



Town of Oxford
Committee of the Whole
Council Chambers and Zoom
Wednesday, October 4, 2025
6 pm

AGENDA

1. Call to Order

2. Approval of Agenda

Pages 1 - 2

3. Approval of the Minutes – September 10, 2025

Pages 3 - 5

4. Town Departments Reports

4.1 Public Works Department – presented by Nick Purdy, Public Works
Supervisor

Pages 6 - 7

4.2 Fire Department – presented by Bruce Rushton, Fire Chief and Kyle Purdy,
Deputy Fire Chief

Page 8

4.3 Municipal Physical Activity Leader (MPAL) Report – presented by Marion
Abbot, MPAL

Page 9

4.4 Bylaw Enforcement Officer Report – presented by Paul Macdonald

Page 49

4.5 Administration Reports – presented by Linda Cloney

Pages 10 - 12 – Administrative Assistant Report

Pages 50 – 57 - Financial Reports

5. Council Committees and Boards Reports – Linda Cloney presenting

5.1 Source Water Protection Committee

Pages 13 - 21 – Approved March 26 2024 minutes

Pages 22 - 36 – Presentation from Dillon Consulting

5.2 All Saints Community Health Care Foundation

Pages 37 - 38 – Approved June 10 minutes

Page 39 – Memo: Site Leadership Announcement – Health Services Manager

Page 40 – Memo: All Saints New VON Community Nursing Clinic Announcement

5.3 Library Board

Page 41 – Library Report

5.4 Audit Committee

Pages 42 - 44 – Approved May 14 minutes

5.5 Northern Region Waste-Resource Committee

Pages 45 - 48 – Approved May 16 minutes

6. Items of discussion and correspondence

6.1 nil

7. Adjournment



Minutes of the Committee of the Whole Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, September 10, 2025
Presiding Officer: Deputy Mayor Carla Black
Councillors Present: Mayor Greg Henley, Brenton Colborne, Chrystal McNutt, Padraic Moore, and Paul Jones
Councillor Regrets: Olivia Canning-Sweet

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney (CAO), Stan McDougall (AdminAssistant / Recording Secretary), Marion Abbott (MPAL), Ruthann Brookins (Manager of Finance), Paul Macdonald (Bylaw Enforcement Officer), and Nick Purdy (Public Works Supervisor via Zoom).

Presenters in attendance: Bruce Rushton – Fire Chief and Kyle Purdy – Deputy Fire Chief of the Town of Oxford.

Media in attendance: Mark Rushton, HelloOxford

Gallery in attendance: Nil

*Nick Purdy left the meeting at 6:08 PM

*Bruce Rushton and Kyle Purdy left the meeting at 6:47 PM

*Marion Abbott left the meeting at 6:43 PM

1. Call to Order

At 6:20 PM, Deputy Mayor Black called the meeting to order and welcomed all in attendance and noted member Olivia Canning-Sweet has sent regrets.

2. Approval of Agenda, Pages 1 -2

Moved by Mayor Henley and seconded by Councillor Jones that the agenda of the Committee of the Whole Meeting for Wednesday, September 10, 2025, be approved, as presented.

Motion Carried

3. Approval of the Minutes – June 11, 2025, Pages 3 – 6

Mayor Greg Henley, Chair, on Sept 10, 2025

4. Town Departments Reports

4.1 Public Works Department – presented by Nick Purdy, Public Works Supervisor, Via Zoom, *Pages 7 - 12*

4.2 Fire Department – presented by Bruce Rushton, Fire Chief and Kyle Purdy, Deputy Fire Chief, *Pages 13 - 14*

4.3 Municipal Physical Activity Leader (MPAL) Report – presented by Marion Abbot, MPAL, *Pages 15 – 16*

4.4 Bylaw Enforcement Officer Report – presented by Paul Macdonald
Page 17

4.5 Administration Reports – presented by Linda Cloney
Pages 18 – 25 – Administrative Assistant Report
Page 26 – Boards and Committees
Pages 27 – 28 – Deputy Mayor Policy

Deputy Mayor Black thanked all town departments for their respective reports.

5. Council Committees and Boards Reports – Linda Cloney presenting

5.1 Planning Committee Meeting – August 13

Pages 29 – 33 – Staff Report to Committee for recommendations

5.2 Public Works Committee Meeting – August 26 and September 2

Verbal presentation

It was discussed that the Public Works Committee met to discuss the setup of the Oxford Depot for better traffic flow, card inspection, recycling sort inspection and to discuss zero tolerance for verbal abuse at the Oxford Depot. Anyone verbally abusing staff at the depot will face a ban and removal of their Oxford Depot Card. Also, the sale of the surplus Kubota tractor was discussed.

5.3 Library Board, Pages 34 - 35

5.4 Cumberland Municipal Alcohol Project Committee, Page 36

5.5 Northern Region Waste-Resource Committee, Pages 37 – 43 – Cumberland Region Solid Waste Services Report

Deputy Mayor Black thanked all Council Committees and Boards for their respective reports.

6. Items of discussion and correspondence

6.1 Email from NS Accessibility Directorate, Department of Justice re: congratulations on compliance with the Accessibility Act., Pages 44 – 45

7. Adjournment

Prior to adjournment, it was noted that the next regular Council meeting date has been changed to Wednesday, September 17, 2025

The meeting adjourned at 6:58 PM.

Deputy Mayor Carla Black

Stan McDougall, Admin Assistant

Date Approved

Public Works Report September 2025

Weekly Water samples.

Monthly Lagoon samples.

Weekly water checks.

Weekly garbage collection.

Cleaned lift station floats weekly

1 ton truck to Amherst for an oil change

Cleaned up garbage at the Oxford Depot (2 times)

Con concrete sidewalk on Main Street for water leak preparation.

Water leak on Main Street.

Added pylons and barricades at the Oxford Depot (aka Transfer Station).

Calcium on trails and gravel roads.

Repaired shoulder of road by the Irving.

Repaired sewer lateral on Black River Road.

Cut overgrown bushes at Lagoons.

Took down grab banners.

Repaired water leak on Sandys Lane.

Repaired another water leak on Birchwood Road.

Fixed up a lawn after a water leak on Birchwood Road

Fixed up a lawn from a water leak on New Hansford Road.

Repaired water meters.

Monitored tank on Pugwash Road weekly.

Installed new water meters.

Gathered up porta potties from the soccer field.

Dump Truck for service in Truro.

Water leak on Waverly Street.

Changed chlorine cylinders.

Hot asphalt.

Covered cross walk.

Employees on First Aid course.

Piled winters wood in shed.

Repaired street signs.

Repaired plumbing at Well #4.

Repaired water leak on Water Street.

Quarterly water meter reads.

Annual fire extinguisher checks.

*** Oxford Depot attendants are still seeing out of town residents trying to use the Oxford Depot, we have also seen an increase in garbage being dumped off at the gate outside of business hours.***

Nick Purdy

Public Works Supervisor

902-397-3002

The fire department has responded to 4 calls in September.

- 3 Motor Vehicle Collisions
- 1 Public assistance call

- 0 Calls in Town
- 1 Call in our coverage area
- 3 calls assisting other departments (mutual aid)

That puts the department at 103 calls since Jan 1st... 28 of them for Motor Vehicle Collisions...just over 27% of our calls.

Our dispatch, Valley Communications have paged out more 8700 calls for fire departments to date this year...many in Nova Scotia and a few in New Brunswick.

Training:

We have our regular training session this Thursday evening.

Two members participated in a tanker water shuttle

One of our members is working on completing the Class III drivers license in the next few weeks.

Membership:

We have 2 new members were voted in at the end of September

Truck 4 (tanker) – we are having issues with our tanker...we have been at Nova Trucks in Truro 3 times now and are still having throttle issues. Metalfab, the original fabricator of the truck is working with us to sort out the issues.

Respectfully submitted,

Fire Chief, Bruce Rushton and Deputy Chief, Kyle Purdy

Hey Council! Happy October!

Since my last report I've been busy getting things set up and ready for fall programming! We're offering an Art Class, Halloween and Christmas Craft Clubs and Musical Theatre Classes, starting in a few weeks. Registration closed on Monday and we're just collecting and processing final payments. All of the classes and groups filled up really quickly and we've got approximately 70 kids registered. Yeehaw!

Our Terry Fox Run was a success! If you include the two lovely dogs who came, we had 20 people running to raise money and awareness for cancer research. Big thanks to Emma Brown and Catharine Mairo who were my volunteers for the event and to my husband Giancarlo for being my chauffeur and lugging chairs to and from the car.

I attended the Open House at the OREC and had a great time and great conversations with both families and school staff. Big thanks to Ashley Hudson for the invite and to the school for having me. Sidenote: the great conversations had nothing to do with my having free chocolate to hand out.
grin

Next week we'll be offering a Halloween Costume Swap. Kids and teens are welcome to come to the Capitol Theatre on Wednesday October 15th, 5pm to 7pm and choose a costume to celebrate Halloween. We're currently collecting donations at the Town Hall. Shoutout to Sunset Thrift Store for their donations as well.

Our Halloween Oxley Colouring Contest is happening now! Grab your sheet from the Town Hall or download it from Facebook. We can't wait to see what costumes you colour for Oxley to wear!

This past weekend we had almost 30 people of all ages audition for our upcoming season of show at the Capitol Theatre. Casting offers have gone out and I'm just waiting for acceptances and production fee payments. I was delighted by the range of talent and I'm so grateful for Tanya Crowley-Schofield for her tremendous help acting as audition secretary and keeping things organized and moving on time! Thanks, Tanya! And a huge thank you to all the brave artists who shared their talent with us!

Our Scarecrow Romp is coming up! Registrations have been coming in steadily. You can register at the Town Hall or online - look for the link on our Facebook page. I'm pleased to tell you that Allie and Maxine Clark have agreed to be our esteemed judges this year. I'll issue a Scarecrow Romp Map on October 20th so families can be sure to visit all of Oxford's Scarecrows.

The Santa Claus Parade is now open for registration! I'm currently busy collecting the paperwork necessary to obtain the provincial permit for closing Main Street and Water. The theme this year is A Disney Christmas and no it wasn't my idea! The parade will take place on Friday November 28th, with our inclement weather date being Saturday November 29th.

Looking ahead at the Capitol Theatre, we've got Garnet Rogers performing, produced by the Main Street Music Society on October 20th, and a comedy show on November 7th produced by Big B's Variety. Horror movies WILL be happening this month so watch the theatre or recreation Facebook pages for details. Have a Spook-tacular month!

Marion Abbott
MPAL-Recreation Director

September 2025 – Completed Tasks

- **Communications (FB pages, Website, Posted Notices):**
 - Recreation/MPAL calendar and theatre page updates throughout the month.
 - **Proclamations:**
 - FASD Awareness Month September 2025
 - Welcoming Week Sept 12 – 21, 2025
 - Right to Know Week – Sept 22 – 28, 2025
 - National Day for Truth and Reconciliation – Sept 30, 2025
 - Labour Day (Sept 1) post for office and public works closure.
 - Various posting for Public Works for water and other public works-related jobs.
 - Solid Waste page updates.
 - Oxford website business directory page for Big B's Variety update.
 - Hazardous Waste Day Sept 13, 2025, from Solid Waste.
 - Oxford Fire Department training exercise notice shared for September 11, 2025, behind the Town Garage/Shop on Meadow Lane.
 - Posts to website and social media regarding work being done on the front/side entrance of the town hall and directing people to come in via the Council Chambers Door.
 - Shared NS Works Job Fair posting on FB pages and website.
 - Shared the Oxford Beautification Façade Program information on FB pages and website.
 - Shared a post for National Day for Truth and Reconciliation for Office and PW closure on our website and Facebook pages.

- **Office/Admin/Payroll Tasks:**
 - Interest in TownSuite and associated posting into Sage50 for August 2025 completed.
 - Deposits & Bill Postings
 - Mid-Month reporting for payroll completed for August 2025.

- Final Tax Bills – credits for two properties as per Council motion completed. Invoices with letters mailed for the two properties.
- Worked with Bell Commercial Customer Support to discover a substantial overcharge on three of our Centric phone accounts for the Arena, Medical Centre, and Firehall. Bell will credit us for the difference (approx. \$320 total across all three accounts).
- Assist clerk with transfer station cards, payments and inquiries.
- Stats Canada payroll survey completed for August.
- Assist Manager of Finance with Auditor input testing requests for General Operating and Water Operating including invoice and bank statement testing.
- Attended the All-Saints Community Health Care Foundations General Board Meeting September 9, 2025.
- Attended for minutes – Police Advisory Board meeting September 9, 2025.
- Updated the new resident information booklet with the new sorting guide updated by our Solid Waste Coordinator Brenda Rioux.
- Signage in place for residents to use council chambers door while construction is taking place at the “front” entrance.

- Technical Support/IT Tasks:

- Tech support assistance for staff - questions for hardware (printers, laptops) and software (teams, Sage, Townsuite, etc) such as connection issues, errors, printing errors, passwords and login issues, etc.
- Software updates (windows, TownSuite, etc).
- Starlink Internet, router, pole mount, etc. ordered for the Transfer Station for Public Works Supervisor.
- Assist Cumberland Cameras regarding library panic buttons and cameras at the transfer station. Neil to discuss further with public works supervisor.

- Assist bylaw officer with laptop setup, camera, and printer install (printer shared with public works supervisor), etc.
- Assisted citizens in finding video footage of their trailer being taken with the video surveillance.
- Continued Voyent training.



Minutes of the Source Water Protection Advisory Committee

Place: Council Chambers, recorded locally on Zoom
Date: Tuesday, March 26, 2024
Presiding Officer: Mayor Greg Henley
Councillors Present: Brenton Colborne, Paul Jones
Regrets: Nil

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 Nick Purdy – Public Works Supervisor.

Presenters and advisors in attendance:

Dillon Consulting: Sean DeRoche, Katherine MacCaull, and Bradley MacLean.
Town of Amherst: Andrew Fisher, Director of Planning and Strategic Initiatives, and Torben Laux

Press in attendance: Nil

1. Call to Order / Welcome and introductions.

At 5:57 PM, Mayor Henley called the first meeting of the 2024 Source Water Protection Advisory Committee to order and welcomed all in attendance at the meeting through round-table introductions.

2. Selection of Chair

Mayor Henley opened the floor for nominations for Chair. Councillor Jones nominated Mayor Henley to chair. Hearing of no additional nominations for Chair, Mayor Henley was elected Chair by acclamation.

3. Discussion Items:

3.1 Introduction to the Source Water Protection Plan and Why We Need a committee – Dillon Consulting presenting.

Bradley MacLean, Katherine MacCaull, and Sean DeRoche from Dillon Consulting all assisted in presenting Step 2: Town of Oxford Municipal Source Water Protection Plan to the committee.

Step 2 is delineating the source water protection area. The reason why all of this is now in force surrounds the events of Walkerton, Ontario which brought about provincial guidelines and enforcement surrounding source water protection. Groundwater is an excellent supply of water. However, it needs to be properly managed and protected.

The year 2000 model for the existing wellfield needed to be updated to meet the current provincial regulations for the province.

The four zones of a source water protection area were discussed with the committee. Zone 1 was identified as the highest protection area requiring the most risk management. Ownership of the land will allow for proper management, testing, and enforcement of land uses.

Managing, protecting, and expanding as needed were the key concepts to source water protection following the most current permitting requirements from the province.

The Town of Oxford currently has four, high-yield bedrock production wells. The supply is a good, older high-capacity supply requiring upkeep management and protection. The wellfield in Oxford is one of the higher-capacity wells in the province of Nova Scotia. The wellfield also contains four other wells that were test wells that did not yield the capacity of the production wells and were all kept for testing and monitoring purposes which are key for early detection of possible contamination.

The area surrounding the wellfield is mostly natural resources, forested area with some mixed-use agricultural areas. This was noted as an ideal setting for a wellfield.

Advanced computer modelling was conducted to identify updates to the wellhead protection area which, consists of 4 zones. These zones help identify the time it takes for rainwater to recharge the wells and identify areas of required protection for the wellfield. Zone 1 has a 2-year time of recovery and is identified as the most sensitive area for source water protection from contamination concerns. Zone 2 is a 5-year time of recovery; Zone 3 is 25 years and Zone 4 is a zone of contribution as outlined in Dillon's presentation.

It was noted that the model that was conducted in 2000 for the wellfield protection zones has not changed much since that time with only minor adjustments given up-to-date hydrology information to form a better representation of it today vs in 2000.

It was noted that Zone 4 is identified for hydrology work and the concern of the committee should be primarily that of Zone 1 to 3 for potential restrictions and land-use regulations. Information for those living in and around or driving through these zones is key by using signage for information and awareness to help avoid contamination to the wellfield through hazardous spills which could devastate a well for decades and involve costly treatment upgrades and additional monitoring until that contamination is dissipated.

Part of the committee's responsibilities is to put forward recommendations for these zones and the permitted uses in these zones including restrictions for things such as sanding versus salting in the area. However, salting is primarily a concern for Zone 1 and decreases the further you move out. Signage is key to allow for emergency contact information in case of a spill or other environmental concerns. Preventing future development that may pose a contamination risk such as gas stations, fuel depots, etc. is another consideration.

Surface water features in these zones are contributing factors to the groundwater supply. Surface water sources contain organisms that can affect groundwater supply. Upgrades were done to filter surface water before it enters the groundwater.

The most important item identified now is to protect and manage the land usage in those zones. The current regulations outline the process in step-by-step fashion.

The next step is planning and setting up land use restrictions for the protection of the PIDs in Zone 1. Acquisition or control over the PIDs in Zone 1 was recommended.

The committee requested an overlay of the PIDs that are contained in the wellfield and in specific Zone 1. Dillon was ready to submit the draft of Step 2 to the committee and will send this information to the committee shortly.

If more capacity was needed for the Town of Oxford, hydraulic testing of the wells could be conducted to investigate if they could produce more water. If the tests were positive the currently permitted amount of water may be increased but only if the need was identified. The key takeaway is the Town of Oxford is not permitted to use more water than the well is tested and permitted for. The other way to increase capacity is to drill additional wells if they are spaced in such a way as to not take water from adjacent wells which is typically a few hundred feet between wells. However, slight interference between wells is acceptable.

The Town of Oxford has not yet identified if increased capacity is required, and an analysis of the current distribution network is needed to address if increased capacity is possible within the current distribution network or if upgrades are required in the form of additional or larger supply lines.

3.2 Who should be invited to this committee, interested stakeholders?

The provincial guidelines were discussed, and it was identified that municipal members, community members, large users such as Oxford Frozen Foods, landowners around the wellfield, the county of Cumberland, planners, a member of the province, a member of the NSECC (Nova Scotia Department of Environment and Climate Change), and town residents. It was noted that Dillon Consulting and the representatives of the Town of Amherst provided answers and support only but did not comprise an actual member of the committee and would be ex officio.

3.3 Goals and Objectives of the Committee

The main goal and objective as described above is the protection of the water source through knowledge sharing, monitoring, risk management & security and land use restrictions.

3.4 Terms of Reference

Linda Cloney, CAO discussed the town of Trenton's Terms of Reference Document as a good example of one that could be applied to the Town of Oxford. The Mandate of the Terms of Reference was also discussed as well as what would constitute a consensus of the committee for decisions. The committee's role would be one of making recommendations to the Council, and the Council would be the deciding body. However, the Terms of Reference from the Town of Trenton is a good example of one that could be used.

3.5 Mandate

Discussed in item 3.4 above.

3.6 Step 2 – Delineate a Source Water Protection Area Boundary

Discussed in item 3.1 above. These are currently draft.

Any privately owned wells, or wells owned by the Town of Oxford, if not used were recommended to be formally decommissioned but should be included in the Source Water Protection Plan. The Pugwash Road and Sunset Avenue wells were given as examples. Any privately owned wells by the Town of Oxford, if the intent is to use them, should be followed by a notification to the province of the intent to use them. The committee indicated that the privately owned wells were not of the capacity to act as a primary source of water but could be used as backup sources of water when required.

It was also noted that protection for the wellfield is in place from the county. The NSECC does show the registered water supply, but no zones are showing on the map that is currently in place. The County of Cumberland will need to update with NSECC to update the mapping to include the zones on the provincial map for the wellfield on their website.

3.7 Water Wellfield reaching water withdrawal limits – discussion.

Some concerns have been raised regarding the amount of water used vs. availability for the tested availability of the wells. Some information suggests that there may be more than permitted usage, and some suggest there is less usage. Some of the variations may be due to leakage between the monitoring points or some of the monitoring systems may be out of date and are no longer accurate or otherwise out of calibration and may need upgrades. There is more discussion and investigation needed before determining anything.

Further discussion on what the wellfield can produce, what is it permitted to produce, and what has it been tested to produce along with distribution system analysis and monitoring system analysis involving the SCADA system is to be completed. Future development including the growth of Oxford Frozen Foods should all be investigated, understood, and included in the plan. Future growth may mean testing the wells at the higher predicted volume of water forecasted to determine if the wells could produce that demand or if it would require additional wells.

Some of these items can be answered on completion of the Water CAD study to understand what the system looks like and what information is coming from the SCADA system, which compiles all information and allows for forecasting with various scenarios including addressing areas of low and high pressure, etc.

The Water CAD model would address the flow rate of piping based on condition with a safety factor built in. Piping can be calibrated using data from SCADA to update its capacity.

The SCADA upgrade is continuing and was noted that these upgrades look to be completed between mid-April to May of 2024. The SCADA system needs to accurately provide data before further discussion is needed as currently there are questions on flow data not matching from SCADA versus metered accounts.

3.8 Next Steps

The committee's creation is the first step in the Source Water Protection Plan. The next steps were identified as:

SCADA updates are to be completed so data from users like Oxford Frozen Foods matches on both SCADA and their meters. Additional upgrades to the SCADA system may be required and may be future budget items. The committee will need to know what is currently being used first.

Pipe condition and size were discussed as likely the most limiting factor to the water system currently. Testing of the future volume of the wells may yield more capacity once it is known that more capacity is needed. The SCADA system upgrade will also help to identify this.

It was noted that Oxford Frozen Foods has undertaken steps to reduce their water intake which may factor in understanding future requirements and therefore should involve a representative to sit in on the committee. Several names were forwarded for the invitation.

Additionally, an update from the County to show current protection zones on the provincial map is required. A monitoring well network needs to be established meeting the reporting requirements for NSECC for an annual monitoring of production and observation wells. These are getting up to speed now as they are being completed by the Public Works Supervisor and the CAO.

Development of the Source Water Protection Plan through the committee was recommended to be done slowly and not in haste.

Identification of the owners of PIDs and others needed for the committee was also identified as a next step. A letter will go out to each identified owner to invite them to the committee.

A draft model of Step 2 will be sent to the committee as created by Dillon Consulting the beginning of April 2024.

Step 3 would involve working with planners, to identify land use, and risks involving properties in the zones are to be discussed further.

Step 4 would involve the formation of the Source Water Protection Plan document creation including a management plan including control of the zone 1 lands, bylaws, and includes a public interaction stage.

Step 5 would involve a monitoring plan including risk identification and future risk study that would involve yearly review and amendments would be required. Maintenance of the plan will be continued and updated as required. Identification of the need for more observation wells is generally completed in step 5. Observation wells are cheaper to drill than main wells.

4. Adjournment – Set meeting date.

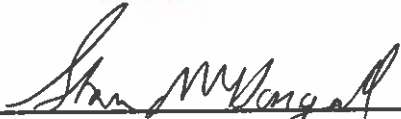
The committee agreed that the next meeting will occur once the SCADA upgrades are completed, and the County of Cumberland has communicated with NSECC to update the zones on the wellfield map.

Pipeline and wellfield easements should also be investigated to ensure they are in place which is more included in the planning stage.

The meeting adjourned at 7:24 PM



Mayor Greg Henley



Stan McDougall, Recording Secretary

Oct. 1 / 25

Date Approved

Town of Oxford Municipal Source Water Protection Plan (SWPP)

Committee Meeting

October 1, 2025

Agenda



- Introductions
- Review of SWPP process
- Review of last meeting
- Review Step 2 results
- Overview of Step 3, 4 and 5
 - Request for contribution
 - Next steps
- Questions
 - Herbicide / pesticide discussion
- Next meeting, potential dates

- Round table introductions.



Wellfield location

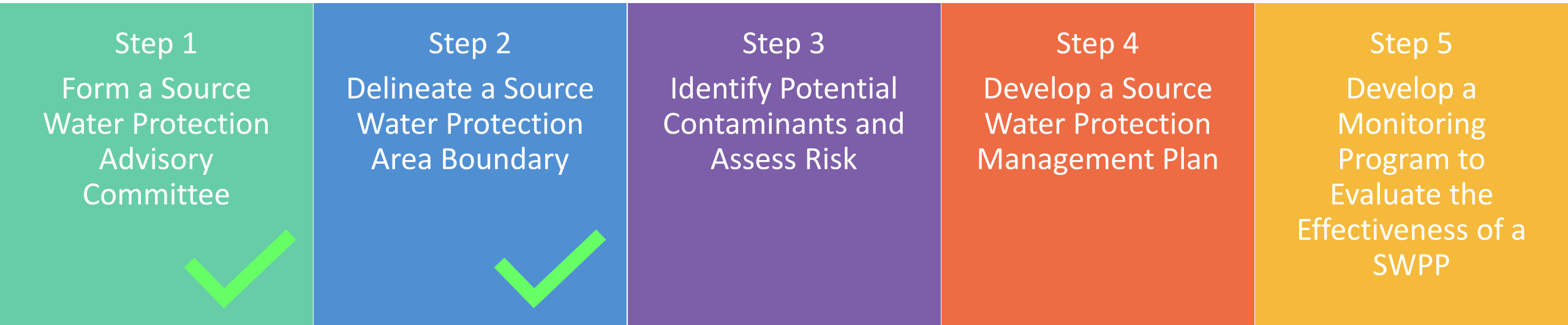


Google Earth

Image © 2023 Airbus
Data SIO, NOAA, U.S. Navy, NGA, GEBCO
Forks
Image © 2023 CNES / Airbus



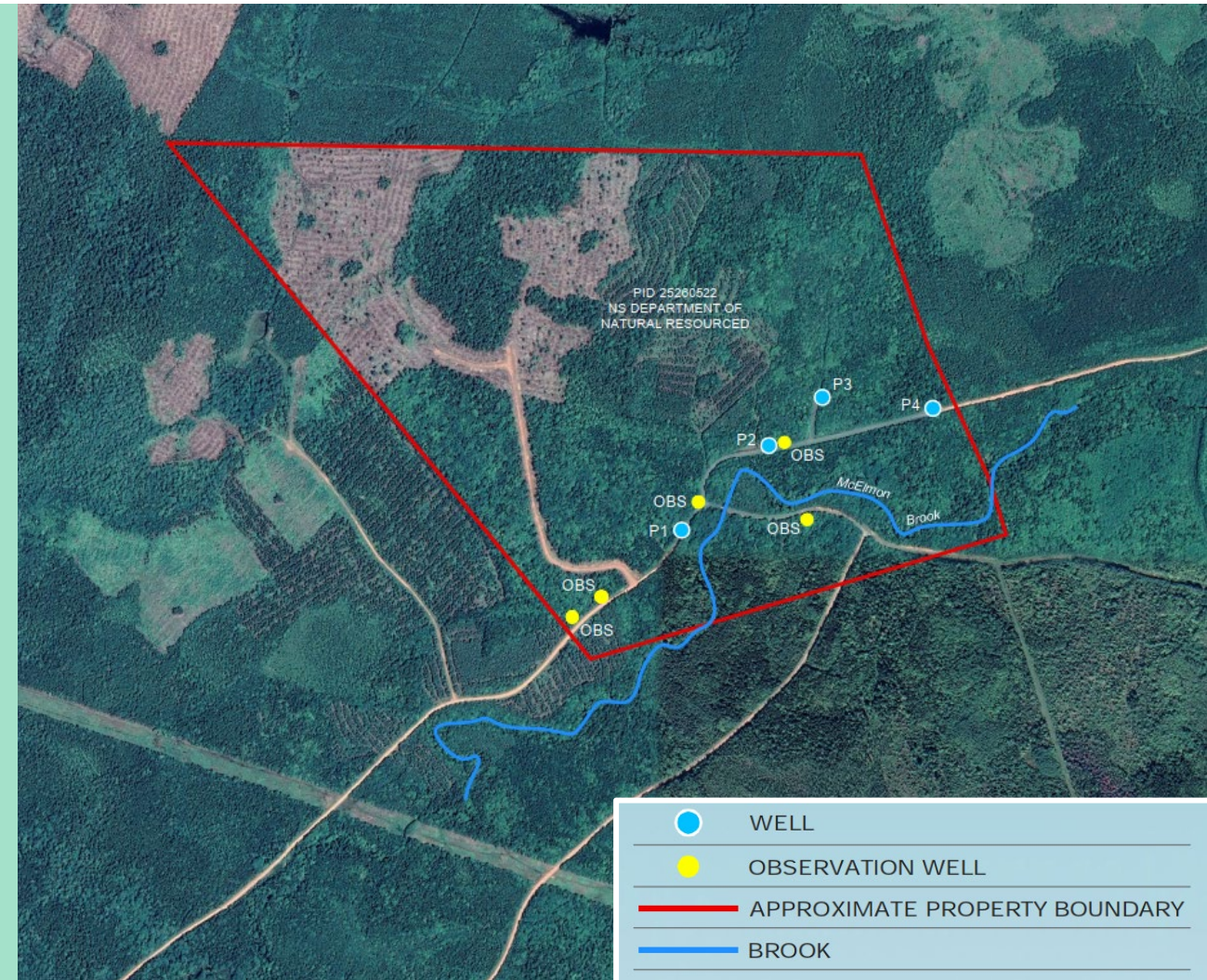
Developing a Municipal Source Water Protection Plan (SWPP)



Step 1 - Form a Source Water Protection Advisory Committee ✓

Initial committee formed last meeting – March 2024 (member list always in flux)

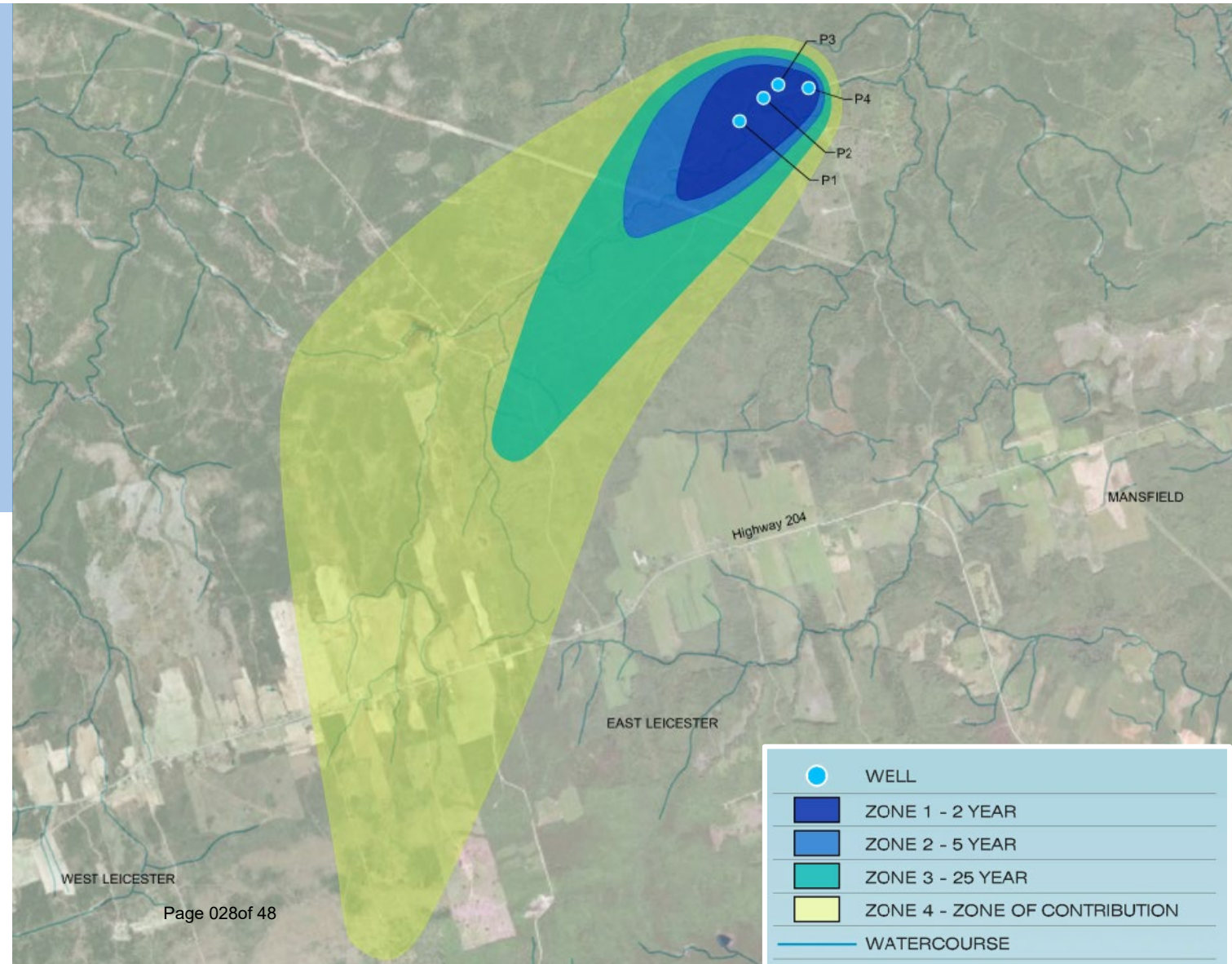
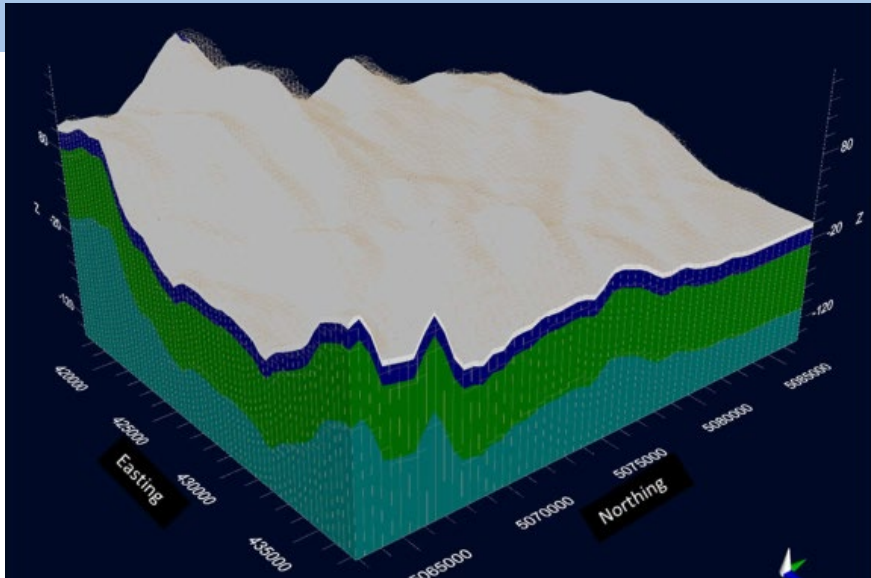
- The municipality or water utility is responsible for forming an advisory committee to champion source water protection. The composition of the committee should reflect the jurisdictional make-up of the source water supply area.
 - The committee may include municipal councillors, municipal and water utility engineers, landowners, and residents living within the source water supply area. You may also need to hire specialized technical consultants to complete some steps.



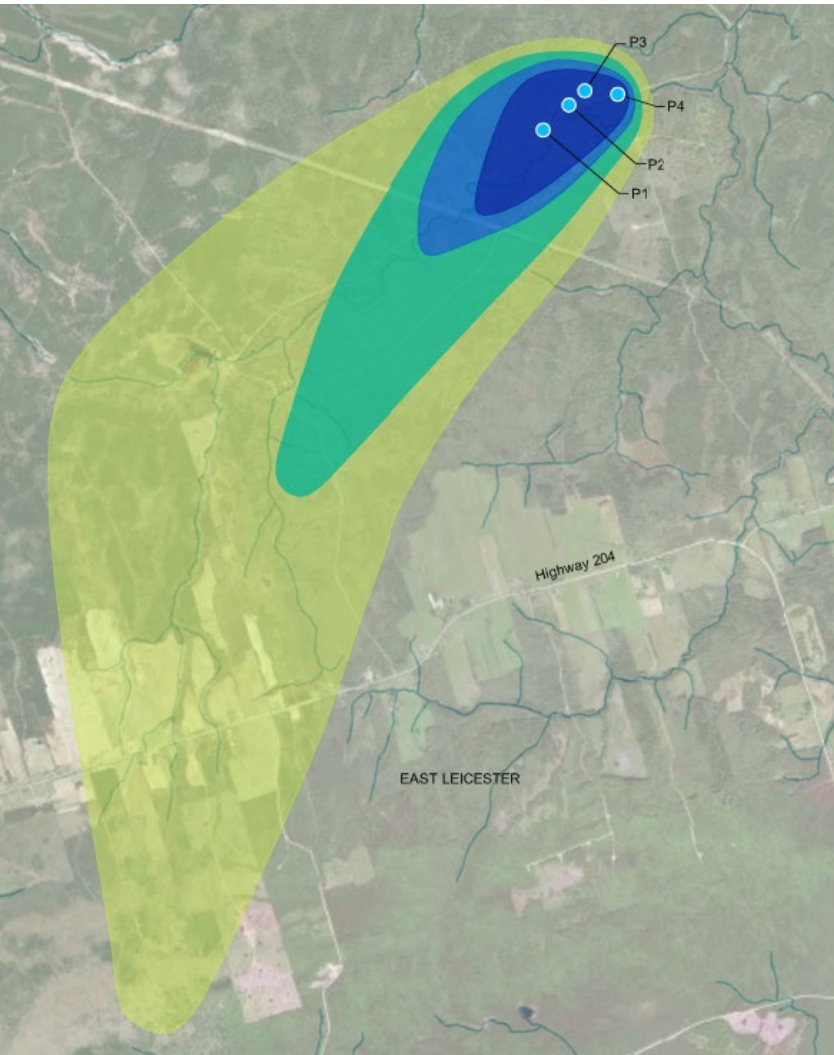
Step 2 - Delineate a Source Water Protection Area Boundary ✓

May 2024

- Groundwater modeling was used to generate several **zones** based on the time-of-travel of groundwater to delineate the extent of the **Wellhead Protection Area (WHA)** for the McElmon Wellfield



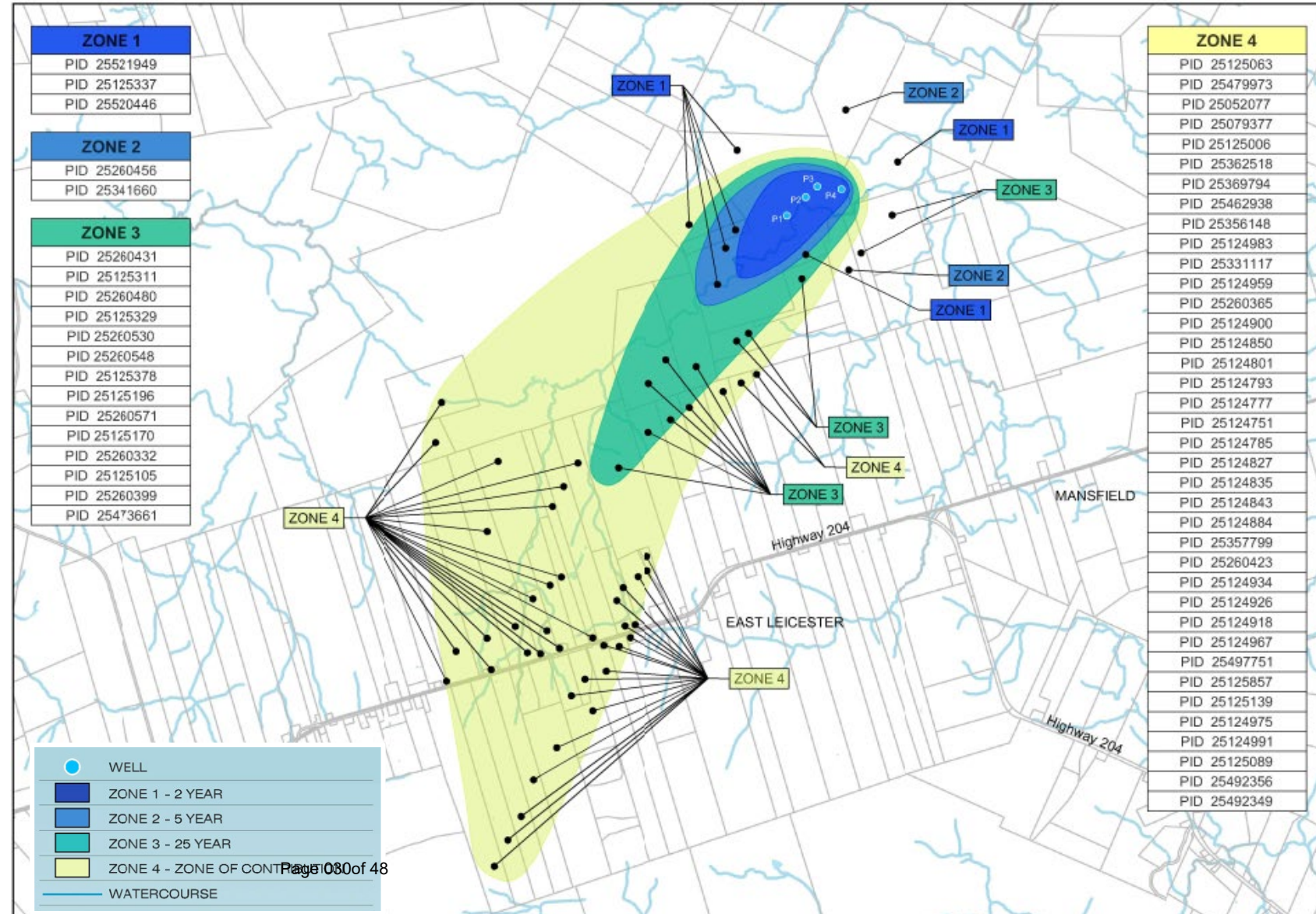
Zone Definition



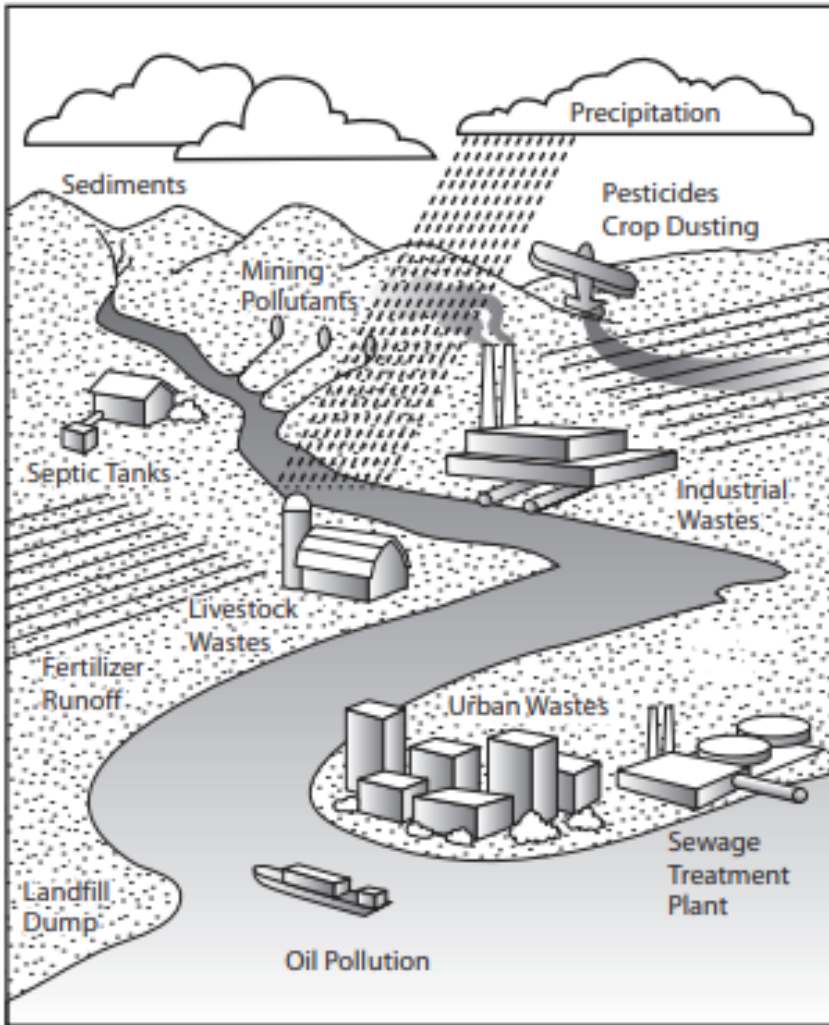
- Zone 1 – **0 to 2-year** travel time. This zone is used to protect against **microbial** contaminants (e.g., bacteria and viruses) and **chemical** contaminants;
- Zone 2 – **2 to 5-year** travel time. This zone is used to protect against all chemical contaminants (e.g., **petroleum** contaminants and **persistent, mobile** contaminants); and
- Zone 3 – **5 to 25-year** travel time. This zone is used to protect against **persistent, mobile** chemical contaminants (e.g., chlorinated solvents, nitrates, etc.).
- Zone 4 – **Zone of Contribution**. This zone represents all the area which could possibly contribute water to the wellfield via groundwater recharge from precipitation and surface water.
- In addition, a well site control zone was recommended, at a fixed radius of 30 m surrounding each well.

Step 3 - Identify Potential Contaminants and Assess Risk

- **Task:** Identify threats to water quality and quantify the risk they pose.
- **Key Action:** Conduct a comprehensive assessment of all land-use activities within the delineated area. Document potential sources of contamination and assess the level of risk they pose.
- **Outcome:** An understanding of the types of activities and contaminants that could impair water quality, which becomes the foundation for management planning.



Types of Water Pollutants: Point source and nonpoint source



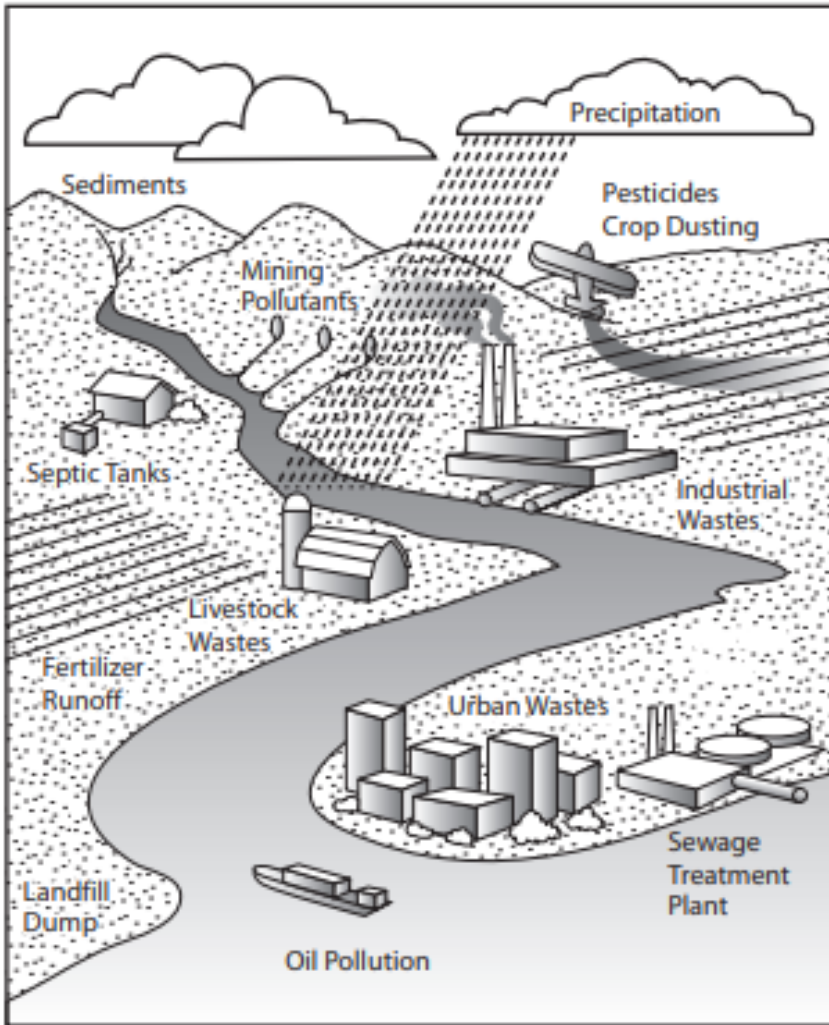
Point sources are contaminants that are released from a specific, known location.

- industrial point discharges
- leaks of industrial chemicals
- municipal wastewater effluents
- landfill sites
- wastes from existing and abandoned mining sites
- on-site septic systems
- underground storage tanks: chemicals, oil, and gas
- saltwater intrusion



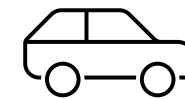
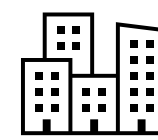
This illustration shows the range of pollution that can cause contamination of water resources.

Types of Water Pollutants: Point source and non-point source



Non-point sources are contaminants that are diffuse in nature. These types of contaminants are difficult to locate, making it hard to identify the source

- agricultural activities
- urban runoff from buildings, streets, and sidewalks
- pesticides
- recreational boating
- road salting
- acid rain



This illustration shows the range of pollution that can cause contamination of water resources.

Risks to Source Water

Contaminant Category	Description & Primary Sources
Microbial Contaminants	Includes viruses and bacteria. They primarily come from human and animal waste sources like sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
Inorganic Contaminants	These are substances like salts and metals. Sources include natural mineral deposits , but contamination often results from human activities such as urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
Pesticides and Herbicides	Chemicals used to control pests and weeds. They are introduced to water sources through commercial, agricultural, storm water runoff, and residential uses.
Organic Chemical Contaminants	This category includes synthetic and volatile organic chemicals. They are often by-products of industrial processes and petroleum production , and can also enter water from sources like gas stations, urban storm water runoff, and septic systems.
Radioactive Contaminants	These can occur naturally in the environment or be the result of activities like oil and gas production and mining.
Sediment	Fine particles associated with the weathering of soil and rock. While natural, human development (primarily through soil erosion) significantly increases sedimentation, which can seriously harm the quality of source water.
Nutrients	Substances like nitrates and phosphorus generated by human activity. They cause eutrophication , where excessive plant growth depletes oxygen levels in the water, harming aquatic life.

Step 4 - Develop and Adopt a Source Water Protection Management Plan

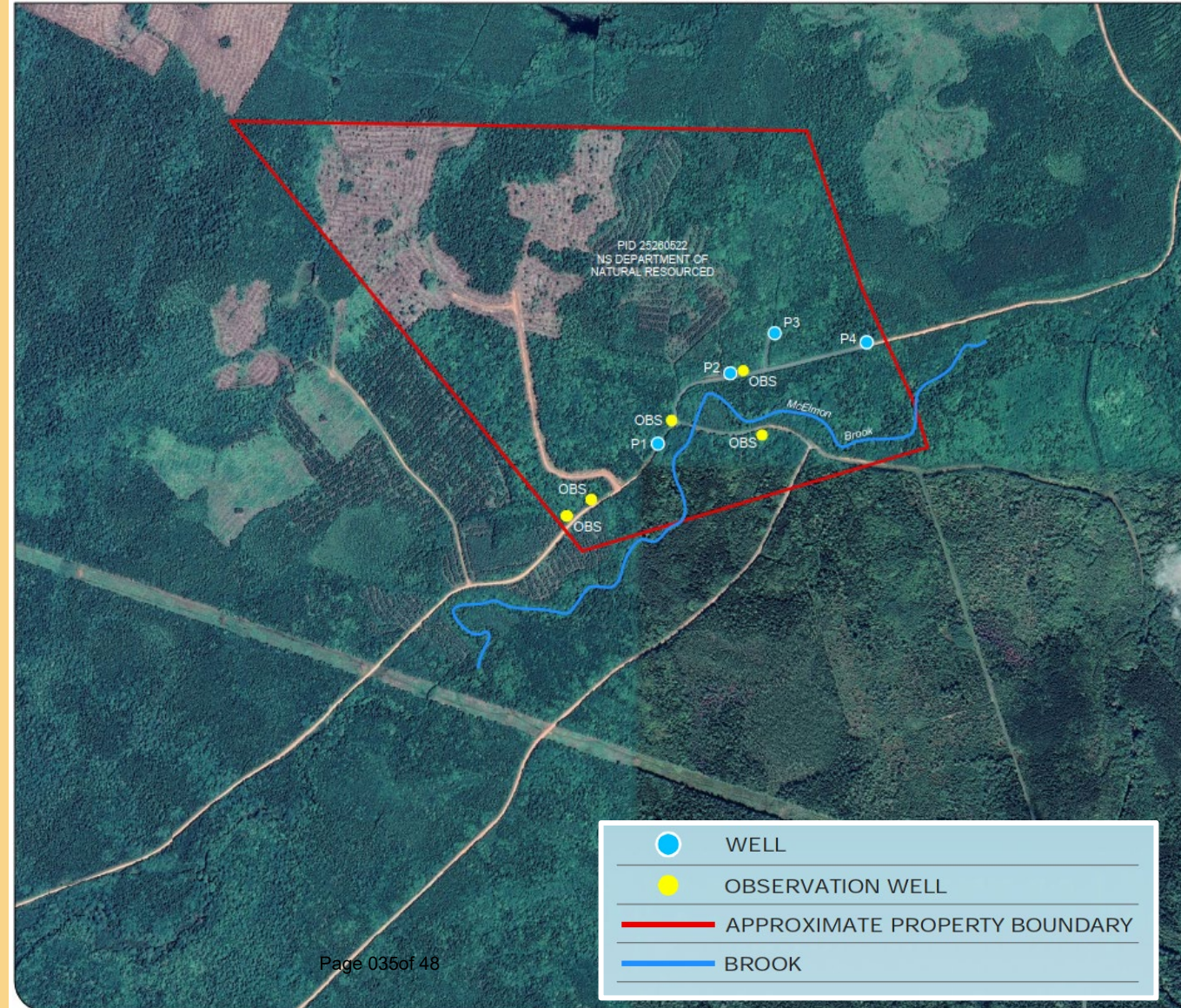
- **Task:** Compile the information gathered and create the comprehensive plan.
- **Key Action:** Set goals and objectives that are both **technically sound and achievable**, balancing water protection with economic activity and the way of life for residents.
- **Outcome:** A final Source Water Protection Plan, to be presented to the public for comments before submission to Nova Scotia Environment.

The plan may incorporate a range of available options and techniques known as the ABCs of source water protection:

- **Acquisition of land.** The direct ownership of land in the source water supply area affords one of the **highest levels of water quality protection**.
- **Bylaws.** Adopt or amend land-use bylaws or develop a new municipal planning strategy. These instruments allow **regulation of land uses** permitted in source water supply areas.
- **Best Management Practices.** Use best management practices and **guidelines** to **manage activities** that take place in the source water supply area.
- **Contingency Plans.** If there's a **spill** or other event that threatens the quality or quantity of the source water, a well-prepared contingency plan will allow continued protection of public health.
- **Designation.** The Environment Act allows for the designation of Protected Water Areas. Designation allows a water utility or municipality to **regulate activities** like swimming, fishing and logging within a delineated area.

Step 5 - Develop a Monitoring Program to Evaluate the Effectiveness of a SWPP

- **Task:** Set up procedures for the continuous evaluation and updating of the plan.
- **Key Action:** Establish a monitoring program for water quality contaminants. Implement a formalized review process to evaluate the plan's performance and ensure it stays current with changing conditions.
- **Outcome:** An ongoing, adaptive process where the advisory committee's role continues to ensure that management mechanisms are effective.



Questions and Ongoing Concerns

- NS Power
 - Herbicide/Pesticides
- Questions?

ALL SAINTS COMMUNITY HEALTH CARE FOUNDATION

Regular Meeting

June 10th, 2025

9:30am

Board Room, All Saints Hospital

Present: Doug Marshall, Bob Spence, Mary-Lou Bourgeois, Ken Brownell, Carol Brown, Richard Harrison, Terry Lynn Smith, Dale MacArthur

Regrets: Stan McDougall, Wanda Smith, Dr. Colette Sauveru, Rev'd Dr. Brian Spence

1) Call to order: Chairman Doug Marshall called the meeting to order at 9:30am. Carol introduced and the board welcomed our new member, Dale MacArthur.

2) Approval of Agenda

MOTION

Bob Spence/Richard Harrison

To approve Agenda as presented

CARRIED

3) Approval of Minutes:

MOTION

Mary-Lou Bourgeois/Terry Lynn Smith

To accept the minutes of April 29th, 2025, as presented

CARRIED

4) Business arising from the minutes

a) Mike Smith Agreement – The board reviewed the agreement with Mike Smith about the annual donation of \$500.00 to the addictions until. After discussion the board agreed to keep things as they are and review it from time to time.

b) Melissa's Annual Review – The executive will conduct Melissa's annual review

c) Foundations 50/50 Report – No report

5) Reports:

1) Chairman – Doug reported he attended the new laundry department open house and said it was very nice and what a great investment to our hospital.

- 2) **Treasurer** – Mary-Lou reported on the Foundations finances.

MOTION

MaryLou Bourgeois/Carol Brown

To accept the financial report as presented.

CARRIED

- 3) **Coordinator** – Melissa reported she still hasn't received the invoice for the NuSteps but hoping it will come soon as Tracy is trying to track it down for us.
- 4) **Terry Lynn Smith** – Terry Lynn reported that the new tunnel system is going out to tender and will be starting this summer. She also reported the Health Authority is trying to provide more security for all hospitals given recent events. Our security system is very low here and may not be addressed this time around but hoping funds will be available soon. Terry Lynn also reported that a chemo clinic is coming to the Amherst hospital in the fall and the wound care clinic is here at ASSH twice a week. Also, Nova Scotia Health will be holding a public education session with questions and answers this Thursday.

6) Correspondence: No correspondence

7) New Business:

- 1) **Above and Beyond Funds** – While explaining to our new member Dale about this campaign and how Tracy Brown started this as she originally wanted to boost staff moral and generate some funds that she could give back to staff showing appreciation. Tracy was not allowed to keep these funds for that as it goes against hospital policy, so they decided to keep the campaign going and donated the funds to the Foundation. Ken suggested we should do just that and give back to the staff with something like a pizza day to show them some appreciation. Everyone agreed this was a great idea, so Melissa is going to talk to Tracy Brown about this idea and report back next meeting.
- 2) **Summer Break** – The Executive will conduct any business arising during the summer months if needed including any emergency funding up to an amount of \$10,000.00

8) Other: Next meeting is Tuesday September 9th, 2025 @ 9:30am.

9) Adjournment: Motion to adjourn this meeting was offered by Carol Brown.

Message: Site Leadership Announcement – Health Services Manager, Site Lead, ASSH

I am very pleased to announce that the position of **Health Services Manager/ Site Lead for All Saints Springhill** Hospital has been awarded to Sashika Ariyaratne. Please join me in welcoming Sashika to both Nova Scotia Health and to our NZ Integrated Rural Health team! Sashika will start his new role on Sept 29th, 2025. Until this time, Terri Lynn Smith will continue to cover management and operations at All Saints on an interim basis while Eric Johnston is focusing solely on health services at Cumberland Regional.

Sashika has an MD degree from Kursk State Medical University and a Bachelor of Healthcare Management degree from CBU. Sashika, along with his wife Anne, is a resident of Springhill and is committed to supporting health services in his local community. He brings with him a wealth of well-rounded experience in health care and social service roles and a deep understanding of the unique needs of rural healthcare.

Many of you will get a reach out directly from Sashika once he starts as an introduction and invitation to connect. If you do not hear from him, please feel free to reach out to him at your convenience at sashika.ariyaratne@nshealth.ca to welcome him and let him know what role you play as part of our Northern Zone team.

At this time I would also like to extend my thanks to Eric for his leadership at All Saints and wish him continued success at Cumberland Regional.

Sincerely,

Barbie Cook 

Pronouns: She/Her

NZ Director of Integrated Rural Health

Phone: 902-890-1885

Email: barbie.cook@nshealth.ca

Thursday, August 28, 2025 11 :48 AM

New VON Clinic at ASSH

"Sending on behalf of VON"

We're excited to announce the official opening of VONs new community nursing clinic in the All Saints Springhill Hospital. They are located in the space that was previously known as the multipurpose room which is located just to the right when entering the main entrance at ASSH.

VON is working with Nova Scotia Health (NSH) to increase access to community nursing care.

Their clinics provide

specialized services like wound care, medication administration, pain and symptom management, and intravenous therapy.

New clients can contact NSH Continuing Care at 1-800-225-7225 for a referral.



External Committee Report

Cumberland Public Libraries

June 2025

Library funding update

Cumberland Public Libraries have received \$37,700 of the \$800,000 bridge funding from the Provincial government for the fiscal year 2025/26. This funding has been provided to offset inflationary pressures as the library funding formula has not been updated since 2020.

The Department of Communities, Culture, Tourism and Heritage has provided this funding as they understand the pressures that exist for libraries in managing resources and maintaining service levels, and they plan to reconvene the Library Funding Review Committee to further discuss current funding levels, mitigations, and sustainable funding into the future.

The dissolution of the Library Boards Association of NS has resulted in the library receiving \$10,360.

Accessibility Committee

Cumberland Public Libraries is looking for people to join the Cumberland Public Libraries Accessibility Committee. Committee members will help shape our accessibility policies and practices, making our libraries a place for everyone. Members will attend 4 online meetings per year for 2 years. Deadline to apply is September 13. Information about the positions and how to apply can be found on the library's website.

Statistics

In the month of July, Cumberland Public Libraries signed out over 14,470 items, 536 items in the Oxford library alone. This includes books, movies, TV shows, magazines, ebooks and more.

Also, in July, Oxford held 7 in-person programs with 43 people in attendance. The Oxford library had 381 in person visits.

Next Board meeting: November 6, 2025.

Received document September 9, 2025



Minutes of the Audit Committee Meeting

Place: Council Chambers
Date: Wednesday, May 14, 2025
Presiding Officer: Chrystal McNutt
Councillors Present: Paul Jones, and Greg Henley
Regrets: Nil

A quorum was present throughout the meeting.

Staff present: Linda Cloney - CAO, Ruthann Brookins – Manager of Finance, and Stan McDougall – Admin Assistant, recording secretary.

Presenters: *Nil*

1. Call to Order – Welcome

Councillor McNutt called the meeting to order at 7:24 PM and welcomed all in attendance.

2. Approval of Agenda

Moved by Greg Henley and seconded by Paul Jones to approve the May 14, 2025, agenda as presented.

Motion Carried

3. Approval of Previous Minutes

3.1 Minutes of the Audit Committee Meeting May 14, 2024

Approved by: 
Chrystal McNutt, Chair, on May 14, 2025

4. New Business

4.1 Role of the Audit Committee

Ruthann discussed with the Audit Committee members the role of the Audit Committee. The role involves analyzing the auditor's performance and the Manager of Finance's performance.

Prior to this meeting the Audit Committee would review the budget line by line. This process has been changed to keep in line with the MGA's definition of the duties of an Audit Committee. The Audit Committee will be presented a broader view of the budget, discussing the guidelines used in the budget, such as the CPI increase, and the Financial Indicators.

For the budget process, a budget booklet would be made available to all the council to review before approval.

4.2 Town Policy vs. MGA requirements - Number of times to meet.

Ruthann discussed the option of meeting in September and January instead of 4 years under the current Terms of Reference. More discussion to follow and revision to the current Terms of Reference.

4.3 Management Letters, responses

Ruthann discussed that she is satisfied with the current Auditors (Baker Tilley) performance and explained that some of the wording in the Management letters will remain where there are factors that the Town cannot change. Consensus from the Audit Committee that both the auditors and the Manager of Finance are doing well.

Through the management letters, the current auditors (Baker Tilley) are content with how Ruthann is working with them and her role as Manager of Finance.

Costs for the audit process over the years were discussed. For the 2020/21 audit the costs escalated as Baker Tilly was new to municipal finance and the Town and had to work with the previous auditors to set

up and a reclassification. For 2021/22 audit Baker Tilly experience a large turnover of staff and the service was poor, financials were late. For 2022/23 audit there was a cost increase due to the mandated Asset Retirement Obligation (ARO) and the financials were late again. For the 2023/24 audit, the service was much better, and the financials were in on time.

4.4 Budget – Borrowing, amount to reserves, FCI Indicators, Asset Management Plan

Ruthann reviewed with the committee the financial indicators, the amounts needed for reserves, and will need to borrow for the next big project. However, a current loan will expire in a couple of years which would keep the Town in a good standing (green or yellow, as per the FCI indicators).

We will most likely remain a one industry town, which is unavoidable to be red in the FCI for this category, we can manage the indicator thresholds in the other categories.

5. Adjournment

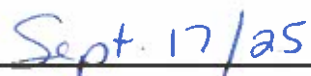
The meeting adjourned at 8:03 PM



Chrystal McNutt



Stan McDougall, Admin Assistant



Date Approved

NORTHERN REGION WASTE-RESOURCE COMMITTEE

Meeting Minutes: May 16 , 2025

Present Elected Officials

Paul Weatherby, Mun. of Colchester (Chair)
Eldon Hebb, Mun. of the District of East Hants
Nic Furlong, Town of Amherst (Vice Chair)
Fred Gould, Mun. of Cumberland
David LeBlanc, Town of Stewiacke

Present Staff

Andrea Trask, Mun. of East Hants
Brenda Rioux, Amherst, Oxford, & Mun. of Cumberland
Robert Matheson, Mun. of Colchester
Ishamar Senior Gentles, Mun. of Colchester
Jessica Rushton, Mun. of Colchester
Jesse Hulsman, Mun. of the District of East Hants
Jared Bent, Town of Truro

Approval of Agenda

Moved by Councillor Hebb seconded by Councillor Furlong to approve the agenda as circulated.

Motion carried.

Approval of the Minutes (March 7, 2025)

Moved by Councillor Hebb seconded by Councillor LeBlanc to approve the agenda as circulated.

Motion carried.

Update From Provincial Regional Chairs Committee (May 8/9, 2025)

Chair Weatherby shared that there was a half day workshop on May 8th prepared for the Regional Chairs Committee. Presentations included:

- Litter Audit, Behavioral Research & Interventions
- NS Landfill Waste Audit Report
- Don't Be a Prick Campaign
- Sharps Sub-Committee & Resources
- Diversion Credits & Datacall
- Re Use Store (Valley Waste)

All sessions were very informative and showed a great deal of work happening on many topics related to waste management in Nova Scotia.

Chair Weatherby reported that he attended the May 9th Regional Chairs Committee meeting.

Highlights shared:

- The Committee held elections for Vice Chair - Mayor Dave Corkum was elected. Valley Waste Resource (staff) were elected as the Committee Recording Secretary.

- The Committee had a presentation from Call2Recycle, national non-profit battery recycling organization.
- The Priorities Committee (sub-committee of Regional Chairs) has been asked to confirm membership from all partners due to changes in staff and elected officials. This was completed and the revised group will be meeting to review terms of reference should they be called upon by Regional Chairs in the future (currently no tasks have been assigned).
- An adjustment to the Terms of Reference for the Regional Chairs was approved. The change reflects attendance at meetings (re: protocol on invited guests).
- Correspondence, both letters issued and received, were accepted by the Committee. (will be provided to our members for information)

Provincial Regional Coordinator Committee Update

Staff updated on the following topics:

- Annual Datacall reporting will be due at the end of September. Those that complete these reports received training from Divert staff at the end of April.
- Coordinators continue to discuss the education and outreach work related to EPR for PPP, meeting regularly with Circular Materials staff.
- Recent work from the committee has been preparation of the tour/workshop (May 8th).

NS Solid Waste Managers & Directors Committee Update (Andrea)

The Nova Scotia Solid Waste Managers & Directors Committee (NSSWMD) members continue to work together related to the EPR file. The committee has setup meetings following the monthly online updates from Circular Materials as a debrief opportunity. The goal of these debriefs is to ensure all members have consistent understanding and aligned positions where necessary.

Individually, work continues as municipalities participate in one-to-one discussions with Circular Materials on curbside collection services, transfer station operations, and material recovery facility (MRF) operation options starting December 1.

There is no general meeting date scheduled at the time of this update. The members have a standing debrief meeting post-monthly Circular Materials updates, virtually.

Regional Partner Solid Waste Updates

These are provided as attachments to meeting minutes.

Next Meeting

Friday, September 26 (virtual).

Due to timing of the next Regional Chairs Committee meeting (June 27th), then summer schedules the Committee has requested a written update in July. Should a meeting be required the Chair can call a meeting with notice.

Correspondence

No received at this time.

Adjournment

Moved by Councillor Furlong to adjourn the meeting. Motion carried.



January to May 2025

EDUCATION

Cumberland Area

- **Futureworx Presentation:** Staff facilitated 2 separate half-day educational sessions with students
- **School Presentations:** Staff visited classrooms at Parrsboro Regional Elementary School and Spring Street Academy to deliver presentations on waste management and proper waste sorting.
- **Earth Day- School Cleanups:** As part of the Earth Day Cleanup initiative, 10 schools participated in Earth Day Cleanups. Participating schools were entered into a draw to win \$100 for their Breakfast Program! Spring Street & Cumberland North Academy were both awarded \$100.
- **Sunset Community Center:** Staff met with clients from the Sunset Community Center to discuss Solid Waste Management in Cumberland County.
- **Progressive Agriculture Safety Day:** Staff participated in the Agriculture Safety Day held in Oxford. Approximately 280, Grade 4 students from schools across Cumberland County participated in the event.
- **Girl Guides- Amherst & Springhill:** Staff gave presentations on waste management to girl guides in both Amherst & Springhill. Both groups were awarded the Litter Crests after participating in cleanups and completing the required tasks.

Colchester

- **Community Paper Shredding Event:** On Saturday May 24th (9am-12pm) 201 residential cars were able to shred 11,177 lbs of sensitive material on-site.
- **Multiple Outreach Activities:**
 - ✓ 3 school presentations
 - ✓ Girl Guide sessions promoting the Divert NS Litter Champion crest
 - ✓ Earth Day event at Truro Middle School, reaching over 500 students
 - ✓ Adult day programs in Tatamagouche and Truro
 - ✓ Presentations for the NS Federation of Agriculture, Strokes Club Truro, and Stewiacke Councillors
 - ✓ Truro Home Show in April had staff talking to 703 residents about all things solid waste
- **Colchester Clean:** The initiative launched March 15 with 744 individuals and 20 sports teams/non-profits registered. So far, 413 volunteers have logged 121.5 hours, cleaned 95 km, and collected 350 garbage bags and 90 recycling bags.

East Hants

- **Senior Safety Events:** Staff setup booths and talked to many seniors at this municipal event, focused on sorting waste but targeted the Safe Sharps and Battery Recycling programs.

- **East Hants Community Learning Centre:** Staff have been working with the centre on various activities including an evening workshop for Earth Day, and a booth at their community family picnic.

ADMINISTRATION

The entire Region has been working diligently on the EPR for PPP file during this time. From meetings with Circular Materials to presentations for Council, this work has been a priority for all staff involved.

Cumberland Area

- **Solid Waste Helpline:** 1552 phone calls received from January – May.
- **Green Carts:** The Town has received their shipment of 500 green carts and 300 lids from Rehrig Pacific.

Colchester

- **Solid Waste Helpline:** 2,019 calls and 336 emails were received March - May 2025

East Hants

- **Solid Waste Helpline:** 634 phone calls/emails received from January – May that required a ticket. Our Waste Wizard had 6834 items searched during the same period.
- **Design & Construction of new C&D Cell:** Dillon Consulting has been awarded the design and project management for this work. The new cell is expected to be ready in fall/winter 2026.
- **Road Review Project:** Solid waste requested a road audit by municipal civic engineering technicians in fall 2024. From that audit solid waste staff have begun phases of notification to private roads, properties where our collection trucks turn, and roads of concern from our collection haulers (ex. backing in or out of roads). The project aims to (a) document approval for collection to occur on the road – many are privately owned roads, (b) to advise of any concerns related to collection and (c) document waivers by those that we access their private property for turning.

ENFORCEMENT

The Region reported that from April 1, 2024 to March 31, 2025 staff managed:

- 1043 complaints/calls that required follow-up related to solid waste bylaw enforcement
- 141 illegal dumpsites were investigated
- 993 site visits were completed (residential/business)
- 237 warnings and 82 directives/orders were issued (14 penalties issued)

Cumberland



Colchester



East Hants



Bylaw Enforcement Report – September

- Chickens on Duke Street
- Dog running loose on Sunset Avenue coming out of driveway running and nipping at those walking past, resident asked to tether dog when outside.
- Complaints of residents blowing leaves into roadway, attended and asked not to do this anymore with explanation as to why.
- Two people banned from the Oxford Depot, one has been back after ban but was recorded the entire time there by his spouse.
- Have made some headway on derelict houses in town , trying to have the worse cleaned up and boarded up before winter as this will be a long process.
- The Oxford Depot seems to be coming along; the staff are great with the public and helpful educating the proper way to sort. Some people are not trying, but most people are. We did have another incident on Friday that spilled into Town Hall from a person that is not an Oxford resident.
- Residents are becoming aware of my position and approach me with lots of questions and concerns from parking to strange cars parked by their house to dusty trails. I never say that is not my department and try to help them, all seem pleased so far.
- Have helped with crossing guard duty to hand delivering letters in town about properties Development Agreement notice.

Respectfully submitted by

Paul Macdonald
Bylaw Enforcement Officer
Town of Oxford
beo@oxfordns.ca
902-694-5928

General Operating Fund	Approved Budget 2025/26	50% of budget	2nd Q (July- Sept) Actual	Variance
REVENUES				
Tax Revenue				
Residential Tax	1,195,756	1,195,756	1,193,396	-2,360
Commercial Tax	1,382,719	1,382,719	1,382,719	0
New Build Rebates & Debt Relief	-88,626	-88,626	-88,626	0
Resource Tax	27,631	27,631	27,631	0
Forest (Under 50,000 Acres)	174	174	174	0
Based on Revenue - Aliant	1,887	0	0	0
Sewer Rates	208,241	208,241	207,946	-296
Deed Transfer Tax	75,000	37,500	55,230	17,730
Total Taxes	2,802,783	2,763,396	2,778,471	15,075
<i>Percentage of total revenues</i>	84%			
Grants in Lieu				
Federal Government - Canada Post	3,689	3,689	0	-3,689
Federal Government - RCMP	24,285	24,285	0	-24,285
Provincial Government - DNR	15,615	15,615	0	-15,615
Provincial Government - Liquor Comm	19,865	19,865	0	-19,865
Total Grants in Lieu	63,454	63,454	0	-63,454
<i>Percentage of total revenues</i>	2%			
Services to Other Governments				
Cumberland County - Fire Protection	120,000	120,000	0	-120,000
Total Services to Other Governments	120,000	120,000	0	-120,000
<i>Percentage of total revenues</i>	4%			
Own Source Revenue				
Recreation Revenues	4,000	2,000	6,628	4,628
Arena Lease-payment	6,897	3,448		-3,448
Eastward Energy Gas Revenue & Permits	21,687	10,844		-10,844
Theatre Revenue	4,000	2,000	3,585	1,585
Dog Licences	100	50	50	0
Building Permits	2,000	1,000	1,575	575
Fine Revenue	732	366	0	-366
Office Rent Water	6,190	3,095	0	-3,095

General Operating Fund	Approved Budget 2025/26	50% of budget	2nd Q (July-Sept) Actual	Variance
Medical Centre Rents	22,005	11,002	10,197	-806
Probation Office Rent	2,745	1,372	2,346	974
Interest on Taxes	20,835	10,417	9,904	-514
Tax Certificates & Certificate of Sales	3,000	1,500	1,750	250
Sales of materials	4,055	2,027	5,055	3,027
Total Own Source Revenue	98,246	49,123	41,090	-8,033
<i>Percentage of total revenues</i>	3%			
Unconditional Transfers				
Municipal Financial Capacity Grant	198,592	99,296	124,296	25,000
Farm Acreage Grant	3,210	1,605	3,210	1,605
HST Offset Payment	300	150	10,794	10,644
Total Unconditional Transfers	202,102	101,051	138,300	37,249
<i>Percentage of total revenues</i>	6%			
Other Transfers				
EMO Grant Civic #	1,000	500	0	-500
Fed Gov Funding - Summer Students	2,378	1,189	0	-1,189
MPAL Funding Province	27,015	13,508	13,508	0
Provincial Grants for Operations	3,000	1,500		-1,500
Grants from Other Org for Operation	3,000	1,500	2,188	688
Total Other Transfers	36,394	18,197	15,696	-2,501
<i>Percentage of total revenues</i>	1%			
Total General Operating Revenues	3,322,978	3,115,221	2,973,556	-141,665

General Operating Fund	Approved Budget 2025/26	50% of budget	(July- Sept) Actual	Variance
Expenses				
Mayor Honorarium	12,720	6,360	6,394	34
Mayor Expenses	1,084	542	296	-246
Council Honorariums	50,332	25,166	25,756	591
Council Expenses	3,069	1,535	0	-1,535
Salary - CAO	70,191	35,096	32,130	-2,966
Salary - Accountant	59,207	29,604	27,098	-2,506
Salary - Office Staff	92,778	46,389	42,446	-3,942
Admin Salaries paid by Water	-66,653	-33,326	-30,502	2,824
Legal Fees	21,600	10,800	1,033	-9,766
CAO Contracted Services	21,083	10,542	2,172	-8,369
Administration Contracted Services	6,210	3,105	3,995	890
CPP paid by employer	27,126	13,563	16,149	2,586
EI Paid by employer	9,754	4,877	6,410	1,533
Health Plan paid by employer	16,064	8,032	9,893	1,861
Pension Plan paid by employer	28,837	14,419	14,624	205
Administration Appreciation Bonus	984	492	492	0
Travel, Seminars and Professional Development	7,934	3,967	2,902	-1,065
Audit Fee	25,447	12,723	12,463	-261
Town Hall Insurance	5,046	2,523	2,562	39
Office Postage	5,236	2,618	2,796	179
Office Supplies & Advertsing	9,629	4,814	8,938	4,124
IT software, support and apps	11,598	5,799	9,002	3,203
Town Hall Janitor & Supplies	7,628	3,814	2,795	-1,019
Town Hall Telephones	4,584	2,292	2,151	-141
Town Hall Electricity	4,331	2,166	1,563	-603
Town Hall Natural Gas	6,585	3,293	1,166	-2,126
Town Hall Water	578	289	120	-169
Town Hall Sewer	325	163	325	163
Workplace Wellness	1,437	718	415	-303
Town Hall Maintenance	8,490	4,245	897	-3,348
Office Expense Paid to Water	-19,299	-9,649	-10,973	-1,323
Municipal Election	10,000	5,000	0	-5,000
Public Official Liability Ins	3,346	1,673	1,681	8

General Operating Fund	Approved Budget 2025/26	50% of budget	(July- Sept) Actual	Variance
Expenses				
Dues - AMANS/FCM/CNTA/POL BD	5,637	2,819	4,035	1,216
Sponsorship for Cumb Co Exhibition	750	375	375	0
Grant for Oxford Community Center	40,000	20,000	20,000	0
Bursary OREC	2,000	1,000	1,000	0
PVSC - Assessment Costs	19,328	9,664	9,665	1
Valuation Allowance - Taxes	12,000	6,000	6,000	0
Bank Service Charges	6,439	3,220	3,956	737
Credit Card Fees & Interest	394	197	96	-101
Total for General Administration	533,827	266,914	242,318	-24,596
<i>Percentage of total expenditures</i>	16%			
Protective Services - Police				
RCMP Contract	610,538	305,269	318,316	13,047
School Crosswalk Guard	10,626	5,313	3,497	-1,816
Total Police	621,164	310,582	321,813	11,231
<i>Percentage of total expenditures</i>	19%			
Protective Services - Fire Department				
Fire Inspection Cost	7,000	3,500	3,500	0
Firefighters Honorariums/Incentives	21,730	10,865	10,865	0
Fire Phones	2,104	1,052	1,228	176
Fire Communication System	5,461	2,731	2,135	-595
Public Fire Protection Charge	184,057	92,028	91,300	-729
Fire Chief's Convention	3,593	1,796	3,546	1,750
Fire Training	4,664	2,332	1,503	-829
Fire Hall Lights & Power	6,817	3,409	3,385	-23
Fire Hall Natural Gas	9,092	4,546	1,452	-3,094
Fire Hall Insurance	1,705	853	844	-8
Fire Hall Maintenance	8,609	4,304	1,485	-2,819
Firefighters Liability Insurance	10,283	5,141	5,824	682
Fire Hall Water	548	274	110	-164
Fire Hall Sewer	325	163	325	163
Fire Trucks Insurance	7,177	3,589	6,058	2,470
Fire Trucks Fuel	7,119	3,559	2,617	-942
Fire Trucks Repairs & Maintenance	10,000	5,000	13,092	8,092
Fire Equipment & Supplies	16,651	8,326	3,702	-4,623

General Operating Fund	Approved Budget 2025/26	50% of budget	(July-Sept) Actual	Variance
Expenses				
Fire Equipment Repairs & Maint	11,799	5,899	1,409	-4,490
Fire B.A. - MFC Interest	131	66	26	-39
INTEREST 2024 Fire Truck CX 44-A-1	32,762	16,381	5,635	-10,746
Total for Fire Department	351,627	175,814	160,041	-15,772
<i>Percentage of total expenditures</i>	11%			
Emergency Management				
Regional Emergency Mgmt Officer	4,809	2,405	2,405	0
Emergency Measures Expenses	648	324		-324
Special Hazard Response Unit	708	354	608	254
Total for Emergency Management	6,165	3,082	3,013	-69
<i>Percentage of total expenditures</i>	0%			
Other Protective Services				
Building Inspection Officer	7,161	3,581	3,581	0
Animal Control	229	114	0	-114
Digital Speed Signs	10,000	5,000	0	-5,000
Total Other Protective Services	17,390	8,695	3,581	-5,114
<i>Percentage of total expenditures</i>	1%			
TOTAL PROTECTIVE SERVICES	996,346	498,173	488,448	-9,725
<i>Percentage of total expenditures</i>	30%			
Transportation Services				
Salary - PW Supervisor	41,100	20,550	17,530	-3,020
Labour - PW	162,128	81,064	79,534	-1,530
Supervisor Phone	1,079	539	200	-339
Town Truck & Van	8,216	4,108	3,783	-325
Loader and Plow #624 & 544	20,670	10,335	2,507	-7,828
Kubota Lease & 2013 Trackless	8,002	4,001	3,694	-307
Backhoe	5,115	2,558	290	-2,267
Salt Truck/ Dump Truck	15,084	7,542	7,819	276
Equipment and Small Tools	19,808	9,904	4,463	-5,441
OPH Insurance		0	633	633
Town Garage Insurance	4,635	2,318	2,305	-12
Town Garage Fuel (Wood)	2,859	1,429	2,960	1,530

General Operating Fund	Approved Budget 2025/26	50% of budget	(July- Sept) Actual	Variance
Expenses				
Town Garage (2 Buildings) Maintenance	7,050	3,525	1,084	-2,441
Town Garage Phone	1,685	843	691	-152
Town Garage Electricity	4,933	2,466	1,944	-522
Workers Compensation	13,015	6,507	8,160	1,653
Liability Insurance	21,550	10,775	10,626	-149
Diesel	13,562	6,781	3,696	-3,085
Gasoline & Oil	18,085	9,042	7,961	-1,081
Public Works Clothing Allowance	4,500	2,250	979	-1,271
Health and Safety/ Professional Development	9,923	4,962	10,725	5,763
Salt	44,954	22,477	0	-22,477
Street Maintenance	110,094	55,047	60,677	5,630
Street Lighting	7,849	3,924	3,311	-614
Paving/Sidewalks 2016-MFC Interest	1,635	818	325	-492
Salt Truck 2016 - MFC Interest	307	154	61	-93
Total Transportation Services	547,837	273,918	235,957	-37,962
<i>Percentage of total expenditures</i>	16%			
Environmental Health Services				
Sewer Admin Supervisor	3,977	1,989	2,922	933
Sewer Other Labour	12,099	6,050	6,537	488
Sewer Maintenance	39,027	19,514	16,771	-2,742
Sewer Power	43,946	21,973	22,153	180
Transfer Station Contract (FERO) /Wages/ Bait	140,432	70,216	55,700	-14,516
Tip Fees GFL	37,501	18,750	20,916	2,166
Total Environmental Health Services	276,982	138,491	124,999	-13,492
<i>Percentage of total expenditures</i>	8%			
Public Health & Environmental Development				
Medical Centre	33,286	16,643	18,027	1,384
Planning - Town of Amherst	16,577	8,288	15,579	7,290
Tree Removal	7,539	3,770	4,348	579
Anti-Racism / Hate Plan/Walk & Wheel Program	0	0		0
Total Public Health and Enviomental Development	57,402	28,701	37,954	9,253

General Operating Fund	Approved Budget 2025/26	50% of budget	(July-Sept) Actual	Variance
Expenses				
<i>Percentage of total expenditures</i>	2%			
Recreation and Cultural				
Arena Expenses				
Arena Telephone	564	282	387	105
Arena Electricity	45,675	22,838	4,904	-17,934
Arena Maintenance	2,287	1,143	452	-692
Arena Natural Gas	7,935	3,967	1,494	-2,473
Arena Water	3,163	1,582	606	-976
Arena Sewer	325	163	325	163
Arena Insurance	9,817	4,909	4,971	63
Arena Automation MFC Nov 18 Int	960	480	137	-343
Total Arena Expenses	70,726	35,363	13,275	-22,088
<i>Percentage of total expenditures</i>	2%			
Fields and Library				
Festive Décor	7,173	3,586	21	-3,565
Sports Fields & Parks, Tennis Courts	16,237	8,119	9,536	1,417
Trails	4,500	2,250	1,953	-297
Mural Lights	689	345	1,171	827
Library Expense	13,002	6,501	6,286	-215
Regional Library Board Transfer	13,079	6,540	5,168	-1,372
Total Fields and Library	54,680	27,340	24,136	-3,204
<i>Percentage of total expenditures</i>	2%			
Theatre				
Theatre Electricity	1,788	894	533	-361
Theatre Maintenance	7,450	3,725	4,282	557
Theatre Natural Gas	6,112	3,056	1,063	-1,993
Theatre Water	348	174	82	-92
Theatre Sewer	325	163	1,519	1,357
Theatre Property Tax	3,009	1,505	1,519	15
Theatre Insurance	1,702	851	874	23
Total Theatre	20,734	10,367	9,873	-494
<i>Percentage of total expenditures</i>	1%			

General Operating Fund	Approved Budget 2025/26	50% of budget	(July-Sept) Actual	Variance
Expenses				
Recreation				
Recreation Community Garden Project	4,190	2,095	216	-1,879
Recreation Co-ord Salary	39,585	19,793	17,043	-2,749
Recreation Co-ord Travel	1,819	909	1,174	264
Recreation Summer Students	4,396	4,396	4,204	-192
Recreation Postage/office supplies	2,309	1,155	1,005	-150
Recreation Telephone	241	121	372	251
Recreation - Misc	4,000	2,000	3,807	1,807
Recreation - Grant Expenditures	3,000	1,500	1,558	58
Total Recreation	59,541	31,968	29,378	-2,590
<i>Percentage of total expenditures</i>	<i>2%</i>			
Total Recreation and Cultural	205,680	105,038	76,662	-28,376
<i>Percentage of total expenditures</i>	<i>6%</i>			
Fiscal Services				
MFC Principal - 2016 Breathing App	3,200	1,600	1,600	0
MFC Principal - 2018 Breathing App		0	0	0
MFC Principal - 2016 Paving/Salt Tr	47,500	23,750	23,750	0
MFC Principal - 2018 Arena Auto	6,200	3,100	3,100	0
MFCPrincipal 2024 Fire Truck	90,000	45,000	45,000	0
Debenture Discount		0		0
Transfer to Reserves	264,322	132,161	132,161	0
District School Board	293,682	146,841	146,844	3
Total Fiscal Services	704,904	352,452	352,455	3
<i>Percentage of total expenditures</i>	<i>21%</i>			
Total Expenditures for General Operations	3,322,978	1,663,687	1,558,792	-104,895
	<i>100%</i>			