



TOWN OF OXFORD
Town Council Meeting
Town Hall – Council Chambers
Monday, 21 January 2019
6:00 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Presentations
 - 3.1 Maryn Smith
4. Approval of Previous Minutes
 - 4.1 December 17, 2018 Regular Council
5. New Business
 - 4.1 RFD 001-2019 Capital and Operating Reserve Fund Policies – Paul Wills
 - 4.2 RFD 002-2019: Occupational Health and Safety Policy
 - 4.3 Policing Review – Discussion
6. Reports
 - 6.1 Economic Development
 - 6.2 Recreation and Leisure
 - 6.3 Public Works
 - 6.4 Police Advisory Board
7. Correspondence
8. Adjournment

Minutes of the Regular Meeting of the Town of Oxford Council

Place: Council Chambers
Date: Monday, December 17, 2018
Presiding Officer: Mayor Trish Stewart
Councilors present: Councilors Brenton Colborne, Dave Clark, Dawn Thompson, Rick Draper and Wade Adshade
Councilors absent: Nil

A quorum was present throughout the meeting.

Staff in attendance: Rachel Jones, CAO
Linda Cloney, Deputy Clerk (recording secretary)
Call to order: Mayor Stewart called the meeting to order at 6:00 pm

Agenda item	Discussion and Decisions
2. Agenda	<p>It was moved and seconded that the agenda of the Oxford Town Council regular council meeting of December 17, 2018 be approved as circulated.</p> <p>Motion Carried</p>
3. Swearing In Ceremony	<p>Oxford Fire Department Mayor Stewart swore in Trueman Rushton as Fireward, Fire Chief and Kenneth Hickman as Fireward, Deputy Fire Chief on this 17th day of December 2018.</p>
4. Minutes	<p>It was moved and seconded that the minutes of the November 19, 2018 Oxford Town Council meeting be approved as circulated.</p> <p>Motion Carried</p>
5. New Business	<p>2018-18 Audited Financial Statements – Kevin Matheson via teleconference</p> <ul style="list-style-type: none">• Presented a hard copy presentation – a copy has been filed with Council Package <p>It was moved and seconded to receive the Consolidated Financial Statement and the Non-Consolidated Financial Statement for the Town of Oxford and Oxford Water Utility as presented for the year ended March 31, 2018.</p> <p>Motion Carried</p>
5.2	<p>RFD 009-2018 Procurement Policy</p> <p>It was moved and seconded to approve the Procurement Policy as presented.</p>

Motion Carried

5.3 Election of Deputy Mayor

It was moved and seconded that Rick Draper be appointed as Deputy Mayor up to the December 2019 regular council meeting.

Motion Carried

5.4 Committees and Board Representations

It was moved and seconded to approve the Boards and Committees appointments for 2018 – 2019 as amended.

Boards

**Cumberland Joint Services Management Authority – (CJSMA)
Councillor Adshade**

**Regional Emergency Measures Organization – (REMO)
Councillor Colborne**

**Northern Regional Solid Waste Management Committee
Councillor _____ - deferred to February 2019 regular Council Meeting**

**Health Board
Eleanor Crowley (has agreed to be our Community Representative)**

**Police Advisory Board
Councillor Thompson, Councillor Clark, Byron MacDonnell Acting Chair Person,
Annie Crowe**

**Cumberland Regional Library Board
Councillor Colborne**

**Municipal Alcohol Program Board (MAP)
Councillor Clark**

Committee's

**Personnel Committee
Chairperson Councillor Draper, Councillor Colborne and Councillor Thompson**

**Arena Committee
Chairperson Councillor Colborne, Councillor Clark and Community Members**

Audit Committee

Councillor Draper, Councillor Thompson, Councillor Clark and Tracy Black
(community representative)

5.5 RFD 012-2018 Special Election Appointment of Returning Officer

It was moved and seconded that Town Council appoint Shelley Hoeg as the Returning Officer for the Town of Oxford Special Election, being held February 2, 2019 and provide compensation in the amount of \$1,500; and also approve the Tariff of Fees and Expenses as presented.

Motion Carried

**6. Reports
(6.1 to 6.8)**

Rachel Jones presented the Staff Reports.

Key points discussed were:

- Rachel gave an update on the Oxford Sinkhole
- Discussion on the tax sale process

It was moved and seconded that Council receive the reports as presented.

Motion Carried

7. Correspondence

Received a certificate from the Royal Canadian Legion in appreciation for the support given to the Poppy Campaign.

The Crime Stoppers of Nova Scotia recognized the Town of Oxford for our unwavering support.

Municipal Affairs Office of the Deputy Minister – Kelliann Dean

RE: Council's position on fire service dispatch

Immunize Canada – Laurel O'Connor

RE: National Immunization Poster Contest winner

- Maryn Smith from Oxford, NS won this contest

8. In Camera

In Camera – Personnel

At 7:46 pm, it was moved and seconded to go in-camera to discuss personnel matters.

Motion Carried

At 8:02 pm, it was moved and seconded to come out of in camera and resume the regular Council meeting.

Motion Carried

9. Adjournment

Mayor Stewart advised Council the next meeting is scheduled for January 21, 2019 at 6:00 pm in the Council Chambers.

It was moved and seconded that the meeting be adjourned.

Motion Carried

The meeting was adjourned at 8:04 p.m.

Patricia Stewart, Mayor

Linda Cloney, Recording Secretary



REQUEST FOR DECISION
Capital and Operating Reserve Policies
#001-2019

Date: 4 January 2019	Subject: Capital and Operating Reserve Policies
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Committee of the Whole recommend to Council the approval of the Capital and Operating Reserve Policies.
Background:	<p>These policies are being presented as further work being completed in implementing the core best practices for financial management policies from the Municipal Finance Corporation. In advance of budget deliberations for the upcoming fiscal year, these policies seemed most relevant to bring forward for debate and consideration.</p> <p>Paul Wills will present the rationale and benefits around putting these policies in place.</p>
Benefits:	
Disadvantages:	
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan	

Implications (now/future):	
Communication Plan:	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 21 January 2019

Town of Oxford

Operating Reserve

Fund Policy

Effective Date:

Approval by Council Resolution:

Statement

1. Planning today and saving incrementally for unexpected future events will help mitigate the financial impact of major, nonrecurring or unforeseen expenditures on the Town's annual operating budget, as well as take advantage of unexpected opportunities to leverage external funding programs.
2. The Town of Oxford is committed to establishing and maintaining an Operating Reserve Fund. The level of Operating Reserve Fund will be at least twenty per cent (20%) of regular general fund operating revenues.

Objectives

1. The purpose of maintaining adequate levels in the Operating Reserve Fund is to mitigate current and future risks and to ensure stable tax rates. Operating reserves are a significant consideration in long-term financial planning and management.
2. In addition, Operating Reserve Funds will provide the Town with a budgetary option that can help mitigate the need to cut services or to raise taxes.

Principles

1. The minimum target for the operating reserve will be approximately 20% of the Town's operating revenues.
2. All operating surpluses will be transferred to the Operating Reserve Fund.
3. Any additional reserves created by the Town will have their purpose clearly defined in a Business Case. The Business Case must also include the source and application of funds, the expected time line and any appropriate maximum amount, and projected annual contributions, withdrawals, and balances.
4. All reserve fund transactions should be transparent to the public. Amounts to be placed in the Operating Reserve Fund should be included in the annual budget.
5. The Operating Reserve Fund will be invested at a bank that the Town does business with.
6. It is intended that Council can revisit this policy in the future to amend the minimum balances as required.

Uses

1. The operating reserve may be used to smooth significant fluctuations in operating expenditures and/or revenue loss which cannot be anticipated and are beyond the control of the organization. Council can use the fund for both operating and capital purposes.
2. Council may apply funds from the Operating Reserve Fund in the normal course of operations, but maintain the minimum approved balance, as follows:
 - a. Applied in the Annual Draft Operating Budget
 - b. Applied during Operating Budget Deliberations
 - c. Applied to other funds as part of budget deliberations
3. Council may apply funds from the Operating Reserve Fund which lowers the fund balance below the minimum approved balance, in an emergency situation, such as the following:
 - a. A protective services emergency, such as a flood condition, snow situation etc.
 - b. A required property purchase under an agreement.
 - c. A transfer of service/costs to the Town that could not be reasonably budgeted or foreseen.
 - d. A required payment under existing legislation that could not be foreseen, such as pension funding liability.
 - e. An emergency requiring repairs to a Town asset or to an asset supported by the Town.
 - f. A major revenue shortfall that could not be predicted.
4. The assumption under these situations is that there is no other funding source available, or other sources are ruled out. This also assumes that a review of the existing budget to take cost cutting measures in other areas will not have sufficient impact to mitigate the costs of an emergency situation.
5. In order to bring the Operating Reserve Fund back to the minimum balance, the amount of the shortfall is to be included in the draft budget for the following fiscal year. During budget deliberations, Council can approve, amend or develop a phase in approach to balance the Reserve over a number of fiscal periods.

Application

1. This policy applies to the Operating Reserve Fund of the Town of Oxford.

Town of Oxford Capital Reserve Fund Policy

Effective Date:

Approval by Council Resolution:

Statement

1. Planning today and saving incrementally for future capital expenditures will help address some of the long-term funding strategies for the Town and to ensure good financial and cash management for ongoing financial stability of the Town.
2. The Town of Oxford is required to establish and maintain a Capital Reserve Fund pursuant to Section 99 of the *Municipal Government Act*. The level of Capital Reserve Fund will be at least twenty per cent (20%) of regular general fund operating expenses plus amortization expenses.

Objectives

1. The purpose of maintaining adequate levels in the Capital Reserve Fund, in conjunction with investment and debt management policies, will inform decisions relating to long-range financial planning for capital projects to minimize debt servicing costs.

Principles

1. The minimum target for the capital reserve will be approximately 20% of the Town's operating expenses plus amortization expenses.
2. All reserve fund transactions should be transparent to the public. Amounts to be placed in the Capital Reserve Fund should be included in the annual budget.
3. The Capital Reserve Fund will be invested at a bank that the Town does business with.
4. It is intended that Council can revisit this policy in the future to amend the minimum balances as required.

Funding

1. Funds Required to be Placed in the Capital Reserve - Section 99 of the Municipal Government Act requires the following to be placed in the capital reserve fund:
 - a. the remaining funds of the capital reserve section of the special reserve funds;
 - b. funds received from the sale of property;
 - c. the proceeds from insurance resulting from loss or damage of property that is not used for replacement, repair or reconstruction of the property;
 - d. any surplus remaining from the sale of debentures that is not used for the purpose for which the debentures were issued;
 - e. proceeds received from the winding up of a municipal enterprise as defined in the Municipal Finance Corporation Act;

- f. any capital grant not expended in the year in which it was paid;
 - g. the current fiscal year's accrual for landfill closure and post-closure expenses;
 - h. amounts transferred to the fund by the council; and
 - i. balance in tax sale surplus account twenty years after the tax sale (Section 147).
2. Interest earned by the capital reserve fund (other than the portion relating to landfill closure and post closure costs) must also remain in that fund unless there is a special resolution of council which allows the interest to be taken into the general operating fund.
3. The monies received as part of the Gas Tax Rebate Program are to be recorded in the Capital Reserve Fund. As the monies are spent, they are to be transferred to the Capital Fund. Any unspent monies are to remain in the Capital Reserve Fund.

Uses

1. A withdrawal from the capital reserve fund may be used only for:
 - a. capital expenditures for which the municipality may borrow;
 - b. repayment of the principal portion of capital debt; and
 - c. landfill closure and post-closure costs that have been approved as conforming to the "Nova Scotia Standards and Guidelines Manual for Landfill" issued by the Department of the Environment.
2. Funds authorized to be withdrawn and used to acquire physical assets are to be transferred directly to the capital fund into which the purchased assets are to be placed.
3. Funds relating to landfill closure and post-closure costs are to be disbursed directly from the landfill reserve.
4. In order to bring the Capital Reserve Fund back to the minimum balance, the amount of the shortfall is to be included in the draft budget for the following fiscal year. During budget deliberations, Council can approve, amend or develop a phase in approach to balance the Reserve over a number of fiscal periods.

Application

1. This policy applies to the Capital Reserve Fund of the Town of Oxford.



REQUEST FOR DECISION
Occupational Health & Safety Policy
#002-2019

Date: 4 January 2019	Subject: Occupational Health & Safety Policy
Proposal Attached: Yes	Submitted by: Rachel Jones, Chief Administrative Officer

Proposal:	That Committee of the Whole recommends to Council the approval of the Occupational Health & Safety Policy, as presented.
Background:	<p>The Town of Oxford has an OHS Manual that outlines safe work practices, hazard assessments, and a variety of items that constitute a strong safety program within the organization. There are several policies within the manual that are more administrative in nature, with the requirement only to have Council approve a broad policy statement around the importance of Occupational Health and Safety in our organization, and the requirement to review that policy on an annual basis (per the OHS legislation).</p> <p>The proposed policy incorporates some of the previous Town policy, and brings it to current day requirements.</p>
Benefits:	The policy confirms Council's commitment to safety in our organization and at all work sites, and gives the foundation for staff to review the larger manual to bring it up to date and make safety a strong part of our organizational culture.
Disadvantages:	None foreseen.
Options:	The OHS Act requires a policy to be in place for the organization.
Required Resources:	Staff time and budget support for training, PPE, renovations or maintenance to ensure a safe and healthy environment.
Source of Funding:	Annual operating and capital budgets.

Sustainability Implications: (Environmental, Social, Economic and Cultural)	A safe and healthy work environment decreases illness and injury for employees, promoting a more productive and positive work environment. It also manages any WCB or LTD premiums and claims that can have a negative impact on both the employer and employee. A strong safety culture makes our organization a good place to work and attracts/retains employees.
Workplan Implications (now/future):	Policies help to drive individual workplans through the impact of policy implementation.
Communication Plan:	Once any policy is approved by Council, this information is communicated to all staff to ensure awareness, answer any questions, and approved policies are posted on our website for public information.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLJ

Target Decision Date: 21 January 2019

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Occupational Health & Safety

Number:

Approved by: Council

Effective Date: January 22, 2019

Revision Date: Required Annually

Rationale

The following policy establishes the Town of Oxford's commitment to providing a safe and healthy work environment at all municipal work sites.

Policy Statement

1. The Town of Oxford, its employees, Council members, and contractors will comply with this policy and Nova Scotia's Occupational Health and Safety Act and Regulations.
2. The health and safety of the workplace is everyone's responsibility. The Town of Oxford, where possible, will minimize hazards in the workplace and ensure that employees are adequately equipped, trained, and supervised. The Town is dedicated to the objective of minimizing the possibility of injury and illness.
3. Personal protective equipment and control devices will be provided in relation to the job and task at hand to achieve as safe a work environment as possible, if the elimination of hazards is not reasonably practicable. The Town will train employees and supervisors on safe work procedures and practices, hazard identification, safe use of equipment, personal protective equipment (PPE), and other personal safety devices, and ensure that the facilities and equipment are safe.
4. Employees at every level are responsible and accountable for their own safety and the safety of others, including the public, when present at Town facilities and work sites. This includes following the policies and taking responsibility for their individual role in safety, as well as participating in safety initiatives and training opportunities as established in the Town's safety program. Managers and supervisors will be trained and are responsible for ensuring that employees follow this policy.
5. The Town recognizes and supports the employees' right and responsibility to work safely; refuse unsafe work; participate in hazard identification; report any hazardous condition, near-miss, injury, accident, or illness related to the workplace; and, encourage their participation in improving the health and safety of the workplace.
6. The Town of Oxford acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. The Town views any acts of violence or threats of violence in the workplace as unacceptable.
7. In a recognized effort of consultation and cooperation between management, employees, supervisors and any OHS Committee that may be in operation, the Town commits to making health and safety part of our daily practice.
8. This Policy repeals and replaces all Occupational Health and Safety Policies previously approved by Town Council.

**The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees should be familiar with the Occupational Health and Safety Act.*

Certification

I, Rachel L. Jones, Chief Administrative Officer of the Town of Oxford, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Oxford held on the 21st day of January, 2019.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this _____ day of _____, 2019.

Rachel L. Jones
Chief Administrative Officer



CEDO Monthly Report (based on approved Workplan categories in which activity took place):

Highlights: December 12, 2018 – January 16 (inclusive) (I was off December 24-January 1 inclusive.)

Promotion/Enhancing and Promotion of Oxford:

- Drafting January newsletter
- Promotion through website (see Website report)
- *Face book*: Promoted Oxford Photo Contest (contest now closed); - Promotion of Oxford Businesses with a Wild Blueberry theme; promotion of wild blueberry seasonal recipes; - other posts relevant to Town or community events/information that would be of interest to residents (including the election); -the Town's official site has increased its' membership by 33 since last month's report, for a total of 1143.
- News article written and submitted, along with picture, to Amherst News (printed week of January 7). Six Rivers ran the picture of our new Fire Chief/Deputy with the Mayor. (FYI: The Amherst newspaper also printed three other articles related to Oxford that week. CBC and 6 Rivers also carried year end articles on Oxford.)
- Discussed advertising opportunities with CAO and provided price lists.
- Also see information in other categories

- Drafted an improvement plan for entrance signage: **Please see attachment # 1**
- Contacted Richibucto about the Rexton/Richibucto banner project and still haven't received information from either community (Rexton contacted in the Fall).

Website:

Re-development: drafting a list of photos and information to improve the site, continuing to participate in reviewing the revisions and providing input.

Other: Ongoing updates to the Community Events Calendar; news items posted on the main page; minutes, etc.

Support for Businesses and Business Development:

- Small Business Supper Series:* Planning and promotion has been ongoing. As I write this, we have 8 registered for the *Business Start-Up Information* session tonight (Three previously registered had to cancel). Cumb. Business Connector funded a week of advertising with 6 Rivers, which I created and submitted. I have finalized plans for the February 20 speaker on *Social Media Marketing* and have registered 10-12 possible participants already.
- I've met with Asst. Manager at Sunset Thrift Store & Café to discuss ideas to support clients and engage community as well as their future plans. I've also met briefly with Eric to discuss possibilities for his empty storefront building.
- The Facebook contest to support businesses was completed.
- Sent information on free advertising through Select NS out to home businesses and East Coast Rope Products responded the next day to let me know that it was appreciated...they immediately registered. Information was also posted on Face book.
- Updated the Business Directory on our website.
- Promoted Summer Employment grants to employers and organizations on Face book.
- Reviewed another webinar on improving the downtown. The website (Destination Development) which is continually being updated has been promoted to all businesses.
- Familiarized myself with Trip Advisor and Yelp and noted that some Oxford businesses have postings including the restaurants. Sent information to Parkview to encourage them to post their business.
- Updated myself on Team Cumberland activities.

Liaison with organizations, services groups and school:

-Shared some ideas with the teacher to include Grade 5 OREC students in Poetry Month events/wild blueberry poetry and she is interested in collaborating on this. Stay tuned...we're just getting started. Events occurring in the month leading up to the Poetry Festival will have the added benefit of drawing more attention to the Festival.

-Promoted various local community events on fb and website events calendar

-Posted the Oxford Riverside Gallery on Trip Advisor – check it out and write a review. (The more businesses, events, etc. that are on this site (as well as Yelp.ca), the more attention for Oxford.) There are no gallery exhibits scheduled until April 5- posted a sign to refer Town Hall visitors to the gallery website.

-Contacted Ruth Collins of Cumberland Performing Arts about putting the organization on our Directory – she agreed.

-Created *Guidelines for Town of Oxford Promotional Assistance to Community Organizations* to be used to clarify the limits of Town staff involvement in promoting the events of local organizations. After being reviewed by Corey and approved by CAO, they are now part of the revised *Promoting Your Event* tool available on the main page of our website, posted on the Town's library bulletin board, and available in the Town Hall.

Annual Poetry Festival (April 27 & 28, 2019)

-Poetry committee met in January: more than 20 people (from a wide age range) are tentatively scheduled to participate in four events, April 27 (3) and April 28 (1) with the Folk Music event confirmed for the evening of April 27. The Down Town Poetry host businesses have all been booked.

-My activities included minute-taking, creating a group email for promotion, working on the poster and other aspects of promotion.

Providing additional opportunities to improve quality of life for residents/support businesses

-Working with a volunteer to organize a "Cookies, Coffee and Craft Corner" event February 13.

-Attending the Public Engagement workshop January 17.

-At CAO's request, I shared (with CAO and Corey) my notes on activities an Events Coordinator could accomplish during the summer if the Town was able to fund a student for that position.

-Other miscellaneous planning for possible activities and events.

Other

-Meeting with CAO re Budget

-Staff meeting

-Responding to public inquiries

Respectfully submitted,

Ruthie Patriquin, Community Economic Development Officer

Attachment # 1

Town Entrance Signage: Improvement Plan

Ruthie Patriquin, CEDO, January 2019

1. *Trans Canada Entrance Signage: Improvements to Business Directory*

-contact with businesses and all signs removed from directory that don't confirm to the guidelines (attachment # 2)

-broken signs removed and applicable businesses informed to provide replacements

-place holder signs purchased to fill blank spaces (these could promote our Wild Blueberry Capital of Canada status and/or read "This Space Available").

-plan in place to move toward a more attractive directory (attachment # 3- Example of Malagash's monochrome business directory). If we wanted to do something like this example, we would ask that all new Entrance Directory signage be created in approved Town colours.

-long range: determine if sufficient business interest in directories at other entrances exists to make more directories feasible

2. *Trans Canada Entrance Signage: General Improvements*

-plan needed for better organization of remaining signs

-add "wild" to the current design of the Town of Oxford sign (with Wild Blueberries) which I recommend that we retain as this is being used in OFF ads and affording the Town valuable publicity.

3. *Way-finding signs*

-fund phased in (if necessary) way-finding signage at various Town entrances, certain street corners and The Great Trail

-coordinate these with the Walkability signage already in place.

-see attachment # 4 for an Amherst example of way-finding signs.

(I received one price quote in time to include in this report and have requested a second. Acadian Printing quotes \$390.00 plus HST for 6 signs 24"x32" using 6mm (1/4 inch) Alupanel (aluminum composite) with full colour digital print applied (specifics of print do not change the cost). These signs would be slightly smaller than the Amherst example (32x30) but more cost efficient as, at the size quoted, 6 can be cut from one sheet. If fewer than 6 are purchased, cost per sign would increase.)

Attachment # 2 Oxford Signage Guidelines (2 pages)

Signage Guidelines for Oxford

Businesses should be advised to contact Andrew Fisher at the Town of Amherst who can advise them on what signs are allowed. Permits need to be issued for signs. Sandwich boards are typically not allowed on our sidewalks, and they also constitute signage.

The regulations are put in place within the larger Municipal Planning Strategy and Land Use Bylaw documents for the Town of Oxford. It puts in place consistent parameters around signage for all businesses, to ensure sight lines are not obstructed, and to allow all businesses to operate within the same guidelines. This is a policy that is established by Council through the above-noted documents. Council typically reviews these larger policies and bylaws every 10 years as a whole, with minor amendments as needed. Fees are considered annually when determining the budget, with consideration to ensure affordability and consistency in the geographic region.

The costs for the permits are in place to help cover the administrative costs, which exceed what the fees cover. From an administrative perspective, if all businesses are allowed to put whatever types and sizes of signs up, it can create a very confusing and unattractive environment for everyone. As times and business needs change over time, review and revisions of policies are often timely and important as we look to the future for our community.

Regarding cost: As I understand it from Andrew, refurbishing an existing sign and maintaining the current size doesn't require a permit.

Permits would be required for new signs or increasing the size of a current sign, as well as blade signs (and flags that contain business information). The permit cost is \$20.00.

Sandwich boards do not fall under development permits but there are regulations limiting size, etc. They must not obstruct sidewalk traffic.

Andrew Fisher

Town of Amherst
Manager of Planning and Strategic Initiati...

(902) 664-6580 Mobile
AFisher@amherst.ca

Also see information on Entrance Signage (next page).

December 5/18



Advertising Opportunity for Oxford Businesses

Signage at Entrance to Oxford from TransCanada Highway:

Following guidelines established by the Town,

businesses located within the Town of Oxford are welcome to post signage at the Town entrance from the TransCanada Highway:

- Businesses are to choose from one of two standard sizes: **2 ft x 8 ft. OR 2 ft x 3 ft**
- Businesses are required to purchase their own signage
- There is no rental fee for the space.
- The Town of Oxford Public Works Dept. is responsible for posting the signs (and removing signs when needed), at no cost to the businesses.

Please contact the Town Hall for more information: **902 447-2170.**

Attachment # 3 Entrance Directory

Welcome To
Malagash
Peninsula

 JOST	 CAMBRA SANDS	 Saltscapes Vacation Properties 1.902.257.2666
 SEAGRAPE CAFE	 Blue Sea Beach Provincial Park	 MALAGASH OYSTERS AND QUAHOGS
 Malagash Salt Mine Museum	 ALM ENERGY SERVICES ELECTRICAL / PLUMBING / HEATING (902) 257-2001	 Malagash Market & Pizza 902-257-1034
 K.V.T. FORESTRY LOGGING TREE REMOVAL WOOD CHIPPING FIREWOOD www.kvtforestry.ca (902) 865-1348	 NORTH SHORE ADVANCED DIABETIC FOOT CARE 902-257-1155	 Vista Bella Farm Orchard, U-Pick, Appear- 2897 Malagash Rd www.vistabellafarm.com (902) 257-2288
 PAUL'S PLACE LICENSED MECHANIC 957-0282	 COASTAL SEPTIC SERVICE Septic Tank Pumping Portable Toilet Rental (902) 257-2524	 MALAGASH
 GOLDEN BROOK FARMS PUREBRED CHAROLAIS JEN & BONNE LANGILLE MALAGASH N.S. 902-257-2941	 Friendly Downeast Hospitality uHomeBy B&B 7907 Malagash Road, Malagash, NS 902-956-3591 mehomeby.ca	 PEARL OF THE BAY & PERIWINKLE COTTAGES (902) 257-2770

Attachment # 4 Way finding sign



Recreation and Leisure Services Report
January 2019

Canada Summer Jobs program is now available and I have applied for three summer students for the upcoming summer. The program typically takes a few months to process everyone's request, but once I hear back I will provide an update on how much funding we were awarded.

My colleagues from around the county and myself have been planning a county wide Winter Family Fun Day on Family Day- February 18th. My plan for the day is to start at the baseball field, from there we will snow shoe up to and along the trail before heading back to the baseball field. Once we are back at the baseball field there will be paint available for children to enjoy snow painting on the baseball field and will also have hot chocolate available.

The YMCA Youth on the Move program has begun here again. This program is for girls in grades 4-6 and is totally free! The program happens after school from 3:00-4:30 every Monday and Wednesday. They are currently looking for more participants, so if you know any girls who may be interested, feel free to pass the word along.

On March 2nd the Firemen will have their annual Firemen's Carnival. The Fun Hockey kids have been invited to play against the Fireman as part of the Carnival. Currently we have about 17 kids registered for the Fun Hockey Program.

I have been starting to get a few inquiries about signage and sponsorship at the arena, so we are anticipating some new signs coming in to be added to the arena. We received one sign from Miller/Cumberland Paving; Brian, Carson, and I installed it this week.

I have begun advertising for nominations for our Representative Volunteer of the Year Award. The deadline for nominations to me is Wednesday February 20th at 4:30 PM. This will allow enough time to get it submitted to the Province before their deadline. If you know of anyone you'd like to nominate for the award, please don't hesitate.

I have begun planning for March Break activities. March Break this year is from March 18th- 22nd. A series of programs each day will be planned for everyone to enjoy, with the intention of having two programs each day, one in the morning and one in the afternoon.

Arena bookings have started to pick up again since being back from the Holidays. Since being back, I have booked five different tournaments at the arena from February until the first weekend in April. I have also been getting more booking from minor hockey on the weekends as well.

Rachel and I had been contacted by two volunteers who are interested in organizing our Road Race this year. We will be meeting with them at the end of the month to discuss ideas and ways in which we can support them.

Each May in Amherst, Public Health and the YMCA partner together to host a community Mental Health Awareness Walk that is open to the public. These walks help promote Mental Health Awareness and

gives anyone a chance to participate. Colleen Dowe and I have been working on hosting a walk here in Oxford during the same time. Our initial thought right now is to hold it on a Wednesday at lunch time, so we could partner with the soup kitchen at the Nazarene Church, we would invite the school to participate and invite everyone to join. The program is still just in the planning stages, but stay tuned for more information on it.



Public Works Monthly Report December 2018

Water breaks:

- Intersection Waverly Street & River Avenue
- Waverly Street in front of the rink

Rodded 2 sewers

Greatario repaired a leak at the Little River Tank

Read & repaired broken Meters

General Maintenance

Respectfully submitted,

Wes Adshade
Public Works Supervisor



Oxford RCMP

Police Advisory Board

Oct 1 to Dec 31 2019

Submitted by S/Sgt. Craig Learning

The Cumberland District RCMP is made up of five offices located in Oxford, Amherst, Springhill, Pugwash, and Parrsboro. The Amherst office consists of a Staff Sergeant, Sergeant, Corporal, Community Policing Officer, 5 general duty Constables as well as 2 District Assistants. Also sitting in our Amherst office is our Cumberland County Street Crime Unit which is comprised of a Corporal and 2 Constables from the RCMP as well 2 Constables from the Amherst Police Department. The North East Nova Domestic Violence Coordinator also works out of the Amherst Detachment.

Currently posted in Oxford are the following employees: Cpl. Rob Parris (team leader), Cst. Heather Lourie, Cst. Peter Wallace, Cst. Donald Fisher, Cst. Charlie Smith, and District Assistant, Linda Calder.

See Appendix A for a list of all District Employees.

Oxford Detachment members are responsible for the following areas: Collingwood Corner to East Wentworth area (Zone 6); Leicester area (Zone 7); Rodney area (Zone 8); outskirts of Springhill RCMP zone (Zone 15); Wentworth Valley (Zone 16); Provincial Parks (Zone OXP); 104 Highway Saltsprings (TC1); the 104 Highway from Thomson Station to the Cobequid Pass (TC 2); Oxford Town (Zone 12); and, Oxford Schools (Zone OXS).

CALLS FOR SERVICE

(Including traffic SOTs)

October 1 – December 31, 2018

The Oxford RCMP responded to the following Oxford Town calls for service:		Previous year
Zone 12 – Town	119	123
OXS – Oxford school	1	6
Total Town Calls for Service	120	129

The Oxford RCMP responded to the following rural calls for service:		Previous year
Zone 6	125	153
Zone 7	46	41
Zone 8	21	16
Zone 15	1	1
Zone 16	2	1
TCH TC1	65	72
TCH TC2	118	99
OXF	0	0
Other rural	3	3
Total Rural Calls for Service	381	386
Total Calls for Town and Rural	501	515

OXFORD RCMP DETACHMENT POLICE REPORT FOR

October 1, 2018 – December 31, 2018

2018-1491628 MV ACT COMPLAINT AND CHARGES

An adult male crossed the center line in order to pass a tractor trailer and struck the tractor trailer twice. He was charged for "failing to drive/operate a motor vehicle in a careful and imprudent manner".

2018-1533725 IMPAIRED DRIVING CHARGES

An adult female stopped during a checkpoint was charged for impaired driver by alcohol and is presently before the courts.

2018-1537794 UNAUTHORIZED POSSESSION OF A PROHIBITED WEAPON

While on patrol, a member spoke to a youth who advised the member he had an extendable baton. Member observed the baton and found it functioned the same as an RCMP issue. The baton was seized and destroyed.

2018-1541302 VARIOUS CRIMINAL CODE DRIVING CHARGES

While on patrol a member noted a vehicle driven by a subject who is an unlicensed driver. Subject noted police vehicle and took off, failing to acknowledge the lights had been activated. Subject was located, arrested and charged for (1) Drive while disqualified, (2) Operating a motor vehicle pursued by police and (3) Dangerous operation of motor vehicle. Charges are still before the courts.

2018-1829146 THEFT OF ATV – 301 HIGHWAY KOLBEC

An adult male has been charged with theft of ATV and is now before the courts. The ATV has been located and returned to owner.

There have been several Break, Enter and Thefts in the area since October. Items taken include tools, fishing gear, liquor, shotgun and rifles. These matters are still under investigation.

Files: 2018-1554751
2018-1571114
2018-1652282
2018-1683611
2018-1722631
2018-1822385

ANNUAL PERFORMANCE PLAN

Crime Reduction – Violence/Property/Drugs

Initiative: Conduct proactive and enhanced enforcement, education and awareness measures, which will in turn contribute to the Division Goal of reducing person and property crime by 2%.

The following are measures and targets for Fiscal Year End 2019. Results are reflective of the first, second, and third quarters, April 1 to December 31, 2018.

- 750 CSO Checks
 - Q1 = 131 Q2 = 47 Q3 = 67 **Total to Date = 245**
- 12 Presentations Relating to Violence, Property Crime, and Drugs
 - Q1 = 2 Q2 = 1 Q3 = 12 **Total to Date = 15**
- 50 Street Crime Enforcement Unit Judicial Authorizations (Warrants, etc.)
 - Q1 = 32 Q2 = 29 Q3 = 25 **Total to Date = 86**
- Pugwash Seasonal Property Checks
 - Q1 = 25 Q2 = 288 Q3 = 2445 **Total to Date = 2758**

Road Safety – Speed/Seatbelts/Impaired and Distracted Driving

Initiative: Conduct pro-active and enhanced enforcement, education and awareness measures, which will in turn contribute to the Division goal of reducing the number of fatal and serious injury collisions by 3%.

The following are measures and targets for Fiscal Year End 2019. Results are reflective of the first, second, and third quarters, April 1 to December 31, 2018.

- 1 Road Safety Initiative (joint/specialized) per month (12/year)
 - Q1 = 8 Q2 = 8 Q3 = 8 **Total to Date = 24**
- 50 Impaired Driving Investigations
 - Q1 = 5 Q2 = 5 Q3 = 8 **Total to Date = 18**

- 12 Road Safety Presentations/Initiatives

- Q1 = 4 Q2 = 5 Q3 = 7 **Total to Date = 16**

- 1000 Summary Offence Tickets

- Q1 = 309 Q2 = 222 Q3 = 155 **Total to Date = 686**

Connecting With Community – Enhancing Relationships

The following are measures and targets for Fiscal Year End 2019. Results are reflective of the first, second, and third quarters, April 1 to December 31, 2018.

- Host African N.S. Cultural/Information Session for District RCMP Members

- *Status* Initiative moved to next fiscal.

- 4 Presentations to the Newcomer's Club

- Q1 = 1 Q2 = 0 Q3 = 0 **Total to Date = 1**

- Participation in 20 'other' Community Based Initiatives/Events

- Q1 = 11 Q2 = 4 Q3 = 10 **Total to Date = 25**

Cybercrime – Mitigate Cybercrime

Initiative: Enhance awareness regarding cybercrime(s) both externally, through presentations and other awareness campaigns, and internally, by ensuring cybercrime files are being appropriately scored.

The following are measures and targets for Fiscal Year End 2019. Results are reflective of the first, second, and third quarters, April 1 to December 31, 2018.

- 24 Cybercrime Initiatives and/or Presentations

- Q1 = 10 Q2 = 4 Q3 = 8 **Total to Date = 22**

APPENDIX A

Following is a list of all members and staff who are currently posted to Cumberland District R.C.M.P.

District Commander: S/Sgt. Craig Learning
Operations NCO: Sgt. Dwayne Loppie (currently on leave)
Community Policing Officer: Cst. Angela Downey

Amherst Office

Team Leader: Cpl. David Baldwin
(Acting Ops. NCO)
Cst. Ryan Wilson
Cst. Mike Black (acting TL)
Cst. Maria Boadway
Cst. Jeffrey Campbell
Cst. Ken Jackson (currently on leave)
D/A Rachael McLellan (currently on leave)
D/A Lina Taraschi

Oxford Office

Team Leader: Cpl. Robert Parris
Cst. Charlie Smith (currently on leave)
Cst. Peter Wallace
Cst. Donald Fisher
Cst. Heather Lourie
D/A Linda Calder

Parrsboro Office

Team Leader: Cpl. Chris MacDonald
Vacant (awaiting replacement)
Cst. Don Matthews
Cst. Jordan Carroll
Cst. Steve Maddison
D/A Heather Winters

Pugwash Office

Team Leader: Cpl. Shawn Galbraith
Cst. Marc Blinn
Cst. Rena Currie
Cst. Brenna Counter
D/A Alannah Blanch

Springhill Office

Team Leader: Sgt. Dave Lilly
Cst. Mike Currie
Cst. Marilyn Campbell
Cst. Stephanie Guzzwell
Cst. Dan Anger
Cst. Tom Livingstone
Cst. James Campbell
Cst. Travise Dow
D/A Cindy MacDonald

Street Crime Enforcement Unit

Team Leader: Cpl. Clay Wortman
Cst. Jarrett Munn
Cst. Troy Gill
Cst. John Haggerty (APD)
Cst. Derek Hebert (APD)

Domestic Violence Co-ordinator
Lydia Quinn



**Attorney General
Justice
Office of the Minister**

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NOV 29 2018

Roderick MacDonald
P.O. Box 75
Oxford, NS B0M 1P0

Dear Mr. MacDonald,

Thank you for your correspondence of September 10, 2018, regarding your decision to resign as a member of the Oxford Police Advisory Board and as the representative for Nova Scotia's Department of Justice.

You have been a valuable board member for the past 10 years. Membership on the Police Advisory Board not only requires expertise in policing but often requires many hours of work during evenings, weekends and holidays. In Nova Scotia, we are very fortunate to have volunteers like yourself who are dedicated to making a difference in small communities like Oxford.

Thank you for your tireless efforts and for your many years of leadership. You have done an exceptional job in overseeing policing in your town and you will be missed.

Best wishes for a well-deserved retirement.

Yours truly,



Mark Furey

c: Linda Cloney, Secretary, Police Advisory Board ✓
Trish Stewart, Mayor, Town of Oxford