



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook.

Wednesday, January 22, 2025

Immediately following Committee of the Whole

AGENDA

1. Call to Order – Welcome

2. Approval of Agenda

Pages 1 - 2

3. Presentations

3.1 Cultivating Food Security in Cumberland County – Presenters **Arriel Tucker**,
Public Health Nutritionist, Healthy Communities, Public Health and **Colleen Dowe**,
Community Health Board Coordinator, Cumberland County, Nova Scotia Health

Pages 3 - 19

4. Approval of Minutes – December 11, 2024

Pages 20 – 23

5. Business

5.1 RFD - Write Off Report – Presented by Ruthann Brookins
submitting separately

5.2 RFD - Amend Fees Policy – Presented by Linda Cloney

Pages 24 - 26 – Recommended Fees Policy – changes highlighted in yellow

Pages 27 – 29 – Amended Development Permit Application

5.3 RFD - Amend Boards and Committees – Presented by Linda Cloney

Page 30

5.4 RFD – Security Camera installed at Black River Park Parking Lot

Page 31 – quote

5.5 RFD – Water and Sewer Connection Request – Need more information
(DEFER to a future meeting)

Page 32 – Email from Mr. Knight.

5.6 RFD – Amend Snow and Ice Management Policy – **(DEFER – need more information, a future meeting)**

Pages 33 - 40

6. Correspondence

6.1 Letter from the Office of the Minister for Emergency Management

Pages 41 - 42

7. In-Camera – **(DEFER – need more information)**

7.1 acquisition, sale, lease and security of municipal property

8. Adjournment



Cultivating Food Security In Cumberland County

Neighbourhood Roundtable Discussions

January 2025

Victoria Van Dorp, Jennifer Houghtaling

Arriel Tucker & Colleen Dowe

Food Security Summits

- Led by the Collaborative Community Food Network Pilot program at Maggie's Place
- Hosted in 5 communities across Cumberland County in early 2024
- Participants included community organizations, and municipalities



Nova Scotia has the highest provincial rate of food insecure households

Goals

- **To discuss local food security assets and gaps**
- **To foster ideas for improving community food security in Cumberland County**
- **To network and build connections**



Food Security

“When all people, at all times, have physical and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life”

Pugwash Food Security Summit

January 2024

Community Highlights

- Pugwash Farmers Market
- Nourishing Communities Market Bucks Program
- Vibrant and extensive volunteer support

Community Gaps

- Inadequate household income to meet basic needs
- Limited Access to culturally appropriate foods
- Lack of funding for food related positions



**More than one in four children in
Cumberland County live in Poverty**

JANUARY 12, 2024

CULTIVATING FOOD SECURITY IN CUMBERLAND COUNTY

THIS IS MI'KMA'KI

FOOD INSECURITY IS A POLITICAL CHOICE

HEALTH HOUSING GOVERNMENT POLICY DIRECTION NEEDS TO CHANGE FROM COMMODIFICATION OF BASIC NEEDS

FOOD SECURITY IS A PUBLIC HEALTH CRISIS

IN 2022 22% NOVA SCOTIANS WERE FOOD INSECURE

...THOSE #'S ARE LIKELY A LOT HIGHER DUE TO RISING COSTS OF LIVING

URGENCY

FARMERS MARKETS

WHEN PEOPLE GET A TERMINAL DIAGNOSIS... SO LITTLE SUPPORTS SO MANY REQUIREMENTS TO RECEIVE MANY SUPPORTS

THIS AREA COULD HAVE MORE FARMS

GAPS + OPPORTUNITIES

WHEN MANY NEWCOMERS ARRIVE, THEY STRUGGLE WITH BILLS

FUNDING IS A GAP

NEED MUCH MORE DIVERSITY ON BOARDS + DIRECTORS

SUPPORT FOR MARKET BUCKS

CIRCULAR ECONOMY

COMMUNICATION + NETWORKING

SPRAYING OF GLYPHOSATE

HEALTH OF OUR SOILS

NEED TO RAISE OUR OWN SEEDS

WITH CLIMATE CHANGE... GMO'S NOT SUSTAINABLE

SINGLE ADULTS WHO ARE "PACED POOR"

GUARANTEED INCOME

FOOD BANKS SURVIVING OFF VOLUNTEERS + COMMUNITY DONATIONS

FOOD DISTRIBUTION

TANTRAMAR FOOD...

ACCESS TO CULTURALLY RELEVANT VEGETABLES

ACTION AREAS

- GUARANTEED BASIC INCOME
- AFFORDABLE HOUSING
- SEED SAVING + FOOD STORAGE
- MORE FARMERS MARKETS
- MARKET BUCKS PROGRAM
- COMMUNICATION OF KNOWLEDGE FROM THIS SUMMIT
- COMMUNITY GARDENS

SPONSORS

- NOVA SCOTIA HEALTH COMMUNITY HEALTH BOARDS (CHB)
- WALLACE-WENTWORTH-PUGHASH AREA CHB
- S.O.A.R. CHB
- TOWN OF OXFORD
- PROVINCE OF NOVA SCOTIA
- MAGGIE'S PLACE
- SOUTH HAMPTON, YARBORO, ADVOCATE REGION CHB
- TOWN OF AMHERST
- MUNICIPALITY OF CUMBERLAND

Amherst Food Security Summit

January 2024

Community Highlights

- Collaboration among organizations and community members
- Meaningful, inclusive community spaces and volunteer opportunities
- Youth focused support

Community Gaps

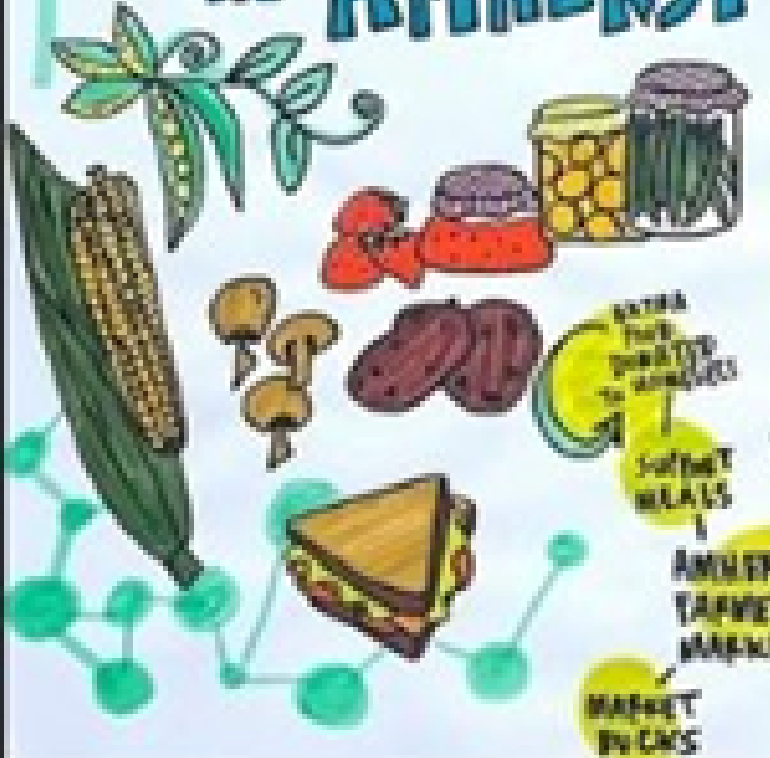
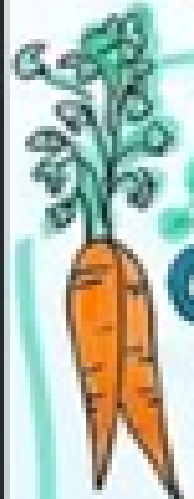
- Inadequate household income to meet basic needs
- Limited access to culturally appropriate foods
- Lack of public and affordable transportation



**In Amherst 510 children are known to
be living in Poverty**

JANUARY 26, 2024

CULTIVATING FOOD SECURITY IN AMHERST



CHALLENGES



TRANSPORTATION COSTS

SUPPLY CHAIN

ENERGY

NEED MORE SUPPORTS FOR UNDERSERVED AND HOMELESS YOUTH

SPACE THAT CAN BE STORED AND IS ACCESSIBLE

CRISA (THE CITY) IS IN TEMPORARY SPACES WITHOUT RENTHOLDERS IS UNDEVELOPED

6% of PEOPLE IN ENERGY ARE WITHIN 10%

REACHING HOUSING PEOPLE OUTSIDE OF AMHERST AREA

ACCESS TO CULTURALLY APPROPRIATE FOOD

COMMUNITY SPACES

GENEROUS COMMUNITY

WE START

PARTNERSHIPS

CRISA OFFERS 20% OFF/MEAL = 3,000 BARRIER FREE

WORKS ON WHOLE FOOD LOCAL CAPACITY

STRENGTHS

AMHERST FARMERS MARKET

MARKET BY CANS

COOKING CLASSES AT SCHOOLS

AT THE SCHOOL-BELL PROGRAM

NO OTHER LA

COMMUNITY GARDENS



CHANGE THE NARRATIVE

SPRING COMMUNITY TOGETHER

WE NEED TO INCREASE SUPPORT FOR LOCAL FARMS

TARGETS

HELP TO GROW LOCAL CAPACITY TO PRODUCE FOOD



PUBLIC TRANSIT CIRCUIT

ACTIONS

WE CAN FEED MORE

NEED MORE VOLUNTEERS

UNIVERSAL BASIC INCOME

INCREASE MINIMUM WAGE

ANTHONY BUSH IS HARM REDUCTION BUT NOT A SOLUTION

PRICE CONTROL ON ESSENTIAL GOODS

WOLD GOVERNMENT ACCOUNTABLE GET SHEET AT THE TABLE

SMALL GINGERS

LARGE BUT CLOSE BY

Parrsboro Food Security Summit

February 2024

Community Highlights

- An abundance of beautiful land with great potential, some of which is already being utilized
- 12 community gardens at the Fundy Geological Museum
- Continued volunteer commitment and support

Community Gaps

- Lack of public and affordable transportation
- Barrers to local food distribution and food deserts
- Inadequate supply and funding for food bank , pantries and community suppers



**In Parrsboro 90 children are known
to be living in poverty**

FEBRUARY 23, 2024

PARRSBORO FOOD SECURITY SUMMIT



WE HAVE TO GO BEYOND FILLING BELLIES TO NUTRITIOUS FOOD

12 COMMUNITY GARDENS



NEED COMMUNITY CONTROL OVER LOCAL FOOD ECONOMY

COMMUNITY FRANCHISE TO ACCESS COMMUNITY GROUPS

FOOD INSECURITY IS A SYSTEMIC ISSUE

- LACK OF TIME
- LOW INCOME/POVERTY
- TRANSPORTATION
- FOOD LITERACY SKILLS
- RURAL FOOD DESERTS
- NOT ENOUGH SUPPORT FOR SMALL SCALE FARMERS



ROOT CAUSES OF FOOD INSECURITY

Springhill Food Security Summit

February 2024

Community Highlights

- Free school lunch program
- Nourishing Communities Market Bucks Program
- Potential Geothermal Greenhouse project

Community Gaps

- Inadequate household income to meet basic needs
- Lack of public and affordable Transportation
- Additional factors that impact food security, such as substance use and mental health.



In Springhill 260 children are known to be living in poverty

MARCH 8, 2024

SPRINGHILL FOOD SECURITY SUMMIT



STRENGTHS



BARRIERS



SUPPLY



IMPACT



HOW DO WE REACH EVERYONE?

ROOT CAUSES

OF FOOD INSECURITY IN CUMBERLAND COUNTY?

ADDICTIONS + SUBSTANCE USE

WE NEED TO MEET PEOPLE WHERE THEY ARE + HAVE JUDGEMENT-FREE SPACE



Oxford Food Security Summit

February 2024

Community Highlights

- Paid municipal staff positions to support local food security
- Community gardens getting started

Community Gaps

- Challenges in communicating resources / events to community members
- Inadequate household income to meet basic needs
- Lack of public and affordable transportation



In Oxford 90 children are known to be living in poverty

FEBRUARY 9, 2024

OXFORD FOOD SECURITY SUMMIT

FOOD SOVEREIGNTY



Summary

Community Gaps

- **Inadequate household income to meet basic needs**
- **Lack of public and affordable Transportation**
- **Limited access to culturally appropriate food**
- **The need to address the rising cost of living**



**Nova Scotia has the highest
provincial rate of food insecure
households**

Potential Actions

- **Advocate for Guaranteed Basic Income and increased investment in public and social programs, such as non-market housing to reduce the cost of living.**
- **Collaborate with partners in Cumberland County to explore transportation options that improve accessibility options throughout our community.**
- **Support accessible social connection opportunities, such as community suppers, to celebrate diverse interests, values and traditions in our communities.**
- **Add food related activities, such as community gardening, into summer student recreation programs.**
- **Advocate to support paid positions focused on food security initiatives by collaborating with partners throughout Cumberland County.**

Thank you



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, December 11, 2024
Presiding Officer: Mayor Greg Henley
Councillor Present: Deputy Mayor Carla Black and Councillors Paul Jones, Brenton Colborne, Chrystal McNutt, and Padraic Moore
Councillors Regrets: Olivia Canning-Sweet

A quorum was present throughout the meeting.

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

Gallery (media and public) in attendance: Mark Rushton - Hello Oxford/Radio for Hope Centre.

Announcements before the call to order:

Before the call to order, Mayor Henley announced that there are too many vehicles being left on the street during snow events which impedes the ability of the public works department to clear snow.

1. Call to Order – Welcome

Mayor Henley called the meeting to order at 6:21 PM and welcomed all in attendance.

2. Approval of Agenda

Moved by Councillor McNutt and seconded by Councillor Jones, that the agenda of the Council Meeting for December 11, 2024, be approved, as presented.

Motion Carried

3. Approval of Minutes – November 27, 2024

Approved by _____
Mayor Greg Henley, on December 11, 2024

4. Business

4.1 Appointment of an investigator for the Code of Conduct

Linda presented to Council that staff had been working on sourcing a required investigator for the newly adopted code of conduct for the Council as mandated by the province. The Council will go in-camera later in the agenda to discuss appointment options and if the Council wishes to make a formal appointment, a motion will be presented when coming out of in-camera.

4.2 Sale of Surplus Equipment – 1989 Ford Cargo Low Tilt Fire Truck

Linda presented to Council that staff have been investigating various ways of getting the word out regarding the sale of the retired surplus fire truck. The truck had been posted on Facebook and would be posted there for two months. It would also be posted on our website and the Oxford Fire Department would also share this information. Sealed offers to purchase would be received via sealed bid and bids could be dropped off via the secure drop box on the Council door of the Town Hall, and at the front desk of the Town Hall during business hours. Interested parties could also reach out to the town for more information via the contact number in the ad.

4.3 Amend Fees Policy

Linda presented to Council that staff have been working how the Town could recoup costs of keeping the study up to date. It was recommended that anyone developing property would pay a charge of \$100.00 for water and this fee would go toward the updating of the WaterCAD study annually. Therefore, staff recommend the approval of the amended Fees Policy which includes the updated fee per unit for water of \$100.00.

The Development Permit Application has also been updated to reflect the development fee of \$100.00 per unit for the WaterCAD study. The fees will be reviewed later if required.

Linda also discussed that multi-unit developments will further be required to perform a fire-flow test and staff are reviewing how this will be implemented. This will be presented later.

If Council is in approval, a motion to adopt the amended Fees Policy and the Development Permit Application as presented.

Moved by Councillor Jones and seconded by Councillor Moore to adopt the amended Fees Policy and Development Permit Application as presented.

Motion Carried

5. Correspondence

5.1 Nil

6. In-Camera

6.1 acquisition, sale, lease and security of municipal property

At 6:28 PM it was moved by Councillor Black and seconded by Councillor Jones to go in-camera to discuss the acquisition, sale, lease and security of municipal property.

Motion Carried

At 6:38 PM it was moved by Councillor Moore and seconded by Councillor Jones to come out of in-camera and resume the Council Meeting.

Motion Carried

Linda presented that the Code of Conduct for the Town of Oxford Council requires the appointment of an Investigator, and the Oxford Town Council is now ready to make that decision.

Moved by Councillor Black and seconded by Councillor Colborne to appoint David McNairn, Hicks Lemoine Law Offices, Amherst, NS., as Investigator for the Town of Oxford as per the requirements of the Code of Conduct.

Motion Carried

Prior to the call for adjournment, Mayor Henley wished everyone a safe and Merry Christmas and Happy New Year on behalf of himself and the Town Council.

7. Adjournment

The meeting adjourned at 6:38 PM

Greg Henley, Mayor, Chair

Stan McDougall, Admin Assistant

Date Approved

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Fees

Number:

Approved by: Council

Effective Date: June 19, 2018

Revision Dates: October 21, 2019, December 11, 2024 and January 22, 2025

Rationale

The following policy establishes uniform fees for permits and services provided by the Town of Oxford, to enable some cost recovery for services provided.

Policy Statement

1. Permit and Service Applications

All permit and service applications shall be accompanied by the necessary fees payable to the Town of Oxford except in the case of requests under the Routine Access Policy or Freedom of Information/Protection of Privacy where the fees will be estimated and communicated to the applicant prior to completion of the service.

2. Permits and Services

The following schedule of fees shall be charged for permits and services provided by the Town of Oxford:

Permit or Service Type	Fee
Routine Access Policy	\$22.00/hr. after the first half hour.
Freedom of Information/Protection of Privacy Request	\$22.00/hr. after the first two hours
Document Reproduction (excluding oversized maps)	\$0.08/copy
Tax Certificate	\$50.00 per assessment account number
Fees Relating to Subdivision:	
Processing Fee for Tentative, Final and Repeal of Subdivision Applications	\$75.00, payable at the time the application is filed – non-refundable
Additional Processing fee where a proposed subdivision includes a new, varied or extended public or private road	\$200.00, payable at the time the application is filed – non-refundable
Open Space/Recreational Capital Fund Fee, to be used in the manner described in Section 273(5) of the Municipal Government Act	\$100.00 per lot, payable prior to approval – refundable if lot(s) not approved
Fees Relating to Land Use Planning & Development:	
Zoning Confirmation letter	\$25.00
Development Permit Processing Fee *	\$25.00
Variance Application Processing Fee *	\$25.00
Site Plan Approval Application Processing Fee *	\$100.00
Development Charge (water) per unit*	\$100.00

<p>Development with two or more units is subject to an additional fee of \$0.12/ sqft</p> <p>Development Agreements and Applications to Amend the Municipal Planning Strategy and/or the Land Use Bylaw, including rezoning: Processing Fee * Plus Total Cost of Advertising and Notices</p> <p>Copies of the Municipal Planning Strategy and Land Use Bylaw, including letter sized black and white maps Full size colour copies of existing Municipal Planning Strategy or Land Use Bylaw maps</p> <p>* Processing fees are non-refundable ** This processing fee will be waived for registered charitable or non-profit organizations if the Agreement or Amendment is for the benefit of the organization *** When the actual cost of advertising or providing notice is known, the difference between the deposit and the actual cost will be refunded or billed to the Applicant.</p>	<p>\$500.00 **</p> <p>\$500.00 advertising deposit payable at the time application is filed ***</p> <p>\$25.00 per copy</p> <p>\$10.00 per map</p>
<p>Fees Relating to Building and Demolition Permits:</p> <p>Demolition</p> <p>Residential (Minimum fee: \$10.00) New Dwelling New Decks New Sheds New Garages Renovations</p> <p>Commercial (Minimum fee: \$10.00) New Construction Renovations</p>	<p>\$10.000 total fee</p> <p>\$0.06 per square foot \$0.02 per square foot \$0.02 per square foot \$0.02 per square foot \$1.00 per \$1,000 of Value</p> <p>\$2.00 per \$1,000 of Value (.2% of value) \$2.00 per \$1,000 of Value (.2% of value)</p>
<p>Ice Rental</p>	<p>\$120/hour</p>

References

Certification

I, Linda Cloney, 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 22nd day of January 2025.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford on this 22nd day of January, 2025.

Linda Cloney
Chief Administrative Officer



TOWN OF OXFORD

105 Lower Main Street
P.O. Box 338
OXFORD, NOVA SCOTIA
B0M 1P0



Application Only

Application for: Building Permit Development Permit Demolition Permit

Applicant Information

Owner/Agent: _____
Mailing Address: _____
Town/City: _____
Postal Code: _____
Phone #: _____
Cell #: _____
Fax #: _____
Email: _____

Contractor Information

Owner/Agent: _____
Mailing Address: _____
Town/City: _____
Postal Code: _____
Phone #: _____
Cell #: _____
Fax #: _____
Email: _____

Property Information

Location: _____ (civic #, street name, postal code)
Property ID (PID)# _____ Assessment Account Number (AAN #) _____

Lot / Structure Description

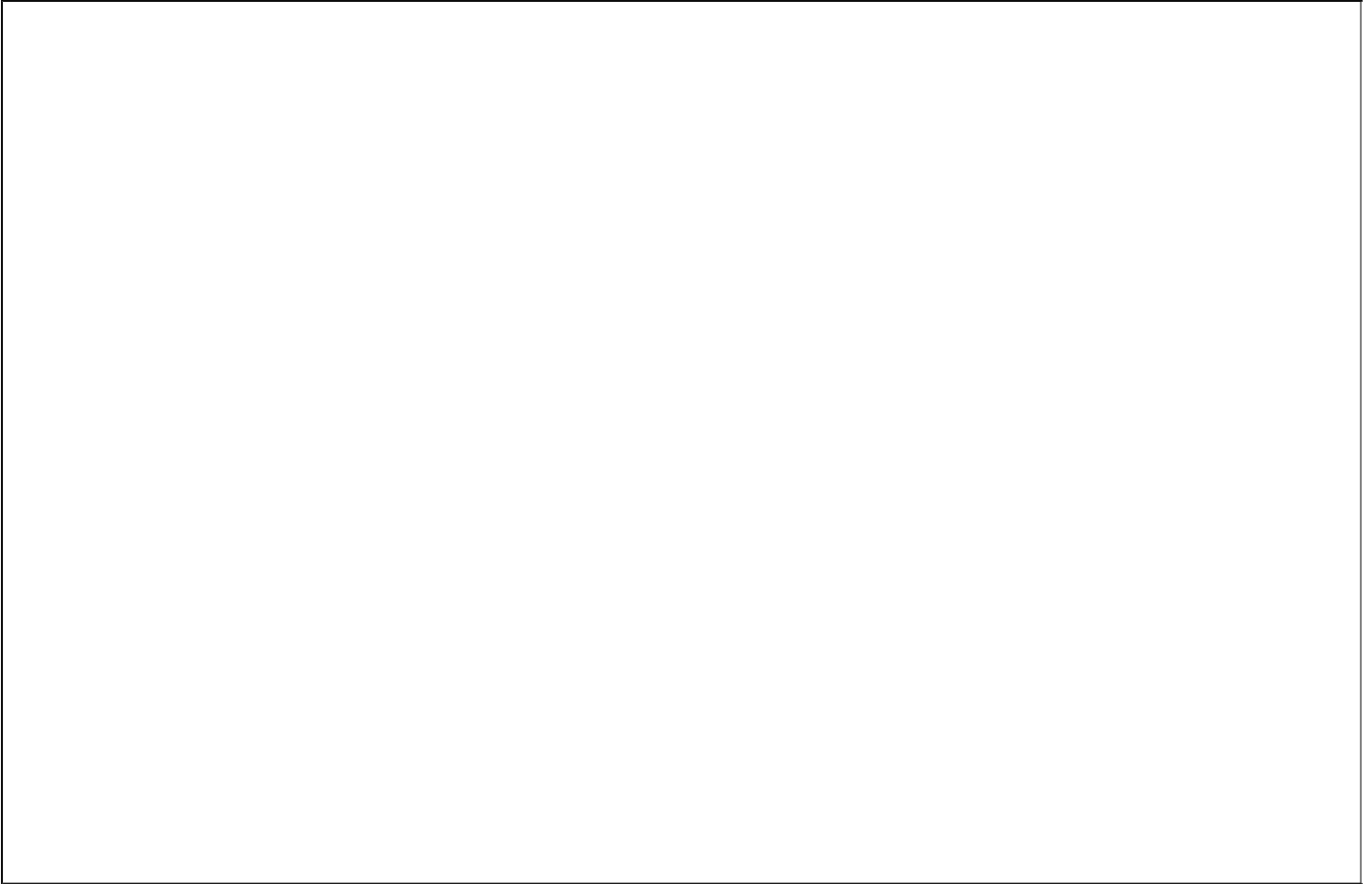
Present use of land/existing structure(s): _____
Description of proposed new use/structure(s): _____
Describe the project: _____

New sign(s): <input type="checkbox"/> Yes <input type="checkbox"/> No
Total estimated value of construction: _____

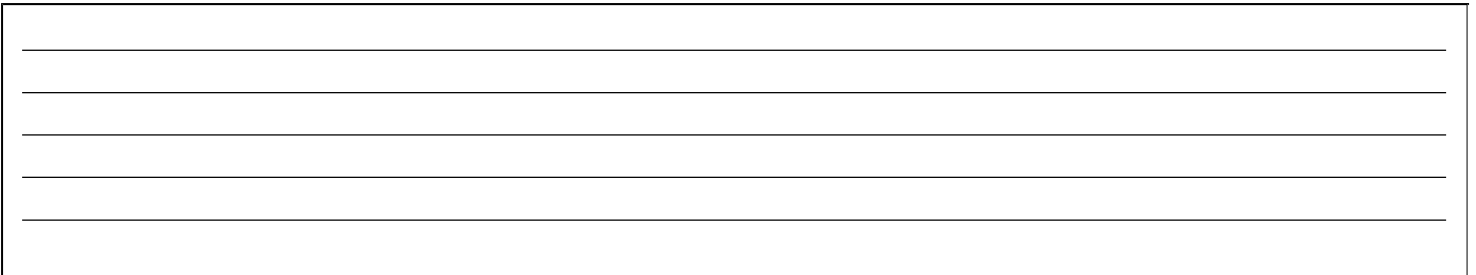


Plot Plan:

Note: If applicable, include a site plan as an attachment.



Additional Notes / Comments:



Application Fees

Development Permit Only = \$25.00

Demolition Permit = \$10.00

Building / Development Permit: Minimum Fee = \$10.00

Commercial Rate (New Construction and Renovations) = \$2.00 per \$1,000 of Value

Residential Rate = \$0.06 per sq. ft

Residential Renovations = \$1.00 per \$1,000 of value

Accessory Structures and Decks = \$0.02 per sq. ft

Development Charge (Water CAD Study) = \$100 per unit*

Square foot calculations are based on total occupied space. Unfinished basements in single family residential are not included in calculations.

Note: All new development will be required to pay the Development Charge (Water CAD Study).

*Two or more units are subject to additional fees as per the Fees Policy.

Note: Cheques to be made payable to Town of Oxford. Fee schedule may change without notice.

Items Required

If applicable, include with your application a site plan, and construction drawings. Town staff will contact you should further information be required.

Declaration

Note: For email submissions, Town staff may require you to provide an alternative form of this declaration.

I declare the information and statements contained in this application are true and that the plans and specifications submitted are for the development or construction of the project described. This form may only be signed by the Owner or Owners Agent (written authorization from Owner is required).

Date: _____

Signature of Owner/Agent: _____

Print Name: _____

Contact

Mailing Address:

Town of Oxford
PO Box 338
Oxford, NS
B0M 1P0

Email: csmith@oxfordns.ca

Courier Address:

Town of Oxford
105 Lower Main Street
Oxford, NS
B0M 1P0

Phone: 1-902-447-2170

Fax: 1-902-447-2485

2024 / 2025 Boards and Committees

APPROVED - November 27, 2024

Revised: January 22, 2025

Boards		Black	Canning	Colborne	Henley	Jones	McNutt	Moore
All Saints Community Health Care Foundation	Public Appointee (vacant)							
Cumberland Regional Library Board	Councillor Black	1						
Municipal Alcohol Program Board (MAP)	Councillor McNutt						1	
Police Advisory Board	Councillor Colborne, Councillor Moore, Myra Thiemann (public appointee), Mike Masters (public appointee), Thomas Shears - DOJ Representative			1				1
Police Services Review	Councillor Colborne, Mayor Henley, Councillor Jones, Thomas Shears, public appointee (vacant)			1	1	1		
Committees - Internal								
Accessibility Advisory Committee	Councillor Canning (Vice Chair), Councillor Moore, Danielle Laurie (Chair), Tracy Briggs, Mandy Blake, Meagan Marchant, and Amanda Purdy		1					1
Arena Association Committee	Jordan Burkhardt (President), Graham Wood (Vice President), Paula Rogers (Treasurer), Patrick Rushton, Shannon Hanna, Murray Thompson, Mitchell Hannigan, Darlene Ellis, Ty Ingraham, Keith Baker and Councillor Paul Jones.					1		
Audit Committee	Mayor Henley, Councillor Jones, Councillor McNutt, VACANT (public appointee - mandated)				1	1	1	
Communities in Bloom Committee	Councillor Black, Ashlyn Brownell, Chelsea Brownell, Amanda Purdy, Maxine Clarke, and Al Clarke	1						
Downtown Revitalization/Beautification Committee	Councillor McNutt, Councillor Black, Councillor Canning	1	1				1	
Fire Department Committee	Councillor Colborne, Councillor Jones, Arnold MacDonald (public appointee)			1		1		
Equity, Diversity & Inclusion Advisory Committee	Councillor Canning, Anas Alawar, Deputy Mayor Black, Councillor Moore, Millisa Ellis, Jagot Singh, Emma Brown, Crhis King Tower, Virginia King Tower, and Marion Abbott	1	1					1
Personnel Committee	Mayor Henley, Councillor Black, and Councillor Jones (Chair)	1			1	1		
Planning Advisory Committee	Councillor Canning, Mayor Henley, and Councillor Moore		1		1			1
Public Works Committee	Councillor Colborne, Councillor Black, Councillor Jones (Chair)	1		1		1		
Recreation Commission	Councillor McNutt (Chair), Councillor Canning, Councillor Moore, MPAL staff member, Kelsey Clark, Millisa Ellis, Elaine Mazur, Kristen Thompson, Sarah Henley, Hayden Clark, Amanda Purdy, Brittany Tomlinson, Becky Weir, Lyndsey Hurley, and Lacey Palmer		1				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	Councillor Colborne, Mayor Henley (Chair), Councillor Moore			1	1			1
Town Buildings Committee	Mayor Henley, Councilor Colborne, Councilor Jones (Chair)			1	1	1		
Welcoming Committee	Councillor Black, Councillor Moore, Helen Reade, Michelle Cann, Sarah Henley, and Anas Alawar(Y Reach Representative)	1						1
Committees - External								
Cumberland Central Landfill Community Liaison Committee	Councillor McNutt - Vacant positions for residents / business operators						1	
Cumberland Health Stakeholders	Mayor Henley				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				
		7	6	8	8	8	7	7

Cumberland Cameras & Locks

ESTIMATE

2 Elmwood Dr., Amherst, NS, B4H2G6

Neil (902) 991-0246

Website: www.CumberlandCameras.ca

DATE	ESTIMATE
2025-01-17	

Estimate for: **Town of Oxford**

Qty.	Parts Description	Price Ea.	Amount
1	ADIHik 8Channel 4MP NVR w/ w/ 2 Terabyte HDD; Motion Detection; Mouse and Remote Viewing w/ Off-site Remote Viewing	1450.00	1450.00
2	Hikvision 4.1 Megapixel Dome Cameras w/ 3.8 mm Lens & Full Colour Night Vision		
2	Cat5 Cabling; for Camera & Internet	45.00	90.00
1	Trendnet N300 Wireless Bridge Kits Including 1 Sender and 1 Wireless Video Receiver; 1 Trendnet POE Injector	450.00	450.00
Note:	Conduit and Electrical Extra		
apx. 7 hrs	Installation, Programming and Testing Camera System	40.00	280.00
	GST# 800083529	Total	2270.00
		HST	340.50
		Total	2610.50

Comments:	Estimate Valid for 30 Days
	See Your Business from Your Smart Phone!

Name: Town of Oxford c/o Linda Cloney

Address: Main St., Oxford, NS

Phone: 902-216-1227

www.armcom.ca

Purchaser's Signature: _____

Technician's Signature: _____

Neil Winch

ARMSTRONG
ULC Security Monitoring
Approved Dealer

From: [Kevin Knight](#)
To: lcloney@oxfordns.ca
Subject: Water and Sewer Connection Request
Date: January 14, 2025 11:08:19 AM

Hello,

Following a conversation with Nick Purdy, I would like to request a water and sewer connection to my property on Foundry Street, PID 2527648.

I am also of the understanding that the town will also install a culvert to allow access to the property, I would also like to request a culvert installation.

Regards
Kevin Knight

DEPARTMENT: OPERATIONS

TITLE: **SNOW AND ICE MANAGEMENT POLICY**

Date: 17 January 2023

Revised: 22 November 2023

PURPOSE:

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

POLICY STATEMENT:

1. Snow and ice management operations will commence after 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 up to 30 centimeters and if snow accumulates (between 2 – 10 cm) overnight, snow plowing is complete by 8:00 am.

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) and de-icing complete before 8:00 am

- 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
- 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 the 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.

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
- 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

Town of Oxford Salt and Plow Priorities

TransCanada Highway #104



Examples

Storm Cleanup Example – Water Street



Linda Cloney, CAO

November 22, 2023
Date



Emergency Management Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

January 17, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

Re: Moving towards Consistent and Impactful Emergency Response

Over the last few years Nova Scotia has endured generational hurricanes, wildfires and floods that have had a devastating impact on our communities and the residents we serve. That is why in the Spring 2024 the Government established the Department of Emergency Management and the Nova Scotia Guard.

In the short time I have been in the role as Minister for the Department of Emergency Management, there have been two activations of the Provincial Coordination Centre (PCC). I have witnessed how important our emergency management planning and response is to the safety of our citizens. I also know the importance of reflecting on lessons learned after each event. To this end, I am requesting that municipalities put the following protocols in place during an emergency response.

Activation of Emergency Operations Centres

Effective emergency management requires a common tiered response across all levels of government to ensure roles and accountabilities are clear. With that in mind, I felt it would be helpful to highlight how the PCC supports its various emergency management partners through its different levels of activation.

- At level 1, the PCC is **monitoring** an emergency or developing situation that may move beyond the ability of local responders to address at the municipal level. We have key staff and partners engaged so that if needed we can respond to an emergency.
- At level 2, the PCC is at **partial activation** when there is a moderate event expected, or if a current situation escalates to the point where it involves more communities or a greater risk to the public.
- At level 3, the PCC enters **full activation** when a major event involving multiple locations is happening or anticipated. At this point, many agency and government representatives are involved.

To ensure a consistent response across the Province we are requesting the following:

When the PCC activates to a level 2; municipalities in the affected area(s) also activate their local Emergency Operations Centres.

- By doing so, we can ensure that municipalities and the province are well positioned to respond rapidly and effectively to unfolding events. Recent experience has demonstrated that cell



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phones and other means of communication can be interrupted during emergency events necessitating use of the redundant communications systems found in our emergency operations centres. Best practice dictates that activation at Level 2 cannot be virtual.

When the EOC is activated, a monitored phone number is available to citizens for the duration of the activation

- When a level 2 activations occurs, it means residents may be in greater need of support that is of an important but non-urgent nature. This may include requests for help with snow removal, receiving medications or checking in on loved ones. To support residents with these types of requests it is important that they have access to a 24-hour local municipal phone number during an emergency. Any requests that cannot be met at the local level can be elevated through a Request for Assistance through the PCC. The municipal emergency contact number will be shared with our partners at 211 Nova Scotia, in the event they receive requests, and can redirect them accordingly.
- Urgent requests for immediate threat to life and property (fire/police/medical) should continue to be directed to the provincial 911 system.

Over the coming months, the department will be opening Regional Emergency Operation Centres which will support municipal REMOs through collaborative planning, training, exercising and community outreach. By introducing the protocols above, we take a step forward in building a collaborative and enhanced emergency management response across the province. My staff are available to discuss the above points with you should you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kim Masland'.

Kim Masland
Minister of Emergency Management