



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

AGENDA

1. Call to Order – Welcome / Purple Day
2. Approval of Agenda
Page 1
3. Approval of Minutes – Regular Council Meeting – February 26, 2025
Special Council Meeting – March 12, 2025
Pages 2 – 7 – Feb 26, 2025
Pages 8 – 10 – Mar 12, 2025
4. Business
 - 4.1 Second Reading – Cross Connection Control Bylaw
Pages 11 - 15
 - 4.2 RFD – Approve Equity and Anti-Racism Plan 2025
Pages 16 - 32
 - 4.3 RFD – Sidewalk Plow and Snowblower
Pages 33 - 35
5. Correspondence
 - 5.1 Letter from Minister Lohr – Minister of Municipal Affairs re: mandatory Code of Conduct training
Pages 36 - 37
6. In-Camera
Nil
7. Adjournment



Minutes of the Regular Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, February 26, 2025
Presiding Officer: Mayor Greg Henley
Councillor Present: Deputy Mayor Carla Black and Councillors Brenton Colborne, Paul Jones, Olivia Canning-Sweet, Padraic Moore, and Chrystal McNutt.
Councillors Regrets: Nil

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: Nil

Gallery (media and public) virtually: Nil

1. **Call to Order – Welcome** - Mayor Henley called the meeting to order at 6:00 PM.

Mayor Henley asked Councillor McNutt to announce that the Town has hired a new Municipal Physical Activity Leader (MPAL), Marion Abbott.

2. **Approval of Agenda**, Pages 1 – 2

Moved by Deputy Mayor Black and seconded by Councillor Jones, that the agenda of the Council Meeting for February 26, 2025, be approved, as presented.

Motion Carried

**3. Approval of Minutes – Regular Council Meeting - January 22, 2025
Special Council Meeting – February 12, 2025
Pages 3 – 9**

Approved by _____
Mayor Greg Henley, on February 26, 2025

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).

In December 2024, concerns were raised about downtown parking. Business owners and their staff were using the parking spaces for long periods, which may discourage shoppers from exploring the downtown. To address this, a letter was sent to downtown businesses, encouraging them to use the Black River parking lot instead.

In response to the letter, some concerns were raised about the security and possible damage to vehicles parked at the Black River parking lot. The letter suggested installing a security video camera that would be monitored by the Town to improve safety. A quote for \$2610.50 was obtained for a security camera and the link to tie into the Town's security camera system and was attached in the Council package.

Moved by Councillor McNutt and seconded by Councillor Colborne to consider the security camera system quote for Black River Park parking lot and area in the 2025-26 budget process.

Motion Carried

4.2 RFD – Amend Snow and Ice Management Policy – deferred from January 22, Pages 11 - 18

Studies were completed on the Walk and Wheel-Ability of the Town of Oxford. The Walk and Wheel-Ability project had identified some areas for improvement, such as:

- a need for more accessible parking spaces
- address cracked and uneven surface

- areas of poor drainage
- snow and ice build-up along pedestrian routes
- areas of poor street lighting

The study recommended to review the Snow and Ice Management Policy to include some time commitments regarding the commencement of snow clearing. At a recent meeting of the Accessibility Committee, the committee also agreed with the findings of the study and recommended amendments to the Snow and Ice Management Policy.

The amended Snow and Ice Management Policy changes was presented to Council.

Moved by Councillor McNutt to accept the amended Snow and Ice Management Policy as presented.

Motion Carried

4.3 RFD – Amend Travel & Expense Policy, Pages 19 – 25 (changes made to page 5 of the policy)

The recommended draft amended Travel and Expense Policy was presented to Council. When staff or Council are away on training or to a seminar, meal expenses are much greater than they used to be. Research was conducted by staff on allowed amounts for breakfast, lunch and dinner set by different municipalities. Staff agreed that the rates of East Hants, Nova Scotia, were sufficient to use as their changes were most recent. These allowances were \$18 for Breakfast, \$21 for Lunch, and \$30 for Dinner. This would include taxes and gratuities. Receipts for the meals would be submitted.

Moved by Deputy Mayor Black and seconded by Councillor Jones to accept the amended Travel and Expense Policy as presented.

Motion Carried

4.4 RFD – Water services to PID 25129362, Page 26

Mayor Henley relinquished the chair to Deputy Mayor Black for this discussion declaring a conflict of Interest at 6:15 PM.

An email was received by Mr. Wood requesting permission to install a water service connection to PID 25129362. A permit is being obtained to move in a mini home. Mr. Woods's neighbour, Mr. Mattinson has no objection to allow the water line to join into the water line at his property.

This connection would be subject to WaterCAD fees and any fees such as Admin fees, and connection fees to install water services.

Moved by Councillor McNutt and seconded by Councillor Jones to approve water service connection to PID 2519362.

Motion Carried

Mayor Henley was called back to the Regular Council Meeting and resumed his roll as chair at 6:17PM.

4.5 RFD – Cross Connection Control Bylaw – first reading, Pages 27 – 31

An email was sent to the Council on February 25, 2025, that the Cross Connection Control Bylaw has been issued for initial review. This Bylaw is a requirement for operation of the water treatment facility through Nova Scotia Environment.

The section of the approval states that “the approval holder shall ensure that the development and implementation of a Cross Connection Control Program to protect the municipal public drinking water supply from contamination due to cross connections from commercial, institutional, industrial, multi-unit residential and agricultural facilities at a minimum and avoid any cross connections with the drinking water treatment facility”.

The Cross Connection Control Program, once passed, will be submitted to the Nova Scotia Department of Environment & Climate Change for review. NSUARB language to this effect is in the order under item 20.

If Council gives first reading to this Bylaw, the second reading of this Bylaw will take place tentatively on March 26, 2025, where public may attend and submit any questions regarding the Bylaw.

Moved by Councillor Colborne and seconded by Councillor Jones to give first reading of the proposed Cross Connection Control Bylaw which is 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.

Motion Carried

4.6 RFD – **Digital Speed Boards – discussion**, verbal presentation

In 2024, the Town of Oxford applied for funding to buy digital speed boards but did not get the grant. On January 21, 2025, the Police Advisory Board met and decided to recommend that the council consider buying speed signs through the 2025-26 budget process. The goal is to reduce speeding in the Town of Oxford. Trouble spots like Little River Road and Lower Main Street were identified. The estimated cost for two speed signs is about \$10,000.

Moved by Councillor Jones and seconded by Deputy Mayor Black to consider the quote to purchase speed signs for the Town of Oxford through the 2025-26 budget process.

Motion Carried

5. **Correspondence**

Nil

6. **In-Camera**

6.1 acquisition, sale, lease and security of municipal property

At 6:25 PM it was moved by Councillor McNutt and seconded by Deputy Mayor Black to go in-camera to discuss the acquisition, sale, lease and security of municipal property.

Motion Carried

At 6:52 PM it was moved by Councillor Jones and seconded by Councillor Colborne to come out of in-camera and resume the Regular Council Meeting.

Motion Carried

7. Adjournment

The meeting adjourned at 6:53 PM

Greg Henley, Mayor, Chair

Stan McDougall, Admin Assistant

Date Approved



Minutes of the Special Council Meeting

Place: Council Chambers, Zoom, streamed live to Facebook
Date: Wednesday, March 12, 2025
Presiding Officer: Deputy Mayor Carla Black
Councillors Present: Olivia Canning-Sweet, Chrystal McNutt, Brenton Colborne, Mayor Greg Henley, and Paul Jones
Councillor Regrets: Padraic Moore

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney – CAO (via Zoom), Stan McDougall – Admin Assistant / Recording Secretary, Nick Purdy – Public Works Supervisor (via Zoom), and Marion Abbott (MPAL).

Media in attendance: Mark Rushton - Hello Oxford/Radio for Hope Centre.

Gallery in attendance: Nil

1. **Call to Order – Deputy Mayor Black**

At 6:19 PM, Deputy Mayor Carla Black called the meeting to order and welcomed Mark Rushton – Hello Oxford/Radio for Hope Centre in attendance in the Gallery.

2. **Approval of Agenda**

Moved by Councillor Jones and seconded by Councillor McNutt that the agenda of the Committee of the Whole Meeting for Wednesday, March 12, 2025, be approved, as presented.

Motion Carried

3. **Business**

3.1 **Fracking in Nova Scotia – Mayor Henley**

Mayor Henley presented to Council that the Province of Nova Scotia has issued a Bill that is concerning lifting the ban on fracking in Nova Scotia and in specific, the County of Cumberland.

Mayor Henley expressed concern that the Town of Oxford is a community that lives from its water well sources and without that, Oxford would not function if these sources became contaminated by the process of fracking. There are no alternative water sources for the Town of Oxford.

The risk of contamination is high, and Mayor Henley does not wish to have this risk for the Town of Oxford. Mayor Henley recommended that a letter be sent on behalf of the Town of Oxford and Oxford Council to Minister Lohr, copying the Minister of the Environment expressing the Town of Oxford's concern on the lifting of fracking and the vulnerability of our water sources in Cumberland County.

Moved by Councillor Jones and seconded by Councillor Colborne to send the letter, as recommended by Mayor Henley, to Minister Lohr and copy the Minister of the Environment expressing the Town of Oxford's concern on the lifting of fracking and the vulnerability of our water sources in Cumberland County.

Motion Carried

Prior to adjournment, Mayor Henley acknowledged that Jeremy Dobson, Oxford resident and current president of the Oxford Legion has received the King Charles III Coronation medal Sunday March 9, 2025.

4. **Adjournment**

The meeting adjourned at 6:35 PM.

Deputy Mayor, Carla Black, Chair

Stan McDougall, Admin Assistant

Date Approved

DRAFT

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:



Town of Oxford

Equity and

Anti-Racism Plan

2025



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Message from Mayor Henley

The Town of Oxford in Nova Scotia has a long history, built on the traditional unceded lands of the Mi'kma'ki people.

Recently, Oxford has seen many changes with newcomers from around the world. Now, you can hear 15 different languages spoken in the town.

For Oxford to keep growing, the Town Council and staff need to show a commitment to embracing and including all residents. By discussing and learning from our differences, we can create a unified culture of equity, diversity, and inclusion for everyone's benefit.

The Equity and Anti-Racism plan was created to meet the requirements of the Dismantling Racism and Hate Act Regulations, which require municipalities to have a plan to address systemic hate, inequity, and racism by April 1, 2025

Mayor Greg Henley

Town of Oxford.

February 23, 2025

Glossary

AMANS: Association of Municipal Administrators

Anti-Racism: A belief or doctrine that rejects the supremacy of one racial group over another and promotes racial equality in society. A belief or practice that recognizes pervasive racism in society, and actively combats racial prejudice and discrimination in order to promote racial justice and equality.

Bias: A bias may be favorable or unfavorable: bias in favor of or against an idea. Prejudice implies a preformed judgment even more unreasoning than bias, and usually implies an unfavorable opinion: prejudice against people of another religion. A particular tendency, trend, inclination, feeling, or opinion, especially one that is preconceived or unreasoned.

Diversity: The spectrum of individual differences and the corresponding group memberships and identities that human beings have in society. The inclusion of individuals representing more than one national origin, color, religion, socioeconomic status, gender, sexual orientation, etc. A point of difference.

EDI: Equity, Diversity and Inclusion

Equity: Equity recognizes that everyone doesn't begin in the same place in society. Some people face adverse conditions and circumstances making it more challenging with the same effort to achieve the same goals. Equity advocates for those who may have been historically disadvantaged, making it difficult for them to be successful. What is "fair" as it relates to equity isn't a question of what is the same but rather the point from which a person begins. Equity considers historical and other factors in determining what is fair.

Fairness: The state, condition, or quality of being fair, or free from bias or injustice; evenhandedness.

Inclusion: The act of Including. The state of being included. Something that is included. The practice or policy of including and integrating all people and groups in activities, organizations, political processes, etc., especially those who are disadvantaged, have suffered discrimination, or are living with disabilities: Our company is committed to addressing issues of diversity and inclusion in the workplace.

Prejudice: An unfavourable opinion or feeling formed beforehand or without knowledge, thought, or reason. Any preconceived opinion or feeling, either favourable or unfavourable. Unreasonable feelings, opinions, or attitudes, especially of a hostile nature, regarding an ethnic, racial, social, or religious group.

Underrepresented: An underrepresented community refers to a group of people who are not adequately represented or have limited presence or visibility in certain domains or contexts, such as social, political, economic, educational, or cultural spheres. These communities typically experience marginalization, discrimination, or exclusion due to various factors, including race, ethnicity, gender, sexual orientation, disability, socioeconomic status, or other characteristics.

Underserved: The term “underserved” implies that the community is not receiving/has not received an adequate level of support or attention from institutions, organizations, or government agencies. This lack of access can manifest in various areas, including health care, education, employment, housing, transportation, and social services.

About Oxford, Nova Scotia

The Town of Oxford is a diverse community settled in 1791 and became a town in 1904. It's named after the oxen that crossed the river. In 2021, the population was 1,170, with that number increasing with seasonal newcomers from all over the world for work and to find home.

Oxford is famous for its link to the wild blueberry industry in Cumberland County, Nova Scotia. One of the biggest employers in the area is Oxford Frozen Foods, with its main office and processing plants located in the town. Oxford is known as the 'Wild Blueberry Capital of Canada.'

The Town of Oxford is dedicated to promoting fairness, diversity, and anti-racism. Work continues to improve processes removing obstacles that prevent equal access for everyone in the community.

The Equity, Diversity and Inclusion Advisory Committee is leading this process by developing and evolving the Equity and Anti-Racism Plan.

The Town of Oxford and the Equity, Diversity and Inclusion Advisory Committee are committed to:

- Evolve the Equity and Anti-Racism plan as a living document.
- Provide educational resources to staff, Council and residents of the Town of Oxford.
- Inspire Equity and Anti-Racism practices for all people, business, and industry in the Town of Oxford.

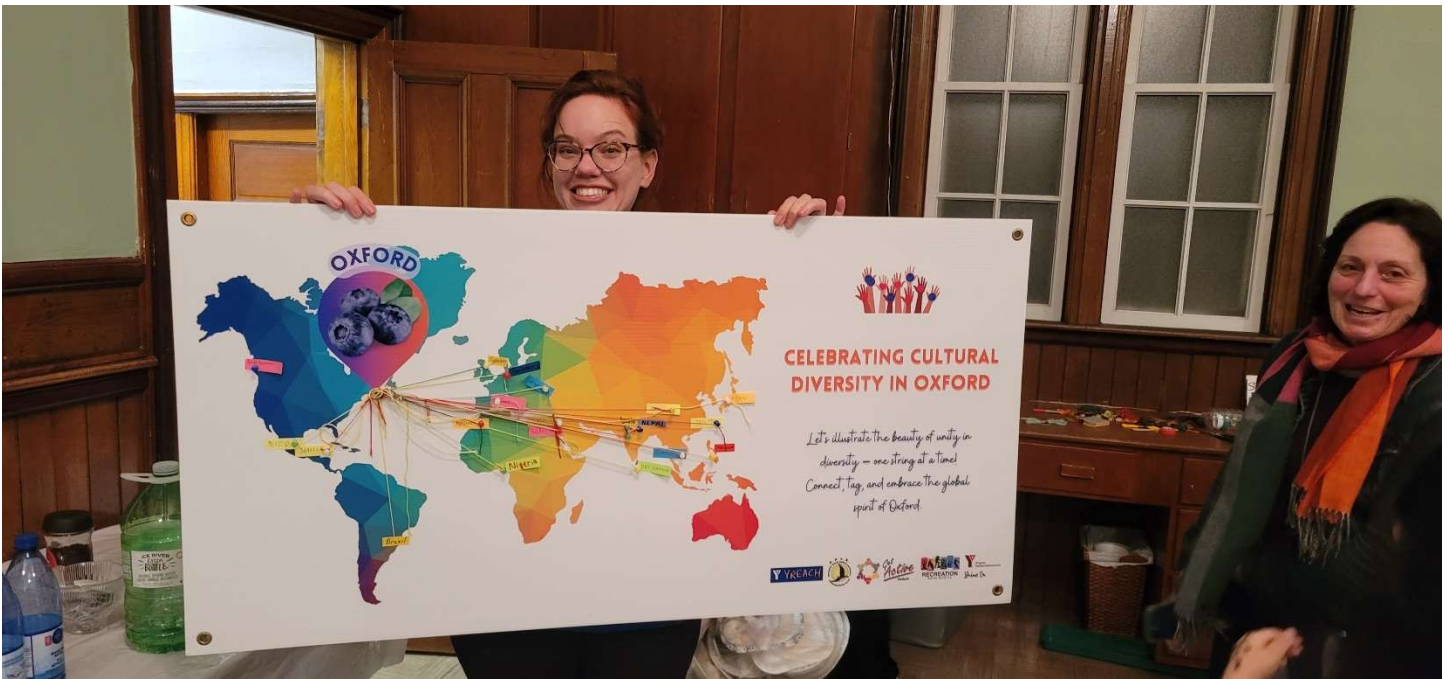


Figure 1 - Picture of a Poster created at the Connecting Cultures Event Y-Reach celebrating cultural diversity in Oxford.

Purpose of the Equity and Anti-Racism Plan

The purpose of the Equity and Anti-Racism plan is to look closely at and improve how the town makes decisions about budgeting, hiring, creating policies, and delivering programs, all with a focus on fairness, fighting racism and all forms of discrimination.

How The Plan Was Developed

The Equity and Anti-Racism plan was created to meet the requirements of the [Dismantling Racism and Hate Act Regulations 2022](#), which require municipalities to have a plan to address systemic hate, inequity, and racism by April 1, 2025. The Town of Oxford knew that work and training were needed to achieve this. Staff attended an Equity, Diversity, and Inclusion Summit in the fall of 2024 and worked with the Association of Municipal Administrators Nova Scotia to self-assess and identify priorities for change and improvement in Equity and Anti-Racism. They incorporated resources, training, feedback, and support from the summit, the Equity, Diversity, and Inclusion Advisory Committee, and local organizations such

as the Y-Reach, and Nova Scotia Health into this plan.

How the Progress of the Equity and Anti-Racism Plan is Tracked

Progress of the Equity and Anti-Racism plan will be tracked via a report card that will be presented to the Council of the Town of Oxford in a timeframe to be determined by the Equity, Diversity and Inclusion Advisory Committee.

The Committee

The Equity, Diversity, and Inclusion Advisory Committee was started on December 2, 2024. It includes members from the Oxford Town Council, Town Staff, Y-Reach, and residents of Oxford and area with diverse cultural backgrounds. Current members include:

Members of Council: Councillor Olivia Canning-Sweet, Councillor Padraic Moore and Deputy Mayor Carla Black.

Oxford and area residents: Millissa Ellis, Jaggot Singh, Anas Alawar (Y-Reach), Emma Brown, Chris King-Tower, and Virginia King-Tower.

Staff Members: Linda Cloney (CAO), Stan McDougall (Administrative Assistant) and Marion Abbott (Municipal Physical Activity Leader).



Figure 2 - Member of the Equity, Diversity and Anti-Racism Committee of the Town of Oxford. Missing from the photo: Chris King-Tower, Virginia King-Tower, Millissa Ellis and Jagot Singh. Stan McDougall took the photo.

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Progress on Equity and Anti-Racism

The Town of Oxford is special because of its cultural diversity. Our biggest employer, Oxford Frozen Foods, promotes economic diversity and inclusivity. The town has made progress in Equity and Anti-Racism, not just in policies but also in parks, amenities, facilities, and activities. Some of the highlights in recent and past years include:

- **Construction of the Oxford Community Centre** – under construction fall 2024
- **Flag Days:** ongoing for cultural and equity, diversity and inclusion awareness often in relation to proclamations.
- **Celebration Events:**
 - Diwali (Hindu festival of lights)
 - Holi (Festival of Colours)
 - Welcoming Week activities
 - Connecting Cultures
- **Mayoral Proclamations:**
 - Pride Week
 - International Day Against Homophobia and Transphobia
 - Welcoming Week
 - Gaelic Nova Scotia Month
 - National Day for Truth and Reconciliation
 - Right to Know Week
 - African Heritage Month
 - Indigenous Survivors Day
 - National Aboriginal Day
 - International Women’s Day - #EmbraceEquity – 2023
- **Walk and Wheel Oxford** - report and video on walk and wheel-ability in the Town of Oxford

- **Construction of sidewalks** - for inclusive and accessible activities on Water Street in 2024 and ongoing improvements to existing sidewalks
- **Oxford Public Library**
- **Oxford Medical Centre**
- **Communities in Bloom**
- **Capitol Theatre**
- **Oxford Bunny Trail and Trans Canada Trails** – Shared Trails Strategy (STS) through Nova Scotia Trails and the Trails Strategy Coordinating Group (TSCG) – collaboration of provincial trail users, government departments, municipal staff, Mi'kmaq and persons of indigenous descent, and members from the community
- **ATV Friendly Community** – 2024
- **Recreation Department Activities, Events and Amenities:**
 - Oxford Baseball field
 - Oxford Horse Pull
 - Fishing from the three rivers
 - Black River Park and Skateboard facilities
 - Oxford Arena – 2022 – selected as a recipient of the Rink Revitalization Program, hosted by the Nova Scotia Department of Communities, Culture, Tourism and Heritage to help create an efficient, multi-use facility providing an inclusive space
 - Movie nights in Black River Park
 - Family/Heritage Day activities at the Arena
 - Nova Scotia Walks – Nova Scotia Walk Day
 - Access Awareness Week – silent discos, education sessions, film screenings “Communities for All: Taking Action on Access Awareness” – 2024 event
 - Various family and children’s activities at the Oxford Fire Department
- **Oxford Christmas Parade** – dedicated portion of the parade route as a sensory friendly area in partnership with Autism NS

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Priority Areas

Objective 1: Communication, Training and Education

- Develop EDI webpage (for minutes, agendas, and EDI resources from the EDI Committee)
- Develop social media content and community engagement strategies (potential or collaboration with HelloOxford.ca)
- EDI training for Oxford Staff, Council, and volunteers working with yearly budget allocation review for programming scope

Objective 2: Policy Review

- Review and create policies, by-laws, forms and publications in digital and print with an EDI lens
- Review and create policies, by-laws, forms and publications in digital and print with a plain language lens
- Human Resources to address biases and barriers to hiring processes through EDI training for those hiring staff and volunteer recruitment

Objective 3: Service Delivery

- Review municipal signage with an EDI lens.
- Review municipal street and building naming conventions with an EDI lens.
- Revise the Town of Oxford Vision Statement with an EDI lens.
- Develop a global welcoming statement for public meetings with an EDI lens to combine with a possible land acknowledgment.

Objective 4: Community Engagement

- Installation of community flagpole to promote awareness of equity for groups and events
- Develop potential relationships with groups, organizations and committees active in EDI and plain language work in Oxford, Cumberland County, Amherst and surrounding areas. Examples of these include: Cumberland African Nova Scotia Association (CANSAs), Cumberland Pride, Cumberland Community Homes (CCH), Sexual Health Centre Cumberland County (SHCCC), Sunset Industries, Y-REACH, Oxford Seniors Club, Oxford Legion, etc. These groups are important for feedback and support in the evolution of the Equity and Anti-Racism Plan
- Share opportunities for local training and awareness programs, workshops and activities for community groups, local businesses and organizations
- Investigate, assemble and share opportunities for local and regional guest-speakers to speak to Council, committees, local businesses, organizations, and groups at public consultation meetings
- Promote local businesses, organizations and groups to participate or collaboratively host EDI and accessibility training sessions

Summary

The Town of Oxford is committed to educating, raising awareness, and breaking down barriers related to Equity, Diversity, and Inclusion (EDI).

In November 2024, staff attended the AMANS Equity, Diversity, and Inclusion Conference for three days of training sessions and heard from various groups and individuals from across Nova Scotia. This reinforced the commitment of both the Town of Oxford and the Province of Nova Scotia to equity, diversity, and inclusion. Their goal is to inspire ongoing engagement with underserved, underrepresented, and underrecognized communities, including but not limited to: Mi'kmaq and persons of indigenous descent, African Nova Scotian communities and persons of African descent, persons of colour/racialized persons, newcomers (immigrants and refugees), 2SLGBTQIA+, persons with disabilities, minority faith-based groups, persons who are neurodivergent, and women.

A formal process was started on December 2, 2024, by creating the Equity, Diversity, and Inclusion Advisory Committee and developing the Equity and Anti-Racism plan.

The Equity, Inclusion, and Anti-Racism Action plan will keep evolving and updating over the years as a living document.

The Equity, Diversity, and Inclusion Advisory Committee will use a report card to track and show the progress of the Equity and Anti-Racism plan to the Town of Oxford's Council.

The Town of Oxford and the Equity, Diversity, and Anti-Racism Advisory Committee is building relationships with local organizations, groups, businesses,

committees, and municipalities. Their aim is to improve and expand EDI (Equity, Diversity, and Inclusion) resources, training, and opportunities for community involvement, training, and support for EDI programs and events for everyone in the Town of Oxford.

If you have any questions, comments or feedback regarding this plan, please contact our office. You can reach us by email: info@oxfordns.ca. For feedback through our website, visit: <https://oxfordns.ca/how-do-i-report-a-complaint>. While this may not be a complaint, it is our universal form for suggestions, feedback and town-related issues.

DRAFT

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REQUEST FOR DECISION
Sidewalk Plow and Snowblower
#20250317-1

Date: March 17, 2025	Subject: 2013 Trackless MT6, Blower and Kubota
Proposal Attached:	Submitted by: Linda Cloney

Proposal:	To purchase 2013 Trackless MT6 included with a v-plow and salter for \$39,900 and to purchase blower that attaches to the trackless for \$7,500.00. A total of \$48,493.00 (this includes unrecoverable HST) from the 2024/2025 Capital Budget and to sell the Kubota along with its attachments.
Background:	<p>This past winter (2024/2025) the Kubota Sidewalk Plow broke down and caused delays in the service of cleaning the sidewalks in a timely manner. The town incurred maintenance of \$10,956 for 2024/25, plus lease payments.</p> <p>Since the start of the lease, 3.5 years ago, the town has spent a total of \$56,166 on the Kubota Sidewalk Plow. (<i>\$21,439 on maintenance, \$10,538 for the purchase of a plow & sweeper and \$24,189 on lease payments</i>) Average of \$16,047/ year</p> <p>There are 2.5 years of left on the Kubota lease (September 2027). To sell the Kubota the town can buy out the lease at \$17,261.70 and make required repairs of \$3,100 to install a new mount, for a total cost of \$ 20,361. Attachments to sell with the machine are a sweeper, bush pull, finish mower, salter and plow.</p> <p>Cost to keep the Kubota for 2025/26 year is estimated at \$21,205 (<i>required repairs \$6,300 (plow \$ 3,200, new mount and installation \$3,100), regular maintenance estimated at \$8,000, lease payments \$ 6,905</i>)</p> <p>The cost of a new Trackless is approximately \$200,000 an expected life - 15 years. Average \$13,333 per year plus maintenance. Must purchase attachments separate.</p> <p>As recommended by his peers, Nick Purdy researched trackless. Public works found a 2013 Trackless MT6. It has 2600 hours on it, a v-plow and salter are included along with extra bearings and</p>

	<p>oil filters. The machine was contracted out for the sidewalks around the HRM area.</p> <p>Nick Purdy and Justin Bryan viewed on site the trackless and blower on March 14. Both recommend the Town purchase as soon as possible.</p> <p>Cost for used trackless & blower is \$49,432. (<i>\$39,900 for the machine, plow, salter this includes delivery from Bedford, \$7,500 for the blower attachment plus HST, New blower is approximately \$22,600.00</i>). Useful life estimated at 8 years for a cost of \$6,179 per year plus maintenance.</p> <p>To maintain the services the Town currently provides, the Town should purchase a sweeper and bush pull for this machine, if the current Kubota is sold.</p>
Benefits:	<p>The trackless is designed for plowing sidewalks, many other towns use this type of machine for sidewalks and street widening.</p> <p>The large salt bin can be loaded with a machine rather than a shovel. This will save Public Works valuable time, as currently it takes 40 plus shovelfuls to fill the salt bin on the Kubota. A typical salting day it takes 4 – 5 loads to complete the town.</p> <p>The blower attachment is larger than the blower on the Kubota, enabling Public Works to be more efficient when clearing sidewalks. This may potentially eliminate the need to contract out the work.</p> <p>There are available funds in the approved 2024/25 Capital Budget.</p> <p>Purchasing the 2013 Trackless MT6 instead of a new machine is less strain on the Capital Reserves and better value if estimated life is correct.</p> <p>Maintenance costs should decrease if public works have the right machine for the job.</p>
Disadvantages:	<p>Purchasing a used piece of equipment comes with risk of unknown costs and less expected useful life.</p>
Options:	<ol style="list-style-type: none"> 1. Purchase the used 2013 Trackless MT6 and blower from the 2024 / 2025 Capital Budget and sell the Kubota with attachments. Purchase sweeper and bush pull for the 2013 Trackless MT6.

	<p>2. Purchase the used 2013 Trackless MT6 and blower from the 2024 / 2025 Capital Budget and keep the Kubota as a backup and for mowing.</p> <p>3. Purchase a new (2025) Trackless for \$200,000.00 with the 2025 / 2026 Capital Budget.</p> <p>4. Do not purchase the used 2013 Trackless MT6 and blower.</p>
Source of Funding:	2024 / 2025 Capital Budget
Workplan Implications (now/future):	Set up a regular maintenance routine for the 2013 Trackless MT6.
Staff Comments/ Recommendations:	<p>Public Works is recommending Option 1. that we purchase the 2013 Trackless MT6 and sell the Kubota with attachments and use that money to payout the lease and help with costs towards a sweeper and bush pull for the trackless.</p> <p>Manager of Finance cautions retaining the Kubota due to poor performance and high maintenance costs.</p>
CAO's Review/ Comments:	I recommend purchasing the 2013 Trackless MT6 and blower and sell the Kubota. The staff feels the Kubota should sell to at least payout the remaining lease and potentially money towards the attachments they need for the trackless to continue the services they are currently doing with the sweeper and bush pull.

CAO Initials: _____

Target Decision Date: _____



NOVA SCOTIA
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March 19, 2025

Dear Mayors, Wardens and Chairs:

I am writing to update you about the progress related to the mandatory Code of Conduct (Code) training for all local elected officials in Nova Scotia.

As you are aware, in December, all municipalities and villages adopted the provincial Code of Conduct. I would be remiss in not recognizing the hard work and commitment from councils and commissions that have been put forth in this effort.

The Nova Scotia Federation of Municipalities (NSFM) is leading the design, development and delivery of the training. To support elected officials in understanding the requirements under the Code, the NSFM organized in-person training sessions across the province and created an online training module that must be completed by all elected officials. For more information about the online training module please visit the NSFM website at <https://nsfm.ca/municipal-code-of-conduct-in-person-training-sessions.html>

The Code regulations will be amended on April 1, 2025, to make this online training mandatory. Following the recommendation from the Code of Conduct Working Group, this online training must be completed within 30 days. The regulations will also require that any newly elected official must complete this training within 30 days of being elected. A failure to complete the training within this timeframe will be considered a breach of the Code.

The Code framework and training module are based on the recommendations put forth by the Working Group. As with any new framework, time and experience will be instrumental in its evaluation.

I would also like to mention that the Association of Municipal Administrators of Nova Scotia (AMANS) has developed a list of qualified individuals whom municipalities and villages may appoint as Code investigators. The list can be found on their website at <https://amans.ca/amans-qualified-list-of-investigators-municipal-code-of-conduct.html>.

Mayors, Wardens and Chairs
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In closing, I would like to extend my appreciation to both the NSFM and AMANS for their collaborative efforts and leadership in the implementation of the Code. This initiative is an example of how we can collectively foster a positive environment and enhance accountability around council tables.

Sincerely,



Honourable John Loh
Minister of Municipal Affairs

c: Chief Administrative Officers
Village Clerk Treasurers
Juanita Spencer, Chief Executive Officer, NSFM
David Campbell, Executive Director, AMANS