

Town Council Meeting  
Council Chambers, conducted through Zoom and  
streamed live to Facebook.  
Wednesday, November 22, 2023  
6 PM

## **AGENDA**

1. Call to Order
2. Approval of Agenda  
*Pages 1 - 2*
3. Approval of minutes from the previous meetings
  - 3.1 Council Minutes – October 23, 2023  
*Pages 3 - 11*
  - 3.2 Special Council Minutes – October 30, 2023  
*Pages 12 – 14*
4. Business
  - 4.1 Boards and Committees of Council 2023/2024 - revisions  
*Page 15*
  - 4.2 Information / Communication Technology Usage Policy –  
*consideration for adoption of recommended changes.*  
*Pages 16 - 19*
  - 4.3 Oxford Technology Devices Policy – *consideration for adoption of*  
*recommended changes.*  
*Pages 20 - 25*
  - 4.4 Snow and Ice Management Policy – *consideration for adoption of*  
*recommended changes.*  
*Pages 26 - 34*
  - 4.5 Appointment of Fire Inspectors – David Buell, Thomas Trenholm,  
Melissa Siddall and Brian Wood – request from Nova Scotia Office of  
the Fire Marshal  
*Verbal presentation*
  - 4.6 Recycling Performance Audit – Cumberland Central Landfill Facility  
*Verbal presentation*

- 4.7 Oxford Nazarene Community Kitchen request  
*Page 35*
- 4.8 Sewer System - non-flushable items – Councilor Jones presenting  
*verbal*
  
- 5. Correspondence
  - 5.1 Municipality of the District of Yarmouth – Exemption of Volunteer  
Emergency Service Providers from New Fuel Charges – email  
*Page 36*
  - 5.2 NSCC – Urgent Aid Update – email  
*Pages 37 - 39*
  
- 6. In-Camera
  - 6.1 acquisition, sale, lease, and security of municipal property
  
- 7. Adjournment



## Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Monday, October 23, 2023  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Paul Jones, Deputy Mayor Arnold  
MacDonald, and Chrystal McNutt  
Councillors Regrets: Brenton Colborne and Olivia Canning

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

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

### **Announcements Prior to Call to Order**

Prior to calling the meeting to order, Mayor Henley made the following announcement:

The Oxford Legion, Branch #36 will be hosting a bingo on Sunday, October 29, 2023. Proceeds would be going towards replacing the Legion floor.

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

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

#### **2. Approval of Agenda, Page 1 – 2**

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones that the agenda of the Regular Council Meeting for October 23, 2023, be approved, as presented.

***Motion Carried***

#### **3. Approval of minutes from the previous meetings**

3.1 Council Minutes – September 25, 2023, Pages 3 - 10

3.2 Special Council Minutes – October 11, 2023, Pages 11 – 12

Approved by \_\_\_\_\_

Mayor Greg Henley, on October 23, 2023

#### 4. Business

**4.1 Tax and Water Collection Policy – request to adopt amended changes to policy, Pages 13 – 20**

CAO Cloney presented to Council a few policy wording changes to align with the MGA which included a revision to item #12 regarding the review of properties for tax sale after the September 30 tax bill due date. Item #15 to read: *“A Notice of Intent to sell for taxes shall be issued after 60 calendar days from the Preliminary Notice, on each property still in tax sale position except if there have been payment arrangements negotiated.”*

Moved by Councillor Jones and seconded by Councillor McNutt to adopt the amended changes to the Tax and Water Collection Policy as presented.

***Motion Carried***

**4.2 Drug and Alcohol Policy – request to adopt the new policy for Staff, Council, and Volunteers to follow, Pages 21 – 27**

CAO Cloney reviewed with the Council the Drug and Alcohol Policy as presented at the previous Committee of the Whole meeting on October 11, 2023. The policy was drafted to enhance what is currently in the Town of Oxford Employee Handbook and the CUPE contract to provide guidance and rules establishing a framework for the responsible use of alcohol, medications, and cannabis. This policy would be applicable to all town staff, council, and volunteers who are part of the council committees.

Moved by Councillor McNutt and seconded by Councillor Black to adopt the Drug and Alcohol Policy as presented.

***Motion Carried***

**4.3 GDPRM Update, Page 28**

Mayor Henley reviewed with the Council the requested update on the policing services GDPRM. A letter from the Minister of Justice was received, as included in the package, declining the update to the GDPRM due to a complete policing review in the Province of Nova Scotia that is taking place in the next two years.

#### **4.4 Collective Agreement Ratification, Page 29**

CAO Linda Cloney reviewed with the Council that meetings have taken place with CUPE regarding negotiations for the upcoming term, due March 31, 2024, with the goal of ratifying the agreement prior to the March 21, 2024, due date for April 1, 2024.

Councillor Black reviewed the Collective Agreement Contract

#### **Collective Agreement Ratification**

1. Changed from all time worked on a Holiday shall be paid at the rate of time and one half (1 and 1/2) to double time (2x) the regular hourly rate.
2. Added every employee who is called out and required to work in an emergency outside of their regular working house on a holiday shall be paid a minimum of three (3) hours at the rate of double time (2x) their regular hourly rate.
3. Negotiated the pension benefits to be changed from 6 % to 7% matched by Employee.
4. Changed the vacations from 12 – 19 years of service to 12 – 17 years of service full time employees shall be granted four weeks' vacation.
5. Changed the vacations from 20 years to 18 years of service full-time employees shall be granted five weeks' vacation.
6. Added a reference for all employees to follow the employer drug and alcohol policy.
7. Added (a) a meal will be provided by the employer to all employees who meet or exceed their scheduled eight-hour shift by two (2) hours or more.

(b) a meal will be provided by the employer to all employees who meet or exceed ten (10) hours into their callout or overtime shift. This applies to holidays as well.

(c) The amount of the meal allowance shall be \$15.00 (fifteen dollars) and will be paid once submitted and approved by the immediate supervisor

8. Change protective clothing allowance to a boot allowance and the amount from \$450.00 to \$500.00.

9. Negotiated a three-year term for wages to be effective April 1, 2024. The first year 6% or CPI, whichever is higher, second year CPI, and third year CPI.

Moved by Councillor Black and seconded by Councillor McNutt that the Collective Agreement Contract, as presented, be approved.

***Motion Carried***

#### **4.5 Cenotaph Repair, verbal presentation by Mayor Henley**

Mayor Henley advised Council that the Town of Oxford Cenotaph needs repairs. Oxford Council has discussed an idea to put \$5,000 toward the restoration of the Cenotaph.

Moved by Councillor Jones and seconded by Councillor McNutt to allocate \$5,000 in the budget for 2024-25 to go toward repairs of the Oxford Cenotaph.

***Motion Carried***

#### **4.6 Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP), Pages 30 – 31**

Brenda Rioux, Solid Waste Educator and Contract Coordinator for Cumberland area, submitted a memorandum to the Council regarding Extended Producer Responsibility for Printed Paper and Packaging (EPR for

PPP program) which regulates industry responsibility for both the operational and financial management of select recyclable products.

Municipalities in Nova Scotia have requested the Provincial government to regulate EPR for PPP for several years with a proposal submitted to the provincial government in 2019 and the announcement of regulations for EPR for PPP on August 2, 2023. Therefore, the Town of Oxford is now tasked with making a decision to either opt out of EPR for PPP and continue to service the Blue Bag program at cost or opt into the EPR and cease to provide any services related to the Blue Bag program unless contracted by the Producer Responsibility Organization (PRO) to provide collection, processing and/or education services.

Once a municipality opts into the EPR Program for PPP, discussions will begin with industry representatives on the details of what the program would look like.

The last date for municipalities and producers to register with Divert NS (the administrator) is January 1, 2024, which would require the Council to make a decision by the middle of December 2023.

It is important to note that the specific details of what this program would look like in the Town of Oxford can not be worked out unless the municipality opts into an EPR Program. At this point, the decision to opt in is allowing the municipality to have further discussions with industry to work out the details of the program. Opting out of the program afterward is always an option but the town cannot opt back in once it opts out.

Full EPR for PPP implementation is scheduled for December 1, 2025, which means there will be two full years of discussion should the Town of Oxford decide to opt in.

Moved by Councillor McNutt and seconded by Councillor Jones to opt in the Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP) program.

***Motion Carried***

#### **4.7 Alternative Voting Bylaw – first reading, Pages 32 - 39 pages**

CAO Cloney discussed that it is now a year out to full Council elections and encouraged those who wish to, to come forward as elections will start in October 2024.

It was recommended to review the Alternative Voting Bylaw prior to the next election and give the first reading to replace and repeal the current Alternative Voting Bylaw. No language will be changed other than the dates. This Alternative Voting Bylaw, through the Municipal Elections Act, allows, voters to vote by mail, electronically, or by another voting method. The bylaw shall provide for the system of voting for any election that occurs after the date stated in the bylaw or the date the bylaw takes effect including the notification of electors, the form of ballot, the swearing-in and voting on election day, the method of counting the ballots or votes, and the rejection of ballots or votes.

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt to give the first reading to replace and repeal the current Alternative Voting Bylaw.

***Motion Carried***

#### **4.7 Council Meetings and Proceedings Policy, Page 40 – 50**

The CAO and the Administrative Assistant recently attended Robert's Rules of Order seminar for council meeting proceedings. During this seminar, it was learned that 3 business days are required for a full council meeting package to be distributed.

CAO Cloney proposed moving council meetings to Wednesdays from the current Mondays schedule. Since many municipal holidays fall on a Monday this would also eliminate the need to reschedule the meetings if held on a Wednesday. Having the meetings on Wednesdays would offer more time to have a council meeting package out to Council on the Thursday or Friday prior to the meeting which would give the required three business days to review prior to the meeting.

The Council agreed that it would also allow for attendance of functions typically held on a Monday evening as well. It was agreed through consensus to adjust the date of Council meetings on Wednesdays starting in November. Wednesday, November 8, 2023, would then be the date Committee of the Whole meeting and Wednesday, November 22, 2023, would be the date of the next Council Meeting.

CAO Cloney discussed with Council that it was also learned through Robert's Rules of Order seminar that the Committee of the Whole meeting is generally chaired by the Deputy Mayor which allows the mayor to have greater opportunity to participate in the discussion. The Council gave consensus that this could begin for the November 8, 2023, Committee of the Whole meeting.

#### **4.8 Deputy Mayor Elections, Pages 51 – 52**

Mayor Henley discussed the policy for the election of Deputy Mayor which states at its first meeting following an election, the Council shall select a Deputy Mayor to hold office from that date to October 31 of the following year. In non-election years, the Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1 of that year until October 31 of the following Calendar year.

Mayor Henley called for nominations. Councillor Jones nominated Councillor MacDonald to continue as Deputy Mayor for the Town of Oxford for the 2023/24 term.

Moved by Councillor Jones and seconded by Councillor Black to elect Councillor MacDonald as Deputy Mayor for the Town of Oxford for 2023/24 term.

***Motion Carried***

#### **4.9 Boards and Committees of Council 2023 / 2024, Page 53**

Councillor McNutt brought forward Hayden Clark to be added to the Recreation Commission.

Moved by Councillor Jones and seconded by Councillor Black to amend the 2023-24 Boards and Committees list presented and to add Hayden Clark as a member of the Recreation Commission.

***Motion Carried***

## **5. Consideration of Correspondence**

### **5.1 OREC Remembrance Day Service, Pages 54**

Mayor Henley discussed with the Council an email from OREC which stated that on November 9, 2023, from 10:45 AM to 11:25 AM a Remembrance Day service was to be held. OREC has asked Mayor Henley to attend and extended the invitation to any Councillor and or guests to attend as well. Mayor Henley declined due to his work schedule. Deputy Mayor MacDonald would attend as a representative for the Oxford Legion. Councillor Black would also be in attendance. An invitation would be extended to Councillor Colborne and Councillor Canning who sent regrets for this Council meeting.

### **5.2 Building Permit consideration of charging or waiving fees, Oxford Community Centre, Page 55**

CAO Cloney presented to Council an email from Andrew Fisher, Director, Planning & Strategic Initiatives for the Town of Amherst, who was in receipt of a development permit application for the new Oxford Community Centre to be built. Andrew discussed that municipalities are not exempt from their own planning regulations so a permit will be issued for the community centre. The Development permit is only \$20.00 but the building permit would be in the \$1000's of dollars presumably. The council could either charge or waive the permit fees.

Moved by Councillor Jones and seconded by Councillor McNutt to waive the permit fees regarding the build of the Oxford Community Centre.

***Motion Carried***

## **6. Adjournment**

The meeting adjourned at 6:32 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

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## Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Monday, October 30, 2023  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Chrystal McNutt, and Deputy Mayor Arnold MacDonald  
Councillors Regrets: Olivia Canning, Brenton Colborne, and Paul Jones

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

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

**1. Call to Order**

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

**2. Approval of Agenda**

Moved by Deputy Mayor MacDonald and seconded by Councillor McNutt that the agenda of the Special Council Meeting for October 30, 2023, be approved, as presented.

***Motion Carried***

**3. Building Permit consideration of charging or waiving fees, Oxford Community Centre.**

CAO Cloney summarized that at the last Regular Council meeting on October 23, 2023, the Council passed a motion to waive the fees for the building permit for the Oxford Community Centre. At that time, it was assumed that the fees would be a few thousand dollars. Once passed, CAO Cloney reached out to the Development Office to advise the Council had waived the fees, the Development Office informed CAO

Cloney that they would need a clearer motion indicating the amount of the building permit fees waived to be \$34,500.00. It was explained that the total construction value was estimated at \$17,250,000.00 at \$2 per thousand which equates to the building permit fee value of \$34,500.00.

If the Council is still considering waiving the fees, the amount must be clear and included in the motion. A motion to amend the previous motion would be required by the Council.

The council discussed the amount given that the initial fees were described to be a few thousand dollars and not \$34,500.00. CAO Cloney confirmed with the Council that the amount of the permit fees was not budgeted and would not affect the revenue of the Town of Oxford.

Mayor Henley relinquished the chair to Councillor Black at 6:05 PM for this discussion.

Mayor Henley added to the discussion that the Council should consider waiving the fees for the building permit because this is a direct benefit to the Town of Oxford.

Councillor McNutt on behalf of the Council expressed happiness that the amount is a larger amount and that the Town of Oxford would be able to assist in the process of the Oxford Community Centre in a larger way considering the Town of Oxford would not be able to donate hundreds of thousands of dollars on its own but could help in this way to bring a service like this to the Town of Oxford.

Upon no further discussion, Councillor Black relinquished the chair back to Mayor Henley to resume the Special Council Meeting at 6:07 PM.

Moved by Councillor Black and seconded by Councillor McNutt to amend the motion, made at the Council Meeting on October 23, 2023, to read that Oxford Town Council directs staff to waive the building permit fees for the Oxford Community Centre in the amount of \$34,500.00.

***Motion Carried***

4. **Adjournment**

The Special Council meeting adjourned at 6:08 PM

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**Mayor Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

DRAFT

## 2023 / 2024 Boards and Committees

APPROVED - October 23, 2023

Revised

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



**DEPARTMENT:** Council and All Departments

**TITLE:** Information/Communication Technology Usage Policy

Minutes reference date: 16 May 2022 PAGES \_4\_  
POLICY Adopted: 20 June 2022

## PURPOSE:

The Town of Oxford provides internet access and electronic communications to increase the efficiency and effectiveness of overall business operations. Information/Communication Technology is used as a tool to support the delivery and enhancement of services to the public. This policy will provide users with [general] guidance as to the [for the] appropriate use of information/communication technology thereby enhancing [with the goal of increasing] the productivity of Town [of Oxford] employees.

## POLICY STATEMENT:

The Information/Communication Technology network of the Town of Oxford, including all electronic documents generated within this network, is the property of the Town of Oxford. Members of the Council and Staff with of the Town of Oxford are provided access to information technology to assist them in the performance of their duties. Users may be afforded the privilege of accessing various forms of technology including computers, printers, other peripherals, internet, email, intranet, telephones, cell phones and fax machines. These users have a basic responsibility to ensure that technology is used in a professional, lawful, and ethical manner. As required, separate policies and usage guidelines will be provided to help establish guidelines for proper use, care, maintenance, and loss prevention. As such, this policy should be read in conjunction with the **Laptop/Notebook policy** [Oxford Technology Devices Policy].

## ACCEPTABLE USAGE:

Town of Oxford users will be provided with access to various forms of technology based on the job requirements of each individual employee, to perform the duties of his/~~or her~~ [the] position. Information/Communication Technology equipment and programs should be used in a manner which is consistent with the requirements of overall operations in the Town of Oxford. Employees who remove communication devices from Town property to use at home or other sites must have authorization from the CAO or their Director/Manager [supervisor] and must exercise caution in accordance with policies that these devices always remain in their custody and control. While Information/Communication Technology generally must be used only for activities related to Town business, minor personal usage during business hours is acceptable contingent on the following guidelines:

- Activity does not interfere with responsibilities and duties related to job performance.
- Activity does not require excess system resources that will negatively impact on operations.

- Activity is not related to personal business ventures.

After normal business hours, employees may enjoy personal usage of the Town's [of Oxford] Information/Communication Technology equipment and programs in a professional, lawful, and ethical manner and in accordance with this and other related policies, so long as there is not an incremental cost to the Town.

#### **UNACCEPTABLE USAGE:**

The Town of Oxford has a limited amount of bandwidth and storage available to it. Therefore, users must not perform acts that waste or dominate these resources. The following usages are prohibited:

- Spending excessive amounts of time during normal business hours on the internet for [non-municipal] non-Town purposes.
- Playing online games.
- Excessively using personal on-line messaging (Facebook, Twitter, MSN, Yahoo, etc.); the determination of what constitutes excessive usage shall be left to individual Department Heads [supervisors or the CAO]
- Downloading large files for personal use.
- Accessing high bandwidth streaming audio and/or video files for non-work [non-municipal] related purposes, without authorization of the Technology Officer or CAO; (i.e.: radio broadcast, video such as YouTube, Facebook, CNN or TSN).
- Making, sharing and/or distributing unauthorized copies of software used by the Town.
- Any use which is contrary to the laws of Canada and/or the Province of Nova Scotia.

#### **OFFENSIVE MATERIALS:**

Participating in sexual, ethnic, and racial harassment by way of e-mail, the internet or any other form of Information/Communication Technology provided by the Town of Oxford is prohibited. Users are prohibited from actively searching out, storing, sharing, or intentionally authoring and/or viewing this type of material. Even with the filtering systems in place, with the amount of information contained on the internet, it is difficult to avoid receiving e-mails or attaining search results on the internet without sometimes being directed to materials that are sexually explicit or are offensive for some other reason. Should this type of material be encountered, it shall be deleted immediately. If difficulties are encountered in deleting this material, the IT department must be contacted immediately for assistance.

#### **PRIVACY:**

Users who have been granted access to Information/Communication Technology to assist them with their jobs should have no expectation of privacy in anything they create, store, send or receive using the Town's Information/Communication Technology. The Town of Oxford has the ability, and reserves the right, to monitor and maintain records on all aspects of its computer system including internet usage, file storage, participation in online discussion groups, file downloads, messaging, and any other electronic communications deemed necessary.

#### **SECURITY:**

Users are not permitted to download or install software without the authorization of the ~~Technology Officer~~ [IT] or the CAO. Certain primary programs as outlined in appendix "A" attached may be updated by users as required. Users are not permitted to disable or alter in anyway the Town's anti-virus software. Each user will be assigned a username and password for the applications that are necessary to perform their duties. This information must remain confidential and should not be shared with others at any time. Users are to ensure that they log off all software programs such as ~~Simply Accounting~~ [Sage50 Accounting], TownSuite, network, and Internet-based applications at the end of the day and all information systems are to be secured prior to ending their workday.

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Linda Cloney, CAO  
Town of Oxford  
Dated: 20 June 2022

DRAFT

**Information/Communication Technology Usage Policy “Appendix “A”**

- |   |                                      |
|---|--------------------------------------|
| 1. Antivirus Software   | Automatic Updates/Annual Renewal     |
| 2. Spyware/Adware Software                                    | Automatic Updates/Annual Renewal     |
| 3. *Adobe Acrobat   | Regular Updates/Annual Renewal       |
| 4. Microsoft Office   | Regular Updates/Monthly Renewal      |
| 5. Windows 10/11  | Regular Updates (**Windows 10 only). |
| 6. TownSuite  | Updates as per TownSuite             |
| 7. Sage[50 Accounting] <del>Simply Accounting</del><br>Sage50 | Updates as per                       |

\* For those that have the Adobe Acrobat application.



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**DEPARTMENT:** Council and All Departments

**TITLE:** Technology Devices Policy

Minutes reference date: 16 May 2022

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## PURPOSE:

The Town of Oxford recognizes the role technology plays in providing municipal services [and the need for technology to aid in efficiency and quick access to information is critically important]. To allow staff to work together in an environment where learning, informed decision making and innovation is [are] key, the Town of Oxford provides devices to some of its staff. Devices can be devices/notebooks [laptops], tablets, [storage devices including external hard drives and USB drives], and/or cell phones. The purpose of this policy is to outline the acceptable use and care of these devices and the employee's role in ensuring municipal assets, information and network systems are protected.

## SCOPE:

This policy applies to all municipal [Town of Oxford] employees who are issued devices and applies to device use on and off municipal premises. This policy should be read in conjunction with the **Information/Communication Technology Usage Policy**.

All employees who are issued a device will be asked to sign for receipt of the device and to acknowledge that they have read, understood, and will comply with this Policy and the **Device Use Guidelines**.

## DEFINITIONS:

Term	Definition
<b>Municipal location</b>	Any property owned by the Municipality [Town of Oxford]
<b>Off-Site</b>	Any place that is not a municipal [Town of Oxford] premise
<b>VPN</b>	Virtual Private Network— Enables a secure network connection over the internet
<b>Device</b>	Any technology device including devices/notebooks, [laptops], tablets, and cell phones, [storage devices including external hard drives and USB drives].
<b>[IT]</b>	[Information Technology or also referring to the Information Technician in charge of setup and maintenance of devices.]

**POLICY STATEMENT:**

To safeguard municipal [Town of Oxford] assets, information and network systems/services, employees are responsible for the care and security of the device issued to them. Employees should take good care of the device and ensure that it is not damaged, lost or stolen. Employees will familiarize themselves with the **Device Use Guidelines** and direct any questions to the CAO, [or person in charge of] IT Department or designate.

In order to [To] maintain security over the devices and a healthy work-life balance for our employees, it is the policy of the Municipality [Town of Oxford] that, ~~except were outlined herein~~ [unless in the cases outlined below, all] devices should remain in the workplace. Being provided [with] a device does not imply that employees can use them outside of the workplace. Express permission to remove devices from the workplace must be received from the employee's supervisor/Director or the CAO.

It is the policy of the Town of Oxford that employees will act in accordance with the following:

**1. Use of Devices**

**Devices may be removed from the premises in the following circumstances:**

- 1.1. Staff are attending a meeting, training session, or gathering at a Municipal location where their device is required for training or operational purposes.
- 1.2. Staff are required to work off-site at the direction of their supervisor [or the CAO] (off-site presentations, on-call, overtime, etc.) – ~~in these instances, staff must sign out the device through their supervisor using the Device Sign-out Form.~~
- 1.3. Staff are asked by their director to take their device to facilitate workflow in non-routine circumstances (i.e., working from home [for any length of time], ~~extended work-related absence where contact through the VPN is necessary~~) – ~~in these instances, staff must sign out the device through their director using the Device Sign-out Form.~~

**Devices are not to be off-premises during unpaid leave without express permission of [the supervisor or] the CAO and signing of the appropriate form [where required]. [Otherwise], in all circumstances of an extended leave, the Municipality [Town of Oxford] may require the device to be returned [prior to or] during that leave.**

- 1.4 ~~Staff at the Officer, Manager, or Director level is exempt from the portability restrictions of this policy. [All Supervisors, the CAO, the Senior Accountant, and IT are exempt from this policy unless directed by the Town of Oxford Council].~~

**2. Care of Devices**

Employees are responsible to ensure compliance with the following:

- 2.1 Devices are only to be used for municipal [Town of Oxford] use. Friends or family members shall not use devices.

2.2 Devices shall never be checked as luggage at the **[any]** airport.

2.3 Devices shall never leave Canada without the express permission of the CAO to ensure compliance with the Government of Nova Scotia Bill No. 19 – Personal Information International Disclosure Protection Act (PIIDPA).

2.4 Devices must be carried in a **[protective]** device carrying case when leaving the workplace – the device must be turned off **[and allowed to cool down]** properly before **[being]** placed in the carrying case.

2.5 Devices must be protected from extreme temperatures, food, drink, and dirt (from hands or the environment) – employees will never clean the device with water or chemicals except those designed specifically for that purpose: and,

2.6 All errors or unexpected behaviours **[operation]** with devices must be reported to the ~~IT Department or designate~~ **[IT]**, describing the error, conditions, or unexpected behaviours.

**\*\* Due to warranty requirements, devices in need of cleaning or repair must be returned to IT [unless other arrangements are arranged through IT] ~~Department or designate~~. Staff must not attempt to repair any hardware or software faults under any circumstances.**

### 3. Security of Devices

3.1 Devices shall never be left in an area where they are vulnerable to theft.

3.2 Devices shall never be left in an unlocked vehicle, regardless of whether it is in a private driveway or garage. If it is necessary to leave the device in a vehicle, devices shall be locked in the trunk or, if there is no trunk, hidden from plain view and the vehicle **[shall be]** locked **[and parked in a location, where possible, to be visible to the driver]**.

3.3 Employees shall only connect to trusted Wi-Fi connections and where possible users should notify ~~IT Department or designate~~ when planning to connect through Wi-Fi outside of normal conditions (e.g., while travelling out of province).

3.4 Devices shall never be left unattended in an unsecured area in the workplace.

3.5 ~~User accounts~~ **[Devices]** must always be locked **[or powered off]** when ~~the device is~~ unattended: and,

3.6 Employees are not permitted to connect any equipment, e.g., personal printers, cameras, scanners, USB flash drives, cell phones etc. without the permission of ~~the IT Department or designate~~. **[unless those devices were supplied by the Town of Oxford]**.

**Lost or Stolen Devices:**

If a device is lost or stolen, immediate action should be taken to prevent loss of or malicious access to information and network resources by calling the CAO. The CAO will notify the Police [policing service] and provide asset tracking support with the assistance of IT Department or designate.

4. **[Employees in Lay-off, Retired, or Leaving Employment of the Town of Oxford]**

[When an employee leaves the employment of the Town of Oxford for any reason, the employee, unless otherwise permitted by the CAO, must return all devices to the CAO of the Town of Oxford upon their exit interview or leave. This allows the Town of Oxford to maintain the security, confidentiality, and integrity of the data contained on the devices, and the data of the Town of Oxford to maintain security and access to sites, applications, and locations the employee has had access to have continued workflow. All passwords, unlock codes, and security question answers for multi-authentication factor websites and apps are to be supplied with the device being returned. All adaptors, cases, accessories, and cables that were purchased by the Town of Oxford included with the device, must also be returned.]

[Devices will be securely erased for reuse within the Town of Oxford when deemed ready. Where the devices are unviable for re-use, devices will be destroyed or made inoperable to prevent any level of wiping or formatting of hard drives from being reversed in any way.]

5. **Guidelines & Accountability**

In conjunction with this policy, a set of Device Use Guidelines will be maintained. These are subject to review and approval of the CAO.

Staff ~~will~~ [may] be required to sign a Device Agreement prior to being issued a device for their municipal [Town of Oxford] use.

**ROLES AND RESPONSIBILITIES:**

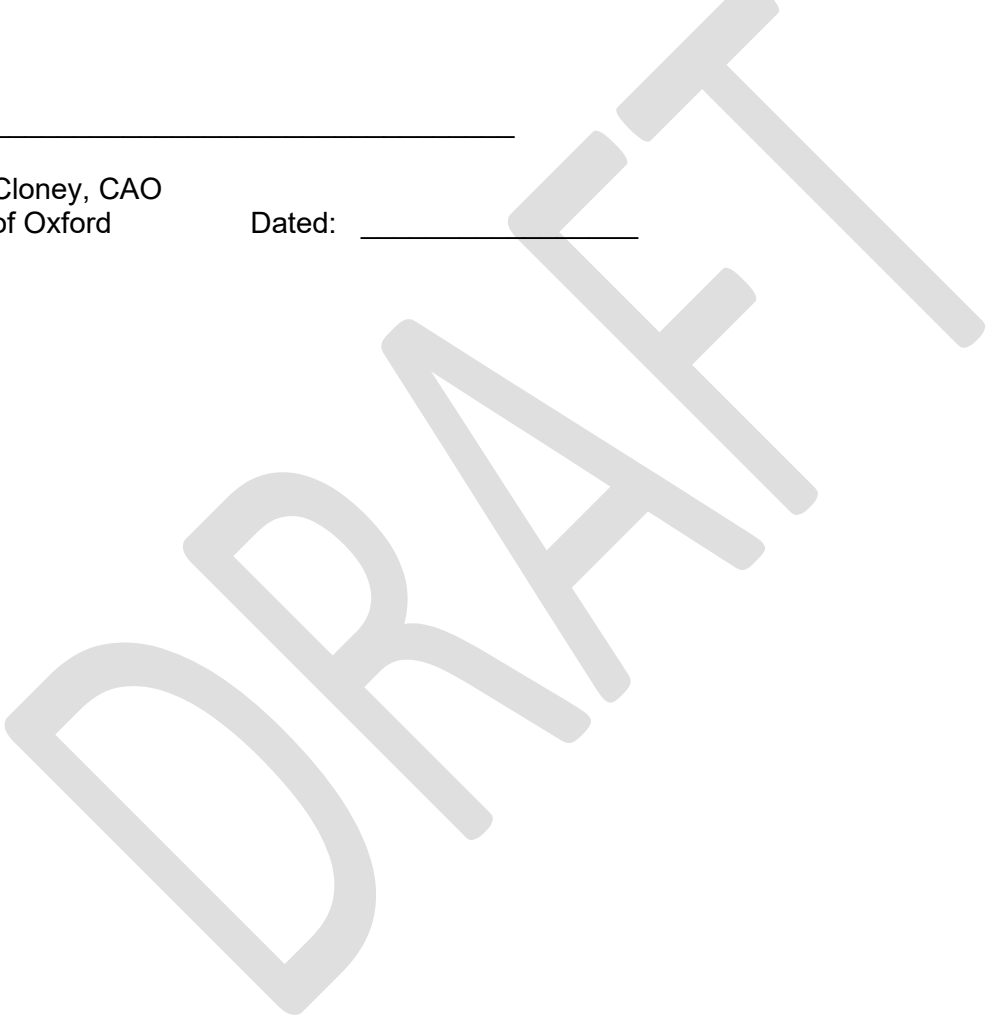
Title/Role	Responsibilities
Directors & Supervisors	<b>The Directors/Supervisors will:</b> <ul style="list-style-type: none"> <li>● Ensure this policy is being adhered to</li> <li>● Provide employees with adequate direction on when a device can leave the premise</li> </ul>
Employees	<b>The Employees will:</b> <ul style="list-style-type: none"> <li>● Ensure this policy is adhered to</li> <li>● Protect the device issued to them</li> </ul>
Office Assistant or designate	<ul style="list-style-type: none"> <li>● Review the policy on a yearly basis for relevancy and potential updates.</li> <li>● Maintain the Device Use Guidelines</li> </ul>
IT	<b>IT will:</b> <ul style="list-style-type: none"> <li>● Repair and or replace faulty equipment</li> <li>● support the RCMP [policing services] investigation in the case of a stolen device [where applicable]</li> </ul>
CAO	<b>The CAO will:</b> <ul style="list-style-type: none"> <li>● Notify the Police [policing service] and the IT Department in the case of a stolen device</li> <li>● Ensure this policy is adhered to</li> <li>● Approve changes to the device use guidelines</li> <li>*This policy is subject to the approval of the CAO</li> <li>● [Provide employees with adequate direction on when a device can leave the premise]</li> </ul>

**RELATED DOCUMENTATION:**

<b>Document Name</b>	<b>Document Type</b>
<b>Information/Communication Technology Policy</b>	Policy
<b>Device Agreement</b>	Contract
<b>Device/Notebook Sign-out Form</b>	Form
<b>Device Use Guidelines</b>	Form
<b>Personal Information International Disclosure Protection Act (PIIDPA)</b>	Legislation

\_\_\_\_\_  
Linda Cloney, CAO  
Town of Oxford

Dated: \_\_\_\_\_



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DEPARTMENT: OPERATIONS

TITLE: **SNOW AND ICE MANAGEMENT POLICY**

Date: 17 January 2023

Revised: 22 November 2023

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### PURPOSE:

The purpose of this policy is to provide direction to staff involved in snow and ice management operations to ensure streets, sidewalks, fire hydrants, fire exits, and parking lots are cleared in a safe and timely manner.

### POLICY STATEMENT:

1. Snow and ice management operations will commence after **5—10 [2 – 5]** cm of snow has fallen, and snowfall is continuing.
2. Salting of streets on the 'salt route' will commence when conditions warrant and salting of remaining streets not on the salt route will occur as needed.
3. Upon completion of the public streets, sidewalk operations will commence.
4. Priority will be given to heavily travelled streets and sidewalks, as defined in this policy.
5. Safety of the public and our operators is paramount in all aspects of our work.
6. Additional street widening and intersection clearing will occur upon the completion of the priority operations and as time and budget allow.

### SERVICE LEVEL EXPECTATIONS

#### Level of Service for Roadway Types

**The objective is that all streets will be cleaned of snow within 6 hours from the end of a snowstorm of up to 30 centimeters.**

#### Street Priority 1 (Main Streets)

- Plow continuously during storm, visibility permitting
- Plow to bare pavement, whenever possible
- Normally plow curb to curb within 4 hours after storm ends

#### Street Priority 2 (Secondary Streets)

- Plow continuously during storm, visibility permitting
- Salting of hills, intersections, as needed
- Normally plow curb to curb within 6 hours after storm ends

Level of Service for Sidewalk Types

**The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations, for snowstorms up to 30 centimeters.**

Sidewalk Priority 1 (Cleared within 12 hours)

- Sidewalks in school zones
- Medical Centre
- Sidewalks in the Core Area District (Downtown)
- Arterial streets

Sidewalk Priority 2 (Cleared within 24 hours)

- Collector streets
- Local streets

Sidewalks will generally be maintained with salt to remove excess snow and ice. However, sand may be used under certain ice and temperature conditions under which salt is not effective.

While sidewalk clearing generally commences after street snow clearing operations have been completed, staff will make an initial pass along sidewalks on Main Street, Lower Main Street and Water Street DURING street clearing operations to improve pedestrian accessibility in these areas whenever possible.

Level of Service for Fire Hydrants

**The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations, for snowstorms up to 30 centimeters.**

The Public Works Supervisor will decide if the accumulation of snow around the fire hydrants, and/or the snowbank along the street in front of the fire hydrant, warrants the clearing operation to be activated.

Town crews are available to clear hydrants in an emergency, whenever required.

## MAJOR STORMS

**A major storm will be declared by the Public Works Supervisor, or on-call supervisor, when snow clearing crews are no longer able to keep all Town streets cleared of snow and the storm continues.**

During a major snowstorm, crews will attempt to keep at least one lane of the following streets open:

- Main Street
- Water Street
- Lower Main Street
- Pugwash Road
- Little River Road
- Waverly Street
- Foundry Street (Highway 204)
- Birchwood Road
- Duke Street

During a major snowstorm, the Town Hall Parking Lot and Fire Station parking lots will be kept open to allow emergency off-street parking.

To provide quick response in an emergency, a “storm line” will be activated during major storms (902-397-3002). This line will be monitored 24 hours a day until all the streets have been opened.

As snowfall intensity decreases, Town equipment will commence snow plowing operations on other streets.

**PRIORITY STREETS – BARE PAVEMENT**

**Town snow clearing crews will attempt to create a “bare pavement” condition within 12 hours following a snowfall event of up to 30 cm on the following streets:**

- Main Street
- Lower Main Street
- Little River Road
- Water Street
- Birchwood Road
- Pugwash Road
- Foundry Street (from intersection of Water Street and Foundry Street to the corner of Foundry Street and Birchwood Road)

For the purposes of this policy, bare pavement conditions refer to winter road conditions where all travel lanes of the roadway are primarily clear of snow and ice build-up that could impair safe travel on the road.

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**TOWN OWNED PROPERTY**

**Town staff will take necessary steps to minimize public hazards due to snow/ice conditions on Town-owned/leased property.**

Public Parking Lots

The Public Parking Lots will be checked for slippery conditions by Town staff and appropriate measures taken, using salt and or sand to alleviate any hazard to the public. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Medical Centre
- Library
- Arena
- Transfer Site
- Fire Station
- Theatre [Gazebo]
- OPH Club

**Public Buildings**

The public entrances and adjacent sidewalks to Town operated facilities will be checked by Town staff for hazardous snow and ice conditions each day before the building is open to the public. Excess snow will be removed, and slippery conditions will be addressed using salt, sand, and other suitable ice control material. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Medical Centre
- Fire Station
- Library
- Works Garage
- Arena
- Theatre
- OPH Club
- Transfer Site

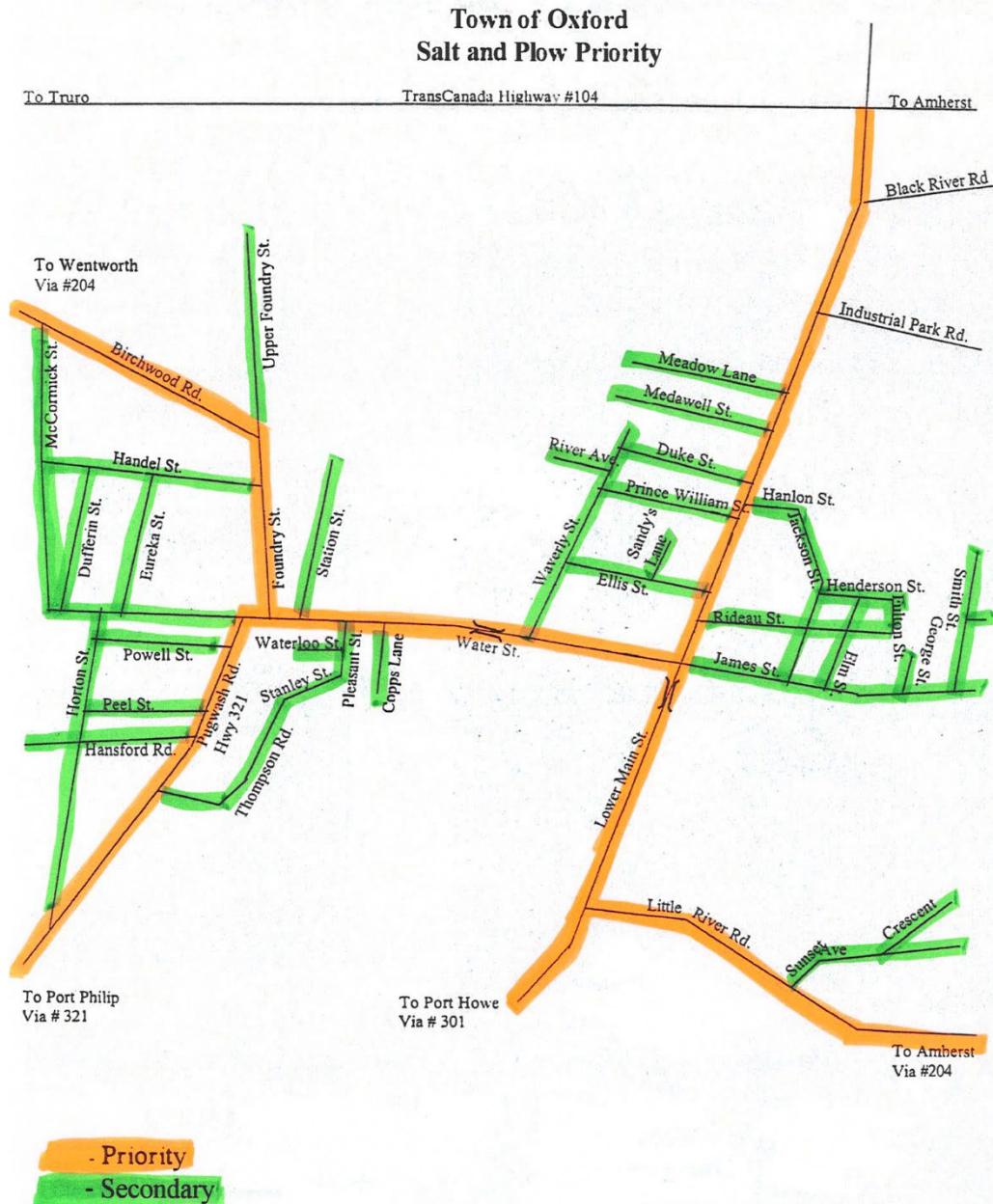
## **SALT MANAGEMENT**

**The Town of Oxford is committed to the efficient management of its road salt, while continuing to provide effective winter maintenance for the safety of motorists and winter maintenance workers.**

The Town will demonstrate environmental responsibility by implementing and maintaining a Salt Management Plan (SMP) and associated best management practices.

To ensure the Town successfully meets its commitment, it will:

- Conduct operational activities in a manner that protects the environment and prevents or minimizes pollution;
- Continue to provide snow and ice control on Town streets so that service level standards are achieved;
- Address concerns raised by the federal government's review of road salts and their effect on the environment;
- Comply with environmental legislation, relevant standards, and industry codes of practice that apply to the Town's facilities and operations;
- Provide all winter maintenance personnel with appropriate training and resources so they are able to complete their assigned tasks in a manner that is consistent with the requirements of this Policy;
- Establish and track objectives and targets to verify effectiveness and identify opportunities for continual improvement of processes and operations;
- Monitor operations and implement appropriate corrective and/or preventive actions to improve performance;
- Communicate the requirement of this Policy and the Salt Management Plan to all employees



- Add Seven Lee Way to this Map



**Examples**

**Storm Cleanup Example – Water Street**



**From:** [Barclay, Karen M](#)  
**To:** [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)  
**Subject:** Oxford Nazarene Community Kitchen  
**Date:** November 14, 2023 12:11:18 PM

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Good afternoon Linda

I am writing on behalf of the Oxford Nazarene Community Kitchen .

We will be making a full turkey dinner for the students and any adults that would like to attend on Wednesday, December 13 at noon . We are expecting approximately 150 to attend. This year we are hoping to also include an old fashioned Christmas candy bag for each student.

We are looking to see if perhaps on behalf of the town , it might be possible to receive a donation to go towards the cost. We would have a sign thanking the supporters . Any assistance would be greatly appreciated.

Sincerely

Karen M Barclay on behalf of the Oxford Community Kitchen



November 1, 2023

Honourable Steven Guilbeault  
Main office - Montréal  
800 Boul de Maisonneuve E  
Suite 1010  
Montréal, Quebec H2L 4L8

(via email [steven.guilbeault@parl.gc.ca](mailto:steven.guilbeault@parl.gc.ca))

Dear Honourable Guilbeault:

**RE: Exemption of Volunteer Emergency Service Providers from New Fuel Charges**

This letter is to acknowledge and support the Municipality of Barrington in their letter dated July 27, 2023, regarding the request for carbon tax exemption for volunteer emergency service providers.

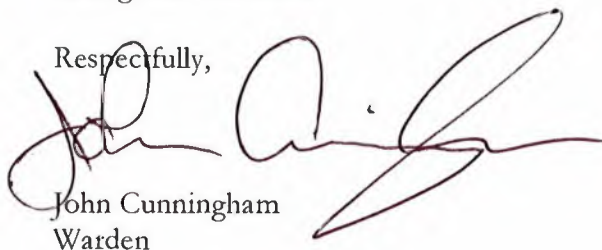
I understand the importance of alleviating greenhouse gas emissions, however, these fuel charges are adding financial burdens to those who rely on limited and fixed budgets to protect communities.

The argument to exempt volunteer emergency service providers from the carbon tax is compelling. They are volunteers, sacrificially working out of their desire to make communities safer; selflessly putting their lives at risk in times of crisis; working tirelessly to fund training and equipment purchases; all of which is enough of a price to pay to keep residents safe.

I echo the request of the Municipality of Barrington and also ask that the application of the carbon tax on volunteer emergency service providers be removed. Working together, federal ministers can find a solution to removing this financial burden for volunteer service providers.

If you'd like to speak further on this matter, I can be reached by email at [johnc@munyarmouth.ca](mailto:johnc@munyarmouth.ca) or by calling 902-740-5332.

Respectfully,

A handwritten signature in black ink, appearing to read "John Cunningham", is written over the word "Respectfully,". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Cunningham  
Warden

**From:** [Power, Ashley](#)  
**To:** [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)  
**Subject:** Urgent Aid Update  
**Date:** November 8, 2023 11:30:59 AM

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Hi Linda,

**Last year, over 400 students benefitted from Urgent Aid funds.** Thanks to donors like you, students were able to access this essential support at a crucial time in their educational journey, returning their focus back to their studies and achieving success.

**Thank you for your meaningful support of NSCC students.**

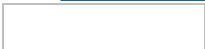
[I am pleased to share an update on the impact of your Urgent Aid support last year.](#) If you have any questions about this program, how the NSCC Foundation continues to support students, or the College, please don't hesitate to reach out.

With appreciation,

Ashley

**Ashley Power**

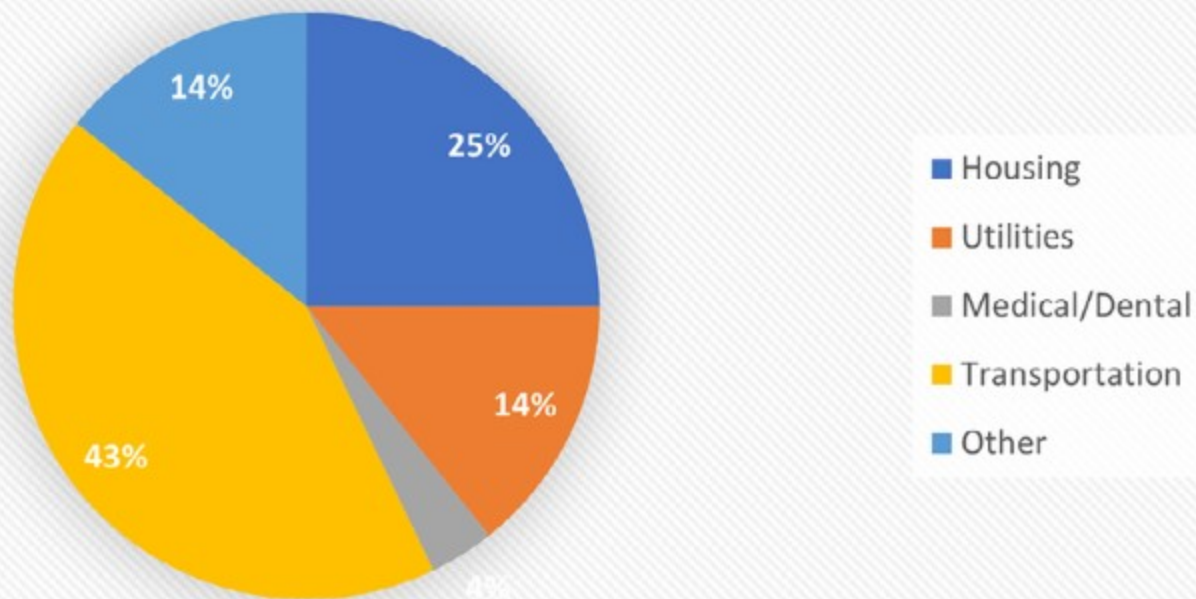
Acting Executive Director  
NSCC Foundation & Alumni Relations  
Nova Scotia Community College  
Mobile: 902-440-8104  
Web: [nsc.ca/alumni](http://nsc.ca/alumni)



## Urgent Aid disbursed by NSCC campuses:



## Cumberland Campus Urgent Aid Use by Category



\$14,572.26 total Urgent Aid disbursed at Cumberland Campus