



Town Council Meeting
Council Chambers, conducted through Zoom and
streamed live to Facebook and uploaded to YouTube
Wednesday, February 26, 2025
6:00 pm

AGENDA

1. Call to Order – Welcome
2. Approval of Agenda
Pages 1 - 2
3. Approval of Minutes – Regular Council Meeting - January 22, 2025
Special Council Meeting – February 12, 2025
Pages 3 - 9
4. Business
 - 4.1 RFD – Security Camera installed at Black River Park Parking Lot – deferred from January 22
Page 10 – Quote of a suggested security camera (ties in with our current system)
 - 4.2 RFD – Amend Snow and Ice Management Policy – deferred from January 22
Pages 11 - 18
 - 4.3 RFD – Amend Travel & Expense Policy
Pages 19 – 25 (changes made to page 5 of the policy)
 - 4.4 RFD – Water services to PID 25129362
Page 26
 - 4.5 RFD – Cross Connection Control Bylaw – first reading
Pages 27 - 31
 - 4.6 RFD – Digital Speed Boards – discussion
verbal presentation

5. Correspondence

Nil

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, January 22, 2025
Presiding Officer: Mayor Greg Henley
Councillor Present: Deputy Mayor Carla Black and Councillors Brenton Colborne, and Chrystal McNutt.
Councillors Regrets: Paul Jones, Olivia Canning-Sweet, and Padraic Moore

A quorum was present throughout the meeting.

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

Gallery (media and public) in attendance: Arriel Tucker, Public Health Nutritionist, Healthy Communities, Public Health, Colleen Dowe, Community Health Board Coordinator, Cumberland County, Nova Scotia, Victoria Vandorp, Maggie's Place and Madison Bennett.

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

1. Call to Order – Welcome

Mayor Henley called the meeting to order at 6:00 PM and welcomed all in attendance.

2. Approval of Agenda, Pages 1 – 2

Moved by Councillor Colborne and seconded by Councillor McNutt, that the agenda of the Council Meeting for January 22, 2025, be approved, as presented.

Motion Carried

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

Linda Cloney introduced the Cultivating Food Security in Cumberland County Presentation by Arriel Tucker and Colleen Dowe. County of Cumberland Councillor Jennifer Houghtaling sent an email to Linda to introduce the work that has gone into the project of Cultivating Food Security in Cumberland County. It was a collaboration with Nova Scotia Health, Public Health, Maggie's Place, and many community food action groups and individuals dedicated to bringing awareness to food security in our area. The Town of Oxford was part of a food summit which included Deputy Mayor Black and Councillor McNutt.

For Oxford, highlights from the Food Summit held in February 2024 included paid municipal staff positions to support local food security (Horticulturalist) and the start of community gardens.

Community gaps included challenges in communicating resources and events to community members, inadequate household income to meet basic needs and a lack of public and affordable transportation. At the time of the meeting, Oxford has reported 120 children living in poverty.

In summary, across Cumberland County, community gaps included inadequate household income to meet basic needs, lack of public and affordable transportation, limited access to culturally appropriate food and the need to address the rising cost of living. Nova Scotia has the highest provincial rate of food insecure households.

Mayor Henley thanked Arriel Tucker and Colleen Dowe for their time in the project and presentation.

4. Approval of Minutes – December 11, 2024

Approved by _____
Mayor Greg Henley, on January 22, 2025

5. Business

5.1 RFD - Write Off Report – Presented by Ruthann Brookins

There was no requirement for write-offs this year. Two water accounts that had been shut off and had been sent to collections. One was resolved through the collection agency, and one was resolved internally.

5.2 RFD - Amend Fees Policy – Presented by Linda Cloney

Changes highlighted for both the Fees Policy and Amended Development Permit Application, included in the Council package, was presented to the Council for approval of the amended changes.

Moved by Councillor McNutt and seconded by Deputy Mayor Black to approve the amended changes to the Fees Policy and Development Permit Application as presented.

Motion Carried

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

The Boards and Committees report has been amended with new names from the Arena Association and an update to the Equity Diversity and Inclusion Committee.

It was identified that volunteers are still required for the Audit Committee, Recreation Committee and others with the Town of Oxford.

Moved by Councillor Colborne and seconded by Deputy Mayor Black to approve the amended changes to the Boards and Committees report as presented.

Motion Carried

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

Business owners in town have expressed concern with the valuable parking spaces in the downtown area being used for extended amount of time by fellow business owners and their staff. As parking spaces being filled regularly may discourage shoppers to explore the downtown shopping area.

A letter has been sent to businesses downtown encouraging them to utilize the Black River Parking lot for their staff. A response came back where some staff expressed concerns for security and damage to their vehicles.

A solution to mitigate this issue could be to install a video camera to increase security that could be monitored through the Town of Oxford's building security camera system.

Council, through consensus, deferred discussion of this to the next council meeting.

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

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

6. Correspondence

6.1 Letter from the Office of the Minister for Emergency Management

An inter-municipal agreement with the County of Cumberland, Town of Amherst and Town of Oxford exists. Steven Wood, Coordinator for the County of Cumberland is planning future meetings. Councillor Colborne and Mayor Henley will be a part of the upcoming meetings.

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

7.1 acquisition, sale, lease and security of municipal property

8. Adjournment

The meeting adjourned at 6:36 PM

Greg Henley, Mayor, Chair

Stan McDougall, Admin Assistant

Date Approved

DRAFT



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook and uploaded to YouTube

Date: Wednesday, February 12, 2025

Presiding Officer: Mayor Greg Henley

Councillors Present: Paul Jones, Padraic Moore, Olivia Canning-Sweet, Brenton Colborne, and Chrystal McNutt

Councillors Regrets: Deputy Mayor Carla Black

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)

Media in attendance: Nil.

Gallery in attendance: Marion Abbott and Giancarlo Piccin

1. **Call to Order**

At 6:30 PM, Mayor Henley called the meeting to order and welcomed all in attendance.

2. **Approval of Agenda**

Moved by Councillor Colborne and seconded by Councillor Jones that the agenda of the Special Council Meeting for February 12, 2025, be approved, as presented.

Motion Carried

3. **Business**

3.1 *Award sale of 1989 Ford CF8000 Chassis (Cargo Low Tilt)*

Pumper Fire Truck

On February 11, 2025, the Fire Department Committee met to open the bids for the 1989 Ford CF8000 Chassis (Cargo Low Tilt) Pumper Fire Truck. Four bids were submitted and the committee thanked everyone who showed interest and placed a bid.

William Vosman, of Antigonish, placed the highest bid of \$7100.00. The Fire Department Committee moved and seconded recommending the Oxford Town Council to award the sale of the 1989 Ford CF8000 Chassis (Cargo Low Tilt) Pumper Fire Truck to William Vosman, for \$7100.00 plus any applicable taxes.

Moved by Councillor Jones and seconded by Councillor Canning-Sweet to accept the Town of Oxford's Fire Department Committee's recommendation to award the sale of the 1989 Ford CF8000 Chassis (Cargo Low Tilt) Pumper Fire Truck to William Vosman in the amount of \$7,100.00 plus any applicable taxes.

Motion Carried.

4. **Adjournment**

The meeting adjourned at 6:32 PM

Mayor Greg Henley, Chair

Stan McDougall, Admin Assistant

Date Approved

Cumberland Cameras & Locks

ESTIMATE

2 Elmwood Dr., Amherst, NS, B4H2G6

Neil (902) 991-0246

Website: www.CumberlandCameras.ca

DATE	ESTIMATE
2025-02-21	

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

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

**TOWN OF OXFORD
GENERAL ADMINISTRATION**

Subject: Travel & Expense

Number:

Approved by: Council

Effective Date: February 19, 2019

Revision Dates: 18 February 2020, 26 February 2025

Minutes reference date:

PURPOSE:

This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer (CAO), and Town of Oxford employees, and members of the public appointed to committees/commissions in relation to Town of Oxford business.

SIGNING AUTHORITY

1. The following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Mayor	CAO/Designate
Members of Council & CAO	Mayor/ Designate
Town Employees/Committee appointees	CAO/Designate

2. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
3. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

ELIGIBLE EXPENSES

4. The following travel expenses will be eligible for reimbursement from the Town, provided such expense is incurred in the course of carrying out duties and responsibilities associated with their employment and duly authorized by the Director or CAO.
 - a. **Privately Owned Vehicle** – The Town will reimburse any authorized individual for the use of privately-owned vehicles on Town business. Reimbursement will be made using the Kilometrage and Transportation Allowance Rates for the Province of Nova Scotia (Section A – Regular Rates) in effect on the date of travel.
 - b. Where several Council members, the CAO and/or employees of the Town of Oxford, or any combination thereof, attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.
 - c. **Insurance** – To ensure that any authorized individual is adequately protected, privately-owned vehicles used for Town business shall, as a minimum, have basic insurance coverage. The authorized individual is responsible for payment of their respective insurance premiums. When the use of a privately-owned vehicle is authorized, the Director/CAO must ensure that the authorized individual is informed that the Employer assumes no financial responsibility

beyond payment of the authorized kilometer rate and that, in the event of an accident, the Employer assumes no responsibility for the deductible amounts related to comprehensive or collision coverage.

- d. **Accommodation** – Authorized individuals will be reimbursed for actual accommodation costs incurred while on Town business. Authorized individuals should request government rates whenever possible. Receipts are required for all accommodation charges.
 - e. Authorized individuals who use private accommodations while on Town business will be reimbursed \$60 per night. No receipt is required.
 - f. **Meals** – For each full day of travel, an authorized individual shall be reimbursed the total per diem allowance shown on Schedule A for meals.
 - g. For partial days, the authorized individual shall be reimbursed at the separate meal allowance rates. Related amounts for partial days of travel shall be prorated according to the current meal breakdown. In order to claim for a full day, the employee/elected official must leave at 8:00 am or prior and return later than 6:00 pm.
 - h. Reimbursement for meals shall not be claimed where meals are included a part of registration fees for conferences or seminars, etc.
 - i. **Air Travel** – The Town will reimburse for air travel and related fees (receipt required) at the economy rate to scheduled service airport nearest destination.
 - j. **Car Rental** – Reimbursement will be made for rental of car at destination. Attempts should be made to acquire economy type of transportation. (Receipts required.)
 - k. **Taxi/Bus** – Taxi/bus fares to and from accommodation to place of business as well as from airport to accommodation, etc. (Receipts required.)
 - l. **Park/Toll** – Highways and bridge tolls, parking fees. Receipts required if charges are over \$10 per day.
 - m. **Incidentals** - Where an authorized individual is travelling on the Town's business and overnight accommodations have been authorized and used, the authorized individual will be reimbursed an allowance as set out in Schedule A per overnight stay to cover miscellaneous out-of-pocket expenses.
 - n. **Registration fees** – Expenditures for conference registration, etc. (Receipt required.)
5. **Travel Advance** – The Town does not routinely issue travel advances. If there are extenuating circumstances, an advance may be approved by the CAO.
 6. **Spouses** – The Town of Oxford is not responsible for the costs of travel, lodging, meals, registration, etc. of the spouses when they are accompanying the employee to a conference or meeting.

EXPENSE CLAIMS

7. Expense claims must be submitted on the form provided from time to time by the Town of Oxford and shall be signed by the Claimant.
8. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
 - a. Claims for per diem meal allowances;
 - b. Incidental expenses of less than \$10 for reasonable tips, bridge tokens, parking meters or non-alcoholic beverage.
 - c. Claims for personal vehicle kilometrage for authorized travel.
9. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.
10. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
11. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
 - a. the claim is consistent with policy;
 - b. the expenses claimed were necessarily incurred in the performance of municipal business;
 - c. appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and
 - d. the expenses claimed have appropriate justification.
12. In consideration an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.
13. The use of petty cash to pay an expense claim is prohibited.

TIMEFRAME

14. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
15. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS

16. Fraudulent irregularity, misuse or misappropriation of Town of Oxford funds may result in disciplinary action up to and including termination of employment.

17. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

REPORTING REQUIREMENTS

18. Pursuant to section 65D of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
- a. Within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Oxford website for the Mayor, CAO (including an employee of the Town of Oxford delegated any of the responsibility or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
 - i. Travel and travel related expenses, including transportation, accommodation and incidentals;
 - ii. Meals; and
 - iii. Training and education.
 - b. On a quarterly basis, posts the expense reports of each reportable individual on the Town of Oxford website on their expenses regarding the following:
 - i. Travel and travel related expenses, including transportation, accommodation and incidentals;
 - ii. Meals; and
 - iii. Training and education.

REVIEW REQUIREMENTS

19. The Town of Oxford Audit Committee shall review the expense annual summary report relevant to section 18, by October 31st of each year.
20. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy, and following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

REPEAL

21. All previous Travel & Expense Policies of the Town of Oxford are hereby repealed and replaced with this policy.

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 26th day of February 2025.

GIVEN under the hand of the Chief Administrative Officer and the corporate seal of the Town of Oxford this 26th day of February 2025.

Linda Cloney, Chief Administrative Officer

SCHEDULE A

SCHEDULE OF ALLOWABLE INCIDENTALS AND MEALS PER DIEM RATES

Incidentals: \$10 per overnight stay with receipts.

Meals: Travel must commence before 8:00 am.
Travel must end after 6:00 pm.

Breakfast - \$12.00	\$18.00
Lunch - \$17.00	\$21.00
Dinner - \$26.00	\$30.00
Maximum daily allowance - \$55.00	\$69.00

The above amounts are inclusive of all taxes and gratuities, with receipts.

Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware the appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, they shall be paid a meal allowance for that meal.

SCHEDULE B

PRIOR APPROVAL FORM

1. Applicant's Name: _____

2. Present Position: _____

3. Department: _____

4. Proposed Conference, Course, Seminar: _____

5. Location: _____

6. Date: _____

7. I certify that I, as a minimum, will always have basic motor vehicle insurance coverage and that if for whatever reason I do not have insurance coverage, I will notify the Town in writing.

(signature) _____

8. Approved: _____

9. Rejected: _____

10. Subject to the following conditions, if any:

If this application is approved, expenses may be claimed in accordance with the Town's Travel & Expense Policy.

SCHEDULE C

TRAVEL ADVANCE REQUEST FORM

Name

Department

Destination

Purpose of Request

.....

.....

Dates Involved

Estimated Expenses: Registration \$

 Travel \$

 Accommodations \$

 Meals \$

 ESTIMATED TOTAL \$

Charge to: Signature:

Approved by: Date:

From: [Graham Wood](#)
To: lcloney@oxfordns.ca
Subject: town water
Date: February 19, 2025 9:44:27 AM

Good morning Linda.

I am writing this email to ask the Town for permission to access their water supply for a property with a Pid # 25129362, located on Black River Rd., County of Cumberland.

There will be a lot divided from this property and once a permit is obtained a mini home will be located there. The mini home has one bathroom in it.

Talking to Greg Mattinson, he has no problem to allow us to join the water line he put in for his home, if the Town of Oxford gives permission.

I am contacting you to see what process I would need to continue to gain approval for this request.

Sincerely Yours
Graham Wood



Please consider the environment before printing this email.

A Bylaw to require adequate Cross Connection Control at all properties in the Town of Oxford.

WHEREAS pursuant to the provisions of Part V of the Nova Scotia *Environment Act*, the Town of Oxford is approved to operate a water treatment facility.

AND WHEREAS one of the terms of the said approval requires the Town to establish regulations to ensure provisions for the elimination and prevention of cross connections between potable water and any non-potable sources.

NOW THEREFORE the Council of the Town of Oxford enacts as follows:

1. Name of Bylaw

1.1 This Bylaw may be cited as the Cross Connection Control Bylaw for the Town of Oxford.

2. Definitions

2.1 In this Bylaw, the following terms have the following meanings:

BACKFLOW means the reversal of flow of water from private property back into the Town's Water System.

BACKFLOW ASSEMBLY TEST REPORT refers to the electronic submission of testing data through an approved third-party app or website or submission of test data on the Town's approved test report form.

BACKFLOW PREVENTER means a device or assembly that is a physical attachment to the potable water supply that prevents Backflow as recognized by CSA B64.10-11: Selection and installation of backflow preventers.

BACKFLOW PREVENTION DEVICE TESTER means a person holding a valid certificate from the American Water Works Association (AWWA) for testing Backflow Preventers.

CONSUMER means any person who owns or is an agent of the Owner for any property with a water service from the Town Water System, or any person who occupies or uses water on such a property.

CONTAMINANT mean any physical, chemical, biological or radiological substance or pollutant which may render the water non-potable or otherwise impact the aesthetic of the Town's Water System.

CROSS CONNECTION means any actual or potential physical connection whereby the Town's Water System is connected, directly or indirectly, with any non-potable or unapproved Private Water System, sewer, drain, conduit, well, pool, storage reservoir, plumbing fixture, or any other device which contains or may contain a Contaminate which may be capable of imparting contamination to the Town's Water System as a result of Backflow.

CROSS CONNECTION CONTROL PROGRAM means a program initiated by the Town to administer and regulate the selection, installation, testing, and maintenance of Backflow Preventers.

CSA B64.10-11 means the Canadian Standards Agency guideline on the selection and installation of backflow preventers.

DEGREE OF HAZARD means the hazard level for any premises determined by the Town or certified Cross Connection Control professional based on the use of the premises and cross connection on site, based on CSA B64.10-11.

OWNER means any person, firm, or corporation having control over any premises to which this Bylaw applies.

POTABLE WATER means water that is fit for human consumption.

PRIVATE WATER SYSTEM means a Water System on private property for domestic use, irrigation system, greenhouse and hydroponics system, and any other use of water supplied by the Town to privately-owned premises.

TOWN means the Town of Oxford acting as a water authority supplying water for the purposes of domestic, irrigation, or other uses by Owners and Consumers; and any action or decision which may be made by the Town pursuant to this Bylaw may be taken or determined by the Town's Supervisor of Public Works, his or her designate, or such other person or persons as may be authorized by Town Council from time to time.

TOWN'S WATER SYSTEM means the Water System owned and operated by the Town to supply water to Private Water Systems, and including, without limitation, well field lands, wells, water lines and appurtenances, treatment plants and pumping stations.

3. Owner and Consumer Responsibilities to Control Cross Connections

3.1 Subject to the provisions of Section 4 and 5 of this Bylaw, no person shall create a Cross Connection by connecting or causing to be connected, or allowing to remain connected to the Town's Water System any device, piping, fixture, fitting, container, appliance or any other chattel or thing which may under any circumstances allow Contaminants to enter the Town's Water System.

3.2 No Owner or Consumer of a Private Water System connected to the Town's Water System shall permit the creation of a Cross Connection or the introduction of any Contaminant into the Private Water System except upon strict compliance with the following:

i) The Owner of a Private Water System shall install a type of Backflow Preventer approved by the Town prior to any other connections, or as otherwise approved by the Town.

ii) Where the Town determines that there exists a connection or cross connection prohibited by the Bylaw, the Town may give notice to the Owner to correct the connection or Cross Connection at the expense of the Owner within the time specified in the notice.

iii) An Owner to whom notice has been given under this section shall correct the Cross Connection by installing a Backflow Preventer suitable, in the determination of the Town, to protect the Town's Water System from the Cross Connection at the expense of the Owner within the time specified in the notice.

iv) The Owner will provide the Town, within 30 days of the initial installation of the Backflow Preventer, a complete Backflow Assembly Test Report completed by a Backflow Prevention Device Tester.

v) The Owner of a Private Water System shall have the Backflow Preventer inspected and tested by a Backflow Prevention Device Tester at least once in every 12-month period or more often if required by the Town. The inspection and test is to confirm that it is an approved assembly, that it is installed correctly, and is in proper operating condition. Regardless of a pass or fail, a Backflow Assembly Test Report must be completed and provided to the Town within 30 days of completion of the test. If the assembly fails testing, it must be repaired or replaced and re-tested.

vi) Prior to granting occupancy, the Town may inspect any newly renovated or constructed or reconstructed premises for Cross Connections and require Backflow Preventer(s) to be installed.

4. Town Responsibilities to Control Cross Connections.

4.1 The Town shall be entitled, at its determination to:

- i) Inspect the Private Water System located on private premises at all reasonable hours,
- ii) Impose minimum standards which must be met and satisfied relating to the type of Backflow Preventer and the installation and maintenance of the same,
- iii) Inspect the type of Backflow Preventer and the installation and state of maintenance of the same.

4.2 Where there is a visible or other indication that a Backflow Preventer is malfunctioning, it is the responsibility of the Owner or Consumer of the Private Water System to immediately notify the Town, and further, to stop using the Private Water System until the Backflow Preventer is inspected and repaired or replaced. This includes but is not limited to damage by freezing, hot water, fire or otherwise due to neglect and is the sole responsibility of the Owner to rectify.

4.3 Where any condition is found to exist which, in the opinion of the Town, exposes the Town's Water System to risk of Contamination, the Town may take one of the following actions:

- i) If the risk of Contamination appears to be imminent, shut off the Water Service(s) to the property immediately, providing notice to the Owner and Consumer as soon as possible thereafter, and provide to the Owner the minimum standards that are required for the Water System to be restored;
- ii) In other circumstances, notify the Owner and Consumer to correct the condition or Cross Connection(s) within 30 days or within a time period that the Town considers reasonable in relation to the Degree of Hazard that is identified; or

iii) Shut off the Water Services, after providing notice, as per paragraph 4.3ii, until satisfied that the condition has been fully remedied.

4.4 Any Water Service turned off pursuant to this Bylaw shall not be turned on until such time as all of the provisions of this Bylaw have been complied with and the Owner pays a turn on fee as may be established by the Town from time to time.

4.5 The Town shall maintain a list of certified Backflow Prevention Device Testers, which list shall be made available to any resident of the Town upon request.

5. Enforcement

5.1 No person may obstruct any duty authorized officer or employee of the Town in the fulfilment of his or her duties under this Bylaw.

6. Penalties

6.1 Every person who violates a provision of this Bylaw, or who suffers or permits any act to be done in contravention or violation of any of the provisions of the Bylaw, or who neglects or refrains from doing anything required to be done by this Bylaw, breaches a condition of prevention of Cross Connection or any approval issued under this Bylaw, or who fails to comply with an order made under the Bylaw commits an offence and it liable on summary conviction to a fine of not more the \$2,000. Each day a violation continues or is permitted to continue may constitute a separate offence.

Date of First Reading	_____
Date of Advertisement of Notice of Intent to Consider	_____
Date of Second Reading	_____
Date of Advertisement of By-law Passage and Approval	_____
Date of Mailing Certified Copy to Dept. of Municipal Affairs:	_____

I certify that this Cross Connection Control By-law was adopted by council and published as indicated above.

Linda Cloney, CAO, Town of Oxford

Date: