



TOWN OF STELLARTON

Council

April 11, 2022

5:00 PM

(Time changed due to Westray Memorial Event)

Council Chambers

1. **Approval of Agenda**
2. **Approval of Minutes:** April 11, 2022, Regular Meeting
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 Clarke- Marketing & Communications
 - d. Blaine Murray – Town Engineer
 - e. Noah Delorey- Active Community Living Coordinator
5. **Correspondence**
 - a. **Municipality of Shelburne to Premier Houston** Re: Non-resident Provincial Property Tax and Provincial Deed Transfer Tax
 - b. **Municipal Affairs and Housing to NSFMM** Re: Annual 12 Month Notice Letter
6. **Committee of the Whole Report**
7. **Policy Amendment AD -013 Commemorative Bench and Tree Policy**
(7 Day notice)
8. **Policy AD-021 – Vehicle Anti-Idling** (7 Day notice)
9. **Bylaw Amendment #48-** Stellarton Police Commission 2nd and Final Reading
10. **Reports from Outside Agencies**
11. **Open Forum**
12. **Next Council Meeting:** June 13th, 2022 @5:30 PM
13. **Adjourn**

APRIL 11, 2022
STELLARTON, NOVA SCOTIA

MEETING

A meeting of the Stellarton Town Council was held on Monday, April 11, 2022, 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. S. Lawand. **Motion Carried.**

2. Approval of Minutes

The minutes from March 14, 2022 Regular Meeting were approved on motion by Coun. G. Pentz, seconded by Coun. S. Campbell. **Motion Carried.**

3. Business Arising from the Minutes

a. \$2000 Donation to the Red Cross for Ukraine – CAO S. Higdon reported that \$2000 was left over from 2021 Annual Grants; this amount was donated to the Red Cross for Ukraine.

b. Town Clock – CAO S. Higdon reported that the chimes have been fixed to chime on the correct hour; the Town Engineer will present costs for new complete repair of the clock during budget deliberations. She added that the clock in Allan Park needs attention; this will also be included for budget.

4. Fire Department Service Awards

Mayor D. MacGillivray read the names of recipients for service awards from the Stellarton Fire Department:

5 Years Jennifer Crossman

5 Years Mark Fortune

5 Years Shawn Hurley

5 Years Dave Sobey

20 Years and Recipient of the Fire Services Exemplary

Service Medal Captain Terry Lee McChesney

30 Years and Recipient of the Exemplary Service 1st Bar

Deputy Chief Mike Brophy

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

a. Chief Mark Hobeck – Stellarton Police Service

Mayor D. MacGillivray commented on the small decrease in calls. Coun. B. Knight complimented the Police Department on the great job they're doing. 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 March 2022, seconded by Coun. B. Knight. **Motion Carried.**

c. Paige Clarke – Marketing and Communications

Coun. B. Knight commented on the great job Paige and Noah are doing with Homecoming.

Coun. S. Lawand asked re budget amount for Homecoming and supports increasing the Town's contribution this year. Coun. B. Knight replied that staff are working on costs for Council's consideration.

Mayor D. MacGillivray commented re the Heritage aspect; Wayfinding signage to highlight districts in Town; Walking Tour Map; Water Meter Information for residents.

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

d. Blaine Murray – Town Engineer

Coun. B. Knight commented re reporting snow plow damage to Town Office who are compiling a list for Public Works.

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

Mayor D. MacGillivray read section of the Water Utility report pertaining to a "Taste and Odour" Pilot project at the Water Treatment Plant by CBCL.

e. Noah Delorey – Active Community Living Coordinator Report

Mayor D. MacGillivray highlighted some items on Report: NSCC Special Service Project; Summer Employment opportunities; Volunteer of the Year award.

Coun. G. Pentz made motion to approve Active Community Living Coordinator Report, seconded by Coun. S. Campbell. **Motion Carried.**

6. Correspondence

a. NS 55+ Games Society Re: Successful Bid for 2023 – CAO S. Higdon re letter from Cindy MacKinnon and Graham MacNeil requesting support for hosting the 2023 NS 55+ Game.

b. FCM Re: Asset Management Application Approval – CAO S. Higdon commented that in July 2021, Council approved a resolution regarding the Municipal Asset Management Program, in partnership with Annapolis Royal through the FCM; S. Higdon reported that the Town was approved for a grant in the amount of \$49,950.00. The grant will be used to prepare a complete asset inventory and identify value; use restrictions of natural land resources; the preparation of a capital plan; and the operationalize asset management and prepare an asset management program document. The Town's contribution was \$5,500.

7. Committee of the Whole Report

The following recommendation is for Council's consideration from the Committee of the Whole meeting held on March 28, 2022.

Recommendation #1

On recommendation of Committee of the Whole Council approve to discharge the Development Agreement for 101 Maple Street as per the information from Planner Roland Burek.

Coun. G. Pentz made motion to approve Recommendations from the Committee of the Whole, seconded by Coun. S. Lawand. **Motion Carried.**

8. Citizen Appointment Report

CAO S. Higdon updated Council on the current citizen representation for the Town of Stellarton.

Police Commission Member – CAO S. Higdon stated on recommendation of the Stellarton Police Commission, Council approve the citizen appointment of Peter Kay to the Police Commission for a three-year term. Coun. B. Knight made motion to approve

the appointment of Peter Kay to the Police Commission, seconded by Coun. S. Lawand.
Motion Carried.

Audit Committee – CAO S. Higdon stated on recommendation as per the application process and Audit Committee Policy #AD-011, Council approve the citizen appointment of Glenn Hall to the Audit Committee for a three-year term. Coun. S. Lawand made motion to approve Glenn Hall's appointment to the Audit Committee, seconded by Coun. G. Pentz. **Motion Carried.**

9. Policy Amendment GV-021 Proclamations and Flag Raising Ceremonies and Lowering of Flags (7 Day Notice)

CAO S. Higdon re Policy Amendment for the proclamations and flag raising ceremonies; this will include the lowering of flags. Mayor D. MacGillivray stated that this was discussed and reviewed at previous meeting.

Coun. G. Pentz made motion to approve the Policy Amendment GV-002, seconded by Coun. B. Knight. **Motion Carried.**

10. Policy GV-003 – Videoconferencing (7 Day Notice)

CAO S. Higdon reported that as of March 21, 2022, the State of Emergency has been lifted in the Province of Nova Scotia; a policy needs to be in place if Council wishes to meet via videoconference in the future. Mayor D. MacGillivray stated that this was discussed at a previous meeting.

Coun. B. Knight made motion to approve the Policy GV-003, Videoconferencing, seconded by Coun. S. Campbell. **Motion Carried.** Coun. S. Lawand voted nay.

11. Bylaw Amendment #48 – Stellarton Police Commission 1st Reading

CAO S. Higdon stated that this was came from the Police Commission; an amendment to a Bylaw that was done in 1977; no major changes; just to coincide with current practices in regards to the time and date of meetings.

Coun. B. Knight made motion to approve the Bylaw Amendment #48, seconded by Coun. S. Lawand. **Motion Carried.**

CAO S. Higdon noted that this is the First Reading, and will be back on the Agenda in May 2022.

12. Reports from Outside Agencies

a. Pictou County Solid Waste

For Council's information.

Coun. B. Knight commented re future water meters and associated costs.

13. Open Forum

No one spoke at the Open Forum.

14. Next Council Meeting: May 9, 2022, at 5:30 p.m.

15. ADJOURN

Meeting adjourned on motion by Coun. G. Pentz.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STELLARTON POLICE SERVICE

Report for Month End April 30, 2022

Calls for Service

Total: 163

Activities

Arrests

6- 911 Act-Other Activities	
1- Abandoned Vehicle	
1- Animal Call	
3- Assaults	2
1- Assault with a Weapon	1
1- Assist to a Canadian Federal Department	
1- Assist to a Provincial/Territorial Department	
8- Assists to the General Public	
2- Assists to a Non-Government Agency	
1- Attempted Suicide	
1- Being Unlawfully in a Dwelling	
1- Breach of the Peace	
1- Breach of a Prohibition	

- 2- Break and Enter
- 1- Cancellation of an Occurrence
- 1- Coroners Act- Sudden Death
- 1- Criminal Intelligence
- 1- Dangerous Driving
- 2- Disturbing the Peace
- 5- Dog Act-Other Activities
- 1- Failure to Comply with an Undertaking
- 2- False Alarms
- 5- Family Law Act
- 2- Fire Prevention Act
- 2- Fire Arms Act
- 1- Forcible Confinement
- 2- Fraud through the mail
- 1- Harassing Communication
- 2- Information Files
- 5- Items Lost/Found
- 1- Landlord/ Tennant Problem
- 2- Liquor Control Act
- 10- Mental Health Act
- 4- Mischief

12- Motor Vehicle Act	4
1- Motor Vehicle Collision	
6- Municipal Bylaws-other	
4- Municipal Bylaws-Traffic	
1- Other Provincial/Territorial	
1- Parking Offence	
2- Persons Reported Missing	
1- Police Assistance	
1- Possession of Property obtained by Crime	
2- Property Checks	
23- Suspicious Persons/Vehicles	
9- Thefts under \$5000	1
1- Theft of Gasoline	
2- Thefts of Motor Vehicles	
3- Traffic Collisions	
1- Trespass Act	
5- Uttering Threats	
1- Voyeurism	1
5- Well Being Checks	
1- Youth Criminal Justice Act	

Open Cases 16 Open Cases (YTD) 42

COMMUNITY RELATIONS

Qty. Type
8.0 hours Youth Corp

Other Activities

Foot / Bike Patrol 12.0hours
Radar Patrol 96 hours

Fleet

Patrol Car 36 April 2880 km traveled Year to Date 14889 km travelled
Patrol Car 38 April 4005 km traveled Year to Date 19870 km travelled

Gas Used

Patrol Car 36 April 491 Litres Year to Date 1878 Litres
Patrol Car 38 April 517 Litres Year to Date 2218 Litres

Respectfully Submitted:

Mark Hobeck
Chief of Police

Crime statistics

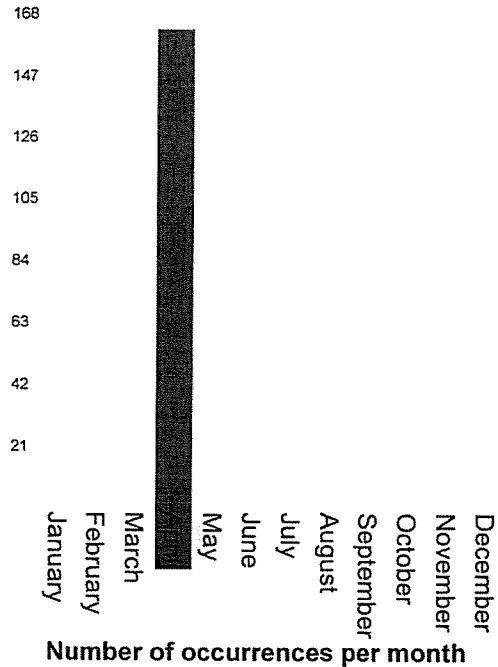
RCMP-GRC, Stellarton NS PS
 Valid as of 2022/05/03 08:26:48
 Printed by #E00036135 THIBEAU, MARK

Daily and hourly occurrences

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	UNKNOWN	TOTAL
NUMBER OF EVENTS ->	13	25	34	10	16	31	34	0	163
0:00 TO 3:59	4	2	4	1		4	3		18
4:00 TO 7:59	3		2		2	2	2		11
8:00 TO 11:59	1	5	9	1	4	4	5		29
12:00 TO 15:59	2	6	6	6	2	6	6		34
16:00 TO 19:59	1	5	9	1	8	10	8		42
20:00 TO 23:59	2	7	4	1		5	10		29
UNKNOWN HOUR									0

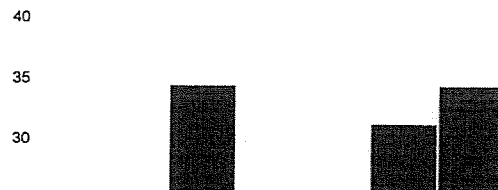
Breakdown by month:

Month	Number of occurrences	Percentage of total
January	0	0.0%
February	1	0.6%
March	0	0.0%
April	162	99.4%
May	0	0.0%
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	0	0.0%
Total	163	100%



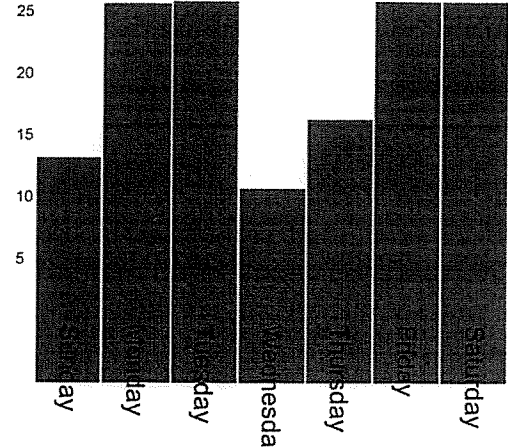
Breakdown by day of the week:

Weekday	Number of occurrences	Percentage of total
Sunday	13	8.0%
Monday	25	15.3%
Tuesday	34	20.9%



Protected B

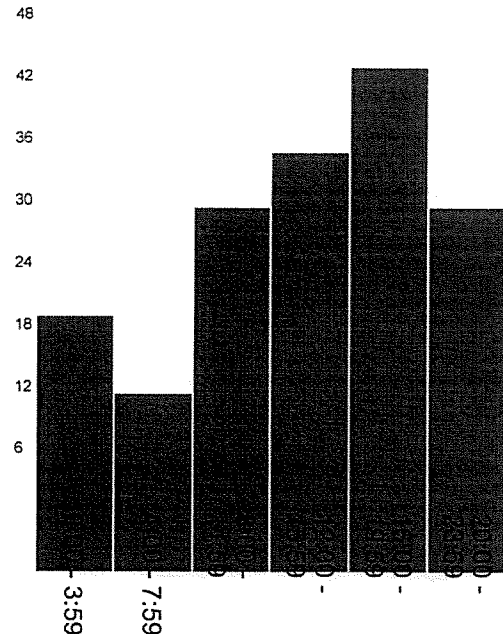
Wednesday	10	6.1%
Thursday	16	9.8%
Friday	31	19.0%
Saturday	34	20.9%
Unknown	0	0.0%
Total	163	100%



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	18	11.0%
4:00 - 7:59	11	6.7%
8:00 - 11:59	29	17.8%
12:00 - 15:59	34	20.9%
16:00 - 19:59	42	25.8%
20:00 - 23:59	29	17.8%
Unknown	0	0.0%
Total	163	100%



Number of occurrences per time of day

Stellarton Fire Department
Monthly Report – April 2022

The month of April was exciting around the Fire Department because we were able to hold a couple of events that we all enjoy but were unable to have due to Public Health Restrictions. Our Annual Banquet went very well as well as the Catherine Campbell Memorial Dart tournament.

CALLS:

During the month of April we responded to 6 calls: 1 was a shed fire, 2 were medical assists and the other 3 were alarm calls. An average of 11 fire fighters responded to each call but with medical calls not all fire fighters respond.

PRACTICES:

Practices were held every Thursday with the exception of April 14th which was the boot drive to fight Muscular Dystrophy. On average 16 members attended. One of the practices was a joint event with NGFD and was very impactful and educational.

Clean-up/Equipment checks:

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

Respectfully submitted by Mark Fortune(secretary)

May 2022 Council Report
Marketing & Communications

Mental Health First Aid

Through Pictou Community Links, I have registered to participate in a Mental Health First Aid course scheduled to take place on May 2 and 3. This training course was being offered for free with funding from the NS Department of Health and Wellness with the purpose of promoting mental health and early intervention when problems emerge.

Summer Day Camp

I have been assisting our Active Living Coordinator in interviewing staff for the upcoming summer day camp program. Once a team has been selected, I will be working with Noah to create any registration and promotional material that is needed and will circulate it to the community once details are final.

Flood Planning

I attended a planning session with provincial and regional EMO representatives to review and revise our contingency plan for flooding in the Bridge Avenue area. This session will help to ensure that we are safely prepared to assist the community in the event of flooding.

GCGG

Pictou County Solid Waste hosted their annual Go Clean Get Green community clean-up initiative from April 18-23. In conjunction with this initiative, we hosted a staff clean up and encouraged the community to participate. We did a give away for residents who participated in the clean up and sent photos of them picking up litter – Bryce Travers picked up litter with his mom, Shannon, and was the winner of a 2-in-1 Lawn Dart/Axe Throwing game.

GR Saunders Clean-up

I am planning to meet with Principal Cormier of GR Saunders Elementary on May 3 regarding a partnership cleanup between the school and the Town. This was an idea that originated from the school's last SAC meeting. Any informative details on the initiative will be shared after this meeting.

NSCC Social Services Project

Noah and I met with the NSCC Social Service students to finalize the details of their upcoming community projects. The projects are scheduled to be completed by the end of the month given the weather and availability of students.

DEANS Grant Planning

ACOA announced the availability of some community funding with an application deadline of the end of April. This funding is for community initiatives like events and signage (to name a few) and requires no upfront financial commitment by the Town. As per the eligibility requirements, Cindy MacKinnon and Kelyn Palmer with DEANS coordinated organizations in the county to have one submission for those interested – this specific grant emphasized sharing and supporting resources. I attended all planning meetings for this grant on behalf of Stellarton.

Homecoming

Noah and I have been working to finalize details in preparation for this year's Homecoming week. Given that this is our first time planning this special event, we have been meeting with individual organizations to better coordinate our efforts for a successful week.

Respectfully submitted,

Paige Clarke

Marketing & Communications Coordinator

Town of Stellarton Town Engineers Report April 2022 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 breaks to report for the month of April.
3. Water services have been or in the process of being turned on for the recreation buildings.

Water Treatment Plant (WTP)

4. Average Treated water Production for April 2021 was 379,330 IG per day, whereas April 2022 was 375,332 IG, per day or ~ 1% lower consumption this year
5. Quarterly Corrosion Sampling was conducted in April.
6. The equipment and tanks for the Powdered Activated Carbon addition has been installed.



7. Carbon is to be delivered this week in 25 kg bags.
8. Sand has been purchased to top up the sand filters at the WTP.

Safety

9. Annual Ladder Inspection done at the WTP.

Blaine Murray, P. Eng.
Town Engineer

Town Engineers Report

April 2022

Engineering & Public Works Report

Engineering/ Capital

1. The Request for Proposal for the Universal Water Meter Program has closed. Staff will score the proposals based on specifications and financials. A recommendation will be provided to council in May.
2. The Town is currently doing sanitary flow monitoring on Birch Street to determine if there are sewer capacity issues. There have been complaints of backups during heavy rain events.
3. Town staff had a kick off meeting with Atlantic Infrastructure Management Network (AIM) regarding our FCM approved project. Staff will be providing the AIM network with infrastructure data for their review and to help them gauge our current level in the asset management program.

Streets/Properties

4. Students are tentatively scheduled to begin on May 2nd for Communities in Bloom and recreation field maintenance.
5. Public Works crews have begun spring cleanup of plow damage from the winter months.
6. The street sweeper has completely the main streets.
7. Most catch basins have been cleaned with the vacuum truck. These are done every 2-3 years.
8. Public works staff have done tree trimming along River Street, Belmont, South MacKay, and the asphalt path in the Claremont/Belmont area.

Mechanical Equipment

9. Staff are busy getting equipment/machines ready for the summer season.

Safety

10. All chains, slings, cables and clevises were inspected.

Blaine Murray, P.Eng.,
Town Engineer

May Council Report

Active Community Living Coordinator

Volunteer of the Year; The Town of Stellarton is thrilled to announce that Tracy Hale is the recipient of Stellarton's Volunteer of the Year award. Tracy plays a huge role with Challenger's Baseball by helping solicit donations and helping Challenger Baseball get their programs and events out to the community. Tracy also volunteers for the Stellarton Stingers girls' softball team with their fundraising. Furthermore, Tracy also donates her time to NRHS girl's hockey team and helping with fundraising initiatives. Tracy also helps with NRHS's Karma Closet. The Town of Stellarton would like to thank Tracy for playing such a big part in the community, and we look forward to recognizing Tracy's efforts during the Provincial Reception taking place in September.

Go Green Get Clean; The Town of Stellarton would like to thank staff members and community members for their participation in Stellarton's Go Clean Get Green initiative. We would also like to congratulate Bryce for winning the clean-up giveaway! Thank you, Bryce and Bryce's mom, for cleaning up the community!

Summer Employment; The Town of Stellarton is in the process of conducting interviews for Stellarton's Summer Employment opportunities. Thank you to everyone who have submitted a resume, and we are looking forward to the Summer!

Stellarton Homecoming 2022; Stellarton Homecoming is planned for July 20-24. The Homecoming Committee is in the process of confirming event details and planning for the week. If you are looking to get involved in the Stellarton Homecoming, please feel free to reach out to noah.delorey@stellarton.ca for more information.

NSCC Special Service Project; The Town of Stellarton and the NSCC will be collaborating on community projects. The projects will be carried throughout a five-week period (April 25-May 27). These projects include painting new fire hydrants and touching up current hydrants, building a community garden, new flower boxes, and maintenance on the horseshoe pits on Foster Ave. The Town of Stellarton would like to thank NSCC, and we look forward to community projects and the beautification for Stellarton.

Wellness Spotlight Lunch and Learn; On April 28th, I participated in a Wellness Lunch and Learn, which focused on different wellness initiatives. The lunch surrounded presentations on the 'Not Myself Today' initiative, 'Make Your Move at Work' project, and 'Workplace Garden Initiative'. It is always great to hear what other municipalities are doing and look to implement it for Stellarton.

Mental Health First Aid Supporting Older Adults; On May 2nd and 3rd, I will be completing my Mental Health First Aid Supporting Older Adults certificate. Having the opportunity to recognize mental health and substance abuse issues vital for creating and sustaining a healthy and thriving workplace. This certificate will better allow me to recognize signs in older adults that

may be experiencing a decline in their mental well-being or a crisis, conversation advice on mental health and substance abuse issues, helpful actions, and maintaining one own's mental well-being.

Municipal Wellness Program; The Municipal Wellness Grant is an annual fund available for Nova Scotian Municipalities to support activities that promote the health and wellbeing of municipal employees and elected officials. The Town of Stellarton has been approved for this funding to be a part of the community pilot run for the Municipal Wellness Program's 'Not Myself Today Toolkit', which is designed to increase conversations surrounding mental health in the workplace.

Make Your Move; The Make Your Move initiative is being implemented by the Make Your Move organization, and Pictou County will be one of the pilot communities to further this initiative. The Make Your Move initiative emphasizes increasing daily movement, focusing on unstructured movement, mainly targeted towards middle-aged women. Pictou County and the municipalities is looking to launch a county wide contest, which will be promoted through social media platforms. There will be prizes, and more information shared at a later date.

Active Living Strategic Plan; An Active Living Strategic Plan is in the early stages of being developed for the Town of Stellarton. The purpose of this plan is to use community engagement to identify the target demographics for the Town of Stellarton community members and promote existing ways individuals can be active, while also creating new activities where our community members can increase their physical activity levels. The Active Living Strategic Plan will identify and focus on building upon the active living lifestyle in Stellarton, desired outcomes, increase transparency, and use community engagement to see impactful changes.

Respectfully submitted,

Noah Delorey

Active Community Living Coordinator