



**Town of Oxford**  
**Regular Council Meeting**

**Notice of Meeting**

Date: Wednesday, December 13, 2023  
Time: immediately following Committee of the Whole  
Place: Council Chambers and conducted through and zoom streamed live to Facebook

**AGENDA**

1. Call to Order – Welcome
2. Approval of Agenda  
*pages 1 - 2*
3. Approval of the Minutes – November 22, 2023  
*pages 3 – 9*
4. Business – Linda Cloney presenting all business items listed
  - 4.1 Development of WaterCAD Model  
*pages 10 – 13*
  - 4.2 Water Street Walking Bridge Closure – update  
*verbal report*
  - 4.3 Sewer Service Connection Fees – information  
*page 14*
  - 4.4 Anekdotte Proposal  
*pages 15 – 18*
  - 4.5 Town Hall Roof Quote  
*verbal report*

5. Correspondence – Linda Cloney presenting

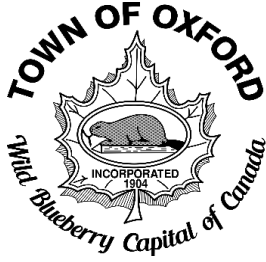
5.1 Announcing the New NSFM Board of Directors

*Page 19*

6. In-Camera

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

7. Adjournment



## Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook  
Date: Wednesday, November 22, 2023  
Presiding Officer: Mayor Greg Henley  
Councillors Present: Carla Black, Olivia Canning, Brenton Colborne, Paul Jones, Deputy Mayor Arnold MacDonald, and Chrystal McNutt  
Councillors Regrets: nil

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

**Staff in attendance:** Linda Cloney - CAO, Ruthann Brookins - Manager of Finance, Bruce Rushton - Fire Chief, 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, Pages 1 – 2**

Moved by Councillor Colborne and seconded by Councillor Jones that the agenda of the Regular Council Meeting for November 22, 2023, be approved, as presented.

***Motion Carried***

**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**

**Approved by** \_\_\_\_\_  
**Mayor Greg Henley, on November 22, 2023**

## 4. Business

### 4.1 Boards and Committees of Council 2023/2024 – revisions *Page 15*

CAO Cloney presented to Council that a revision to the 2023-2024 Boards and Committees list be revised with the addition of Amanda Purdy to the Recreation Commission.

Moved by Councillor McNutt and seconded by Councillor Jones to accept the revision to add Amanda Purdy to the Recreation Commission of the 2023/2024 Boards and Committees of Council.

***Motion Carried***

### 4.2 **Information / Communication Technology Usage Policy – consideration for adoption of recommended changes.** *Pages 16 – 19*

Moved by Councillor McNutt and seconded by Councillor Black to accept the changes to the Information/Communication Technology Usage Policy as presented.

***Motion Carried***

### 4.3 **Oxford Technology Devices Policy – consideration for adoption of recommended changes.** *Pages 20 – 25*

CAO Cloney discussed with Council that additional changes were made to this already adopted policy but additional grammar and one significant addition to the policy on pages 4 and 5, as recommended by our financial auditors regarding employee and Council leave of employment which adds that all devices upon an employee or Council member leave of the employment of the Town of Oxford must be returned prior to the leave with all login and other pertinent

information included for proper recycling and or disposal of Municipal materials.

Moved by Councillor Jones and seconded by Councillor McNutt to accept the changes to the Oxford Technology Devices Policy as presented.

***Motion Carried***

4.4 **Snow and Ice Management Policy** – *consideration for adoption of recommended changes. Pages 26 – 34*

CAO Cloney presented to Council that at the previous COW meeting there was a motion to Council to accept the amendments of the Snow and Ice Management Policy as was presented.

Moved by Councillor Jones and seconded by Councillor Black to accept the amendments to the Snow and Ice Management Policy as presented.

***Motion Carried***

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**

CAO Cloney presented to Council that as recommended by the Office of the Fire Marshall, Council should make a motion to formally appoint David Buel, Thomas Trenholm, Melissa Siddall, and Brian Wood, employees of the Municipality of the County of Cumberland, as the fire building officials for the Town of Oxford.

Moved by Deputy Mayor MacDonald, seconded By Councillor Black that the Council of the Town of Oxford appoint David Buell, Thomas Trenholm, Melissa Siddall and Brian Wood, employees of the Municipality of the County of Cumberland, as Fire Inspectors for the Town of Oxford.

***Motion Carried***

**4.6 Recycling Performance Audit – Cumberland Central Landfill Facility**  
*Verbal presentation, Mayor Henley presenting.*

Mayor Henley presented to the Council that a meeting was held with a representative of GFL who had completed an audit of their recycling processes. Their findings were that there was too much contamination of recyclable materials, specifically, paper products making sorting processes difficult and often resulting in the disposal of all the recyclable materials as a result for all of Cumberland. Proper recycling is required to make use of all recyclable materials.

**4.7 Oxford Nazarene Community Kitchen request, Page 35**

CAO Cloney read a letter received from Karen Barclay on behalf of the Oxford Nazarene Community Kitchen describing that a full turkey dinner would be served to about 150 students on December 13, 2023, and requested that a donation towards the costs of the dinner may be provided by Council of the Town of Oxford. A sign thanking supporters would be in place.

Moved by Councillor McNutt and seconded by Councillor Black to support the turkey dinner held at the Nazarene Community Kitchen for December 13, 2023, up to \$500.00.

Councillor Jones inquired if we had \$500 in the budget to put towards this and if we may be setting a precedent given there are many other great causes to donate to.

Manager of Finance, Ruthann Brookins, discussed that MPAL Jimmy Ward had, as part of the already donated to the Nazarene Church for games night.

Councillor McNutt rescinded her original motion.

Moved by Councillor McNutt and seconded by Councillor Canning to donate \$250.00 toward the Oxford Nazarene Community Kitchen for the Christmas turkey dinner on December 13, 2023.

Councillor McNutt – Yes  
Deputy Mayor MacDonald – Yes  
Mayor Henley – Yes  
Councillor Black – Yes  
Councillor Colborne – Yes  
Councillor Jones - No

4.8 **Sewer System - non-flushable items** – Councilor Jones presenting  
*Verbal*

Councillor Jones presented to the Council that there have been many items flushed down into the sewer system that shouldn't be which has created a lot of repair work. There are 4 items in particular that have been brought to Councillor Jones' attention which were grease, tampon sleeves, pill bottles, and rags including disinfectant wipes.

To prevent further sewer maintenance, Public Works is recommending that the public be cautious in what is flushed down into the sewer.

4.9 Appointment of Traffic Authority and Deputy Traffic Authority, *Linda Cloney presenting*

CAO Cloney presented to the Council this late addition agenda item. A request through email was made for the Town of Oxford to update the Traffic Authority Database as S/Sgt Brian Cameron confirmed that there have been changes to the Traffic Authority and there were new appointments to be made by motion by the Town of Oxford to appoint S/Sgt Andrew Clark as the Traffic Authority and Sgt Brian Cameron as the Deputy Traffic Authority for the Town of Oxford.

Moved by Deputy Mayor MacDonald and seconded by Councillor Jones that the Council of the Town of Oxford appoint S/Sgt. Andrew Clark as the Traffic Authority and Sgt. Brian Cameron as the Deputy Traffic Authority for the Town of Oxford.

***Motion Carried***

#### **4.10 Joint COW and Council Meeting to be held December 13, 2023 – *Verbal Discussion***

Mayor Henley discussed with the Council regarding a suggestion to hold a joint COW and Council meeting on December 13, 2023, at 6:00 PM.

Councillor Jones inquired about holding the Committee of the Whole and Council meetings on the same night in the future also.

Mayor Henley discussed that there are instances where more time is required for more information discovery between COW and Council meetings

A consensus was given by the Town Council to hold a joint COW and Council meeting on December 13, 2023.

CAO Cloney will investigate the possibility in the future of holding Committee of the Whole and Council Meetings on the same night in the future.

### **5. Correspondence**

#### **5.1 Municipality of the District of Yarmouth – Exemption of Volunteer Emergency Service Providers from New Fuel Charges – email *Page* 36**

CAO Cloney presented a letter written by John Cunningham, Warden of the Municipality of the District of Yarmouth to Steven Guilbaut which acknowledged and supported the Municipality of Barrington in their letter dated July 27, 2023, regarding the request for carbon tax exemption for volunteer emergency service providers.

The letter requested that the application of the carbon tax on volunteer emergency service providers be removed.

A consensus was given by the Town Council to issue a letter of support.

5.2 **NSSC – Urgent Aid Update – email** *Pages 37 – 39, information purposes.*

6. **In-Camera**

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

At 6:40 PM it was moved by Councillor Jones and seconded by Deputy Mayor MacDonald to go in-camera to discuss acquisition, sale, lease, and security of municipal property

***Motion Carried***

At 7:06 PM it was moved by Councillor Colborne and seconded by Deputy Mayor MacDonald to come out of in-camera and resume the Regular Council Meeting.

***Motion Carried***

7. **Adjournment**

The 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**



November 15, 2023

Town of Oxford  
168 Water Street  
P.O. Box 670  
Oxford, Nova Scotia  
B0T 1W0

Attention: Linda Cloney  
CAO

137 Chain Lake Drive  
Suite 100  
Halifax, Nova Scotia  
Canada  
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Telephone  
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Fax  
902.450.2008

### *Engineering Services Proposal – Development of WaterCAD Model*

Dillon Consulting Limited (Dillon) is pleased to submit the following proposal to the Town of Oxford (Town) for the development of a WaterCAD model for the Town. The primary objectives include confirming existing conditions through on-site investigations, creating a WaterCAD model, and conducting scenario analysis to identify improvements for the Town's water supply system.

## **Introduction and Objectives**

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The Town has expressed concern that the existing water distribution system can not meet residential pressure requirements, as well as concern that adequate fire flows may not be able to be obtained throughout the Town. The current water distribution system in the Town requires an evaluation and optimization to understand and provide recommendations to mitigate these issues and concerns. The process recommended will also provide the Town with a tool to understand the water distribution system as a whole and to increase the efficiency, reliability, and sustainability of the system moving forward. The proposed project aims to utilize WaterCAD modeling to simulate different scenarios, identify potential issues, and recommend optimized solutions.

The objectives of this project are to:

- Confirm existing conditions of the water distribution system in the Town through a site visit and hydrant fire flow testing.
- Develop a detailed WaterCAD model reflecting the current infrastructure.
- Analyze various scenarios to identify opportunities for improvement and optimization.



## Methodology

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### Site Visit and Data Collection

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An on-site investigation will be conducted to confirm the existing conditions of the water distribution system. This will include:

- Surveying existing pipelines, pump stations, and storage facilities.
- Collecting data on water demand, population growth projections, and land-use patterns.
- Evaluating the condition of existing infrastructure to identify potential issues.
- Conducting fire flow testing through a sub-contractor to confirm existing Hazen Williams coefficients in the distribution system.

We have assumed that the field collection portion of the project will take two days to complete. If more or less time is required to collect the existing data, we will adjust our fees accordingly. We have assumed that Dillon staff are not required to be present on-site when fire flow testing is occurring and that the sub-contractor will provide a report outlining their findings.

### WaterCAD Model Development

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Using the gathered data, a WaterCAD model will be developed to simulate the Town's water distribution system. This will involve:

- Inputting collected data into the WaterCAD software to create an accurate representation of the current system.
- Validating the model against historical data and observed system performance.
- Fine-tuning the model parameters to ensure accuracy in simulations.

### Scenario Analysis

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Scenarios will be simulated to identify areas for improvement and optimization. Scenarios may include:

- Assessing the impact of population growth on water demand.
- Evaluating the system's response to various hydraulic and operational conditions.
- Identifying potential upgrades or modifications to enhance system performance.



At this time, we have allocated 7.5 hours of effort to analyze different scenarios throughout the Town. If the Town would like further analysis considered Dillon would be happy to provide this service for an additional fee.

## Optimization Recommendations

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Based on the scenario analyses, recommendations for system improvements will be developed. This may include:

- Infrastructure upgrades to meet increased demand.
- Operational changes to enhance efficiency.

## Deliverables

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Upon completion of the project, the following deliverables will be provided:

- A memo detailing the existing conditions, methodology, and findings.
- The finalized WaterCAD model representing the current water distribution system.
- Recommendations for system optimization and improvement.

## Timeline

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The project is estimated to be completed within eight (8) weeks of the initial site visit. The site visit will be scheduled to occur as soon as possible after signback from the Town.

## Estimated Costs

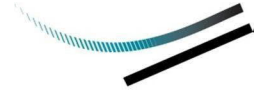
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Dillon proposes a fixed fee lump sum of \$34,800.00 (HST exempt) to carry out the scope of work described above (inclusive of fire flow testing). This fee is inclusive of labour, expenses, and Dillon administration fees. Invoicing will be submitted monthly based on progress.

## Closing

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Dillon's policies require written authorization to proceed prior to commencing work. Please review the attached Agreement for Professional Services, and Terms of Engagement. To acknowledge that you have read, understood, and accept these terms that apply to our services and to provide written authorization to proceed, please sign and return one copy of this full document including the Agreement for Professional Services, and Terms of Engagement, to the undersigned.



We trust this proposal is sufficient for your purposes at this time, and we again thank the Town for the opportunity to work with you on this assignment. If you have any questions, please feel free to contact the undersigned at mrodgers@dillon.ca.

Sincerely,

DILLON CONSULTING LIMITED

Matt Rodgers  
Project Manager

MR:mhc

Attachments: Agreement for Professional Services  
Dillon Consulting Limited – Terms of Engagement

#### Commercial Confidentiality Statement

This document contains trade secrets or scientific, technical, commercial, financial and labour or employee relations information which is considered to be confidential to Dillon Consulting Limited ("Dillon"). Dillon does not consent to the disclosure of this information to any third party or person not in your employ. Additionally, you should not disclose such confidential information to anyone in your organization except on a "need-to-know" basis and after such individual has agreed to maintain the confidentiality of the information and with the understanding that you remain responsible for the maintenance of such confidentiality by people within your organization. If the head or any other party within any government institution intends to disclose this information, or any part thereof, then Dillon requires that it first be notified of that intention. Such notice should be addressed to: Dillon Consulting Limited, 235 Yorkland Boulevard, Suite 800, Toronto, Ontario M2J 4Y8, Attention: Legal Department.



## TOWN OF OXFORD

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

November 27, 2023

Memo: to all town staff, taxpayers, developers, and builders

From: Linda Cloney, CAO

Subject: Sewer Service Connection Fee to be applied

While researching the Town Sewer Bylaws, staff discovered in the Sewerage By-law 2 – 1970 that there is a sewer service connection fee that should have been applied to property developments.

It states in the Sewerage Bylaw, “3. All properties shall be classified and shall pay the annual rates and charges set forth as follows: (D) for each new service connection the actual cost of the installation or a minimum charge of \$200.00 which ever is the greater”.

The bylaw had been established in 1970, amended in 1993, and increased by motions of Council in 2018, 2019, and 2022. The current fee of this connection is \$325.00 (see chart below).

As of November 27, 2023, Town Staff will apply the current sewer connection fee with a minimum of \$325.00 or the cost of installation (whichever is higher) to all new sewer connections.

If there are any questions or concerns, please contact me.

Linda Cloney  
CAO, Town of Oxford  
[lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)

902-447-2624

### History of Sewer Service Connection fee

1970 – \$55.00 – Original Bylaw

1993 - \$200.00 – Amended Bylaw

2018 - \$300.00 – increase of 50%

2019 - \$306.00 – increase of 2%

2022 - \$325.00 – increase of 6.2%



Curious  
to know  
me?



## PROPOSAL FOR OXFORD

Linda Cloney  
105 Lower Main Street  
Oxford, Nova Scotia  
P.O. Box 338  
BOM IPO

**anekdote**

**Our mission: to  
help you discover  
and make the  
world around us  
captivating,  
accessible, and  
enjoyable!**

[WWW.ANEKNOTE.CA](http://WWW.ANEKNOTE.CA)



## PRESENTATION

Thanks to your smartphone's GPS technology, Anekdote lets you learn about your surroundings in real time through an audio format, without need for a methodical tour, leaving you in complete control of what you wish to discover, what interests you, and how much time you're looking to invest in it, all of this free of charge for the app's users.

Whether you're on foot, bicycle, motorcycle, car, bus, train, or even on a cruise ship around the Maritime provinces, the Anekdote app follows the rhythm of your travels on the waterway, through a region, a city, a village, or even a simple hiking trail, and informs you about the local history and important events, relating knowledge that might otherwise be unknown or forgotten.

## SERVICES

- Creating Anekdotes thanks to our team of content creators and historians
- Creating the app's visual content
- Giving member access on the digital platform
- Carrying out real-time adjustments on the app's content

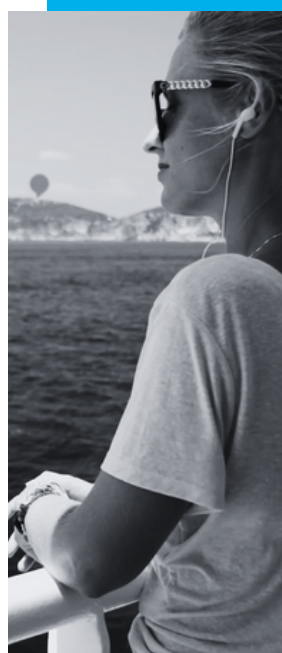
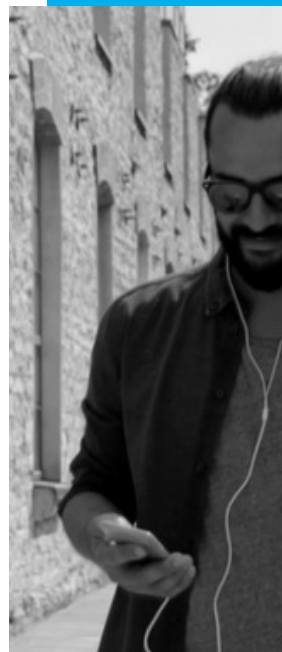
## BACKERS AND PARTNERS

- Ministry of Economy, Innovation and Energy of Québec
- Ministry of Tourism of Québec
- Ministry of Transportation of Québec
- Historical Society of Quebec City
- Quebec's Institute of Tourism and Hotelwork
- University of Quebec in Abitibi-Témiscamingue
- Indigenous Tourism Quebec
- Centre for Montreal's Memories
- Cruise the Saint-Lawrence Association
- Montreal's Harbour Administration
- Quebec's Relay-Villages Association
- Association of Quebec's prettiest villages
- Already operating in over 250 municipalities across Quebec

## PATENTS

- Canadian patents
- American patent
- International patent pending

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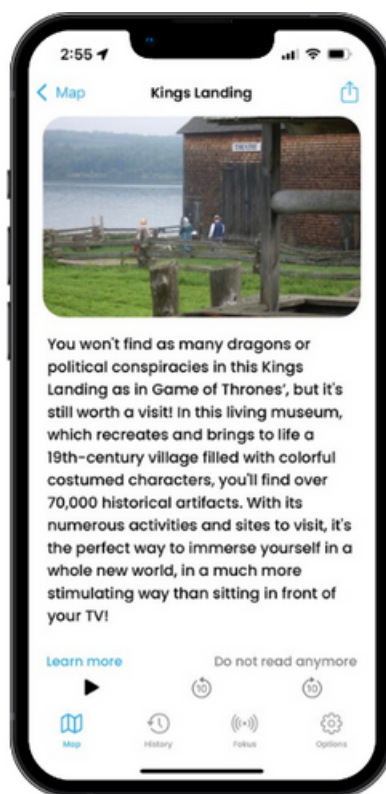
## WHAT IS AN ANEKDOTE?

Created by a professional team of historians and content creators, an Anekdote is an audio segment that follows an anecdotal formula, just as its name suggests. Anekdotés are short, categorized according to various filters (history, heritage value, culture, local businesses, Indigenous tourism, etc.), where the user can freely choose which topic he wants to hear about. Anekdote automatically start playing, being detected thanks to GPS positioning, and all audio visual capsules are available in both French and English.

Each Anekdote has an image, as well as an audio rendition of the written text. It's also possible to add a link to an external website, to redirect the user in a single touch.

Thanks to the browsing history function, it's possible to listen to previous Anekdotés once again and share them on various social media sites.

Every Anekdote is housed on Anekdote's digital platform up to a length determined in the signed contract.





## RESPONSIBLE FOR YOUR ACCOUNT

Applications Anekdoté Inc. is proud to take its customers' experience at the heart of its development. Please contact Anekdoté's members who are responsible for your account as soon as a question or commentary comes to your mind. You will discover motivated employees who are committed to your satisfaction.



### **Yves Trépanier**

**VICE-PRESIDENT CUSTOMER EXPERIENCE  
ANEKNOTE**

Holder of a degree in Social Sciences from the University of Quebec in Chicoutimi and Workforce Management from Laval University. Mr. Trépanier has accompanied many organizations in the development of their business model on the international level. Today, he joins his passions for people, for technology, and for historical content in the beautiful adventure and noble cause of Anekdoté. An honest leader who favors open communication and collaboration between stakeholders, in order to establish firm and valued partnership on every organizational level.

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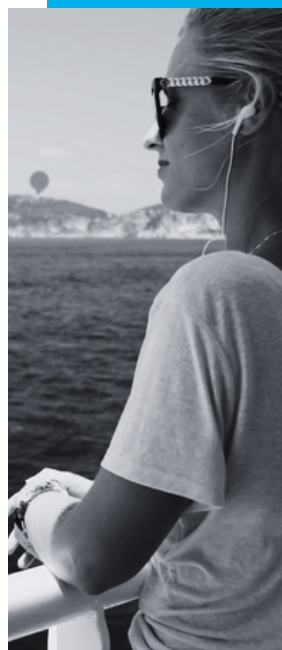
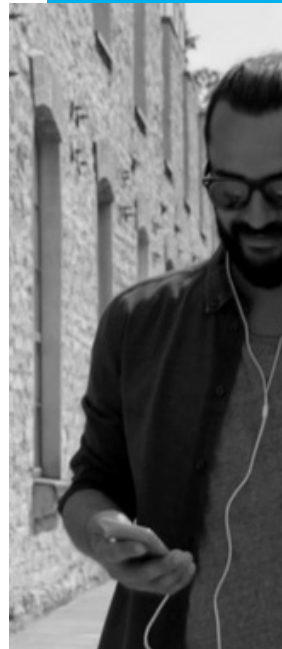


### **Sebastian Senchey**

**REGIONAL DEVELOPMENT MANAGER  
ANEKNOTE**

My Data Science diploma and Mechanical Engineering studies at Concordia University led me to Anekdoté which has provided me with a platform to apply my knowledge in real-world scenarios, contributing to the development and growth of both the organization and its members. With over two decades of experience in customer service, I understand the importance of creating meaningful connections and delivering exceptional experiences. My commitment to customer satisfaction has been a constant throughout my career, shaping my approach to business development and relationship management. I believe in the continuous pursuit of knowledge and thrive on the challenges that each new day brings.

ssenchey@anekdoté.ca  
C 514 585-1529



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Dear NSFM Members,

We are pleased to share the newly elected **Board of Directors** revealed at our recent Annual General Meeting. We would like to extend congratulations to the accomplished individuals who will be leading us forward:

- **President:** Carolyn Bolivar-Getson, Mayor of the District of Lunenburg
- **Vice President:** Sandra Snow, Mayor of Kentville (acclaimed)
- **Past President:** Brenda Chisholm-Beaton, Mayor of the Town of Port Hawkesbury

Additionally, we welcome the following **Regional Representatives** to the Board:

- Deputy Warden James Fuller, Cape Breton Strait
- Mayor Laurie Boucher, Cape Breton Strait
- Councillor Chasidy Veinotte, South Shore
- Councillor Maddie Charlton, South Shore
- Councillor Eldon MacDonald, CBRM
- Councillor Andy Thompson, Colchester-Cumberland-Pictou-East Hants
- Councillor Sam Austin, HRM
- Councillor Paul Russell, HRM
- Councillor Belle Hatfield, Southwestern Shore
- Councillor Paula Huntley, Valley

Representing AMANS on the Board is John MacKinnon from CBRM.

We are confident that this diverse and experienced team will guide us with dedication and vision. Their commitment to our shared goals ensures a promising future for the NSFM.

Thank you for your continued support, and we look forward to working together under this new leadership.

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