



TOWN OF STELLARTON

Council

December 11, 2023

5:30 PM

Council Chambers

- 1. Approval of Agenda**
- 2. Approval of Minutes:** November 14, 2023
- 3. Business Arising from the Minutes**
- 4. Reports from Staff:**
 - a. Chief Mark Hobeck- Stellarton Police Service
 - b. Fire Chief Mike O'Sullivan – Fire Department
 - c. Paige Draper- Marketing & Communications
 - d. Blaine Murray – Town Engineer
- 5. Correspondence**
 - a. **Healthy Pictou County** Re: Virtual Reality 360 Tour
 - b. **NRHS Boys Hockey** Re: request for donation
 - c. **Town of Oxford to Minister Steven Guilbeault** Re: Exemption of Volunteer Emergency Service Providers from New Fuel Charges
- 6. Committee of the Whole Report**
- 7. Technical Report Re: 283 Foord St.- Public Hearing to take place on January 8, 2024 at 5:00 PM**
- 8. Temporary Borrowing Resolution-** Pictou County Wellness Centre
- 9. Bylaw Amendment Tourism Marketing Levy # 58 2nd and final Reading**
- 10. Open Forum**
- 11. Next Council Meeting:**

Monday, January 8, 2024 @ 5:00 PM Public Hearing
Monday, January 8, 2024 @5:30 PM Regular Council Meeting
- 12. Adjourn**

NOVEMBER 14, 2023
STELLARTON, NOVA SCOTIA

MEETING

A meeting of the Stellarton Town Council was held on Tuesday, November 14, 2023, at 5:30 p.m. in Council Chambers.

PRESENT

Mayor D. MacGillivray, Couns. S. Lawand, B. Knight, S. Campbell, and G. Pentz. Also present was the Chief Administrative Officer S. Higdon

1. Approval of Agenda

The Agenda was approved on motion by Coun. B. Knight, seconded by Coun. G. Pentz.
Motion Carried.

2. Approval of Minutes

The minutes from October 10, 2023 Regular Council meeting and October 23, 2023 Public Hearing were approved on motion by Coun. G. Pentz, seconded by Coun. S. Lawand. **Motion Carried.**

3. Business Arising from the Minutes

a. 274 Foord St. Application for Development Agreement – Town Planner Roland Burek reported that this matter did go to the Town's Planning Advisory Committee; application for 274 Foord Street to convert the frontage on the main level of the street into two additional residential units; the applicant was advised that it was recommended for rejection but the matter is being brought forward to Council because they have the final decision; R. Burek referred to bylaw for the C1 downtown core and C8 downtown commercial zones, was to encourage the maintenance of commercial street frontages and good healthy tax base. Property owners are having trouble renting commercial space and would like the opportunity to develop residential uses to try to meet the housing needs. Discussion. CAO S. Higdon stated that this item can be forwarded to a 1st Reading, where Council can hold a Public Hearing. Coun. G. Pentz made motion to go forward with a 1st Reading and include a Public Hearing, seconded by Coun. B. Knight.

On the Question: Coun. S. Lawand supported the Planning Advisory Committee's decision on this matter, to maintain commercial areas.

Coun. S. Campbell asked about establishing stipulations. Town Planner R. Burek stated that the Town could have stipulations and/or regulations.

Coun. S. Lawand voted nay.

Motion Carried.

CAO S. Higdon will put the Public Hearing for January.

4. Lebanese Heritage Month – November 2023

Coun. B. Knight made motion recognizing November 2023 as Lebanese Heritage Month, seconded by Coun. S. Lawand.

On the Question:

Mayor D. MacGillivray read proclamation for Lebanese Heritage Month.

Motion Carried.

5. Reports from Staff - for information; reports attached.

a. Chief Mark Hobeck – Stellarton Police Service

Coun. B. Knight commented that he, along with CAO S. Higdon and Chief Hobeck, attended the NSFM meeting pertaining to policing.

Coun. B. Knight made motion to accept Police Service Report, seconded by Coun. S. Campbell. **Motion Carried.**

b. Fire Chief Mike O'Sullivan – Fire Department

Coun. G. Pentz motioned to accept Fire Department's report for October 2023, seconded by Coun. B. Knight. **Motion Carried.**

c. Paige Draper – Marketing and Communications

Coun. S. Lawand made motion to approve the Marketing and Communications report, seconded by Coun. G. Pentz. **Motion Carried.**

d. Blaine Murray – Town Engineer

Coun. G. Pentz made motion to approve Town Engineer's Reports, seconded by Coun. S. Lawand. **Motion Carried.**

6. Correspondence

a. Municipal Affairs and Housing Re: 911 Recover Cost – CAO S. Higdon re annual cost that we get from the province; for Council's information.

b. Office of the Premier Re: YourHealthNS app – CAO S. Higdon received from Premier Houston regarding information on the YourHealthNS app; this was widely advertised by the province; healthcare in our communities; included in the Town's app as well. For Council's information.

c. Clean Foundation Expression of Interest re Tree Planting – Approved – CAO S. Higdon reminded Council that the Town had submitted an application to Clean Foundation; a tree planting project; we have been moved on to the next step; hence the expression of interest has been approved. Public Works met with representatives, and areas are being looked at for planting i.e. the Poplar Street. Coun. S. Lawand asked if a detailed plan is required. CAO S. Higdon confirmed that a plan is required; the report/plan completed by Kirk Shmidt is acceptable.

7. Committee of the Whole Report

The following recommendation is for Council's consideration from the Committee of the Whole meeting held on October 23, 2023:

Recommendation #1

On recommendation of Committee of the Whole Council approve the donation to Pictou County United Way in the amount of \$200.00.

Coun. B. Knight made motion to approve recommendation from the Committee of the Whole, seconded by Coun. G. Pentz. **Motion Carried.**

8. Hac FL902 Flow Meter Purchase – CAO S. Higdon needs Council approval for the purchase of Hac FL902 Flow Meter; she read recommendation and comments from the Town Engineer; to be installed at the Duff Cemetery; costs at \$15,000.00. Coun. G. Pentz made motion to approve the purchase of Hac FL902 Flow Meter, seconded by Coun. B. Knight.

On the Question:

Coun. B. Knight asked if this cost would come out of the Water Utility Fund. CAO S. Higdon replied that it would come out of the General Operating Budget.

Motion Carried.

9. Salt Haul Tender Recommendation – CAO S. Higdon read the following results of this year's salt tenders:

1. Michael Cameron Trucking Ltd. \$16.37 plus HST per ton
2. Pictou County Bulk Carriers \$17.60 plus HST per ton
3. DG Sons Trucking Ltd. \$18.40 plus HST per ton
4. Elmsdale Landscaping Ltd. \$29.50 plus HST per ton

Town Engineer B. Murray is recommending the tender be awarded to the lowest bidder, Michael Cameron Trucking Ltd. for \$16.37 plus HST.

Coun. G. Pentz made motion to approve recommendation from Town Engineer to award Salt Haul Tender to Michael Cameron Trucking Ltd., seconded by Coun. B. Knight. **Motion Carried.**

10. Dangerous and Unsightly Motion – 134 MacKay Street – CAO S. Higdon stated that there was a Public Hearing held on October 23, 2023 regarding two properties; one of the motions that came forth was for 134 MacKay Street which reads: "to demolish the accessory building on the premises". Coun. G. Pentz made motion to accept Dangerous and Unsightly order to demolish the accessory building at 134 MacKay Street, seconded by Coun. S. Lawand. **Motion Carried.**

11. Dangerous and Unsightly Motion – 129 River Street – CAO S. Higdon stated that there was a Public Hearing held on October 23, 2023; the motion for Council's

consideration is “to give the owner 30 days to come up with action plan and structural engineer report; if not provided and the property is not demolished by the owner, the Town will carry out the demolition”. Coun. S. Lawand made motion to approve the order, seconded by Coun. S. Campbell. **Motion Carried.**

12. Bylaw Amendment to Schedule A – Full Tax Exemption 2nd and Final Reading – CAO S. Higdon stated that this is the 2nd and final reading; request from Roots for Youth at 122 Stellar Street, to be completely tax exempt. Coun. G. Pentz made motion to add Roots for Youth to Schedule A for full tax exemption, seconded by Coun. S. Campbell. **Motion Carried.**

13. Bylaw Amendment Tourism Marketing Levy #58 1st Reading – CAO S. Higdon re this previously approved bylaw came back from the province for amendment to include subsection 75.a, Section 4 of the MGA; specifically the bylaw cannot apply to a person who pays for accommodation for which the daily purchase price is not more than \$20. Coun. G. Pentz made motion to approve amendment, seconded by Coun. S. Lawand. **Motion Carried.**

14. Open Forum

No one spoke at the Open Forum.

CAO S. Higdon reminded Council that the Town’s Christmas Tree Lighting will be November 24, 2023 at 6:00 p.m.

15. Next Council Meeting: Monday, December 11, 2023, at 5:30 p.m.

16. ADJOURN

Meeting adjourned on motion by Coun. G. Pentz.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STELLARTON POLICE SERVICE

Report -November, 2023

Calls for Service

Total: 165

Calls	Type	Charges
4	911 act	
3	Animal Calls	
1	Abandoned Vehicle	
7	Assaults	2
10	Assists to Can. Police Agency	
4	Assist s to the General Public	
1	Audits & Information	
1	Breach of peace	
3	B&E	
1	Child Pornography	
1	Coroners Act	
3	Causing a disturbance	
1	Crime Prevention	
3	Dog Act	
6	Fail to comply with conditions	4
8	False Alarm	
1	Family Relations Act	2
2	Impaired operation	2
1	Refusal	1

2	Fraud	
10	Information Files	
7	Mental Health Act	
1	Lost & Found	
6	Mischief	5
18	Motor Vehicle Act Violations	10 (13 warings)
5	Municipal Bylaw	
4	Thefts	1
3	Theft of Vehicle	2
1	Take Motor veh without consent	1
2	no pursuit flight	
2	Possession of stolen property	
1	Public Mischief	
1	S.T.E.P	6 warnings
1	Property check	
17	Suspicious Persons/Veh/Property	
13	Traffic Collisions	
1	Unwanted person	
9	Well-Being Checks	
2	Threats	

Other Activities

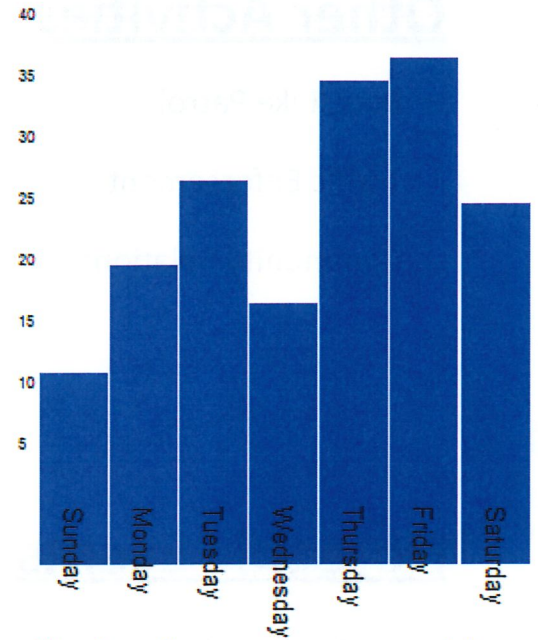
Foot/Bike Patrol	8	hours
Traffic Enforcement	23	hours
Community Relations	15	hours

Noteable Events

- Sgt Veenhuis, Cst Morrell and Youth Troop attended the Grand Slam of curling at the Wellness Center
- Insp Pond & Sgt Irving attended the GR Saunders Remembrance Day Ceremony
- Officers (8) attended the Remembrance Day Ceremony on Foord Street
- Chief Hobeck, Insp Pond, Cst's Rideout and MacAdam attended the Stellarton Christmas tree lighting

Breakdown by day of the week:

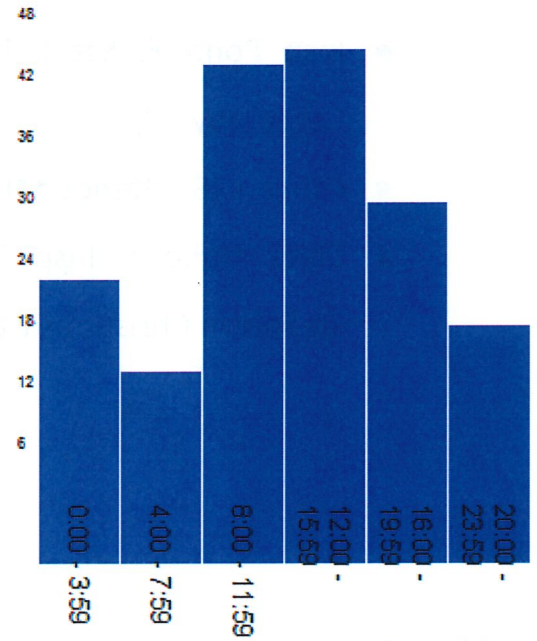
<i>Weekday</i>	<i>Number of occurrences</i>	<i>Percentage of total</i>
Sunday	10	6.1%
Monday	19	11.5%
Tuesday	26	15.8%
Wednesday	16	9.7%
Thursday	34	20.6%
Friday	36	21.8%
Saturday	24	14.5%
Unknown	0	0.0%
Total	165	100%



Number of occurrences per weekday

Breakdown by time of day:

<i>Time</i>	<i>Number of occurrences</i>	<i>Percentage of total</i>
0:00 - 3:59	21	12.7%
4:00 - 7:59	12	7.3%
8:00 - 11:59	42	25.5%
12:00 - 15:59	44	26.7%
16:00 - 19:59	29	17.6%
20:00 - 23:59	17	10.3%
Unknown	0	0.0%
Total	165	100%



Number of occurrences per time of day

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Stellarton Fire Department
Monthly Report – November 2023

CALLS:

During the month of November, we responded to 12 calls: 4 were alarm calls, 4 were Motor vehicle accidents, 1 was Mutual Aid and the other 3 were medical calls. An average of 14 fire fighters responded to each call with the exception of Mutual Aid.

PRACTICES:

Practices were held every Thursday(5 this month). An average of 16 members attended.

Clean-up/Equipment checks:

Weekly clean-up and equipment checks are performed with individual crews.

Respectfully submitted by Mark Fortune(secretary)

December Council Report Marketing & Communications

Heritage

The Heritage Committee met on November 17 to make a plan for the Heritage Room as well as set goals for the winter months. The Heritage Room needs to have furniture moved and rearranged before it is able to be opened again. This work will commence over the winter months as Public Works has the availability.

It is expected that there will be drafts of the athlete panels that are to be replaced at Allan Park by the next Heritage meeting scheduled for February. These panels had been removed and I had been working to rebuild them as they were before, however this process hasn't been easy to replicate. We have a copy of Babe Mason's panel that will be able to be used for replication, Leo and Art's panels have to be recreated. I have a contact who worked on the original panels that I'm hoping will help me to replicate the other two.

Municipal Awareness Week

Municipal Awareness Week took place from November 6-12. Municipal Awareness Week is dedicated to increasing public awareness and understanding about the roles and responsibilities of local government. It also recognizes the important role citizens play in shaping their community through participation in local governance.

Throughout the course of the week, we posted informative videos and Stellarton trivia questions each day. The subject of these videos were: Public Works, Staying Connected, Administration, Recreation Facilities, Water Treatment, Emergency Services, and Council. These videos had a combined reach of approximately 2.5k individuals.

The trivia questions were incredibly popular, and we gave away swag bags to winners each day. A winner was selected at random from the individuals who had the correct answer. These posts generated a reach of approximately 12.2k individuals, with 495 comments combined over the seven posts.

The trivia posts were made at the "optimal time" as per Facebook analytics, as well as had a *call to action* – requiring people to comment – which would have led them to having the superior reach to residents. It may be of benefit in the future to switch the timing of these posts so the informative videos receive a higher reach, as the comments on the trivia would have helped those posts on their own.

Community of Practice: Increasing Accessibility for Elections

I took part in a virtual meeting held by the Nova Scotia Accessibility Directorate called *Community of Practice: Increasing Accessibility for Elections*. There were some great discussions had and some accessibility enhancements mentioned that could make for better voter turnout, as well as potential for an increase of candidate prospects. Some of these enhancements include providing audio availability for screen reading – and ensuring that the names of candidates are properly

pronounced (or even spoken by the candidates themselves); feedback for improvements is essential – surveys are not always ideal, candidates are the best tool as they can receive feedback during the campaign process; providing a *Candidate's Form* well in advance to express what the job entails, what abilities Council has to impact, and any other important information.

Tree Lighting

On November 24, we hosted the annual Christmas Tree Lighting at the Town Square. As is tradition, the GR Saunders Choir performed, the Stellarton & Area Lions Club handed out beverages and fibre-optic light sticks, the library handed out books, the Communities in Bloom team handed out Christmas headgear to kids, and new this year was the WDC Tax group providing tea and coffee to attendees.

The Lions Club handed out approximately 350 of the light sticks to kids, so we've estimated that the in-person attendance was approximately 500.

We were able to livestream the tree lighting (but couldn't livestream the choir due to audio copyright issues, as well as safety and privacy of the children) and this stream had a reach of 2.2k individuals. A static post was made after the event with photos from the night and this post had a reach of 4.8k.

REMO

I attended a REMO planning meeting on November 30. The intention of the meeting was to recap on the province's year with emergencies and identify lessons learned from the forest fires and flooding situations over the summer months, as well as discuss additional information shared from EMONS and Provincial Health earlier this fall.

The conversation shifted to discuss Pictou County's response during the Hurricane Fiona aftermath and the group identified several areas that could be improved upon for future situations. These areas will hopefully be expanded on, and proactive planning can take place during future REMO meetings in 2024.

Newsletter

I have been working on the January update of the Stellar News. This edition will be mailed out with water bills after the holiday break. This edition will include information regarding the winter parking ban, an update on the Claremont Infrastructure Project, as well as winter fire safety.

Special Events/Community Requests

This month, I assisted with several special events or community requests. Betty Jones celebrated her 100th birthday and the Mayor and I were able to attend the celebration and honour Betty with a celebratory certificate on behalf of Council. The Mayor and I also visited Local Creations, one of Stellarton's newer businesses, to welcome them to the community and share with our online following the stores location and additional information.

This past month, several individuals had reached out regarding bookings at different locations throughout the town. I assisted with booking wedding photos at the gazebo in Allan Park and coordinating with the Public Works crew to ensure that the park was looking as best as it could be for this day. I have also assisted different groups with the booking and scheduling of the Community Centre on Leo Fahey Way. It is expected that a painting class will begin using the facility in the new year and a band (that has previously used the space) will begin using the space once again for practices.

Respectfully submitted,

Paige Draper

Marketing & Communications Coordinator

Town Engineers Report

November 2023

Engineering & Public Works Report

Engineering/ Capital Projects

1. The curb and services have been installed on Claremont Avenue. Street reconstruction is underway with fine grading to occur the week of December 4th. It is anticipated to have the street paved by December 15th.
2. Neptune will be coming back the week of December 11th to install outstanding meters and troubleshoot previously installed units.

Streets/Properties

3. Christmas decorations was the key focus for Public Works staff for November. It takes the better part of 3 weeks to get everything prepped and placed.
4. Some asphalt patching was completed in November. There is still outstanding asphalt to complete before Christmas.
5. All Town heat pumps were serviced.

Blaine Murray, P.Eng.,
Town Engineer

Town of Stellarton

Town Engineers Report

November 2023 Water Utility Report

Water Quality Testing

1. Routine weekly Bacteriological sampling was conducted. All results were negative for the month.

Water Distribution

2. Public Works repaired 5 fire hydrants throughout Town.
3. 2 Complaints during the month, both for dirty water
 - a. 10 Poplar Crescent Ext, seemed to be associated with start & stop of poplar pumps, we did some metal analysis (part of the quarterly) and found little difference between the pumps running and being off. The water sample collected at the time was clear and all test parameters that showed were within acceptable limits.
 - b. 15 Celtic Court – Black flakes found in washer machine. WTP staff visited, and we put a filter on the flushing station at St. Joseph's, did not detect any debris in the water main. All evidence pointed to internal issues.

WTP

4. Average treated water Production for November 2023 compared to November 2022 was ~15% lower.
5. Flushed out concentrator on Clarifier and checked extraction piping.
6. Quarterly Water Samples were sent out and all results were within limits.

Thanks,

Blaine Murray, P. Eng.
Town Engineer