of electors, cause a line to be drawn through the names of all the electors who voted during alternative polling days.

14) A printed and electronic copy of the lists under section 13 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.

15) Where alternative voting closes at the close of polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

Counting

16)

- a) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
- b) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots and shall not count rejected ballots.

Tallying of Rejected Ballots

- 17) At the close of ordinary polling day, the system shall tally the number of rejected ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

Recount by system

- 18) In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
- 19) If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
- 20)
 - a) If the regenerated count and the initial count do not match, the Returning Officer shall:
 - i) Direct one final count be regenerated by the system of the votes cast by alternative voting; and
 - ii) Attend while the final count is being regenerated.
 - b) The regenerated final count pursuant to subsection (a) shall be the final count of the votes cast by alternative voting.

Recount by Court

- 21)
 - a) For a recount, the judge shall only consider the final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate.
 - b) The final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non alternative voting.

Secrecy

- 22) An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.
- 23) Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

Other Methods of Voting

24) If voting via the internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.

Severability

25) If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

Prohibitions

26) No person shall:

- a) Use another person's PIN to vote or access the system unless the person is a friend voter;
- b) Take, seize, or deprive an elector of his or her PIN; or
- c) Sell, gift, transfer, assign or purchase a PIN.

27) No person shall:

- a) Interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- b) Interfere or attempt to interfere with alternative voting; or
- c) Attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

28) No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

Offences and Penalty

29)

- a) A person who:
 - i) Violates any provision of this Bylaw; or
 - ii) Permits anything to be done in violation of any provision of this Bylaw is guilty of an offence.
- b) A person who contravenes subsection a) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000) and in default of payment, to imprisonment for a term of two years less a day, or both.
- c) In determining a penalty under subsection b), a judge shall take into account:
 - i) The number of votes attempted to be interfered with;
 - ii) The number of votes interfered with; and
 - iii) Any potential interference with the outcome of an election.
- d) Pursuant to section 146A of the *Act*:

- i) The limitation period for the prosecution of an offence under this Bylaw is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
- ii) The Remission of Penalties Act, 1989, S.N.S. c.397, as amended, does not apply to a pecuniary penalty imposed by this Bylaw.

Clerk's Annotation for Official Bylaw Book

Date of First Reading: _April 20, 2020_____

Date of Notice of Intent to Consider: _May 5, 2020_____

Date of Second Reading: _May 19, 2020_____

Date of Advertisement/Notice of Publication _May 22, 2020_____

Date of mailing to Minister a certified copy: _____

I certify that this **Alternative Voting Bylaw** was adopted by Council and published as indicated above.

Rachel L Jones,
Chief Administrative Officer

Date

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

From: [Danny Graham](#)
To: [Danny Graham](#)
Cc: [Ryley Urban](#); [Matthew Knezacek](#)
Subject: Your Municipality and Engage Nova Scotia
Date: December 8, 2023 7:59:23 AM
Attachments: [Municipal Leaders Workshop Dec 4, 2023.pptx](#)
[Untitled attachment 00089.htm](#)
[Engage Nova Scotia Municipal Investment Opportunity.pdf](#)
[Untitled attachment 00092.htm](#)

Mayors, Wardens and CAOs

Further to the invitation of Deputy Minister Byron Rafuse, if you did not have a chance to attend the municipal workshop Monday December 4th to learn more about the Quality of Life Initiative, I'm attaching material that helps those who were not in attendance understand the discussion. Please find below:

1. A video link to the recorded workshop for anyone who wants to review the total presentation. <https://www.youtube.com/watch?v=3trhielgj4U>
2. The slides from the presentation that describe what the initiative is about. (Slide 29 references the specific possible next steps for your municipality.)
3. An outline of the investment opportunity for municipalities if you want to capture the essence of the **50-cent a resident proposal** in one page for councillors or staff who were not present and how you can prepare for, become involved in, and support Engage Nova Scotia - along with other government partners.

As (and if) you contemplate support for the initiative in your upcoming budget, we hope this helps explain better how your municipality's involvement in the initiative could be impactful for your residents **over the next five years.**

If you have any questions, please do not hesitate to contact me. Engage can issue invoices and of course we are a registered charity that accepts grants.

If we do not connect again, I hope you have a wonderful holiday - filled with joy and relaxation.

Danny Graham
Chief Engagement Officer
Engage Nova Scotia



Engage Nova Scotia Quality of Life Municipal Investment Plan



Engage Nova Scotia (<https://engagenovascotia.ca>) is an independent registered charity that has, with its many partners, created a ground-breaking approach to improving quality of life for all.

Almost 13,000 Nova Scotians responded to a 230-question survey administered by Engage in cooperation with the Canadian Index of Wellbeing (University of Waterloo) in 2019, making it one of the largest single quality of life data sets anywhere.

With Dalhousie University, they have also built ground-breaking new tools to easily extract the findings of the survey at hyper-local (<https://www.nsqualityoflife.ca>) and demographically intersectional levels (<https://engagenovascotia.ca/wellbeing-analysis-tool>).

Partners at the local, provincial, national and international levels are recognizing this approach (broad and deep data, plus nimble and compelling tools) as a break-through for making more effective strategy, policy, evaluation and budget decisions.

What's ahead

The potential for this approach to, over time, improve the lives of all Nova Scotians is significant. The applicability of this approach to municipalities is limitless. A next comprehensive quality of life survey is planned for fiscal 2024/25. The breadth and depth of the data will give municipalities a “pre and post-pandemic” body of comparative information. Data will be available in the tools within just months of survey completion.

Doing the survey thoroughly, and in every corner of the province, requires a collaboration with municipalities to promote resident-awareness when the survey is in the field. This is especially important for under-represented and marginalized communities that continue to face barriers to participating in surveys of this type. It also involves meticulous design and administration of the survey itself, including, for example, mailouts to 100,000 randomly selected Nova Scotia households on multiple occasions. Total costs for outreach, design, promotion, administration, mailing, and data integrity are approximately \$1,000,000.

Support

Support for Engage has come from many sectors. It has productive working relationships with the governments of Nova Scotia and Canada, with whom it has multi-year funding agreements. In a December 4, 2023, workshop for mayors, wardens and CAOs Engage set out the value proposition of the survey to municipalities, highlighted a “use case” where CBRM is already using the data to advance policy and actions, and **invited municipalities to contribute 50 cents a resident toward the cost of administering the survey in 2024/25**. Mayors, wardens and CAOs of municipalities of all sizes, and from all regions of the province, have already signaled their intention to support Engage in their upcoming budgets.

By supporting Engage, Nova Scotia municipalities set themselves up for five years of accessible evidence-based decision making that leaves fewer residents behind.

Testimonial

“If you look at the Strategic Vision before Engage Nova Scotia started working with CBRM Council, compared to now, you can see what a long way we’ve come to making social inclusion a major part of our plan going forward. It really shows the impact of having the depth and breadth of data that Engage is able to provide. I am grateful to Engage for this. It really feels like we are heading in a direction where no one will be left behind when making municipal decisions.” – **Mayor Amanda McDougall, Cape Breton Regional Municipality.**

To learn more: contact Matthew Knezacek at admin@engagenovascotia.ca or Danny Graham at dgraham@engagenovascotia.ca