



TOWN OF STELLARTON

Council
June 14, 2021
5:30 PM
VIA ZOOM

1. **Approval of Agenda**
2. **Approval of Minutes:** May 10, 2021
3. **Presentation – Pictou County Cruise Committee-** Michelle Young
4. **Business Arising from the Minutes**
Correspondence Re: Funeral costs for members of Volunteer Fire Departments
5. **Reports from Staff:**
 - a. Chief Mark Hobeck- Stellarton Police Service
 - b. Fire Chief Mike O’Sullivan – Fire Department
 - c. Paige Clarke- Marketing & Communications
 - d. Blaine Murray – Town Engineer
 - e. Noah Delorey- Active Community Living Coordinator
6. **Correspondence**
7. **Application for Approval for Outdoor Café –** Roland Burek
8. **Committee of the Whole Report**
9. **Town Hall Roof And Scaffolding RFQ Recommendation**
10. **Memorial Bench Dedication**
11. **Recommendation from Police Commission**
12. **Policy Draft- Stellarton Social Media (7 day notice)**
13. **Open Forum**
14. **Next Council Meeting:** July 12, 2021 @5:30 PM
15. **Adjourn**

May 10, 2021
STELLARTON, NOVA SCOTIA

MEETING

A virtual regular meeting of the Stellarton Town Council was held on Monday, May 10, 2021 at 5:30 PM via the Zoom platform due to the State of Emergency.

PRESENT

Mayor D. MacGillivray, Couns.B. Knight, S. Campbell, S.Lawand, and G. Pentz
Also present, Town Clerk S. Higdon, Town Engineer B. Murray, Marketing and Communications Coordinator, P. Clarke, Active Community Living Coordinator, N. Delorey, and Fire Chief, M. O'Sullivan.

1. AGENDA

Councillor B. Knight approved the Agenda, seconded by Councillor G. Pentz with the following addition:

- Police Commendation as #10 on the agenda

Motion Carried.

2. APPROVAL OF MINUTES

Councillor G. Pentz made a motion to accept the April 12th, 2021 Town Council minutes seconded by Deputy Mayor Lawand. **Motion Carried.**

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. PROCLAMATIONS

LYME DISEASE AWARENESS MONTH

Mayor D. MacGillivray read proclamation designating May 2021 as Lyme Disease Awareness Month, accepted on motion by Coun. S.Campbell, seconded by Coun. G.Pentz. **Motion Carried.**

ACCESS AWARENESS DAY

Mayor D. MacGillivray read proclamation designating May 30th to June 5th as Access Awareness Week, accepted on motion by Coun. B. Knight, seconded by Deputy Mayor S. Lawand. **Motion Carried.**

WORLD LUPUS DAY MAY 10, 2020

Mayor D. MacGillivray read proclamation designating May 10, 2021 as World Lupus Day, accepted on motion by Coun. G.Pentz, seconded by Coun. S. Campbell. **Motion Carried.**

5. REPORTS FROM STAFF

a. Police Service

Questions/Comments:

Councillor B. Knight made a motion to accept Police Service Report, seconded by Councillor S. Campbell. Motion carried.

b. Fire Chief, Mike O'Sullivan presented the Fire Department report.

Questions/Comments: The Mayor noted call seems to be higher.

Councillor G. Pentz made a motion to accept the Fire Department Report, seconded by B. Knight. Motion carried.

c. Paige Clarke- Marketing & Communications Coordinator presented her report. She noted the Citizen Alert App.

Questions/Comments:

Deputy Mayor Lawand made a motion to accept the Marketing and Communications Report, seconded by Councillor Pentz. Motion carried.

d. Blaine Murray- Town Engineer presented his report.

Questions/Comments: Blaine noted the Geosmin and MIB testing on the water will be next week until July. Councillor Campbell asked if the work that will be done on Poplar can be done by staff, Blaine confirmed that it could. Councillor Pentz asked Blaine to look into a stump that is located in Allen Park.

Mayor MacGillivray asked for clarification of #4 of the report- It is supposed to say "replacement". The Mayor thanked all staff that participated in Go Clean Get Green. He asked about putting a garbage can in front of the post office, Blaine did note it was removed because people were putting their household garbage in there and it needed to be replaced daily. He will investigate the issue.

It was mentioned about the deterioration of the ramp and stairs at the post office. Blaine indicated that is solely the responsibility of Canada Post as it is considered a private business.

The Town Clerk asked Council if they wish to send a letter to Canada Post about the matter.

Moved by Councillor Pentz, seconded by Councillor Campbell, "to write a letter to Canada Post regarding the state of their ramp and stairs." Motion carried.

The Mayor commented on the safety section of the report, he would like to see that continue. It is very important.

Councillor G.Pentz made a motion to accept the Town Engineer's Report, seconded by Deputy Mayor Lawand. Motion carried.

- e. Introduction of Noah Delorey, Active Community Living Coordinator
Noah introduced himself and gave a brief description of his education and experience. The Mayor welcomed him to Stellarton.

6. CORRESPONDENCE

- a. Lisa MacDonald, Re: Letter to Mayor Dicks on funeral costs for members of the Fire Department. There was discussion regarding the request and some confusion. Council asked Fire Chief Mike O'Sullivan to get clarification.
- b. Minister Brendan Maguire Re: 12 month notice letter. Town Clerk noted that as part of the agreement with NSFM, the province must provide a 12 month notice on any significant changes to the requirements from the municipalities. There are no significant impacts to Stellarton.
- c. EMHA Representative Nancy Terris to Christine Pike, of EMHA. The Town was cc'd on the letter indicating the negative conditions of the state of the Seniors Housing.
- d. Mayor Nancy Dicks, Re: VON Week.
Moved by Councillor Pentz, seconded by Deputy Mayor Lawand, "to place blue lighting in front of the Town Hall to celebrate VON week, from May 23-May 29. Motion carried.

7. Committee of the Whole Report

The following recommendations are for Council's consideration from the Committee of the Whole meeting virtually held on April 26, 2021:

Recommendation # 1

On recommendation of Committee of the Whole Council approve the donation of \$300.00 to the Northumberland Regional High School for the Karma Closet Project.

Recommendation # 2

On recommendation of Committee of the Whole Council approve the donation of \$100.00 to New Leaf for a business card ad in their Cookbook.

Recommendation # 3

On recommendation of Committee of the Whole Council approve the patching tender received from S.W Weeks Construction Ltd. for the amount of \$51,031.25 including HST as it was the lowest bid received.

Recommendation # 4

On recommendation of Committee of the Whole Council approve the Allan & Victoria Infrastructure Upgrades tender received from S.W Weeks Construction Ltd. for the amount of \$913,617.50 including HST as it was the lowest bid received.

Recommendation # 5

On recommendation of Committee of the Whole Council approve the use of a portion of capital reserves up to \$90,000.00 reroute the storm sewer for Coll Avenue.

Recommendation # 6

On recommendation of Committee of the Whole Council approve the parking plan for Foord Street.

8. DECISION FROM THE NS UTILITY AND REVIEW BOARD Re: 25 BUNKER HILL

The Town Clerk reported that a decision was made from the Utility and Review Board regarding the appeal from PQ. Properties and 25 Bunker Hill. PQ. Properties have won the appeal.

Moved by Councillor Knight, seconded by Councillor Campbell, "to receive for information the decision of the NS Utility and Review Board." Motion carried.

Moved by Councillor Pentz, seconded by Councillor Knight, "to accept the statement of facts as pre-approved by the solicitor, the Town Planner and the Clerk." Motion carried.

Moved by Councillor Knight, seconded by Councillor Campbell, "to not appeal the decision made by the NS Utility and Review Board." Motion carried.

Deputy Mayor Lawand asked what the cost was to the taxpayer for this issue. The clerk reported the cost was approximately \$5,700.

9. TOWN OF STELLARTON PARKING PLAN

Although approved during the Committee Report, the clerk showed the details to the public on the details and the Mayor highlighted some areas. A suggestion was providing, it is approved by the traffic authority, an accessible parking spot

should be placed in front of the library. It was noted that anywhere there is an accessible parking spot, the Town Engineer indicated the curbs would need to be cut out, which is not a significant issue.

10. POLICE LETTER OF COMMENDATION

Councillor Knight, Chair of the Police Commission noted that a letter of commendation was brought up at the Police Commission meeting and how it should be acknowledged how positive things are going in the Police Department. They have shut down drug houses, and have received numerous notes of thanks. The leadership of the Police Chief was also noted as a positive thing for Community Policing.

Moved by Councillor Knight, seconded by Deputy Mayor Lawand, "to write a Letter of Commendation to the Stellarton Police Service." Motion carried.

Mayor MacGillivray also commented on the how good it is to hear all the positive comments and the Chief of Police was a great hire. They asked the Town Clerk to draft a letter.

11. OPEN FORUM

The Clerk confirmed there were no requests for the link to the meeting.

12. NEXT MEETING DATE

The next meeting date is scheduled for Monday, June 14, 2021 at 5:30 p.m.

13. ADJOURNMENT

On motion by Deputy Mayor Lawand, the meeting adjourned.

MAYOR

TOWN CLERK

Business Arising

Susan Higdon

From: mikeosullivan <mikeosullivan@eastlink.ca>
Sent: Tuesday, May 11, 2021 10:42 AM
To: Susan Higdon
Subject: RE: FW: Message from "RNP5838790BCDF6"

Hi Susan. After reading through the information, the Scotchtown Volunteer Fire Department is asking that the Funeral Service Association of N.S. is requesting their support to help cover costs for funeral expenses. It is simply letting other Departments know their intent. It will be interesting to see what the reply will be. I will let you and Council know if I hear anything else. Thank you for letting me know because I was unaware of this prior to last night's meeting. Take care.

Sent from my Galaxy

----- Original message -----

From: Susan Higdon <Susan.Higdon@stellarton.ca>
Date: 2021-05-11 9:27 a.m. (GMT-04:00)
To: Mike O'Sullivan <mikeosullivan@eastlink.ca>
Cc: mikebrophy21@hotmail.com, Danny MacGillivray <Danny.MacGillivray@stellarton.ca>
Subject: FW: Message from "RNP5838790BCDF6"

Good morning Mike,

please find attached the letter discussed at council last night that they requested you to get more information on.

Many thanks,
Susan

Susan Higdon
Town Clerk Treasurer
PO Box 2200
Stellarton, NS
B0K 1S0
Direct Line: (902) 752-3481

-----Original Message-----

From: stellartonscan@stellarton.ca <stellartonscan@stellarton.ca>
Sent: Tuesday, May 11, 2021 9:14 AM
To: Susan Higdon <Susan.Higdon@stellarton.ca>
Subject: Message from "RNP5838790BCDF6"

This E-mail was sent from "RNP5838790BCDF6" (MP C4504ex).



STELLARTON POLICE SERVICE

Report for Month End May 31, 2021

Calls for Service

Total: 195

Activities

Arrests

1- Abandoned Vehicle	
1- Alarm	
2- Animal Calls	
1- Animal Complaint	
3- Assaults	3
1- Assault with a Weapon	
3- Assists to Canadian Police Agencies	
25- Assists to the General Public	
1- Assist to Non-Government Agency	
1- Being unlawfully in a dwelling	1
1- Breach of the peace	
2- Break and Enters	1
2- Canada Health Act	

- 2- Cancellations of Occurrences
- 2- Child Welfare Act
- 1- Crime Prevention
- 1- Dangerous Operation
- 1- Disturbing the Peace
- 4- Dog Act
- 2- Driving while Disqualified
- 2- Failure to Comply Probation 1
- 2- Fail to Stop/Remain
- 4- Failure to Comply Undertaking 3
- 3- False Alarms
- 7- Family Relations Act
- 1- Firearms Act
- 1- Fraud
- 3- Harassing Communications
- 15- Health Act Covid
- 1- Impaired Operation
- 1- Indecent Act
- 4- Information Files
- 1- Liquor Control Act
- 11- Mental Health Act

2- Mischief	1
13- Motor Vehicle Act	3
3- Motor Vehicle Insurance	2
1- Moving Traffic Intersetion	1
2- Moving Traffic Speed	1
4- Municipal Bylaws	
1- Noise Complaint	
1- Off Road Vehicle	
1- Other Moving Traffic	
3- Other Provincial/Territorial	
1- Parking Offence	
1- Peace Bond	
1- Person Reported Missing	
1- Police Information	
1- Possession Scheduled 1	
2- Property Checks	
1- Roadside Suspension	1
1- Sexual Interference	
1- Summary Conviction Act	
17- Suspicious Persons	
1- Taking a Motor Vehicle w/out permission	

1- Theft of a Bicycle

8- Thefts

2- Traffic Collisions

1- Trespass Act

1- Uttering Threats

1

10- Well Being Checks

Open Cases 16 Open Cases (YTD) 26

COMMUNITY RELATIONS

Qty. Type

None- Due to Covid Restriction

Other Activities

Foot / Bike Patrol 32.0 hours

Radar Patrol 111.0 hours

Fleet

Patrol Car 36 May 4247 km traveled Year to Date 17141 km travelled

Patrol Car 38 May 3693 km traveled Year to Date 23520 km travelled

Gas Used

Patrol Car 36 May 684 Litres Year to Date 2997 Litres

Patrol Car 38 May 733 Litres Year to Date 4616 Litres

Respectfully Submitted:

Mark Hobeck
Chief of Police

Crime statistics

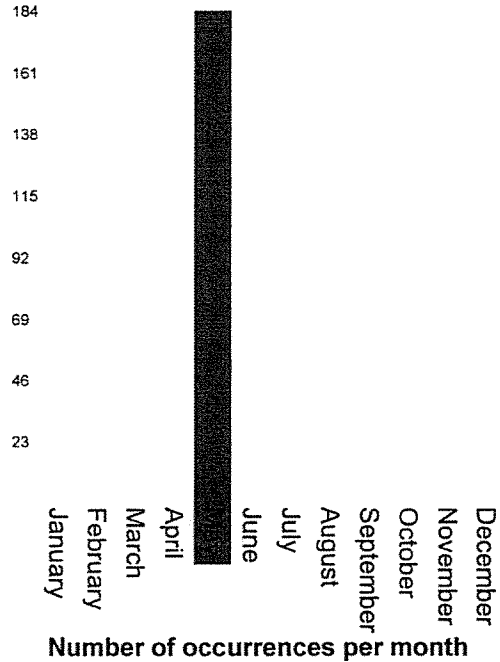
RCMP-GRC, Stellarton NS PS
 Valid as of 2021/06/01 10:03:14
 Printed by #E00036135 THIBEAU, M.

Daily and hourly occurrences

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	UNKNOWN	TOTAL
NUMBER OF EVENTS -	33	32	23	23	26	22	23	13	195
0:00 TO 3:59	2	4		3	1	2	2		14
4:00 TO 7:59	1	1	1		2				5
8:00 TO 11:59	4	7	1	4	8	8	4		36
12:00 TO 15:59	11	7	9	6	9	3	5		50
16:00 TO 19:59	8	7	8	4	4	5	5		41
20:00 TO 23:59	7	6	4	6	2	4	7		36
UNKNOWN HOUR								13	13

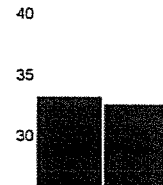
Breakdown by month:

Month	Number of occurrences	Percentage of total
January	0	0.0%
February	0	0.0%
March	0	0.0%
April	0	0.0%
May	182	93.3%
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	13	6.7%
Total	195	100%



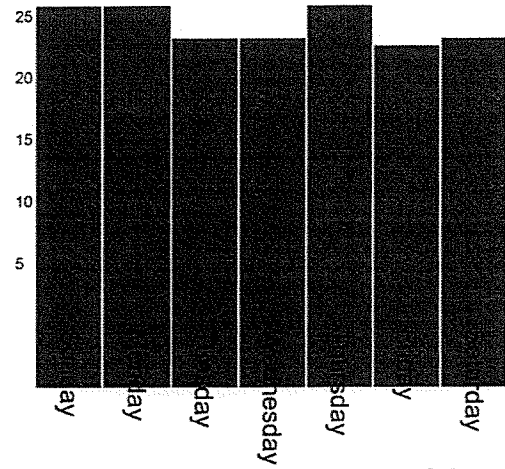
Breakdown by day of the week:

Weekday	Number of occurrences	Percentage of total
Sunday	33	16.9%
Monday	32	16.4%
Tuesday	23	11.8%



Protected B

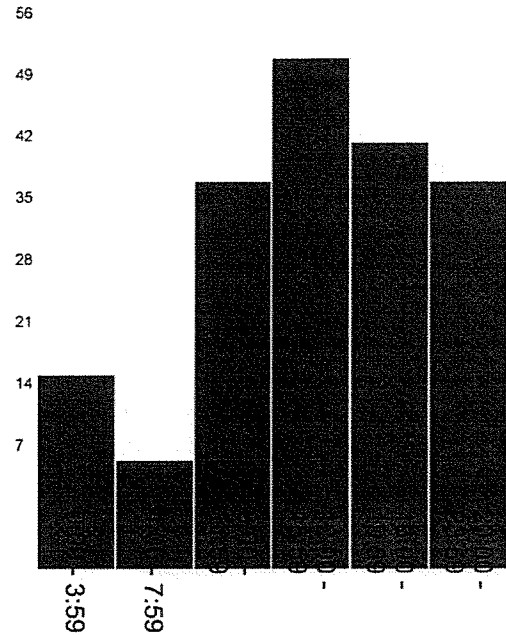
Wednesday	23	11.8%
Thursday	26	13.3%
Friday	22	11.3%
Saturday	23	11.8%
Unknown	13	6.7%
Total	195	100%



Number of occurrences per weekday

Breakdown by time of day:

Time	Number of occurrences	Percentage of total
0:00 - 3:59	14	7.2%
4:00 - 7:59	5	2.6%
8:00 - 11:59	36	18.5%
12:00 - 15:59	50	25.6%
16:00 - 19:59	41	21.0%
20:00 - 23:59	36	18.5%
Unknown	13	6.7%
Total	195	100%



Number of occurrences per time of day

May(2021) Monthly Report
Stellarton Fire Department

Obviously with the latest wave of Covid we have had to alter our normal routine for everything we do. As a result, we have had to postpone regular practices and our monthly meetings. Members are asked to wear masks where possible and maintain social distance.

Calls:

The Stellarton Fire Department answered 6 calls throughout the month of May. 1 was a medical assist, 1 was an animal rescue, 1 was a MVC, 1 was a fire alarm and the other were grass fires. On average we had 14 members respond.

Practice:

As mentioned above, practices have been postponed following Public Health Protocols.

Clean -ups/equipment checks:

Equipment checks continue to happen weekly. These need to continue for the safety of our members and the community we serve. On average 2-3 members participate in these so we still meet the standards for Public Health.

Respectfully submitted by Mark Fortune(secretary)

Town Engineers Report

May 2021

Engineering & Public Works Report

Engineering/ Capital

1. Please find attached the Capital Projects update sheet.
2. S.W. Weeks Construction started on the Allan/Victoria Infrastructure project. The contractor has installed the sanitary main on Victoria Ave.
3. The Salt Shed project was awarded to Robert Archibald General Contracting.
4. A Request for Quotation closed for the Town Hall Roof replacement. A recommendation will be given to council.
5. Curb was installed on both Park Street and Bridge Ave. Public Works staff removed the existing curb and prepped the site prior to the contractor starting. This will save money on the capital budget.
6. Engineering staff developed a conceptual plan for a new dog park and was given to the Active Living Coordinator to get approval from Province to use the land near the running track. The plan can be detailed next year at budget time to suite the appropriate budget.

Streets/Properties

7. Lime and fertilizer was applied to the soccer fields, baseball fields, town hall, water park, cenotaph and the war memorials
8. Basketball nets and back boards were painted and repairs were made.
9. Water was turned on at various recreation facilities in town.
10. Repaired the catch basin lead at the intersection of Kirk Ave and Rutherford Street.
11. Line painting has begun.

12. Street sweeping was delayed due to technical difficulties on the contractors end. They were originally scheduled to arrive in April but rescheduled for the week of May 31st.

Safety

13. Weekly tool box talks were conducted.

14. Daily circle checks on trucks and machinery were completed when in use.

15. Summer students have done their safety orientation as employees of the Town of Stellarton.

16. Different town buildings are being used to accommodate town employees while at work to minimize the spread of covid-19 among staff. We will have to review the practice once restrictions are lifted.

**Blaine Murray, P.Eng.,
Town Engineer**



**Town of Stellarton
Capital Projects Update Sheet**

GENERAL CAPITAL	Project Description	Status
Town Properties:	Public Works Salt Shed Town Hall Metal Roof Library Boiler Town Office Flag Pole	project awarded RFQ closed ordered
Infrastructure:	Sanitary Flow Meter and Structure Curb replacement Bridge Ave Curb replacement Park St	 curb poured curb poured
Paving:	Pavement extension at Soccer Complex	
Sidewalks:	Fairview Ave (S Foord St - Fairview St) Acadia Ave (Birch St - Allan Park) Belmont St (Cambey Ave - Belmont Ave)	waiting NSPI to install guy extension
Infrastructure Project - Sewerlines:	Victoria Ave Allan Ave	sanitary installed

Town of Stellarton Town Engineers Report May 2021 Water Utility Report

Water Quality Testing

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

Water Distribution System

2. No water main breaks to report.
3. Please see the Engineering and Public Works Report for the Victoria and Allan Infrastructure project updates.

Water Treatment Plant (WTP);

4. Quarterly Sampling was completed for the quarter.
5. Geosmin/MIB & Microcystin Composite sampling began in May. To date we only have results for Microcystin which was Non-Detectable at all 3 locations (Raw/Town Barn/St. Andrews).
6. New Chlorine Analyzer was installed at the Water Treatment Plant. The model removed was used to replace the failed unit at Town Hall.
7. Work continues on Clarifier to obtain better colour removal, connected up a 2nd vacuum pump so that we could obtain vacuum within the 60 seconds. To date data is not indicating any large changes in colour removal.
8. Backwash Recovery was changed with Belanger in the PLC, previously was resetting backwash without actually performing a backwash.
9. Lead Flush Sampling began for the summer months.
10. The Annual Sampling Plan was submitted to NSE. The Town is normally required to find 40 volunteers for the lead sampling program however the Town will enquire if lead sampling is still required or safe due to COVID-19.

11. Staff has begun using the old water intake on the river for back flushing the new intake. Back flushing of the new intake while using the old intake allows for longer backwashes (about 1 hour), seems to address our intake issues. Staff will continue to evaluate, if needed in the future may rent an air compressor.

Some quick calculations on Sand Filter backwashes:

12. Typically each sand filter is backwashed 2 times per day for 12 minutes with 600 IGPM of treated water, for a total flow of ~ 14,400 per filter or **43,200 IGPM** for all 3 filters.

The backwash flow was reduced to 500 IGPM per the manual (manual actually requires 500 usgpm). The backwash frequency on #1 & #3 were set to once per day, #2 will be assessed through the month of June, however, it does appear to carry more hydraulic load.

New daily flow for backwashing sand filters is $500 \text{ IGPM} \times 1 \times 10 \text{ minutes} \times 2 \text{ filters} = 10,000 \text{ IGPM}$ + $2 \times 12 \text{ minutes} \times 500 \text{ IGPM} = 12,000 \text{ IGPM}$ (from #2 Sand Filter) for a total of **22,000 IGPM**. So in other words, WTP staff has changed the processes to reduce the amount of water used for backwashing to about half.

Safety

1. Reflective Tape & Markers continue to be replaced/installed and new bollard covers were installed.
2. TDG Course completed by Brad Green.

Blaine Murray, P. Eng.
Town Engineer

June Council Report

Marketing & Communications

- *Accessibility*; Our Accessibility Committee has been working very hard on our Accessibility Plan. During the May meeting, it was recognized that National AccessAbility Week is May 30-June 5 this year. We developed an accessibility survey to launch during this week to help get a better idea of how the general public finds Stellarton's current level of accessibility. It will remain open for the month of June. It is available online and hard copies are available at Town Hall.

- *Webinar: Using Plain Language in Municipal Communications*; This webinar offered tips and suggestions on how to make municipal documents easier to understand and more accessible to citizens. Topics were brought up that relate to both our Communications Plan and the in-progress Accessibility Plan. This webinar was recorded and will be helpful to address the formatting and language of our documents moving forward. It will be an asset to develop guidelines for documents so that all staff are using the same methods when creating new documents.

- *Municipal Wellness Week*; We held a Stellarton Spirit Week for municipal staff during the work week of May 25-28. Noah and I put together theme ideas for all staff to be able to participate in some capacity. Theme days were: Hat Day, Jersey Day, Old School Day, and Stellarton day. With the pandemic restrictions at the time, we were very limited on how to boost staff morale, but we saw participation from all departments.

- *Stellarton App*; The Stellarton app was officially launched in May. To ensure that citizens knew what to expect when receiving alerts, on May 26 an info alert was sent out to the public. This day showed approximately 110 active app users – this is not necessarily the number of people that have it downloaded. CitizenAlert is working on including the analytics of how many total downloads there are, but it is unavailable at this time. This initial alert highlighted a few problems or concerns with the app that were addressed quickly.

The concerns that were reported:

- Notification did not pop up on the main screen of users phones and did not indicate that a new alert was sent. CitizenAlert informed me that this is likely caused by the user not opening the app initially – alerts will not show up on devices if the app has not been opened yet after downloading.
- Alerts did not show up on the main screen of the app itself – new alerts were shown under the history section, just not on the front page. CitizenAlert informed me that this was likely caused by the app being used in landscape mode – the app had not been formatted to show them this way. This problem should be fixed now.
- Sound notifications did not go off when the alert was received. This concern is dependent on individual users' preferences. Our alerts are set to have a sound notification, but mobile devices set to silent or vibrate will not have the audible alert with it. These can be changed in the settings of the individual device.

- *App Walkthrough*; With the initial launch, CitizenAlert sent some informative documents to help citizens learn how to get the app and what it can do for them. This information will be mailed out with the upcoming newsletter, so all residents are informed. Noah and I have also been working on a video walkthrough on how to download the app, how to use the different sections, and how users can better personalize the app settings.

- *Signage*; The new signs for the entrances for the Town have been ordered. There are some final details to confirm in terms of what is the best option for installation, but otherwise, everything is set, and we should be seeing those ready in the near future.

- *Social Media Policy Draft*; A first draft of a social media policy was presented at the Committee of the Whole meeting this month. There were a couple of edits made. A revised version of this draft has been submitted with this report.

- *Memorial Benches/Trees*; We received one inquiry regarding memorial benches as well as a request form for another. The request form was sent to Council for their revision and approval. The process has been started to get the bench and memorial plaque ordered as per the request.

- *Scam Information*; Cst. Gabe Vandergrift and I have been working on a campaign to help citizens better understand scams, different methods that scammers are taking, and how to better protect themselves from different types of scams. Currently, the plan is to have a social media campaign initially over the summer with an initial infographic being shared and having the public submit questions or concerns to us; Cst. Vandergrift and I will be recording a video presentation of this information and to address the questions or concerns during this video (we originally brainstormed doing this as a livestream, but concerns rose regarding attendance and engagement); this information will be available as a hard copy and the intention is to include it in the fall newsletter so that it reaches those that do not use social media or the web. Cst. Vandergrift has said that he typically would do in-person presentations like this, so that is a consideration for the future when it is safe to do so.

Respectfully submitted,

Paige Clarke

Marketing & Communications Coordinator

June Council Report

Active Community Living Coordinator

Human Resources:

- Program Coordinator, Laycie Sutherland started on May 25th
- The following accepted positions for Day Camp Counsellors, starting June 7th:
 - Jenna Rorison
 - Madison Sample
 - Nick MacInnis
 - Krista Cameron

Programs/Services/Business Ventures

Community PlayBox

- Community Playbox finished being wrapped by the advocate. Playbox has arrived and is currently being stored in our Town Barn. Will be put out to Community as a County.

Trail Trivia Hunt

- Partnering with the Town of New Glasgow for a Trail Trivia Hunt, from June 5th - June 20th. Trivia questions posted on Old Foster and Albion trails.

Senior walking program

Program will be at the Pioneer Coal Athletic Field. Every Wednesday from 9am - 11am. Accessible location, with music! Promotion of the walking program will take place when restrictions ease up more.

Highland Region Recreation Coordinators

- Starting last month, I became the Vice Chair of the Highland Region Recreation Coordinators group for a 12-month period. This group meets once a month to network and discuss recent trends in recreation and collaborate on different projects or programming.

Summer Day Camp

- Planning for the Summer Day Camp has begun, and with the uncertainty of the future restrictions we are currently working on a Plan A, B, and C and will use the most appropriate when the time comes.
- Limited to a maximum of ten youth participants for weeks 1 – 3 (July 6th – July 23rd).
- Limited to 20 youth participants for weeks 4 – 8 (July 27th – August 27th)
- Registering for Summer Camp will begin on June 21st and 22nd, upstairs at the Town Hall Building. We are only doing registration for one week at a time, allowing for more of an opportunity for parents to register their child in a week of Summer Camp.
- Registration will be every Monday and Tuesday starting from June 21st to July 13th.
- With limited spots, we will be prioritizing Stellarton residents for Summer Camp registration. Every Monday registration will be strictly for Stellarton Residents only.
- The full details for registration will be posted on our social media outlets, as well as our Town of Stellarton Application.
- Themed Weeks:
 - Week 1: Holidays
 - Week 2: Wacky Wilderness
 - Week 3: Circus
 - Week 4: Sports
 - Week 5: Superhero Week
 - Week 6: Mad Science

- Week 7: Under the Sea
- Week 8: Game Show Week

Canoe Rental Program

- Resident is donating eight canoes for community use. Currently investigating legal logistics.

Dog Park

- Compared two potential locations, one being on Heritage Avenue, the other one being by the Pioneer Coal Athletic Field.
- May 17th, I held a meeting with MLA Pat Dunn, Counsellor Bryan Knight, Pioneer Coal Supervisor Colin Chisholm, Town Engineer Blaine Murray, Public Works Supervisor Jamie MacDonald, and myself. We shared ideas and compared the two locations, while we eventually concluded that the Pioneer track location would be more ideal, for several reasons, including:
 - Heritage Avenue requires lots of work (clearing trees, leveling it off, creating a new parking lot. Very costly)
 - Pioneer track is secluded. Away from houses, soccer and ball fields.
 - Well-lit Road going up towards the track. Spotlight would be ideal for the dog park parking lot.
 - Able to extend the existing parking lot, which is much more cost efficient than developing new.
 - The location is wide open and clear of trees (which is recommended).
 - Once the land by the Pioneer track is given to the municipality, I see great potential to continue to develop sport/recreation spaces to allow this location to be recognized as an outdoor recreational space, even more so than it is now.
 - As far as costs are related, the fencing would be the largest driver when it relates to dollars. *This does not include labor costs.
- Estimated Fencing Costs:
 - 50m x 50m = \$10,406
 - 80m x 80m = \$18,500
 - 100m x 100m = \$20,200
 - 120m x 120m = \$23,600
- The layout for these fencing options is to have two smaller gates used as buffer zones, before entering the actual dog park. This allows dog owners space to get situated, and get their dogs off leash, rather than being surrounded by other dogs. Similar to the current dog park. There will also be a fence up the middle of the dog park, separating into two dog parks. This will allow us to have one half for larger dogs and the other for smaller dogs (35 lbs or less). This decreases safety concerns for small dog owners, by allowing a space for dogs that are similar in size.
- Going forward, I am going to continue to gather costs as it relates to developing a dog park

Respectfully submitted,

Noah Delorey

Active Community Living Coordinator



TOWN OF STELLARTON

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susan.higdon@stellarton.ca

Committee Report

Date: June 14, 2021
To: Mayor and Council
From: Susan Higdon, Town Clerk

The following recommendations are for Council's consideration from the Committee of the Whole meeting virtually held on May 25, 2021:

Recommendation # 1

On recommendation of Committee of the Whole Council approve the salt shed proposal from Robert Archibald General Contracting in the amount of \$228,452.10 including HST as it was the highest criteria score and the lowest bid.

Recommendation # 2

On recommendation of Committee of the Whole Council approve the donation of \$100.00 to the Pictou County 4-H.



Town of Stellarton

ENGINEER'S MEMO

DATE: June 8, 2021

To: Susan Higdon, Town Clerk

CC:

FROM: Blaine Murray

RE: TOWN HALL ROOF AND SCAFFOLDING RFQ RECOMMENDATIONS

A Request for Quotation (RFQ) was sent out to several contractors to install a metal roof over top of the existing asphalt roof. One bid was submitted as follows:

CONTRACTOR	QUOTED PRICE
Mark MacIsaac Construction	\$19,100.00

*Prices above excludes HST

A separate RFQ was sent out to contractors for the supply and installation of scaffolding required to do the roof work. Two submissions were submitted as follows:

CONTRACTOR	QUOTED PRICE
Mark MacIsaac Construction	\$9,200.00
Sancton Access	\$19,486.00

*Prices above excludes HST

I recommend awarding both quotes to Mark MacIsaac Construction. If you have any questions, please contact the undersigned.

Regards,

Town of Stellarton

Blaine Murray, P.Eng.
Town Engineer



TOWN OF STELLARTON

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Police Commission Report

Date: June 14, 2021
To: Mayor and Council
From: Councillor Bryan Knight, Chair

The following recommendations are for Council's consideration from the Police Commission meeting virtually held on June 3, 2021:

Recommendation # 1

On recommendation the Police Commission that Council approve the new member of the Stellarton Police Commission, Kevin Mason for a three year term with an option to extend for a second term.

Policy:	GV-00000
Coverage:	Town of Stellarton
Council Approval:	000000
Effective Date:	000000



STELLARTON SOCIAL MEDIA

PURPOSE:

The Town of Stellarton will use the Stellarton mobile app and other social media accounts as information sharing platforms to keep citizens up to date. This policy will ensure that alerts and posts will be relevant for Stellarton residents and not overwhelm the platforms for users.

POLICY STATEMENT:

The Town of Stellarton is committed to providing transparent communications between the Town and its residents. The Town of Stellarton is committed to ensuring that any alert or post will consider this policy before being sent to users.

POLICY:

- Requires No Formal Approval:** Information regarding Town operations and services will not require prior approval from Council before sharing.
Examples Include: Water and tax billings, water advisories, Council meeting notices, relevant provincial and federal updates and programs, storm warnings, Public Works notices, events and recreation notices, and Town-issued press releases.
- Requires Council Approval:** Information related to the Town but not directly from the Town will require approval from Council before sharing.
Examples Include: Information outside of Town jurisdiction (scam alerts, etc.), birth and death notices, proclamations, Committee of Council requests (Heritage, Communities in Bloom, Planning Advisory, Accessibility), fundraisers or benefits, and any and all items approved by Town Council as per below.
- Will Not Be Approved:** Information from specific individuals or businesses will not be shared so as not to inundate the app.
Examples Include: Individual business sales or offers, and personal announcements.

Any information sharing request that may not directly fit in one of these categories will be subject to approval from Council.

<u>Clerk Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent To Consider (Minimum 7 Days): ????	
Date of Passage of Current Policy: ????	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Town Clerk	Date