



Town of Oxford  
**Committee of the Whole**  
Council Chambers and Zoom  
Wednesday, March 12, 2025  
6:00 pm

## **AGENDA**

1. Call to Order
  
2. Approval of Agenda  
*Pages 1 - 2*
  
3. Approval of the Minutes – February 12, 2025  
*Pages 3 - 6*
  
4. Town Departments Reports
  - 4.1 Public Works Department – presented by Nick Purdy (Public Works Supervisor)  
*Pages 7 - 8*
  
  - 4.2 Fire Department – presented by Bruce Rushton (Fire Chief) and Kyle Purdy (Deputy Fire Chief)  
*Pages 9 - 13*
  
  - 4.3 Municipal Physical Activity Leader (MPAL) Report – presented by Marion Abbott (MPAL)  
*Pages 14 - 16*
  
  - 4.3 Administration Reports – presented by Linda Cloney  
*Pages 17 - 18 – Administrative Assistant Report*  
*Pages 19 - 20 – Revenue Officer*
  
5. Council Committees and Boards Reports – Presented by Linda Cloney
  - 5.1 Accessibility Advisory Committee Report – *Verbal report*

5.2 Fire Department Committee Report – *Verbal report*

5.3 Town Buildings Committee Report – Verbal report

6. Items of discussion and correspondence – presented by Linda Cloney

6.1 2024-25 NSCC Fall Student Award Update – Ben Trenaman

*Pages 21 - 28*

6.2 Draft Equity and Anit-Racism Plan – presentation to Council

*Pages 29 - 43*

7. Adjournment



## Minutes of the Committee of the Whole Meeting

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

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

**Staff in attendance:** Linda Cloney - CAO, Ruthann Brookins – Manager of Finance, Stan McDougall – Admin Assistant / Recording Secretary, and Bruce Rushton – Fire Chief

**Presenters in attendance:** Nil

**Media in attendance:** Nil

**Gallery in attendance:** Giancarlo Piccin and Marion Abbott

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

Mayor Henley announced that a new portrait of King Charles III now hangs in the Council Chambers and a poster presented from the 2024 Food Summit is also hanging in the Council Chambers.

Following the Committee of the Whole meeting a Special Council Meeting would be held.

Heritage Day is Monday February 17, 2025, and information is available on our website. This year Heritage Day celebrates Nora Bernard, a Mi'kmaw activist.

Flag Day celebrating 60 years of the Canadian Flag is Saturday February 15, 2025. Mayor Henley encouraged all to fly the Canadian Flag this year.

**1. Call to Order – Welcome – Mayor Henley**

At 6:01 PM, Mayor Henley called the meeting to order and welcomed all in attendance in the Gallery.

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

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

**Motion Carried**

**3. Approval of the Minutes – January 8, 2025, Pages 3 – 6**

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Mayor Henley, Chair, on February 12, 2025

**4. Town Departments Reports**

**4.1 Public Works Department** – presented by Linda Cloney, *Pages 7 – 8*  
Report filed with Council Package

**4.2 Fire Department Report** – presented by Bruce Rushton, *Page 9*  
Report filed with Council Package

**4.3 Administration Reports** – presented by Linda Cloney  
**Administrative Assistant Report, Pages 10 – 11**  
Report filed with Council Package

**Manager of Finance Report - including 3<sup>rd</sup> Quarter** - presented by Ruthann Brookins, *Pages 12 – 15* – Report filed with Council Package

Mayor Henley thanked all Town Departments for their respective reports and extended thanks to Fire Chief Bruce Rushton for the invitation to attend the Fire Department Banquet.

## 5. Council Committees and Boards Reports

### 5.1 Recreation Commission Report – presented by Councillor McNutt

Verbal report

Councillor McNutt mentioned that a Valentine's Day drop-in event took place on February 12, 2025, at the Oxford Fire Department. Local children made cards and crafts. Councillor McNutt thanked everyone who attended and the volunteers who helped with the event.

On Monday, February 17, 2025, Heritage Day was celebrated with a free skating event at the Oxford Arena from 2:00 PM to 4:00 PM. Attendees were reminded to wear helmets on the ice. There were games and other activities planned. Nelly's at the Rink was open, offering free hot chocolate and cookies. The warm room was available for face painting, crafts, and other fun activities.

Monthly workshops and other activities are in the planning stages.

### 5.2 All Saints Community Health Care Foundation Update – presented by Linda Cloney Verbal Report, Pages 16 - 17 – *approved minutes*

Linda reminded everyone that, although the administrative assistant is currently attending the meetings on behalf of the town, a member of the public is encouraged to volunteer. The meetings are held every other month, travel expenses are covered, and the meetings usually last no longer than 2 hours.

### 5.3 Police Advisory Board Committee Update – presented by Linda Cloney Verbal Report, Pages 18 – 21 – *RCMP Report* - filed with Council Package

Mayor Henley thanked all Council Committees and Boards for their respective reports.

**6. Items of discussion and correspondence – presented by Linda Cloney**  
**6.1 Correspondence to Minister Lohr, Municipality of Chester’s concerns regarding the Code of Conduct Policy, Pages 22 – 23**

Linda read the letter of correspondence to the Council.

**6.2 Press Release – NSFME Emphasizes Collaboration with Province on U.S. Tariff Concerns, Page 24**

Linda read the press release to the Council.

**6.3 Letter from Municipal Affairs re: reduction in inter-provincial trade barriers and to resource development support and follow up letter from Nova Scotia Federation of Municipalities, Pages 25 – 26**

Linda read the letters of correspondence to the Council.

Prior to adjourning the meeting, Mayor Henley announced that Monday February 17, 2025, was a Provincial holiday and the Town Office and Public Works Department would be closed that day

**7. Adjournment**

The meeting adjourned at 6:30 PM.

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**Mayor, Greg Henley, Chair**

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**Stan McDougall, Admin Assistant**

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**Date Approved**

## **Public Works Report February 2025**

Weekly Water samples.

Monthly Lagoon samples.

Weekly water checks.

Weekly garbage collection.

Cleaned lift station floats.

Cleared fire exits at town buildings.

Filled potholes around town, please report them using our online request forms or in person at the town hall.

Flipped cut edge on Kubota plow.

Moved large piles of snow around town.

Filled salt bins.

Widened streets and sidewalks.

Turned water on at a residence.

House closing water meter reads.

Covered cross walks as needed.

Cleaned off compactor bin at transfer site.

Plowing and salting as needed.

Checked heat at the theatre daily.

Filled water break patches with gravel.

Trimmed trees around sidewalks.

Kubota tractor broke down 4 times (Fort in to repair it, Plow also had to be repaired, still on-going issues with plow gear).

Cleaned shop, vehicles and equipment.

Repaired broken fire hydrant markers.  
Repaired water meters.  
Worked on annual approvals.  
Plowed wells 2x.  
Water leak on Jackson Street.  
Cleared storm drains around town.  
Salted fire exits at town buildings.  
Changed chlorine cylinders.  
Trip to Springhill to have keys cut.  
PH readings at lagoons.  
Gravel around new shop doors.  
Monthly equipment maintenance.  
Cleaned inventory room.  
Plugged sewer at a building on Main Street.  
Road work on Meadow Lane (flooding).  
Installed signs at the town hall.  
Brought in wood (weekly).

**Nick Purdy**

**Public Works Supervisor**

**902-397-3002**

The fire department has responded to 13 emergency calls in February.

- 2 Motor Vehicle Collisions
- 8 Medical Calls
- 1 Fire Alarm
- 1 Possible Structure Fire
- 1 call to assist with CO2
  
- 4 Call in Town
- 8 Calls in our coverage area
- 1 call assisting other departments (mutual aid)

Medical calls were up last month due to an error by MFR services when they upgraded their CAD system. This should be corrected now.

Training:

We have our regular training session this Thursday evening.

One member is continuing with the Firefighter Level I course held in Pugwash.

Three members attended a Hazmat training session the weekend of Mar. 1<sup>st</sup>.

We are starting the process to increase the number of class 3 drivers within the department.

We have a tour of Oxford Frozen Foods set for Saturday, March 22<sup>nd</sup>.

Oxford Frozen Foods have invited us to take part in the Progressive Agriculture Safety Day on Friday, April 25<sup>th</sup>.

Through our Fire Fighters Association and with the support of everyone that purchases the Fire Fighters 50/50 draw every week, we are in the process of purchasing nearly \$ 40,000.00 in equipment that is needed to outfit the new fire truck. We would like to thank everyone who supports us with this.

We attended the Chiefs meeting on Monday, March 10<sup>th</sup>, that the Municipality holds at Council Chambers in Nappan.

Respectfully submitted,

Fire Chief, Bruce Rushton  
Deputy Chief, Kyle Purdy

OVFD 2024							Total per	Structure
2024	medical	MVA	Highway	Town	District	Mutual Aid	month	
Jan	4	3	3	3	8	5	16	3
Feb	5	3	5	5	6	4	15	1
Mar	5	2	2	5	6	1	12	2
Apr	10	2	1	12	4	3	19	2
May	2	0	0	2	6	1	9	2
June	0	3	3	1	4	4	9	2
July	1	4	4	4	6	6	16	3
Aug	0	3	3	1	5	4	10	2
Sept	2	3	3	0	4	5	9	2
Oct	0	2	2	1	4	4	9	2
Nov	0	3	3	0	2	4	6	3
Dec	1	11	6	2	10	4	16	
	<b>30</b>	<b>39</b>	<b>35</b>	<b>36</b>	<b>65</b>	<b>45</b>	<b>146</b>	<b>24</b>
	<b>20.50%</b>	<b>26.70%</b>	<b>24%</b>	<b>25%</b>	<b>45%</b>	<b>30%</b>		

-10%    4.50%    4%    -8%    3%    5%

OVFD 2023							Total per	Structure
2023	medical	MVA	Highway	Town	District	Mutual Aid	month	
Jan	0	4	4	0	2	4	6	
Feb	0	3	1	0	4	1	5	1
Mar	2	5	4	4	6	5	15	3
Apr	7	2	1	5	8	6	19	5
May	3	1	0	7	1	6	14	4
June	3	2	0	4	4	3	11	1
July	6	3	4	7	11	1	19	1
Aug	3	3	6	2	3	5	10	2
Sept	9	4	3	9	8	2	19	
Oct	4	1	2	4	5	1	10	3
Nov	3	4	4	4	5	3	12	3
Dec	11	5	5	9	12	4	25	
	<b>51</b>	<b>37</b>	<b>34</b>	<b>55</b>	<b>69</b>	<b>41</b>	<b>165</b>	<b>23</b>
	<b>30.90%</b>	<b>22.40%</b>	<b>20.60%</b>	<b>33%</b>	<b>42%</b>	<b>25%</b>		

81	76	69	91	134	86	<b>311</b>	47
<b>26%</b>	<b>25%</b>	22%	29%	43%	28%		<b>15%</b>

Medical calls: 26%

MVA calls: 25%

Structure related fires: 15%

These 3 types of calls equate to: 66% of our over calls

Over the past 2 years , 22 % of our calls were on highway 104

Good evening and thank you for joining us here tonight. It's certainly great to have our MLA, Mayor, Councillors, Town staff, visiting departments and of course, our members and partners.

I want to acknowledge our Honorary members and their spouses who were able attend tonight. Thank you for being here and thank you for your contribution to this department over the many years that you served here. You certainly helped and guided this department to help make it what it is today!

I want to share a couple of historical items with you...

This is the third fire station built on this location. I know there may be a couple of honorary members here tonight that can remember all three stations...no, I am not one of them.

In 1983, this department was comprised of 28 members and responded to 48 emergency calls.

In 1984, 28 members responded to 56 emergency calls.

In 1985, 28 members responded to 72 emergencies with 27 of them for chimney fires.

2022 - 28 members (not the same ones from 1983) responded to 99 emergencies.

37 % of calls were within Town limits.

29 % mutual aid calls assisting our neighboring departments.

31 % were for motor vehicle accidents.

2023 – 165 emergencies, members took on responding to medicals again which increased our call numbers.

- Nearly 31% - 51 calls were medical related.
- Just over 22 % - 37 calls were motor vehicle accidents.
- 20 % of our calls were on highway 104.
- 33% calls were in town limits.
- 25% mutual aid assisting our neighbors.
- 42% were in our area within the county that we protect.

2024 – 142 emergencies, we changed our medical response level which reduced our calls.

- Just over 20% - 30 calls were medical related, down by 10% from 2023.
- Nearly 27% - 39 calls were for motor vehicle calls...up by 4.5% over 2023.
- 24% of our calls were on highway 104, which seems to be busier each time we are out there.
- 25% of the calls were within the town limits.
- 30% were for mutual aid, assisting our neighboring departments.
- 65 calls – 45%, were in our coverage area within the county.

In December of 2022, we responded to 4 emergencies, and in April of 2024 members responded to 19 emergencies with 10 of those being medical related and in December of 2023 – we had 25 calls, that's just over half of what the department responded to for the entire year back in 1983.

This department covers 22 kms of highway 104 and with the constant increase in traffic on the highway, I expect the call volume to continue to increase as well. This is a huge responsibility...and, it's concerning with what is travelling or being hauled up and down the highway and the hazards that go with that.

There were some challenging calls and some traumatic. This team, you the members of this department impress the hell out of me with the way you tackle the tasks that you are faced with every time the tones go off and with your resilience. The countless hours that you put into training, working on the station, the equipment maintenance, the truck maintenance and then drop everything to respond to whatever comes across the pager...from structure fires to some serious accidents on the 104 where the highway was shutdown for hours. So, **thank you** for your dedication, your commitment, and your resilience and your ongoing support.

I am sure most you know this already...any emergency these volunteers respond to along with the other agencies there, be it RCMP, Paramedics, DNNR, Transportation, towing companies, etc... firefighters are the only ones NOT being paid to be there, and most times, we are the last to leave a scene. Our members have worked alongside these agencies along with Special Hazards Response Unit out of Bible Hill and our neighboring mutual aid partners. It's great to have all of these departments/agencies working together the way we do.

As most of you know, this past fall, we replaced our 1989 pumper. We now have a new million-dollar truck sitting in our station. There has been a lot of work gone in to making this happen. I want to thank the truck committee for their work on this. The support from the town staff and councillors, our firefighter's association who contributed \$ 100,000.00 towards the purchase, and of course, our entire membership. It takes a lot of collaboration to make this possible, and you did it!

We've had some improvements to our station this past couple of years.

- In December of 2023, we installed a new natural gas generator that will fully operate this station during power outages.
- upgrades to some of the electrical that includes constant power to our communications room until the generator is fired up.
- Added some new cabinets to our kitchen along with 2 new coffee machines.
- Installed a new AED that is dedicated to the station.
- Air conditioning to the main floor.

These were made possible through government funding assistance.

Thanks to our firefighter's association and the weekly NS firefighters 50/50 we have been able to purchase...

- a new gear washer
- New helmets – around \$ 27,000.00
- New turn out gear for a few members.
- Recently purchased 2 new SCBA packs with spare bottles – around \$ 23,000.00
- And the \$ 100,000.00 contribution towards the new truck.

I worked with the Fire Underwriters to update our information in their system. The last update they had included the old Scot Tanker, and the primary pumper was the 1989 Hub truck that we just took out of service. With the information that we provided; we went from a rating of 5 to a 3B. This has been updated again once the new truck arrived so, this should help improve our rating even more. With this, we are hoping the residents in our area will see an improvement with insurance rates.

The past two years we have assisted MADD Canada and the RCMP with the annual Red Ribbon Campaign.

In November, we had a successful Open House where we showed off the new truck and invited our honorary members who were presented with new Honorary Jackets.

In closing, I want to thank everyone for attending,

- Deputy Chief – Kyle Purdy, for his great work and support.
- Our Captains and Lieutenants and the entire department for your great work, your commitment and your ongoing support.
- Our Mayor, Council, CAO and all the town staff for your support.
- Great to have our MLA and former Fire Chief Tory and Tracy for attending.
- A big thank you to our Honorary members and spouses for being here tonight.
- Thank you to our mutual aid partners...your assistance, your support, your professionalism is greatly appreciated! Please pass that along to your members.
- To our spouses or partners – wow, what you put up with in terms of these members taking off at any moment, day or night; during special family functions or whatever comes up...thank you!
- Thank you to Shannon for your support and understanding.

## **MPAL Report – March 12<sup>th</sup>, 2025**

**Submitted by Marion Abbott**

First, I would like to express my gratitude for being entrusted with the MPAL position for the Town of Oxford. I'm honoured to have been chosen and I want to thank the hiring team for their generosity.

And I would also like to thank the town hall staff for answering my 9 billion questions since I started.

At the bottom of this report I've listed some other activities, but my initial activity has been focused on three key areas:

1. Connecting with groups and individuals in the town
2. Creating three events for people to engage in this month.
3. Going through the rooms upstairs, cleaning up, organizing and starting an inventory for our records

At this point I've connected with the following groups and entities:

Oxford Arena - Shannon Hanna

Oxford Frozen Foods, Arena and Community Centre - Jordan Burkhardt

YReach - Onyinye Stephen-Gow

Cumberland Performing Arts - Leta MacDiarmid

Nova Scotia Walks - Catherine Droesbeck

Sunset Industries - Amanda Purdy

Lions Club - Wendy Turpin

Main Street Music Society - Kaden Mattinson

Church of the Nazarene - Jodi Kertson, Leah Hobbs

Recreation Commission Volunteers

Library - Patrick

My questions for each have been 'What are you doing now, and how can I support you?' This has resulted in some fantastic conversation and fact finding. I'm now working to set up duplicable systems and programming that can promote and support everything they do. I have more meetings lined up in the weeks ahead, and I'm eager to continue learning more about all that's happening in our community and how I can be of service to them.

### **The three events I'll be leading this month are:**

#### **Shamrock Challenge - open to kids of all ages.**

You'll have received five copies of the 'challenge sheet' which has all the info on it and you can distribute them to kids you think would love to earn their Pot of Gold. My goal is to get kids engaged, out walking in our soggy spring weather and connect with them at the town hall when they come to collect their prize.

#### **St Paddy's Day Party - open to all Oxford residents**

I'll be hosting a (tiny!) party 9am to 4pm on St Paddy's Day with treats and Irish sayings to distribute. The goal is to make residents feel celebrated and get them walking to the Town Hall.

#### **Oxford Moves In March Selfie Contest - open to the adults of Oxford**

Every time someone 'moves' during the last week of March, we'll be asking them to post a selfie on Facebook or Instagram and hashtag it #OxfordMovesInMarch. Each selfie will be entered in a draw for prize packs. The goal is to engage adults and give them some extra motivation to move during this drizzly, grey month. Also, to expand their understanding that movement of any kind - house cleaning, walking the dog, folding laundry, picking up groceries is good and healthy for mind and body.

#### **Upstairs - inventory**

To put it mildly, the recreation supplies and equipment are in complete disarray upstairs. I've been slowly making my way through the boxes and totes, throwing out damaged, unusable items and sorting the rest into boxes and bins. The town owns some great pieces which I'm excited to utilize in the coming months ... but oy, the mess is extensive and is going to take me a few more weeks to finish. It'll be amazing to have a clear idea of what we have so our spending is more focused.

### **Other Random Items Of Note**

Ordered Timbits Soccer equipment for summer soccer

Started creating new registration form and system for this summer

Started planning May-June programming at the arena and summer day camps for July

Took Mascot Costumes (Oxley, Beaver, Snowman, Blueberry Festival) to dry cleaners

Started to upgrade Theatre booking system and taking inventory of the things we can do to quickly (and with little to zero cost) spruce up the theatre space

Started creating Community Google Calendar

Ordered equipment as per the county grant funds that were awarded before my being hired



## **February 2025**

- **Website Updates:**
  - o Proclamation – African Heritage Month.
  - o Posted resources for Intimate Partner Violence as distributed by AMANS from the Department of Municipal Affairs.
  - o Posted Code of Conduct for Council information and linked documents to assist the CAO.
  - o Heritage Day 2025 Posting.
  - o Flag Day 2025 Posting – 60<sup>th</sup> anniversary of the Canadian Flag.
  - o Shared Cumberland County Solid Waste “What goes where post”.
  - o Shared Cumberland County General Grants for small business post.
  - o Uploaded and posted links to COW and Special Council Meetings.
  - o Various posts for public works and office.
  - o Updated website calendar for COW and Council Meeting scheduled for the next few months.
  - o 211 Nova Scotia Cumberland County Support shared from Cumberland County to Oxford pages.
  - o Updated webpage contact and theatre contact to include MPAL.
- Assist Manager of Finance with information for budget preparation.
- Interest posted for January 2025.
- Mid-Month reporting for January 2025 payroll completed.
- 211.ca yearly information confirmation completed through their web portal.
- Assist the CAO with researching Heritage Day 2025, generating a post for review, which is to be posted on the website.
- Assist public works supervisor with installation of Siemens LUT software for accessing flow meters for sewer.
- Payroll/HR:
  - o Added new employees and issued T4's.
- TownSuite:
  - o Emailed TownSuite Support regarding missing codes. The issue was resolved quickly by TownSuite Support.
  - o Assist Manager of Finance to adjust description of GL code in TownSuite.
- Sage 50 Accounting:
  - o Assisted the Manager of Finance in correcting entries in Sage50 Accounting General Operating and Water Operating for NS Power Bills.
- Various meeting minute notes and administrative tasks as required.
- Assist public works in snow clearing efforts at the Town Hall.

- Assist clerk for water and tax payments from residents' coverage when required.
- Equity and Anti-Racism Plan:
  - o Assist Equity, Diversity and Inclusion Advisory Committee to re-write the draft Equity and Anti-Racism plan to include recommendations from AMANS and Nova Scotia Health for wording, layout and applied the lens of plain text using some online tools such as Microsoft Co-pilot. Added a Table of Contents, Glossary and Sources Cited section to this draft.
  - o Assist the mayor with proofreading mayor's message for Equity and Anti-Racism draft plan.
  - o Completed two revisions to the Equity and Anti-Racism plan including a review from AMANS via Zoom to include their recommendations.
- Assist Manager of Finance with debit machine.

## Office Report January 2025 Revenue Officer/ Reception Clerk

### Daily duties include:

Mail from post office, opened, distributed to different departments, invoices stamped and in department heads folders for signatures.

Opening office procedures. Distribute calls to various departments.

Serve Customers

Bank Audits printed off from banks for the day and processed, applied on accounts in Town Suite.

Print off invoices and statements, distribute to proper department heads folders to process.

Entered any monies and bank audits into deposit for the day. Ran off days report off Town Suite to balance monies for the day. Closing procedures. Post office mail outs for day.

Complete deposits and deliver to the bank.

94 Water bill walk in payments.

13 Processing of tax certificates

Called looking for invoices on statements not received.

Worked on water meter sheets took

Property owner came in to inquire about water bill consumption.

Fire department in for photocopies and have things laminated.

Property owner calling for directions how to pay online for taxes their bank no longer paying.

Property owner looking to make changes to account names gave them Property Valuation.

Property owner emailed asking to get their water reconnected.

Call from Medical Centre for Public works to come take down icicles from the roof.

2 Calls from property owners to report a water break on Foundry Street. Called public works to report.

Property owner complaint about needing slow down signs on Main Street for trucks and cars.

Complaint concerning shooting range.

Store owner complaint about downtown parking issues.

Started 2025/2026 file folders

Property owner in concerned about high consumption on water bill. Called Public works to check this out.

PVSC changes in Town Suite and meter sheets.

Called Town of Oxford Businesses to warn them of a water interruption on the 20<sup>th</sup> starting at 8am.

Call from property owner concerning payment plan.

New property owner called asking how to set up water account with the town. I explained the procedure.

Complaint from daughter of a property owner about cars parking too close to driveway worried her or her mother will run into these vehicles. Wants no parking signs to put up it is an ongoing happening.

Complaint concerning dip at the end of a driveway possibly made by plow needs to be filled in

**From:** [Trenaman, Ben](#)  
**To:** [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)  
**Subject:** RE: Your 2024-25 NSCC Fall Student Award Update  
**Date:** February 27, 2025 3:00:28 PM  
**Attachments:** [image001.png](#)

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Dear Linda,

**Thank you for your support of student awards at NSCC.** With the winter term well underway, I am happy to provide an update on your student award and the incredible impact it is making.

For so many students, receiving awards makes achieving a post-secondary education possible. Please know that this meaningful support helps students stay focused and motivated as they work hard toward completing their education and career goals. Thank you for believing in NSCC students, for showing them their community cares about their success, and for being part of their journey.

**I hope you enjoy reading this update on your NSCC Student Award here:**

<https://new.express.adobe.com/webpage/2OuyHmLe8dlQg>

If you have any questions regarding your student award or the work we're doing at NSCC Foundation, please do not hesitate to reach out.

With appreciation,

Ben

**Ben Trenaman**

Development Officer

Nova Scotia Community College Foundation

5685 Leeds Street, PO Box 1153

Halifax, NS, B3J 2X1

Phone: 902-489-5699

Fax: 902-491-4828

Web: [nsc.ca](http://nsc.ca)

**nsc** Foundation



# Town of Oxford Bursary

2024 Impact Report

**Thanks to student award supporters like you**, the financial barriers so often associated with achieving a post-secondary education have been reduced. **Through your award, you are helping students pursue an education at NSCC**, achieve meaningful careers, and become the leaders, innovators and creators of tomorrow.

**Your award is making an education possible.**

Because of your support, even more students will reach graduation and make their mark in our province. **Thank you for your leadership, care and commitment to your community.**

## 2024 Town of Oxford Bursary recipients:



**Jacob**, Business Administration, Cumberland Campus

*"I would like to sincerely thank everyone that had a hand in deciding that this bursary would go to me. It helps out more than I am able to put into words, it relieves such a large burden of the yearly tuition costs. I am more than grateful for being chosen for this opportunity."*



**Hailey**, Social Services, Cumberland Campus

*"In my high school years I knew I wanted to help people struggling with addiction. The impact on this award would be major for me. I travel to school everyday which takes a lot of money in gas and wear and tear on my vehicle. I am still young, and right out of high school so my income is limited. I work during the school year and had to cut back on my hours at work to focus more on my schooling, but this leaves me stress about money. With this award it will help me afford my program and be able to focus more on my school stress free."*

"I am very passionate about this program and my future goals. I truly want no families to struggle to get their loved ones the help they need because of our lack of supports out there for mental health and addictions. I truly believe I can help make a difference and I plan to."

**Thank you for your support of NSCC students! Thanks to award supporters like you, last year we achieved the following:**

**\$5.4M**

Total raised for NSCC  
Student Awards from 407  
award donors

**\$3.7M**

Total disbursed to  
students in awards

**1,876**

Student Awards  
disbursed

**1,356**

NSCC students helped  
through awards

*2023-2024 FY Student Award stats*



# Town of Oxford

## Equity and

## Anti-Racism Plan

### 2025

NOVA SCOTIA  
**OXFORD**



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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:** Millisa 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 Jaggot Singh. Stan McDougall took the photo.*

## 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

# 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.

DRAFT

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