



## TOWN OF STELLARTON

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### Committee of the Whole Agenda

October 28, 2019

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes – September 23, 2019
4. Business Arising from the Minutes
  - a.) Community Works Program Update
5. Correspondence
  - a. Municipality of the County of Pictou Re: Sympathy Card Chief Dwight Campbell
  - b. NS Communities Culture & Heritage Re Shared Strategy for Trails in NS (*copy in Admin office*)
6. Tender Recommendation: 4X4 Truck
7. Tender Recommendation: Salt Haul
8. Tender Recommendation: Town Hall Space Planning RFP Award
9. Tender Recommendation: East River Water Main Crossing
10. Parking Plan: Update on Draft
11. Open Forum
12. Next meeting date: November 25, 2019 at 5:30 PM
13. Adjournment

***Stellarton is a thriving community that is safe, healthy, inclusive and engaged with a robust economy that appeals to businesses, citizens and visitors alike.***

**SEPTEMBER 23, 2019**  
**STELLARTON, NOVA SCOTIA**

**MEETING**

A meeting of the Stellarton Committee of the Whole was held on Monday, September 23, 2019 at 5:30 p.m. in Council Chambers.

**PRESENT**

Chair Deputy Mayor B. Knight, Mayor D. MacGillivray Coun. S. Lawand, Couns. G. Pentz, and S.Campbell (late arrival). Also present was the Town Clerk S. Higdon.

**AGENDA**

The Agenda was approved on motion by Coun. G. Pentz, seconded by Coun. S. Lawand. **Motion Carried.**

**APPROVAL OF PREVIOUS MINUTES**

The Minutes of July 22, 2019 were approved on motion by Mayor D. MacGillivray seconded by Coun. S. Lawand. **Motion Carried.**

**BUSINESS ARISING FROM THE MINUTES**

- a. Community Works Program Update – Town Clerk S. Higdon reported that the Town was not successful, however, the province did suggest another stream called the “Start Program” and it’s the same concept of 50% funding up to \$25,000. An application was submitted, awaiting a response. Chair B. Knight inquired on Program. Town Clerk S. Higdon replied that it was for a Marketing and Promotions employee for the Town.

**PRESENTATION – REGIONAL ENTERPRISE NETWORK**

Sarah MacIntosh Wiseman provided information on the Pictou County Regional Enterprise Network; presented a slide show, highlighting:

- REN Structure consists of the six municipal units and Pictou Landing First Nations and the Province of Nova Scotia – Municipal Affairs and Housing
- Committee and Staffing
- Priorities for the Region
- Business Plans, Economic Development and Growth
- One Nova Scotia Dashboard provided outline and guidance to RENs across the province
- Province identifies what goals to focus on
- New start-up, high growth businesses; exporting; labour force participation
- Grass Roots approach to help businesses
- Connector Program
- Governance Structure; multi-year agreement
- Labour market shortages and various solutions, projects, education
- Strategic Planning, Budgeting, Business Plan and Implementation
- Communication, information sharing, feedback
- Looking for a workplace site in Stellarton, and prioritize some areas the Town wants to focus on

Questions/Comments:

Chair B. Knight re the provincial health system, lack of doctors.

Coun. S. Lawand re timelines to see progress and results; communication is vital to keep Council informed and its residents; pleased with the community involvement of staff.

### **CORRESPONDENCE**

- a. United Way Pictou County Campaign – Request for Donation – Mayor D. MacGillivray made motion to donate \$200.00 to the United Way Pictou County, seconded by Coun. G. Pentz. Coun. S. Lawand on the question re annual grants, selecting who gets approved. **Motion Carried.**
- b. Pictou County 4H Re: Thank you for Donation
- c. Northern Subway AAA Selects Re: Request for Donation – Coun. G. Pentz asked Town Clerk what is left in budget for donations. Town Clerk S. Higdon reported that to date the Town has paid out \$7,718.00 from Annual Grants, the budgeted amount is \$9,500.00 (excluding the \$200 previous approved). Coun. S. Lawand made motion to donate \$150 to the Northern Subway AAA Selects, seconded by Mayor D. MacGillivray. **Motion Carried.**
- d. Glen Haven Manor Re: March 31, 2019 Financial Statements (copy sent via email and is available in Administration Office) – for Council’s information
- e. Real Canadian Recreation Re: Request for Donation. Town Clerk S. Higdon provided details on the Real Canadian Recreation Society. Mayor D. MacGillivray commended their work with veterans suffering from PTSD, and made a motion to donate \$200.00 to this cause, seconded by Coun. G. Pentz. **Motion Carried.**
- f. Parkinson Super Walk Re: Request for Donation (approved via email) to ratify. Coun. G. Pentz made motion to ratify approval of donation to the Parkinson Super Walk, seconded by Coun S. Lawand. **Motion Carried.**
- g. Stellarton Albions 2019 Nova Scotia 15U AA Provincial Champions Re: Request for Donation (approved via email) to ratify. Coun. G. Pentz made motion to ratify approval of donation to the Stellarton Albions 2019 Nova Scotia 15U AA Provincial Champions, seconded by Coun. S. Lawand. On the question, Mayor D. MacGillivray congratulated the Stellarton Albions 2019 NS 15U Provincial Champions, who went on to win the Atlantics tournament. **Motion Carried.**

### **NOISE BYLAW**

Requesting Council direction to staff. Chair B. Knight commented that there is no current Noise Bylaw. Coun. G. Pentz recommends the Town Clerk look at Noise Bylaws in other Towns in Pictou County. Coun. S. Lawand suggests that Bylaw not interfere with the Fire Department’s annual pancake breakfast announcements throughout the Town.

### **HOSPITALITY POLICY DRAFT**

Chair B. Knight commented that the Province requests all towns have a policy re travel expenses and related costs for Council and Staff. Town Clerk S. Higdon re current practice, but needs to be officially a policy; protects the tax-payer and the Council members.

Discussion commenced.

Mayor D. MacGillivray re the Audit Committee signing authority. Town Clerk reported that we do not have an Audit Committee, hence the Audit Committee are the Council members. Town Clerk S. Higdon stated that the Town is actively looking a citizen representative to sit on the Audit Committee.

Coun. G. Pentz reviewed both the Hospitality and Expense Draft Policies and made motion to approve both, seconded by Coun. S. Lawand.

On the question, Coun. S. Lawand re the Hospitality Policy (page 3, bullet 12) – request for hospitality event shall be approved by either Town Clerk or designate or Council.

Town Clerk S. Higdon clarified that this is a typo and should read “and Council”.

Mayor D. MacGillivray re Expense reimbursement (page 3, bullet 4) – dollar amount.

Town Clerk S. Higdon replied that Council to determine the dollar amount, or she can

make recommendations. Mayor D. MacGillivray asked Town Clerk to provide amounts based on similar policies.

**Motion Carried.**

For clarification, Town Clerk S. Higdon stated that this will be presented to Council on October 15 for final approval.

**EXPENSE POLICY DRAFT**

Discussed and approved above.

**STELLARTON DISPATCH POLICY DRAFT**

Chair B. Knight reported that Stellarton provides dispatch services for 17 fire departments. Town Clerk S. Higdon provided background information, where the Police Chief met with representatives from each of the 17 departments to discuss some issues; they came up with three teams: one that would deal with communications; one that deals with best practices; and the third was an audit of past items, recordings. The Dispatch Policy is a procedure that all 17 departments agreed upon and looking for Council approval. Mayor D. MacGillivray made motion to approve the Stellarton Dispatch Policy Draft, seconded by Coun. G. Pentz. **Motion Carried.**

**FIXED ROUTE PROPOSAL**

Mayor D. MacGillivray declared a conflict of interest and left Council Chambers. Town Clerk S. Higdon re a "fixed route proposal" which the Towns of Stellarton and New Glasgow are looking at partnering for a pilot project; a one-hour, one-loop, one bus program that would start in April 2020; Monday to Saturday 7:00 a.m. to 9:00 p.m., \$3.00 fare with discounts for seniors, youth and child; corporate sponsorship; fixed routes will be owned by the Towns of New Glasgow and Stellarton; CHAD transit will be contracted to manage the operation and provide a back-up bus as needed. The bus will be an 18 passenger, low-floor bus; with ramp. The draft budget for 2020-21 is \$238,500 cost; the Town of Stellarton will be looking at in 2022 a cost of \$30,000, then in 2023 a cost of \$35,000. The first year, pilot project there is no cost.

Chair B. Knight comments; fully supports the fixed route proposal.

Town Clerk S. Higdon noted that the original concept was introduced to all municipalities in Pictou County; costly service, not expected to make money.

Coun. G. Pentz recommends going ahead to determine if successful.

Coun. G. Pentz made motion to approve the fixed route proposal, seconded by Coun. S. Lawand.

On the question: Coun. S. Campbell re three year project, if the first year is unsuccessful, is the Town committed to the full three years. Town Clerk S. Higdon confirmed that the Town is asked to make a three year commitment.

Coun. S. Campbell re at the end of the three years, if unsuccessful, would assets be divided. Town Clerk S. Higdon replied that any assets would be divided between the two towns.

Coun. S. Lawand comments supporting a transit system; an asset for the area; benefits to community; if unsuccessful, at least there was an attempt.

**Motion Carried.**

**HOMECOMING STATEMENT**

For Council's information. Mayor D. MacGillivray thanked the Homecoming Committee for their hard work. Chair B. Knight comments re looking for more volunteers and future events.

**TRAFFIC LIGHT UPDATE**

Town Clerk S. Higdon provided update on the traffic light situation; the Town Engineer and Traffic Authority met to look at options; a "bollard" has been installed at the corner

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of Foord and Acadia; Chief Hussler is also doing some research on erecting a sign "No Right Turns for Trucks".  
Insurance claims are being dealt with.

**OPEN FORUM**

Brian Atkinson comments:

- Traffic lights repair

Patty Lloyd comments:

- Thanked Mayor for supporting the Zenabis company; providing employment
- Proposed bus routes

**NEXT MEETING DATE: October 28, 2019 at 5:30 p.m.**

**ADJOURNMENT** on motion Coun. G. Pentz.