



TOWN OF STELLARTON

Council
June 8, 2020
4:00 PM
(Pre- Recorded via Zoom)

- 1. Approval of Agenda**
- 2. Approval of Minutes:** Public Hearing, May 11, 2020
 Regular Meeting, May 11, 2020
- 3. Business Arising from the Minutes**
- 4. Reports from Staff:**
 - a. Chief Mark Hobeck- Stellarton Police Service
 - b. Emily Lutton - Building Official; Fire Inspector
 - c. Roland Burek Acting Planner; Development Officer
 - d. Fire Chief Mike O’Sullivan – Fire Department
 - e. Paige Clarke- Marketing & Communications
 - f. Blaine Murray – Town Engineer
- 5. Correspondence**
 - a. **Develop Nova Scotia** Re: Response regarding letter of Support for Municipality of Pictou County on broadband.
 - b. **Department of Municipal Affairs and Housing** Re: Representative for the Board of the Eastern Mainland Housing Authority
 - c. **Joanne Reynolds** Re: Pictou County – Celebrates Graduates of 2020
- 6. Committee of the Whole Report**
- 7. Police Station/Town Hall Accessibility Renovation Capital Design**
- 8. Water Treatment Plant Operator – June 8, 2020**
- 9. Temporary Borrowing Resolution: File # 20/21-06 Public Works Building**
- 10. Municipal Elections** a. Provincial Voters List
 b. Telephone/Electronic Voting
- 11. COVID – 19 Property Tax Financing Plan Policy (7 Day Notice)**
- 12. Next Council Meeting:** Monday, July 13, 2020
- 13. Adjourn**



STELLARTON POLICE SERVICE

Report for Month End May 31, 2020

Calls for Service

Total: 135

Activities

Arrests

6- 911 Act- Other Activities	1
3- Animal Calls	
1- Assault	
4- Assists to Can. Police Agency	
10- Assists to the General Public	
2- Being Unlawfully in a Dwelling	
1- Breach of the Peace	
1- Break and Enter-Residence	1
1- Child Welfare Act	
2- Coroner's Act Sudden Death	
1- Dangerous Operation	
3- Disturbing the Peace	
6- Dog Act- Other Activities	

1- Driver's License Suspension	
1- Driving while Disqualified	1
2- Fail to Comply- Probation	
1- Fail to Comply- Undertaking	
5- False Alarms	
3- Fire Protection Act	
2- Firearms Act/Other Activities	
1- Forcible Confinement	1
2- Harassing Communication	
5- Health Act (Covid-19)	
1- Identity Fraud	
3- Information File	
1- Item Lost/Found	
2- Liquor Control Act	
11- Mental Health Act	
7- Mischief	
6- Motor Vehicle Act	1
1- Motor Vehicle Insurance	1
1- Moving Traffic- Intersection	1
4- Municipal Bylaws	
1- Operation while Impaired	
2- Other Prov./Terr.	

1- Parking Offence

1- Peace Bond

2- Persons Reported Missing

1- Possession

3- Quarantine Act

1- Sexual Assault

10- Suspicious Persons

2- Thefts 1

3- Traffic Collisions

1- Traffic Enforcement

1- Trespass Act

1- Uttering Threats 1

4- Well Being Checks

Open Cases10 Open Cases (YTD) 27

COMMUNITY RELATIONS

Qty. Type

None to report due to COVID-19 Restrictions.

Other Activities

Foot Patrol **0 hours**
Radar Patrol **51.5 hours**

Fleet

Patrol Car 36 May 4207 km traveled Year to Date 18418 km travelled
Patrol Truck 38 May 2701 km traveled Year to Date 18694 km travelled

Gas Used

Patrol Car 36 May 670 Litres Year to Date 3710 Litres
Patrol Car 38 May 399 Litres Year to Date 3292 Litres

Respectfully Submitted:

Mark Hobeck
Chief of Police

Crime statistics

RCMP-GRC, Stellarton NS PS

Valid as of 2020/06/01 12:19:05

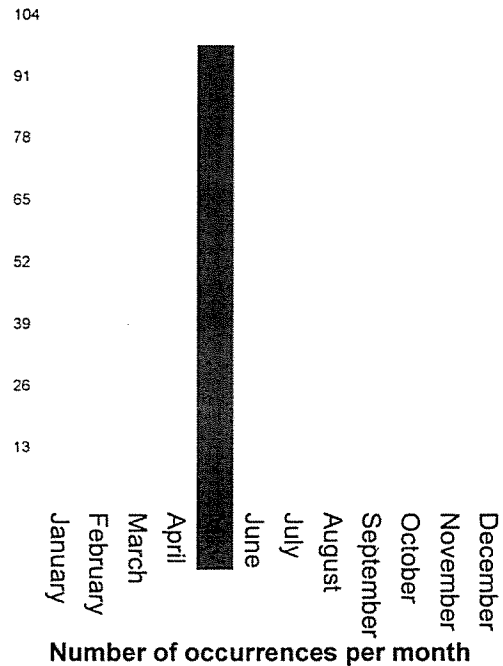
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Daily and hourly occurrences

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	UNKNOWN	TOTAL
NUMBER OF EVENTS -	22	13	11	14	7	19	11	38	135
0:00 TO 3:59		3	1	3	1	2	2		12
4:00 TO 7:59	1	1	3	2		3			10
8:00 TO 11:59	5	3	1	2	4	7	2		24
12:00 TO 15:59	4	1	1		1	2	3		12
16:00 TO 19:59	6		2	3	1	3	2		17
20:00 TO 23:59	6	5	3	4		2	2		22
UNKNOWN HOUR								38	38

Breakdown by month:

Month	Number of occurrences	Percentage of total
January	0	0.0%
February	0	0.0%
March	0	0.0%
April	0	0.0%
May	97	71.9%
June	0	0.0%
July	0	0.0%
August	0	0.0%
September	0	0.0%
October	0	0.0%
November	0	0.0%
December	0	0.0%
Unknown	38	28.1%
Total	135	100%



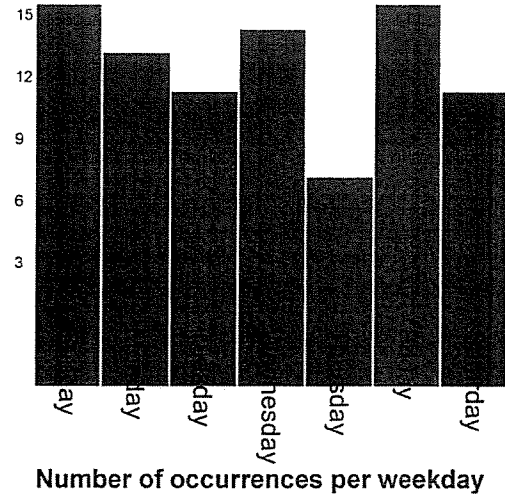
Breakdown by day of the week:

Weekday	Number of occurrences	Percentage of total
Sunday	22	16.3%
Monday	13	9.6%
Tuesday	11	8.1%



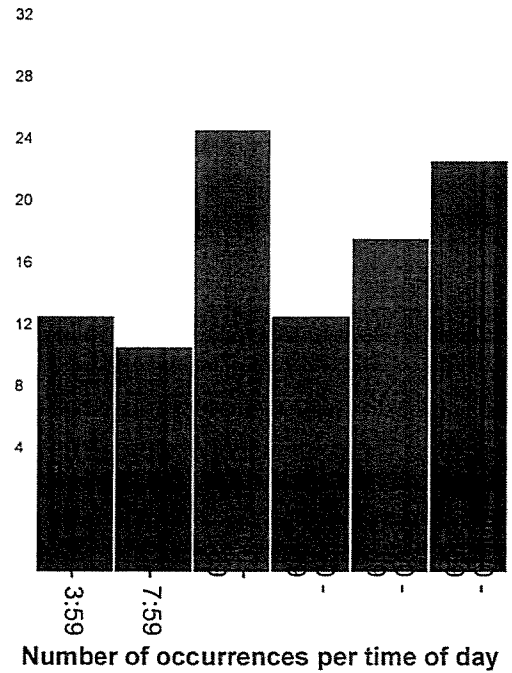
Protected B

Wednesday	14	10.4%
Thursday	7	5.2%
Friday	19	14.1%
Saturday	11	8.1%
Unknown	38	28.1%
Total	135	100%



Breakdown by time of day:

Time	Number of occurrences	Percentage of total
0:00 - 3:59	12	8.9%
4:00 - 7:59	10	7.4%
8:00 - 11:59	24	17.8%
12:00 - 15:59	12	8.9%
16:00 - 19:59	17	12.6%
20:00 - 23:59	22	16.3%
Unknown	38	28.1%
Total	135	100%



Protected B



MEMORANDUM

TO: Susan Higdon, Town Clerk

FROM: Emily Lutton, B.Sc., CET, QBO-II, CFI-I
Building Official | Fire Inspector | DUP Administrator
Town of Stellarton

DATE: June 1, 2020

RE: May Activity

Projects and tasks in Progress:

- Attended the Stellarton Council Meeting on May 11, 2020.
- Attended the Management Meeting in Stellarton on May 12, 2020.
- Responded to any building and/or fire inspection questions or complaints.
- Worked on municipal fire system of inspections. Please note that fire inspections are currently on hold due to COVID-19, unless an emergency.
- Processed and approved building documentation, and completed building inspections. Please see attached monthly permit report.
- No demolition permits were issued this month.
- Processed and followed-up on any Dangerous & Unsightly Premises (DUP) inquiries and/or complaints. Please see attached monthly summary report.

Respectfully submitted,

Emily Lutton, B.Sc., CET, QBO-II, CFI-I
Building Official | Fire Inspector | DUP Administrator



**DANGEROUS & UNSIGHTLY PREMISES (DUP)
MONTHLY SUMMARY REPORT**

May 2020

Monthly Activity

Orders Outstanding (Beginning of month)		9
New Complaints Received	1	
New Complaints Unfounded	0	
Total New Orders		1
Orders Closed – Owner Action	5	
Orders Closed – Town Action	0	
Total Orders Closed		5
Total Orders Outstanding		5

Respectfully Submitted,

Emily Lutton, B.Sc., CET, QBO-II, CFI-I
Building Official, Fire Inspector
Phone: (902) 752-5209
Fax: (902) 752-0090
emily.lutton@trenton.ca

TO: Susan Higdon,
Town Clerk and Treasurer

FROM: Roland Burek, MCIP, LPP
Acting Planner/Development Officer

RE: June 2020 Council Report

DATE: June 2, 2020

Planner / Development Officer Council Report

- Approved Development Permits for 26 Kensington Avenue (shed), 106 Aspen Street (deck) and 106 Rundell Street (moving of shed from public lane);
- Received phone calls and information from PQ Properties following advising them of their loss on Site Plan Approval appeal on May 11, 2020, on their ability to apply for a Development Agreement. Unlike a SPA process, the DA process automatically requires a public hearing to be held with newspaper notices to be posted ahead of the hearing. The DA process is also subject to a Nova Scotia Utility and Review Board appeal process by either the applicant or an aggrieved person. At the time of writing, an official application has not yet been received. Normally, such applications are forwarded to the Planning Advisory Committee for review.
- I go into the office at Trenton Town Hall when necessary, approximately once or twice weekly;
- I have forwarded a letter and a copy of the Sidewalk Café By-law to the owners of Andres Restaurant. I received a phone message from Mr. Muir, but have not had the opportunity to speak with him. I may have a verbal report by meeting time. Sam's ceased setting up a sidewalk café several years ago, and most others only utilize their own properties. I may approach the owners of King of Cups when the weather improves as well.

Respectfully submitted,

Roland Burek, MCIP, LPP

Acting Planner/Development Officer

Stellarton Fire Department
Monthly Report – May 2020

With the ongoing Pandemic members are practicing social distancing when possible on scenes. We have stopped responding to medical assistance calls unless requested by EHS. Members are required to wear all necessary PPE when responding. Eye protection, gloves and N95 masks were provided to every member to carry in their personal vehicle. Also, we continue to house our turnout gear in our personal vehicle.

CALLS:

Overall the month of May was quiet. We responded to 4 calls. 3 calls were grass/brush fires and 1 was an alarm call.

PRACTICES:

All practices have been cancelled due to the pandemic. Once we get approval, they will resume on Thursday evenings.

CLEAN-UP/GEAR CHECK:

We are trying to limit the amount of foot traffic at the Hall for the protection of our members and the rest of the community we serve. Therefore, all use of the Hall has been restricted. Primarily 1-2 members of each assigned crew are completing the equipment checks each week.

June Council Report - Marketing & Communications

Workplace Wellness

- *Wellness Day (May 23) & Working Group*; Municipal Wellness Day was May 23 and a number of staff took part in the events. Events held over the course of the day (as well as the week leading up to and continuing until July) were: Activity BINGO, Trek Across NS, Trivia Night, Cooking Class, Dietician Demo, Yoga Class, Jersey Day, and Paint Night. The “class” like activities were recorded so that they can be accessed at any time and didn’t have to be participated in live. More information can be found here: <https://nsmunicipalwellness.ca/log-in.html> (Login Info/ Username: Municipal Wellness Day | Password: Wellness2020)
- AMANS is continuing to brainstorm ways to encourage health and wellness in municipalities – especially during the COVID pandemic. Additional challenges and activities will likely be coming in the summer for municipal employees.

Special Events

- *Homecoming*; While we won’t be holding Homecoming in the traditional sense, Susan and I have been brainstorming ways to still celebrate the week and connect residents past and present. At this time, we’re looking at asking residents to send us their pictures/videos/news clippings etc. from Homecomings past. Depending on what gets sent in, my plan is to create either one Homecoming video or a shorter video for each event that is typically held – then we would release these videos over the course of our scheduled Homecoming week.
There has also been a consideration to hold fireworks during what would’ve been Homecoming week. Other municipalities are looking at doing this for a Canada Day celebration (while still physical distancing, not drawing crowds, and following rules on burn bans). Considering there’s roughly three weeks between Canada Day and Homecoming, my thought is to continue to chat with the others and see how well/if their firework plans go. All updates will be shared as they are available.
- *Events Pictou County*; On May 6, I attended an event meeting with other event organizers/planners throughout the county. At the time, several local events had still been hopeful to have some ability to still host, but now majority have been cancelled (if they hadn’t already). A large part of this discussion also focused on how events can be done in the future and what we should be thinking about if we haven’t been already. Things like: Volunteers/employees wearing masks at events, a plethora of hand washing/sanitizing stations set up, potential temperature checks for attendees, etc. We also discussed the possibility that events won’t be able to be held as normal until 2022, however, we’re all hopeful that a vaccine between now and early 2021 will allow us more freedom with event planning.

REMO Pictou County

- *Website*; I’ve created a prototype for a REMO website that will be beneficial to have unilateral messaging and links on all six municipality websites. There hasn’t been a full REMO discussion on whether or not we will finalize the website and get it set up, but the template is ready to be published if that decision is made. I’ll add it to our Stellarton website if and when it’s decided on.
- *Future Planning*; The communications team is no longer regularly meeting once a week, but we have outlined a plan for the next roughly four weeks. COVID-19 is currently a little more on the backburner with ease backs on restrictions. We’re presently looking at ensuring there is information over the next month regarding safe grad; fire burning and the burn map; hurricane preparation; safe holiday celebrating; and COVID changes as they happen.

Recreation

- *Check-ins/Updates;* I have been attending weekly check-ins with recreation directors/coordinators in the county and the Highland Region. Although the majority of recreation offerings have been cancelled for the summer, there are still discussions happening regarding partnering with other groups, splash pad/pool opportunities, and additional activities that could potentially happen this summer. Representatives from outside organizations (Kids First/YMCA) have reached out to the group to see what might be available for them to use. If green space is required, we can work with them to make sure that they have space for their activities (without the use of any of our equipment or washroom facilities).
- *Playground Equipment;* I am awaiting quotes on tire swing like playground equipment for the park on River Street. Depending on quotes, I will also be looking into new slides that we could potentially get for the park as well. I will send updates on quotes as I have them.

Additional

- *Train;* Ed Stewart and I visited Magic Valley last week to see the train and tracks that are for sale. Overall, they're in moderately good condition. However, according to Ed, the train that is being advertised would need quite a bit of work to run efficiently for an extended period of time. The gentleman selling the train is also in the middle of building a second one, however it would likely be significantly more expensive. For a more extensive overview, Ed has a better insight from the man we met with.
- *Water Bottles;* I have been looking at Stellarton water bottles for staff to utilize the water fountain, keep hydrated during what is expected to be a very hot summer, reduce the usage of single-use plastic water bottles, and to rep the Town of Stellarton. I've got several options available, all with Town colours and logo, and I am consulting with Ed on ease of use for the Public Works team before finalizing the purchase.
- *Community Morale Boost;* On May 23, you may have noticed Santa travelling through the streets of Stellarton. We wanted to do something fun for the community while continuing to adhere to all provincial directives surrounding COVID-19. With the leadership of the Stellarton Fire Department, Santa was able to see all of the residents. The hype leading up to this drive-by was incredible and there was a massive amount of support from our community (as well as from residents from other Towns). As we continue to live with COVID-19 and will likely see another wave in the fall/winter, we will keep brainstorming ideas to boost morale in those challenging times.

Town of Stellarton

Town Engineers Report

May 2020 Water Utility Report

Water Quality Testing

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

Water Distribution System

2. Water distribution system is behaving as normal with no breaks to report for May.

Water Treatment Plant (WTP);

3. Joe Landry has been appointed the Overall Direct Responsible Charge (ODRC) for the water treatment plant. There is a vacancy in the WTP and a job posting was created.
4. The WTP is behaving as expected for the month.
5. The Town hired Andy Hartery for the Water Treatment Operator position. He will begin on June 8th.
6. Staff are meeting the Department of Fisheries at our East River intake to discuss the East River Bank Stabilization project. The Town is still seeking approval to install bank protection.

Blaine Murray, P. Eng.
Town Engineer

Town Engineers Report

May 2020

Engineering & Public Works Report

Engineering/ Capital

1. Please find attached the projects status sheet for updates on the capital projects related to Public Works.
2. The engineering drawings and specifications are complete for the Rundell Street Project. It is now out for tender.
3. The rink demolition tender is out for tender and closes on June 12th. A hazardous material survey was completed and small amounts of asbestos were found but nothing that will substantially affect the cost of the demolition tender. Lead paint test results came back all below tolerances and all paint can be disposed of as normal.
4. The Pleasant Street park bank has been regraded. The contractor will put down seed and hay the bank at a portion of the flat area.

Streets/Properties

5. Public Works crews have begun spring cleanup of plow damage from the winter months.
6. CIB students are busy with mulching and weeding in the Albion Park.
7. Field maintenance students are maintaining the field in terms of landscaping.
8. Staff are busy with time sensitive tasks such as landscaping and line painting.
9. Centerline painting has been completed.
10. The street sweeper is coming in the week of June 1st. Main roads will be completed first such as Acadia, Foord, and Bridge.
11. The majority of asphalt patching has been completed in the Town with a few areas that remain. Utility cuts are still outstanding.

Blaine Murray, P.Eng.,
Town Engineer



**Town of Stellarton
Capital Projects Update Sheet**

GENERAL CAPITAL		Project Description	Status
Town Properties:		Public Works Building	addition - 95%, existing - 50%
		Repointing Town Hall	
		Pleasant St Bank	requires landscaping
		Town Hall Bldg Design	
		Library Boiler	
		Town Hall Repointing	
		PW Building Fencing	
		Town Hall Telephone System	
		MacMillan Curb	
		Cross Walk Lights A&W	
Sewer:		Sanitary flow meter and structure	Easement sketch complete, lawyer drafting documents
Sidewalks:		SW Stellar St (Acadia-Jubilee)	
		Foord St (Bridge-Foster)	
		Acadia Ave (S Foord-S MacKay)	
		Foord St (Fairview-Claremont)	
Public Works Equipment:		PW Lawn Tractor	
Infrastructure		Rundell Infrastructure Upgrades	Out for Tender
WATER CAPITAL		East River Bank Stabilization	Meeting with DFO
		WTP Membranes	
		Commercial Water Meters	