



Town Council Meeting  
Council Chambers, conducted through Zoom and  
streamed live to Facebook.  
Thursday, June 27, 2024  
6 PM

## **AGENDA**

1. Call to Order – Welcome
2. Approval of Agenda  
*pages 1 - 2*
3. Approval of Minutes – May 22, 2024 – Regular Council Meeting –  
*pages 3 - 10*
  - June 12, 2024 – Special Council Meeting  
*pages 11 – 15*
  - June 19, 2024 - Special Council Meeting  
*Pages 16 - 21*
4. Business
  - 4.1 Public Hearing – Bylaw #05-2024-2 Road Trails Designation Bylaw
  - 4.2 Bylaw #05-2024-2 Road Trails Designation Bylaw – second reading  
*pages 22 - 23*
  - 4.3 RFD – Approve changes made to Procurement Policy  
*Pages 24 – 52*
  - 4.4 RFD – Permission to operate licensed cotton candy  
*Page 53*
  - 4.5 RFD – Municipal Election format – reconsideration – Request from  
Accessibility Committee  
*Page 54*

4.6 RFD – Amber lights on Water Street Crosswalk – request from Accessibility Committee

*Page 55*

5. Correspondence

5.1 12-Month Notice Letter to NSFMM – Letter from Municipal Affairs and Housing

*pages 56-59*

5.2 Cumberland Public Libraries – Brief Report

*pages 60-61*

6. In-Camera

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

7. Adjournment



## Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Wednesday, May 22, 2024  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Paul Jones, Deputy Mayor Arnold  
MacDonald, Brenton Colborne, and Chrystal McNutt  
Councillors Regrets: Olivia Canning

***A quorum was present throughout the meeting.***

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

**Media in attendance:** Mark Rushton, SixRivers News, Radio, and TV via Zoom.

**Gallery in attendance:** *Nil*

### **Announcements Made Before Call to Order**

Prior to the call to order, Mayor Henley announced that all Councillors and staff are wearing a pin to raise awareness for Access Awareness Week - May 26, 2024, to June 1, 2024. Access Awareness Week provides an opportunity to raise awareness and engage Nova Scotians on issues around access and inclusion. Inclusive activity isn't just about eliminating physical barriers. It's about challenging social attitudes.

Mayor Henley also announced that the agenda for the May 22, 2024, Council meeting was revised and updated before tonight's proceedings.

#### **1. Call to Order – Welcome**

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

**2. Approval of Agenda, pages 1 – 2**

Moved by Councillor Black and seconded by Councillor Jones that the agenda of the Regular Council Meeting for May 22, 2024, be approved, as presented.

***Motion Carried***

**3. Approval of Minutes – April 24, 2024 – Regular Council Meeting – pages 3 - 8  
May 8, 2024 – Special Council Meeting - pages 9 – 13**

***Approved by*** \_\_\_\_\_  
**Mayor Greg Henley, on May 22, 2024**

**4. Business**

**4.1 Transfer Site Regulations – Approval Requirements - Verbal Report**

Linda Cloney discussed with the Council that staff have been working on a request from Nova Scotia Environment and Climate Change made in February of 2024 regarding the contingency and operation plan for the Oxford Transfer Station. This was initiated following a provincial review of emergency preparedness by Nova Scotia Environment and Climate Change. Some of the required documentation needs locating as there has been a turnover of staff since the approval was made. These documents requirements are for a safe, compliant, and efficient operation of the Oxford Transfer Station.

**4.2 Bylaw #05-2024 - Alternative Voting Bylaw – first reading - pages 14 – 21**

Linda Cloney presented a request for the first reading of the Alternative Voting Bylaw. A review of the current Alternative Voting Bylaw was recommended. The current Bylaw was sent in for review to the legal department, and some changes were recommended. A list of these changes was discussed with the Council and was included in the agenda package.

Rather than amending the current bylaw, it was recommended to repeal and replace the current Alternative Voting Bylaw.

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to give first reading to Bylaw #05-2024, Alternative Voting Bylaw.

***Motion Carried***

#### **4.3 Request for Decision – Municipal Election – Alternative Voting Options and Schedule of Fees and Expenses - Verbal Report**

Linda Cloney discussed with the Council that for the last few elections, the Town has gone with a fully electronic voting model. The Council was asked to approve an electronic voting model for 2024 and to approve the schedule of fees and expenses as presented. Advantages and disadvantages were discussed with the Council for the electronic and paper voting models and the schedule of fees and expenses were presented for both options and included in the agenda package.

Council had the choice of adopting three models: a paper ballot only model, a hybrid paper ballot model combined with an electronic voting option, or an electronic voting model only.

Costs for the 2024 Election year for the electronic voting option were presented at \$10,694.85. The paper ballot model for the 2024 Election year were presented at \$6,557.30 with a difference in fees of \$4,137.55.

Moved by Councillor McNutt and seconded by Councillor Black to adopt a fully electronic voting method for the 2024 Council and School Board Election year.

***Motion Defeated***

**In favour of the motion:** Councillor McNutt and Mayor Henley

**Against the motion:** Councillor Black, Councillor Jones, Deputy Mayor MacDonald, and Councillor Colborne

**Abstentions:** *Nil*

Moved by Councillor Jones and seconded by Deputy Mayor MacDonald to adopt the fully paper ballot voting method for the 2024 Council and School Board Election year.

**In favour of the motion:** Councillor Black, Councillor Jones, Deputy Mayor MacDonald, and Councillor Colborne

**Against the motion:** Councillor McNutt, Mayor Henley

**Abstentions:** *Nil*

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to approve the schedule of fees for the 2024 Council and School Board Election for the fully paper ballot voting method in the estimated amount of \$6,557.30 as presented.

***Motion Carried***

#### **4.4 Road Trails Designation Bylaw 02-2024 – first reading - Pages 22 – 23**

Linda Cloney presented a request for the first reading of the Roads Trails Designation Bylaw 02-2024. The proposed bylaw would make a portion of Main Street, Lower Main Street, and Water Street a designated road trail. Under the Road Trails Act, section 5.2, municipal councils have the right to designate a highway or portion of a highway that is not a road owned by the crown. The purpose, benefits, and potential drawbacks of enacting this bylaw were discussed with the Council as presented in the agenda package.

When the Provincial Road Trails Act came into effect in the spring of 2023, Oxford Town Council designated a committee to review this as an option for the Town of Oxford. The Roads Trails Act Committee met with various experts and held a public information session. The Roads Trails Act Committee recommends that the Council adopt this bylaw. The second reading of the bylaw would not be voted on until the next Regular Council Meeting.

The estimated costs to install signage is \$4,000. This amount has already been allocated for and was passed in the 2024/25 General Operating Budget.

Linda Cloney, CAO also recommends Council consider the Road Trails Designation Bylaw 02-2024. The bylaw can be amended in the future.

Moved by Councillor Jones and seconded by Councillor McNutt to give the first reading of the proposed Road Trails Designation Bylaw 02-2024 under the Road Trails Act which would make a portion of Main Street, Lower Main Street, and Water Streets a designated road trail.

***Motion Carried***

#### **4.5 Status Update – Public Hearing regarding transferring of properties to Oxford Seniors Club - Verbal Report**

Linda Cloney reviewed with the Council that a notice of consideration and public hearing for the transfer of properties to the Oxford Seniors Club has been posted on our website and on social media and that at the next Committee of the Whole meeting a Special Council Meeting will be held to allow for a public hearing for the consideration for or against, the transfer of property to the Oxford Seniors Club before a decision can be made by the Council. The information in the notice to the public provides all the details of the proposed transfer of property.

### **5. Correspondence**

#### **5.1 May 3, 2024 – Amanda Purdy, Social Enterprises – Request for Accessible Parking Space. *page 24***

Linda Cloney reviewed a letter of request from Amanda Purdy, Manager of Social Enterprises at the Oxford Sunset Community with the Council. The letter requests the provision of an accessible parking space on the Water Street side of the Sunset Community location.

The Public Works Supervisor has provided an approximate cost of \$600 including labour to install signage and paint out the accessible parking spot.

Moved by Deputy Mayor MacDonald and seconded by Councillor Black to approve the request by Amanda Purdy, Manager of Social Enterprises at the Oxford Sunset Community for an accessible parking space on the Water Street side of the Sunset Community location.

***Motion Carried***

Councillor Colborne inquired if the parking space at the Water Street location was to be entirely accessible or just painted as accessible parking. Linda Cloney reviewed that the letter indicated only a larger accessible painted parking space.

Direction by the Council to staff to investigate all locations of accessible parking spaces to ensure the accessible parking is not in undesirable locations.

### **5.2 May 10, 2024 – Cumberland Chamber of Commerce – the idea of hosting an all-candidates meeting before the fall’s municipal election. *page 25***

Linda Cloney reviewed with the Council an email from the Cumberland Chamber of Commerce inquiring about hosting an all-candidates meeting for the Town of Oxford before this fall’s municipal election. If it were an interest, an appropriate time for this event would need to be discussed. The Council was asked to provide direction on how to reply.

The meeting could be held at the Fire Hall as a potential location, allowing for a meet-and-greet between potential Councillors and the public. The All-Candidates meeting would be held after Nomination Day ensuring that all potential candidates are official.

Direction was given by the Council that the Town of Oxford would be interested in an All-Candidates meeting to occur after Nomination Day in mid-September 2024.

### **5.3 May 10, 2024 – Honourable John A. Lohr – Minister of Municipal Affairs and Housing – Financial Measures Act received Royal Assent in the Nova Scotia Legislature - *pages 26 – 31***

Linda Cloney discussed a letter from Honourable John A. Lohr, Minister of Municipal Affairs and Housing, included in the package. The Financial Measures Act has received Royal Assent in the Nova Scotia Legislature. One of the highlights in the letter, saving the Town of Oxford in advertising costs provisions the authority to post on municipal websites as an alternative method of notice. This applies to public hearings for the sale, or lease of municipal property, tax sale advertisements, and adoption of bylaws.

The MGA has already been revised with these changes. Municipal Election notices and posting are not covered in the changes and still require posting to paper.

#### **5.4 May 16, 2024 – Nicolas A Barr – Director, Governance & Advisory Services from NS Department of Municipal Affairs – Large increase in fine for illegal burning during wildfire season, Pages 32 – 33**

Linda Cloney discussed with the Council that on May 16, 2024, the Town of Oxford received notification of two key changes related to the provincial burn restrictions during wildfire season which also take effect May 16, 2024.

From March 15 to October 15 each year, daily burn restrictions are in place to help prevent wildfires. Under these restrictions, burning is not permitted between 8 a.m. and 2 p.m. Each day at 2 p.m. however, the *BurnSafe* map is updated to show the daily burn restrictions for the province. People can also call 1-855-564-2876 (BURN) for this information.

The province announced that the fine for violating the daily burn restrictions has been increased to \$25,000 for this wildfire season. The fine amounts are set in the Summary Offence Ticket Regulations. The \$25,000 fine also includes HST and a victim surcharge, bringing the total to \$28,872.50.

## **6. In-Camera**

### **6.1 acquisition, sale, lease, and security of municipal property**

Before moving to in-camera, Linda Cloney reviewed with the Council that the Oxford Transfer Station summer hours are now in effect. Starting Thursday May 23, 2024, the Transfer Station would be open from 11:00 AM to 7:00 PM and regular hours of 8:30 AM to 4:30 PM on Fridays and Saturdays.

At 6:50 PM it was moved by Councillor Colborne and seconded by Councillor Jones to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

***Motion Carried***

At 7:07 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***

Moved by Councillor Jones and seconded by Councillor Colborne to change the June 26, 2024, Council Meeting date to June 27, 2024, due to it being graduation night in the Town of Oxford.

***Motion Carried***

## **7. Adjournment**

Prior to the adjournment of the meeting, Mayor Henley announced that there is a public lecture to be held at the Oxford Seniors Club Wednesday, May 29<sup>th</sup> at 6:30 PM on the *Autonomous School Board* by Dick Henley.

The meeting adjourned at 7:09 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**



## Minutes of the Special Council Meeting

**Place:** Council Chambers, Zoom, streamed live to Facebook  
**Date:** Wednesday, June 12, 2024  
**Presiding Officer:** Mayor Greg Henley  
**Councillors Present:** Deputy Mayor Arnold MacDonald, Carla Black, Olivia Canning, Brenton Colborne, and Chrystal McNutt.  
**Councillor Regrets:** Paul Jones

***A quorum was present throughout the meeting.***

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

**Presenters in attendance:** Nil

**Media In Attendance:** Mark Rushton, Six Rivers News, Radio, and TV.

**Gallery in attendance:** Jason Haughn, Municipal Advisor, Department of Municipal Affairs. Members of the Oxford Seniors Centre: Mark Rushton, Stephen Murray, Myrna Murray, Judy MacKay, Shirley Badcock, Sharon Rogers, Paul Rogers and Debbie Dickie.

Councillor Colborne joined the meeting at 6:04 PM.

### **1. Call to Order**

At 5:59 PM, Mayor Henley called the meeting to order and welcomed all in attendance at the meeting.

2. **Approval of Agenda**

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt that the agenda of the Special Council Meeting for Wednesday, June 12, 2024, be approved, as presented.

***Motion Carried***

3. **Public Hearing for Transfer of Municipal Property – 31 Ellis Street**

Mayor Henley called the Public Hearing for the matter regarding the transfer of municipal property to the Oxford Seniors Club, located at 31 Ellis Street, Oxford to order at 6:00 PM.

Mayor Henley turned the floor over to Linda Cloney, CAO, to present a review of the information leading up to this Public Hearing to all in attendance.

CAO Linda Cloney reviewed that October 17, 2023, the Oxford Seniors Club approached the Town with their interest in transferring the municipal property on 31 Ellis Street to the Oxford Seniors Club.

The property at 31 Ellis Street had been the home for the club since January 13, 1977, when the club was then known as the Oxford Pioneer Heritage Club. The Oxford Seniors Club is committed to providing seniors with recreational, educational, and charitable activities to all their members and the community. The transfer of the property would put the responsibilities of the building upkeep and to be able to fundraise for upgrades to the facility. Some funding opportunities would be more supportive if the Oxford Seniors Club owned the building rather than leasing the building.

Discussions on the matter started on January 20, 2024. Ultimately, at a council meeting on April 24, 2024, the Council made a motion to proceed with the process of the Public Hearing for the transfer of municipal property with the condition that the Town of Oxford would have the first right of refusal to buy the building back at the original purchase price and that the Oxford Seniors Club would pay for all the expenses involved with this transfer.

The notice of Public Hearing had been posted as of May 21, 2024.

Linda Cloney reviewed with the Council and those in attendance at the Public Hearing, that letters of support had been received from Elsie Moore, Diane Angus, Judy McKay, Myrna Murray, and Stephen Murray.

Mayor Henley inquired from those in attendance at the Public Hearing if anyone would like to speak on the matter for the Council's consideration.

Mark Rushton, a citizen of Oxford, member of the Oxford Seniors Club and president of the Oxford Historical Society addressed the Council. Mark explained that he is a supportive member of the Oxford Seniors Club, which accepts members aged 50 and up. While not an active participant in the full range of activities at the Oxford Seniors Club, who operate and provides activities 6 days per week; offering many recreational activities for the seniors of the community, Mark praised their "Coffee House" program. The Coffee House has also served to help the Oxford Historical Society as they also meet there every Tuesday at the Coffee House. Mark Rushton endorses the process the Council has been going through to transfer the ownership of the property at 31 Ellis Street to the Oxford Seniors Club and would like to see them continue and develop the programs that they have in their current location.

There being nothing further, Mayor Henley ended the Public Hearing at 6:06 PM.

Moved by Councillor Black and seconded by Deputy Mayor MacDonald that Oxford Town Council has received a request from the Oxford Seniors Club for the transfer of municipal property located at 31 Ellis Street for one dollar with the condition that the Town of Oxford has the first right of refusal to buy the building back at the original purchased price;

And that the Oxford Seniors Club pays for all expenses involved with the transfer of property;

And that Oxford Town Council considers the Oxford Seniors Club to be carrying on activities beneficial to the Town of Oxford;

And the estimated value of the property has been appraised in the \$90,000 to \$95,000 range;

And that a public hearing was duly advertised on May 21, 2024, and held on June 12, 2024, before the passing of the resolution.

Councillor McNutt – Yay  
Deputy Mayor MacDonald – Yay  
Mayor Henley – Yay  
Councillor Black – Yay  
Councillor Canning – Yay  
Councillor Colborne – Yay

4. **Second reading for the Alternative Voting Bylaw 05-2024, Page 3**  
Linda Cloney, CAO reviewed that the 05-2024 bylaw has been posted and first reading has been given. The Council is now asked to give a second reading to the Alternative Voting Bylaw 05-2024. In doing so, this will also repeal the former bylaw that was enacted on May 22, 2020.

Moved by Councillor Colborne and seconded by Councillor Black that the Town of Oxford give second reading of Bylaw 05-2024, Alternative Voting Bylaw.

***Motion Carried***

5. **In-Camera**  
**5.1 acquisition, sale, lease, and security of municipal property**  
At 6:15 PM, it was moved by Councillor McNutt and seconded by Councillor Black to go in-camera to discuss the acquisition, sale, lease, and security of municipal property.

***Motion Carried***

At 6:36PM it was moved by Deputy Mayor MacDonald and seconded by Councillor Black to come out of in-camera and resume the Special Council Meeting.

***Motion Carried***

Linda Cloney, CAO reviewed with the Council that staff had put together an application to the Provincial Capital Assistance Program and a resolution to approve the application is required from Council for the development of the Town of Oxford's well field at McElmon's Brook. Part of this project involves land acquisition so that the Town of Oxford will formally own the land that the well field resides on. This will provide more coverage for the Source Water Protection Plan Zone 1 – the area in which the wells are located.

Moved by Councillor McNutt and seconded by Councillor Canning to approve the application to the Provincial Capital Assistance Program for 50% of the McElmon's Brook Well Field – Oxford – Well Field Development project.

***Motion Carried***

6. **Adjournment**

The meeting adjourned at 6:40 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**



## Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Wednesday, June 19, 2024  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Paul Jones, Deputy Mayor Arnold MacDonald, Olivia Canning, Brenton Colborne, and Chrystal McNutt  
Councillors Regrets: *Nil*

***A quorum was present throughout the meeting.***

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

**Media in attendance:** Mark Rushton, SixRivers News, Radio, and TV.

**Gallery in attendance:** *Nil*

1. **Call to Order**

At 6:00 PM, Mayor Henley called the meeting to order and welcomed all in attendance at the meeting including media representative Mark Rushton from SixRivers News, Radio, and TV.

2. **Approval of Agenda**

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Special Council Meeting for June 19, 2024, be approved, as presented.

***Motion Carried***

### 3. **PCAP Application – Preliminary Design for the Main Street Water Main and Sewer Extension**

Linda Cloney reviewed with the Council that the Town was able to submit two applications to the Provincial Capital Assistance Program and this application would be the second application. This is a project that Council had previously been considering and to understand the scope of this project, a study would need to be completed.

This would provide the Council with preliminary drawings and a cost estimate which would be used toward the next round of funding to request a detailed design and estimate. This project has been labeled by the Council as their second priority for the applications.

There is potential for residential and commercial development if sewer and water services were available across the TransCanada highway system within town limits. The staff has organized an application to the PCAP program and submitted it on June 13, 2024.

Some potential benefits of this project should it go forward include potential residential growth to address housing shortages, potential new commercial development, a larger tax base for new programs and services, more diversity, and learning about the overall project requirements for future consideration.

There is no cost to the town to perform this study. The proposed cost to do this study is \$98,350.00 which would use other funding resources and would not affect the town budget.

Moved by Councillor McNutt and seconded by Councillor Jones that the Council approve the application to the Provincial Capital Assistance Program for 50% of the Preliminary Design for the Main Street Water Main and Sewer Extension.

***Motion Carried***

4. **Award of Capital Replacement of Water Utilities – Foundry Street Tender**

Linda Cloney presented to the Council the proposal to award Tender 2024-05TOO to Atlantic Snow and Ice Management Incorporation for a value of \$1,366,978.18 (including non-recoverable HST).

The council and the asset management plan have identified the need to replace the water utilities on Foundry Street. More recently, it was discovered that the water line on River Avenue requires replacement. Through the Foundry Street planning process, savings were realized. The cost savings would allow the addition of the water line replacement on River Avenue where it has been identified that there is approximately 74 meters of ¾" lead water line. The line would be replaced and upgraded and a flushing hydrant would be installed along with 4 replacement service laterals and curb stops. However, the scope of work does not include the full roadway surface replacement.

Tender 2024-05TOO closed on May 31, 2024. The Town of Oxford received three bids for this project. Staff reviewed the bids and found all bids to be compliant with the requirements of the tender. The three bids were as follows and include the non-recoverable HST:

Atlantic Snow and Ice Incorporation - \$1,366,978.18

Cumberland Paving - \$1,507,287.86

Dexter Paving - \$1,644,282.68

75% of the cost for this project would be covered by several funding opportunities. This would provide for more reliable services, the replacement of the aged water main to update the Town of Oxford's Asset Management Plan. The Town of Oxford will still need to pay 25% of the costs for this project through the Water Capital Depreciation Fund, and it will disrupt traffic and water services on Foundry St and River Avenue while this project is being completed.

Moved by Councillor Colborne and seconded by Councillor Black that Council award Tender 2024-05TOO to Atlantic Snow and Ice

Management Incorporation for a value of \$1,366,978.18 (includes non-recoverable HST).

***Motion Carried***

5. **Procurement Policy – recommendations for amendments.**

Linda Cloney discussed with Council amendments to the Procurement Policy thresholds for the purchase of goods and services to better align with today's cost of goods and services. The Town of Oxford Procurement Policy was last updated in December 2018.

Staff have compared our Procurement Policy with that of the Town of Amherst Procurement Policy that was updated in 2023, and where the thresholds line up better with today's prices.

Linda Cloney presented examples of the differences in thresholds between the Town of Oxford's Procurement Policy with that of the Town of Amherst Procurement Policy.

Council was asked to consider allowing staff to make amendments to the Procurement Policy thresholds and to present a draft amended Procurement Policy to the Council at the next Council meeting.

Moved by Councillor Jones and seconded by Councillor McNutt that the Council approves the staff to make the amendments to the Procurement Policy thresholds as presented.

***Motion Carried***

6. **In Camera**

**6.1 acquisition, sale, lease, and security of municipal property**

At 6:18 PM it was moved by Councillor Colborne and seconded by Councillor Jones to go in-camera to discuss the acquisition, sale, lease and security of municipal property.

***Motion Carried***

At 6:56 PM it was moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to come out of in-camera and resume the Special Council Meeting.

***Motion Carried***

Councillor Jones discussed the agreement with the County of Cumberland and when initially made, it covered 38% of the Town of Oxford's budget for fire protection was covered by the County. Today, that represents roughly 28% of the budget, whereas, it has been recorded that 62% of the Oxford Fire Department calls are to the County, this does not include the mutual aid calls.

Moved by Councillor Jones and seconded by Councillor McNutt to request a meeting to address this agreement and a letter to be sent to the County of Cumberland Council regarding this.

***Motion Carried***

Whereas, the Oxford Community Centre Committee reached out to the Town of Oxford for financial support towards the Oxford Community Centre project.

Moved by Councillor Black and seconded by Councillor Colborne that the Council of the Town of Oxford pledge the amount of \$200,000.00 over 5 years starting in the 2025-26 budget year to the Oxford Community Centre

Councillor Black – yay  
Councillor Colborne – yay  
Deputy Mayor MacDonald – yay  
Councillor Canning – yay  
Mayor Henley - yay

Councillor Jones and Councillor McNutt recused themselves from the vote.

Prior to adjourning the meeting, Mayor Henley announced that there is a Council meeting which is scheduled for Thursday, June 27, 2024, due to the OREC Graduation occurring on Wednesday, June 26, 2024. Congratulations are extended out to the Grads of 2024.

6. **Adjournment**

The meeting adjourned at 7:00 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

DRAFT



## Notice of Second Reading of the Road Trails Designation Bylaw 05-2024-2

**TAKE NOTICE THAT** Council of the Town of Oxford intends to consider the adoption (second reading) of the **Road Trails Designation Bylaw 05-2024-2** at a Council Meeting to be held on Thursday, June 27, 2024, at 6:00 pm. The Council meeting will be held at **105 Lower Main Street, Oxford, NS**. The Council Meeting will also be virtual using the Zoom platform and will be broadcast live on Facebook.

The purpose of this bylaw is to designate part of a highway as road trail that is intended for off-highway vehicles (OHVs) that meet specific requirements.

Written submissions with any questions, concerns or comments will be considered at the time of the reading by emailing [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca).

Persons wishing to make a presentation verbally may do so at the Council meeting on June 27, 2024 and **must pre-register** with the Chief Administrative Officer by 3:30 pm on June 21, 2024.

The Bylaw may be inspected during Town Hall regular office hours 9 am – 4 pm at 105 Lower Main Street, Oxford, NS, or by visiting the Town's website: [www.oxfordns.ca](http://www.oxfordns.ca)

**DATED** at Oxford, Nova Scotia, this 23<sup>rd</sup> day of May 2024

Linda Cloney  
Chief Administrative Officer  
[lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)

902-447-2624



# TOWN OF OXFORD BYLAW

NUMBER: 05-2024-2

PAGE: 1 of 1

**TITLE: Road Trails Designation Bylaw 05-2024-2**

**EFFECTIVE DATE:**

WHEREAS the Road Trails Act, SNS 2024, c.4 permits the Town by Bylaw to designate a highway or part of a highway as a road trail.

## 1.0 Short Title

This Bylaw shall be known as Bylaw 05-2024 and may be cited as the "Road Trails Designation Bylaw".

## 2.0 Designation

The Town of Oxford hereby designates civic number 4602 to civic number 5228 on Main Street and from civic number 105 to civic number 460 on Lower Main Street and civic number 9 to civic number 237 on Water Street as a Road Trail pursuant to section 5(2) of the Road Trails Act.

### Clerk's Annotation for Official Bylaw Book

Date of first reading:	May 22, 2024
Date of advertisement of Notice of Intent to Consider:	May 23, 2024
Date of Final Reading:	June 27, 2024
Effective Date:	_____
*Date of advertisement of Passage of Bylaw:	_____
Date of mailing to Minister a certified copy of the Bylaw:	_____

I certify that this ROAD TRAILS DESIGNATION BYLAW 05-2024-2 was adopted by Council and published as indicated above.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

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

# Town of Oxford Procurement Policy

*(Consolidated version June 27, 2024)*

Effective Date: 28 June 2024

Approval by Council Resolution: 27 June 2024

Revised: 03 October 2022, 27 March 2024, 27 June 2024

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## **Purpose**

1. 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~~ **\$25,000** 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~~ **\$24,999** 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<sup>1</sup>

- a) Goods up to and including ~~\$10,000~~ **\$24,999**
  - b) Services up to and including ~~\$25,000~~ **\$49,999**
  - c) Facilities up to and including ~~\$10,000~~ **\$24,999**
  - d) Construction up to and including ~~\$25,000~~ **\$49,999**
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 increased competition is

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<sup>1</sup> Purchases under ~~\$1,000~~ **\$5,000** 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.

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~~ **\$25,000**
- b) Services over ~~\$25,000~~ **\$50,000**
- c) Facilities over ~~\$10,000~~ **\$25,000**
- d) Construction over ~~\$25,000~~ **\$50,000**
- 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*

In order 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*.

Clerk's Annotation for Official Policy Book

**THIS IS TO CERTIFY THAT** this the foregoing is a true and accurate copy of the Town of Oxford's Procurement Policy which was amended by Council at a Council Meeting held 27 June 2024.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
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

1. 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 - \$1,000
  - b) Admin - \$7,000
  - c) Recreation - \$3,000
  - d) Public Works - \$6,000
  - e) Fire Department - \$3,000

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:*

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*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)

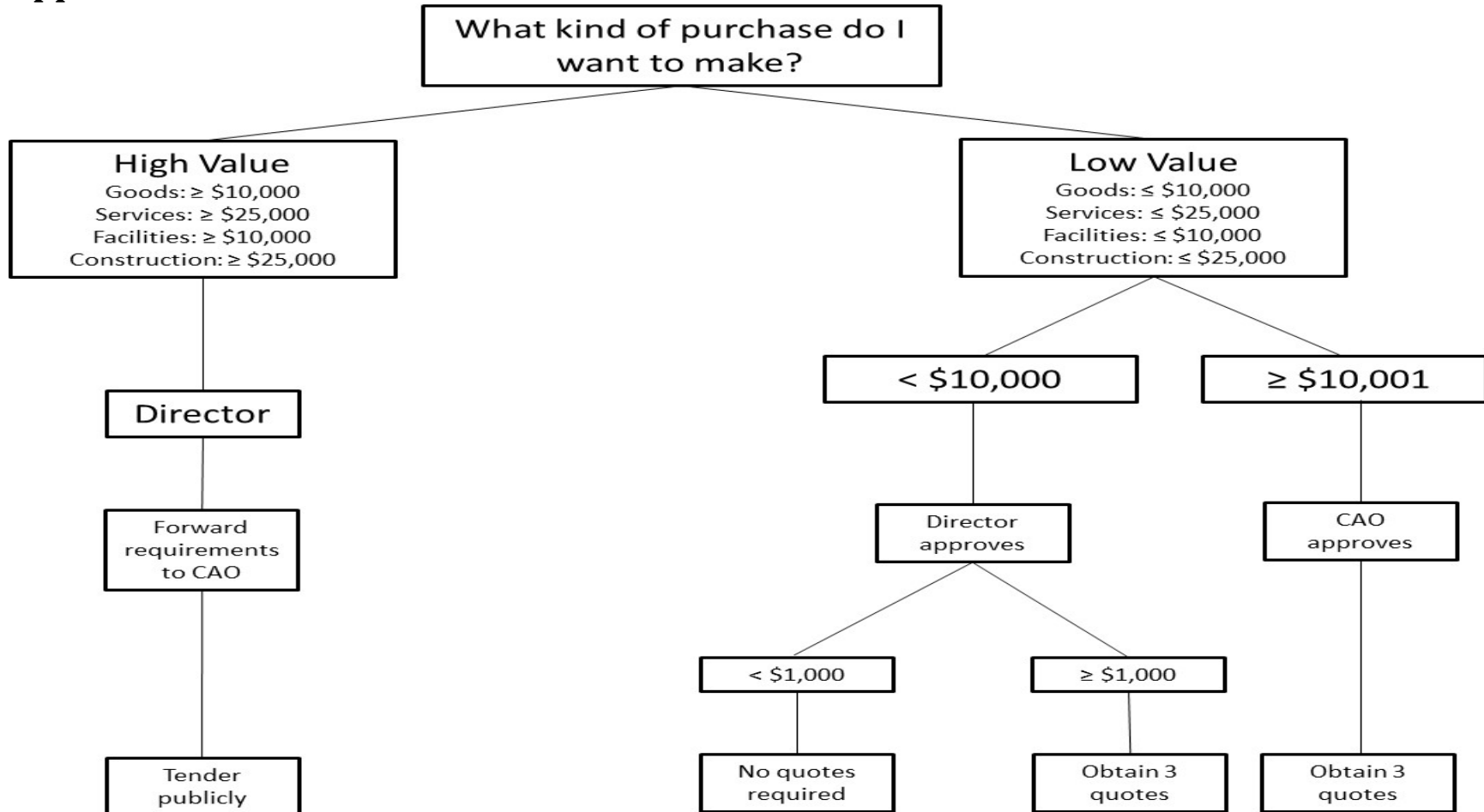
Monthly Balance Limit: \_\_\_\_\_  
(maximum total purchases per month)

Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

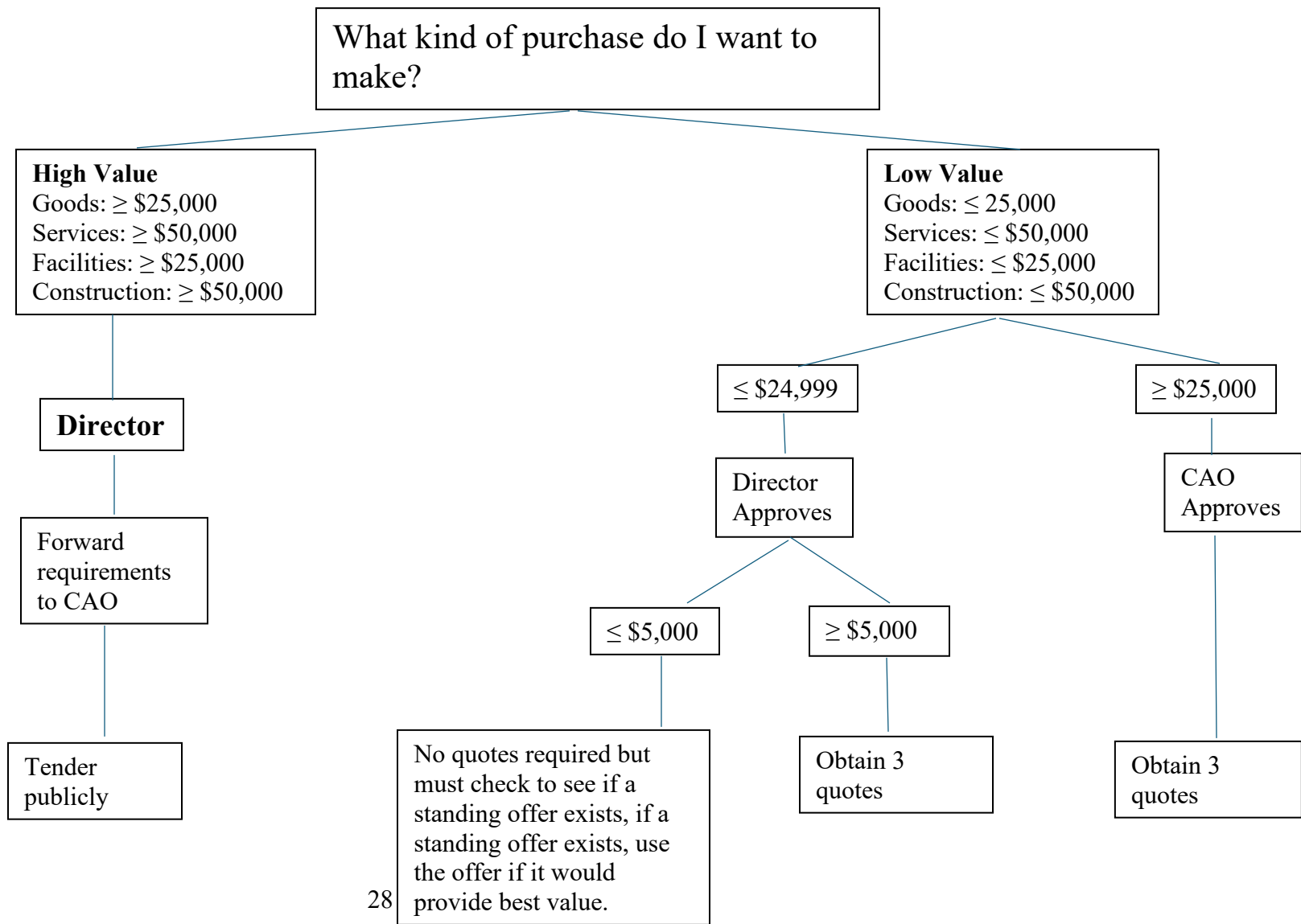
CAO's Approval: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 9 - Procurement Decision Tree

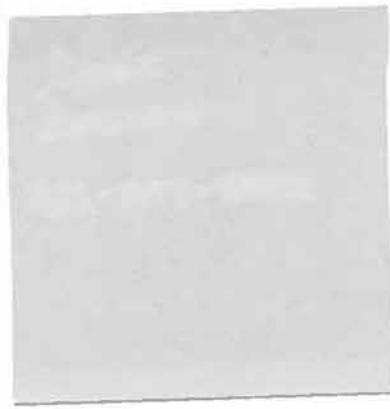


## Appendix 9 - Procurement Decision Tree



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Leon Burke  
6 Pattinson Street  
Amherst, Nova Scotia  
B4H 1G7  
(902) 297-1467  
leongbl23@hotmail.com



June 10, 2024

Oxford Town Hall  
105 Lower Main Street  
Oxford, Nova Scotia  
B0M 1P0

Dear Town of Oxford Representatives,

I am writing to request permission to operate my licensed cotton candy stand on town-owned property for business purposes during weekends and town events.

As a licensed vendor, I operate a trailer from which I sell cotton candy, popcorn, candy apples, and various sodas. I am eager to bring these beloved carnival treats to the residents of Oxford by setting up in the parking lot in front of the skateboard park and at the town baseball field during games.

I intend to operate on select weekends and during town events, ensuring that my stand is positioned in a manner that is convenient yet unobtrusive to citizens. I believe this will add a delightful element to the community, offering treats that are not as readily available as other confections.

I greatly appreciate your time and consideration of this request. I look forward to hearing back from you about the opportunity to contribute to the vibrant atmosphere of Oxford.

Sincerely,

Leon Burke



## TOWN OF OXFORD

5201 MAIN ST.  
P. O. BOX 338  
OXFORD, NOVA SCOTIA  
B0M 1P0

PHONE: 902-447-2170  
FAX: 902-447-2485

Whereas the Accessibility Advisory Committee had a discussion regarding Council's decision to go fully paper for the upcoming municipal election. The committee would like Council to reconsider this decision as the accessibility aspect of the election was not presented well and the hybrid format was not presented to Council for consideration.

The last few elections were fully electronic and one of the deciding factors then was COVID, but where Oxford is making strides to become more accessible, the committee wants Council to reconsider their vote. The committee felt that the hybrid model would give everyone opportunity to vote either by paper, phone or internet.

Fully Paper – estimated to be \$6,557.30

Fully Electronic – estimated to be \$10,694.85

Hybrid (Paper and Electronic) – estimated to be \$ 11,332.50

May 27, 2024

**Accessibility Advisory Committee Motion to Council Re: reconsider the format for the municipal election**

Moved by Amanda Purdy

Seconded By Megan Marchant

That Council reconsider the format for the municipal election and consider the hybrid model in the estimated cost of \$11,332.50 to allow everyone the opportunity to vote.

**Motion Carried**



## TOWN OF OXFORD

5201 MAIN ST.  
P. O. BOX 338  
OXFORD, NOVA SCOTIA  
B0M 1P0

PHONE: 902-447-2170  
FAX: 902-447-2485

Whereas the Accessibility Advisory Committee discussed that the crosswalk that was installed due to one of the pedestrian sidewalks being closed for repair. There has been comments of near misses and the potential danger as oncoming traffic may not be aware of the crosswalk. Realizing that the crosswalk was due to be repainted, another safety measure that Council could consider is to install amber lights at that crosswalk.

May 27, 2024

### **Accessibility Advisory Committee Motion to Council Re: amber lights at Water Street bridge crossings**

Moved by Deputy Mayor MacDonald  
Seconded By Amanda Purdy

That Council consider purchasing amber lights at the Water Street bridge crossings.

**Motion Carried**



## Municipal Affairs and Housing Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

April 22, 2024

Your Worship Carolyn Bolivar-Getson  
President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, NS B3J 2K8  
Via email: [president@nsfm.ca](mailto:president@nsfm.ca)

Dear President Bolivar-Getson:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2025-2026 and beyond.

The Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

### **Communities, Culture, Tourism and Heritage\***

#### Review of the *Libraries Act Funding Regulations*

Public regional libraries receive annual operating funding from the Province, municipalities, and their regional library boards. The *Libraries Act Funding Regulations* stipulate a sharing ratio that requires a contribution from municipalities. Currently, for libraries outside Halifax Regional Municipality (HRM), the Province contributes 71%, municipalities contribute 26%, and library and boards contribute 3%, while within HRM, the Province contributes 26%, the municipality contributes 71%, and the board contributes 3%.

The department is currently conducting a funding review that may have an impact on the municipalities on April 1, 2025. However, at this time, the impact on the municipalities is not known, as this work is underway and will require Executive Council approval.

We will provide further updates on any potential impacts as we get closer to a decision on this initiative.

**Department of Intergovernmental Affairs**

Procurement Thresholds and Free Trade Agreements

Intergovernmental Affairs would like to advise that there are procurement thresholds under several free trade agreements that could impact municipalities.

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2024, to December 31, 2025, are as follows:

<b>FTA</b>	<b>Goods</b>	<b>Services</b>	<b>Construction</b>
<b>CFTA</b>	<b>Province</b>		
	<b>\$33,400</b>	<b>\$133,800</b>	<b>\$133,800</b>
	<b>Municipalities and MASH</b>		
	<b>\$133,800</b>	<b>\$133,800</b>	<b>\$334,400</b>
	<b>Crowns, Utilities, etc.</b>		
	<b>\$353,300</b>	<b>\$668,800</b>	<b>\$6,685,000</b>
<b>CETA/TCA</b>	<b>Province, Municipalities and MASH</b>		
	<b>\$353,300</b>	<b>\$353,300</b>	<b>\$8,800,000</b>
	<b>Crowns</b>		
	<b>\$627,200</b>	<b>\$627,200</b>	<b>\$8,800,000</b>
	<b>Utilities, etc.</b>		
	<b>\$706,700</b>	<b>\$706,700</b>	<b>\$8,800,000</b>

**Department of Justice**

The Department of Justice are aware of the following changes:

1. The current RCMP labour contract for regular members and reservists below the rank of inspector expires on March 31, 2023, and new labour negotiations began on April 1, 2023. The negotiations remain ongoing and are moving to mediation as of January 2024. The cost implications cannot be determined at this time.
2. RCMP Multi-Year Financial Plan (MYFP) of Nova Scotia's RCMP "H" Division includes RCMP salary increases, fleet requirements, accommodation, and business cases in 2023-24. The total financial impact for the new Provincial Police Service Agreement to Municipalities is \$6.231 million.

3. Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by Municipal Affairs.
4. Work is underway for the development of the accessibility standards and compliance of the Act. The cost implications cannot be determined at this time. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change related to obligations under the *Accessibility Act* and standards that impact revenue or expenditures.
5. The *Dismantling Racism and Hate Act* enables the Minister to require prescribed public sector bodies, including municipalities and villages to develop equity and anti-racism plans to address systematic hate, inequity, and racism. The provincial government is providing municipalities and villages with \$1.185 million to support this work. It is anticipated that plans will be required by April 1, 2025.
6. The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021, directs the Minister to amend the *Freedom of Information and Protection of Privacy Act* to give order-making ability to the Privacy Commissioner. The Department of Justice is undertaking a comprehensive review of access and privacy legislation with the goal of modernization. To ensure consistency in access and privacy legislation, Part XX of the *Municipal Government Act* is included in this review and will be updated at the same time. The Department of Justice is undertaking engagement with municipalities and villages as part of the review.

## **Department of Labour, Skills and Immigration**

### Firefighters' Compensation Regulations

This item is regarding the Firefighters' Compensation Regulations under the *Workers' Compensation Act*, and the expanded cancers included in the presumption in Nova Scotia. The estimated financial cost of this amendment was determined via an actuarial assessment. The Workers' Compensation Board of Nova Scotia (WCB) will need to determine if the impact of cancer claims on the liability requires a rate increase for municipalities, as they are considered employers for volunteer firefighters in the *Workers' Compensation Act*. The WCB will communicate the 2025 rates to employers by September 2024.

## **Department of Municipal Affairs and Housing**

### Statement of Provincial Interest

The Department of Municipal Affairs and Housing (DMAH) has initiated a review of the Statement of Provincial Interest (SPI) Regarding Housing and the Statement of Provincial Interest (SPI) Regarding Infrastructure. The current SPIs have not been amended since their inception in 1999. Municipalities are required to have a comprehensive land use plan for the entire extent of their municipality and new municipal planning documents, as well as

amendments made after these statements come into effect, must be reasonably consistent with them. Municipalities are also required to review their planning documents every 10 years, at a minimum. It is difficult at this time to determine if there will be a potential financial impact on municipalities, in the form of additional studies to support their planning work, as this will be dependent on the results of the review.

### **Department of Emergency Management**

Regulations to support the new Act to Establish a Department of Emergency Management and Authorize the Establishment of a Nova Scotia Guard will be developed in the coming year which may have a financial impact on municipalities. This includes regulations respecting regional emergency management offices; the relationship between municipalities and regional emergency management offices; the provision of fire dispatch services through regional emergency management offices; vulnerable persons registries and their implementation; and a regional emergency alert system and the participation of municipalities in the system.

### **Department of Economic Development**

The Department of Economic Development has two initiatives underway that could potentially have financial impacts on municipalities:

#### Review of the *Peggy's Cove Commission Act*

This review is seeking to modernize the role and administration of the Peggy's Cove Commission. Given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act or its administration could have an impact on the municipality, for example shifting responsibility for planning approvals.

#### Regional Enterprise Networks (RENs)

In 2023 the department engaged in a series of interviews, interactive sessions, and discussions around our vision for economic growth, the existing tools and partnerships that support this shared work, and opportunities to support continued economic growth in Nova Scotia. This, in part, involved municipalities and the Regional Enterprise Networks (RENs). There were common themes that emerged from the sessions, most notably the need for consistent service delivery across the province, complete geographical coverage, and improved navigation of existing programs and services for businesses. The outcome of addressing these challenges has the potential to impact the existing REN model, and therefore our municipal partners.

Sincerely,



Honourable John A. Lohr  
Minister of Municipal Affairs and Housing

**Cumberland Public Libraries  
Brief Report- Oxford  
June, 2024**

**Auditor’s Report**

Ms. Smith of Jorgensen & Bickerton Chartered Accountants went over the audited statement and answered questions for the Board. The Board passed 2023-24 auditor’s report.

**Election of Officers**

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

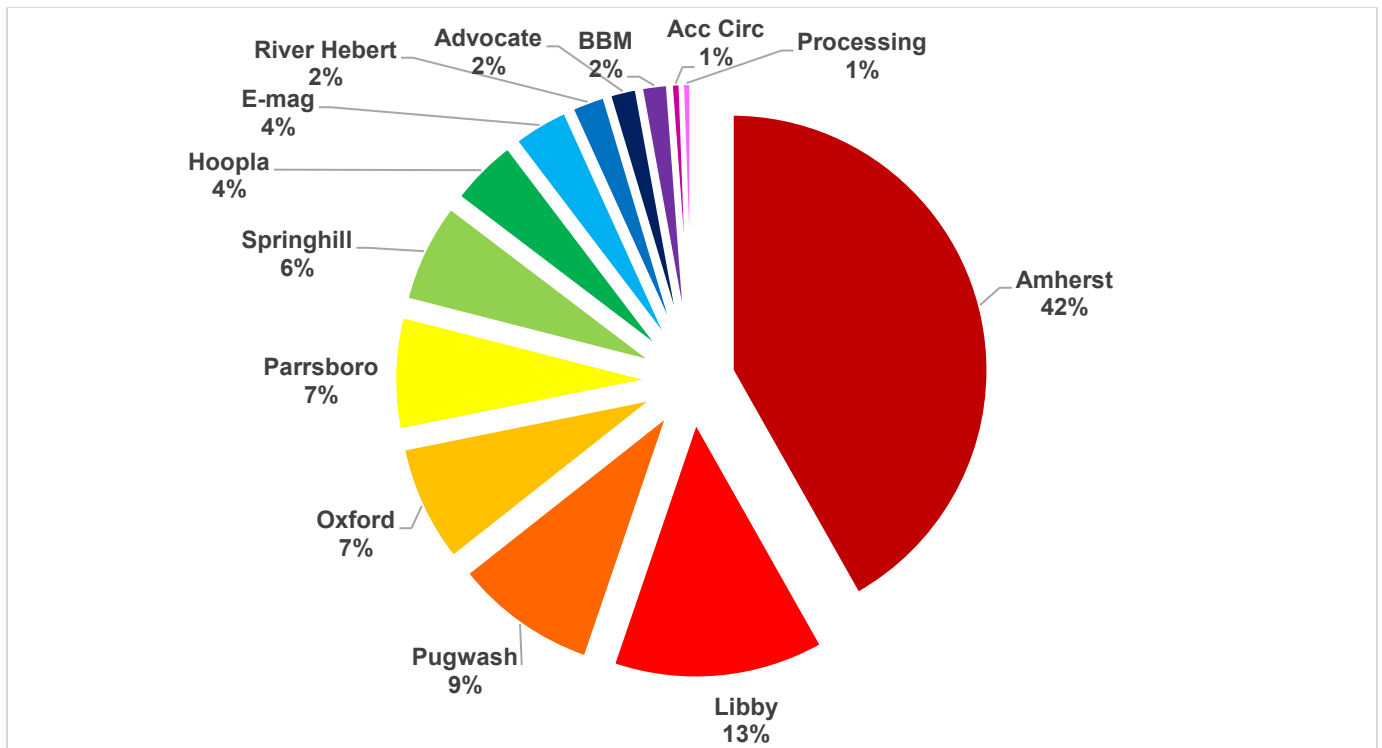
**Community Board Member**

Cumberland Public Libraries is currently seeking applications for a Community Board Member. This individual will have a passion for public libraries and their contribution to the community. They will bring a lived experience in diversity, equity, or inclusion, and foster productive discussion to move the library forward in Cumberland County. CPL library Board is currently down to 3 members and is still waiting for 2 provincial representatives to be appointed.

**2023-24 Annual Statistics**

During 2023-24, Cumberland Public Libraries signed out 156,944 items, including books, DVDs, magazines and more, and had over 66,000 visits to our libraries. We had over 7000 people attend our programs during the year. We also added 1,134 new users to our system this year.

**Percentage of circulation by location**



## Circulation by Location

	April	May	June	July	August	September	October	November	December	January	February	March	Total
Advocate	68	149	163	323	440	164	287	188	221	270	213	257	2,743
Amherst	4,675	5,021	5,299	5,876	6,386	5,280	5,715	5,625	4,790	4,789	6,939	5,237	65,632
Oxford	1,101	1,170	1,044	1,075	980	922	986	1,031	926	843	801	837	11,716
Parrsboro	830	859	936	1,137	1,025	887	954	999	937	960	782	940	11,246
Pugwash	980	987	1,362	1,859	1,953	1,442	1,243	881	836	969	888	935	14,335
River Hebert	286	322	287	279	273	288	314	221	312	256	203	352	3,393
Springhill	958	932	862	1,021	879	844	753	723	701	729	774	783	9,959
BBM	233	218	227	175	228	144	289	233	239	267	195	199	2,647
Processing	50	94	126	95	83	64	50	111	53	64	55	59	904
Libby	1,522	1,432	1,338	1605	4125	1510	1,507	1,469	1,484	1,738	1,596	1,724	21,050
Hoopla	474	428	472	468	558	577	595	595	656	657	718		6,793
E-magazines	105	141	145	130	534	285	518	633	723	786	654	922	5,576
Accessible Circulation	104	109	52	52	81	66	68	60	86	0	158	114	950
<b>Total</b>	<b>11,386</b>	<b>11,862</b>	<b>12,313</b>	<b>14,095</b>	<b>17,545</b>	<b>12,473</b>	<b>13,279</b>	<b>12,769</b>	<b>11,903</b>	<b>12,327</b>	<b>13,915</b>	<b>13,077</b>	<b>156,944</b>
CPL lending to Same Page	3317	3170	3028	2974	3395	3047	3404	3204	3153	2691	2764	3397	37544

The purple line 'CPL lending to Same Page' are items we send out to other regions for their patrons to borrow.

## Programs offered and Attendance by branch

Programs	Apr	May	June	July	August	September	October	November	December	January	February	March	Total
Advocate	3	2	2	2	2	1	2	1	3	1	2	3	24
Amherst	12	21	27	18	14	21	19	26	12	19	16	19	224
Oxford	3	2	1	5	3	3	2	2	2	2	1	3	29
Parrsboro	2	3	2	5	3	5	3	3	2	2	2	3	35
Pugwash	10	9	8	17	7	11	15	13	8	11	8	10	127
River Hebert	0	3	3	5	3	2	2	2	3	3	1	3	30
Springhill	8	9	6	9	9	5	14	11	5	12	9	10	107
	<b>38</b>	<b>49</b>	<b>49</b>	<b>61</b>	<b>41</b>	<b>48</b>	<b>57</b>	<b>58</b>	<b>35</b>	<b>50</b>	<b>39</b>	<b>51</b>	<b>576</b>
Attendance													
Advocate	19	32	5	6	22	2	8	8	7	1	6	7	123
Amherst	251	295	626	255	252	213	650	383	219	254	234	291	3923
Oxford	33	11	12	44	40	57	16	10	12	3	3	25	266
Parrsboro	44	12	44	74	84	52	37	26	0	15	27	45	460
Pugwash	72	67	199	811	30	153	110	145	28	105	77	103	1900
River Hebert	0	15	19	11	22	8	6	8	12	12	6	23	142
Springhill	53	79	57	133	57	76	158	78	21	78	63	119	972
	<b>472</b>	<b>511</b>	<b>962</b>	<b>1334</b>	<b>507</b>	<b>561</b>	<b>985</b>	<b>658</b>	<b>299</b>	<b>468</b>	<b>416</b>	<b>613</b>	<b>7786</b>

Next Board meeting September 17, 2024.