



TOWN OF STELLARTON

Council
October 10, 2023
5:30 PM
Council Chambers

- 1. Approval of Agenda**
- 2. Approval of Minutes:** September 11, 2023
- 3. Business Arising from the Minutes**
 - a. Resolution – Vulnerable Persons Provincial Registry
- 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**
- 6. Committee of the Whole Report**
- 7. Application for Development Agreement – 274 Foord St.**
- 8. Sidewalk Machine Tender Recommendation**
- 9. Pictou County Transit Authority Financial Report, March 31, 2023**
- 10. Resolution – Deputy Mayor November 1, 2022- October 31, 2024**
- 11. Bylaw Amendment to Schedule A- Full Tax Exemption 1st Reading**
- 12. Open Forum**
- 13. Next Council Meeting:** Tuesday, November 14, 2023 @5:30 PM
- 14. Adjourn**

SEPTEMBER 11, 2023
STELLARTON, NOVA SCOTIA

MEETING

A meeting of the Stellarton Town Council was held on Monday, September 11, 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 and Town Accountant Brenda MacKay.

1. Approval of Agenda

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

2. Approval of Minutes

The minutes from July 11, 2023 Regular Council and July 24, 2023 Special Council meetings were approved on motion by Coun. G. Pentz, seconded by Coun. S. Campbell. **Motion Carried.**

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Presentation of the 2022-2023 Audited Financial Statements

Brenda MacKay 2023 Audit has been completed by Grant Thornton, and was reviewed by the Audit Committee prior to this meeting. B. MacKay reviewed auditor's report – attached; some highlights:

- Consolidated Statement of Operations; total revenue budgeted at \$8.8 million; actuals at \$9.7 million; \$781,000 of capital contributions included.
- Total expenditures budgeted at \$9.7 million; actual at \$10.3 million
- Overall annual budgeted deficit of \$919,000 and came in at \$517,000 deficit; an improvement over the budgeted deficit
- Balance sheet – accumulated surplus
- Long term debt has decreased
- Net financial assets
- Details on the Statement of Operations
- Supporting schedules to the financial statements
- Overall positive audit

Comments:

Mayor D. MacGillivray thanked those who worked on the audit; a “clean audit opinion”; commented on the \$2.65 million spent on capital; positive impact from interest rates; hurricane related costs; province taking over some expenditures.

Coun. G. Pentz made motion to accept the 2022-2023 Audited Financial Statements, seconded by Coun. B. Knight. **Motion Carried.**

5. Proclamation – Right to Know September 25 – October 1, 2023

Mayor D. MacGillivray read proclamation “Right to Know”, attached.

Coun. S. Campbell made motion accepting September 25 – October 1, 2023 as Right to Know Week, seconded by Coun. B. Knight. **Motion Carried.**

6. Proclamation – Fetal Alcohol Spectrum Disorder Awareness Month

Mayor D. MacGillivray read proclamation for Fetal Alcohol Spectrum Disorder Awareness Month, attached.

Coun. G. Pentz made motion approving FASDA Month, seconded by Coun. S. Lawand. **Motion Carried.**

7. Flag Raising Request – Royal Canadian Legion Week September 17-23

CAO S. Higdon received email from Candice Hubley from the RC Legion asking the Town to consider a flag raising to be flown during the week of September 17 to the 23rd and be declared Royal Canadian Legion Week. Coun. G. Pentz made motion to approve request, seconded by Coun. B. Knight.

On the Question:

Mayor D. MacGillivray asked if we had a flag. CAO S. Higdon will get all the details from the Legion.

Coun. B. Knight commented on their lunch program held on Wednesdays; very helpful service to community.

Motion Carried.

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

a. Chief Mark Hobeck – Stellarton Police Service

Coun. S. Lawand re speed sign on Poplar Street; any reports? Coun. B. Knight will forward information when he receives it.

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

b. Fire Chief Mike O’Sullivan – Fire Department

CAO S. Higdon added that the new fire truck is expected the end of September.

Coun. B. Knight motioned to accept Fire Department’s reports for July and August 2023, seconded by Coun. G. Pentz. **Motion Carried.**

- c. Paige Draper – Marketing and Communications
Coun. G. Pentz made motion to approve the Marketing and Communications reports, seconded by Coun. S. Lawand. **Motion Carried.**
- d. Blaine Murray – Town Engineer
Coun. B. Knight commented on Public Works and the amount of work being done; fields prepared for upcoming tournament.
Coun. G. Pentz made motion to approve Town Engineer’s Reports, seconded by Coun. S. Lawand. **Motion Carried.**
- e. Noah Delorey – Active Community Living Coordinator Reports
Coun. B. Knight made motion to approve Active Community Living Coordinator Report, seconded by Coun. S. Campbell. **Motion Carried.**

9. Correspondence

- a. **Richmond County CAO** – Re: Vulnerable Persons Registry Resolution – CAO S. Higdon stated that Troy MacCulloch, CAO of Richmond County, forwarded a request he received from Pictou County regarding listing a Provincial Volunteer Vulnerable Persons Registry; asking for a resolution by Council. This will be included in October’s agenda.
- b. **Provincial – Municipal Service Exchange Agreement** – CAO S. Higdon re this Agreement has not been reviewed for the last 30 years; they are putting together some new initiatives; changes include:
 - a decrease in the Municipal Financial Capacity Grant, but it will maintain at the current level for the next five years
 - the Province will now absorb the cost for Corrections, saving the Town approximately \$49,000.00
 - Obsolete schools; the Province will assume ownership of all pre-1981 schools closed after the service exchange is implemented; Municipalities will be given first right of offer
 - Housing; the Province will absorb the annual costs associated with Public Housing; saving the Town approximately \$68,000.00
 - Infrastructure Funding; municipalities will be able to leverage a new application based on \$15 million infrastructure programFor Council’s information
- c. **NS Office of the Fire Marshal** Re: Amendments to the NS Building Code Regulations – CAO S. Higdon re amendments to the NS Building Code Regulations for Council’s information that they’ve been updated and copies are available
- d. **Joe Earle Memorial Road Races** Re: thank you for donation – CAO S. Higdon stated that the Town made donation under the Annual Grants to the Joe Earle Memorial Race in Trenton.

- e. RCAF** Re: Battle of Britain September 24 – CAO S. Higdon reported that the Annual Battle of Britain ceremony will be taking place on September 24 at 2:00 p.m. if Council can attend; formation is at 1:30 p.m. at the Cenotaph with service at 2:00 p.m.
- f. Roots for Youth** Re: Property Tax Exemption – CAO S. Higdon reported that the Roots for Youth has moved to Stellarton; they are having an intimate Open House on Friday; asking the Town of Stellarton for a relief on their taxes; if Council approves, there will need to be two readings of an amendment of the bylaw under the Tax Exemption; taxes for the property are approximately \$5,500.00. Council will consider request and discuss further at the next Committee of the Whole.
- g. NRHS** Re: Thank for Graduation Bursary's – CAO S. Higdon re annual grants given to NRHS, two awards given; the Oulton Trophy was presented to Mallory Matlock and Robert MacPherson; the Aubrey Dorrington Award was presented to Elia Skelton.
- h. Mallory Matlock** Re: Thank you for Oulton Award – as stated above, Mallory thanked the Town for Oulton Trophy.
- i. United Way** Re: Thank you for participation in Back Pack Program – CAO S. Higdon reported that the United Way did an initiative this summer called "Back Packs for Kids"; they had a donation box in our Town Hall for school supplies donations; they thanked us for the opportunity.
- j. Stellarton and Area Lions Club** Re: Thank you for donation – CAO S. Higdon reported that the Town donated \$300 towards their calendar and they sent their thank you.

10. Committee of the Whole Report

The following recommendations are for Council's consideration from the Committee of the Whole meeting held on July 24, 2023:

Recommendation #1

On recommendation of Committee of the Whole Council approve the tender for the South Foord Culvert from C. F. Construction, the only bidder, in the amount of \$97,499.00 plus HST; requiring more funds from Reserves as it was approved at only \$75,000.00.

Recommendation #2

On recommendation of Committee of the Whole Council approve the tender for St. Vincent sanitary sewer from S. W. Weeks in the amount of \$122,450.00 plus HST, this also requires \$22,450.00 from Reserves as it was approved at \$100,000.00.

Recommendation #3

On recommendation of Committee of the Whole Council approve the tender Cleaning of the Reservoir site in back of Cedar Drive from Tupper's Trucking and Backhoeing in the amount of \$8,900.00 plus HST.

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

11. Pictou County Partnership – Quarter 1 Stakeholder Report – CAO S. Higdon re for Council's information.

12. Licensing of Street Food Vendor Bylaw Amendment to the Bylaw (2nd and Final Reading) – CAO S. Higdon stated that this is the 2nd and final reading of the amendment to the Licensing of Street Food Vendor Bylaw. Coun. G. Pentz made motion to approve 2nd and final reading, seconded by Coun. S. Campbell. **Motion Carried.**

13. George Kouyas Day – Coun. S. Lawand proposed this; commented on Mr. Kouyas' contribution to the Town with his well-known pizza sauce; it's now part of the Town's heritage; read an article from local newspaper highlighting George Kouyas. Coun. S. Lawand would like to include information on him in the Heritage Room as well as have a "George Kouyas Day" in Stellarton. Mayor D. MacGillivray agreed and with family input, have a display in the Heritage Room. Coun. B. Knight re calling it "George Kouyas Founder of Pictou County Pizza". Coun. S. Lawand made motion for a display in the Heritage Room honoring George Kouyas, seconded by Coun. B. Knight. **Motion Carried.**

14. Open Forum

No one spoke at the Open Forum.

15. Next Council Meeting: Tuesday, October 10, 2023, at 5:30 p.m.

16. ADJOURN

Meeting adjourned on motion by Coun. G. Pentz.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STELLARTON POLICE SERVICE

Report -Sept, 2023

Calls for Service

Total: 228

Calls	Type	Charges
2	911 Act-Other Activities	
5	Animal Calls	
1	Alarm	
12	Assaults	7
5	Assists to Can. Police Agency	
3	Assist s to the General Public	
2	Being Unlawfully in a dwelling	
2	Breach of peace	
1	B&E	2
4	Checkstop	Seat Belt awareness
4	Child Welfare	
5	Crime Prevention	
1	Demonstration/ protest	
2	Dog Act	
9	Fail to comply with conditions	7
8	False Alarm	
3	Family Relations Act	

1	Fire Prevention Act	
1	forcible confinement	1
1	Firearms Act	
1	Fraud	
1	Identity fraud	
7	Harassing Communications	
6	Information Files	
8	lost and found	
11	Mental Health Act	
7	Mischief	3
35	Motor Vehicle Act Violations	15 (18 Warnings)
1	Flight - no Pursuit	
5	Municipal Bylaw	
15	Thefts	
2	Theft of Vehicle	
4	Parking Complaint	
1	Possession of a Weapon	
1	Possession of stolen property	
1	Public Mischief	
3	Sexual Assault	2
2	S.T.E.P	1 (10 warnings)
19	Suspicious Persons/Veh/Property	
7	Traffic Collisions	
1	Unwanted person	
14	Well-Being Checks	
5	Threats	3
2	Trespass Act	

Other Activities

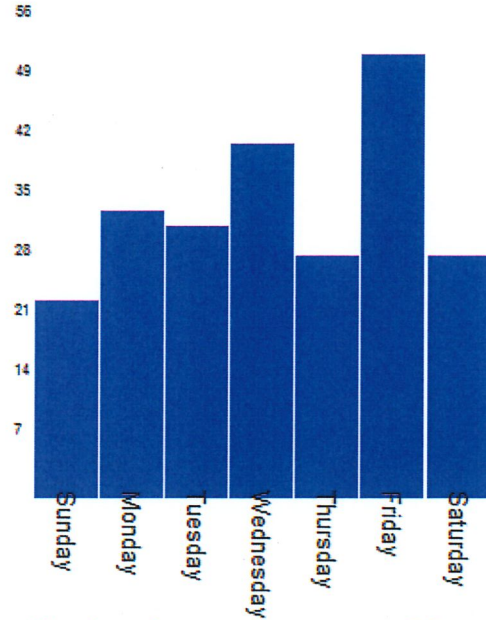
Foot/Bike Patrol	12	hours
Traffic Enforcement	50	hours
Community Relations	10	hours

Noteable Events

- Chief Hobeck attended Battle of Britain

Breakdown by day of the week:

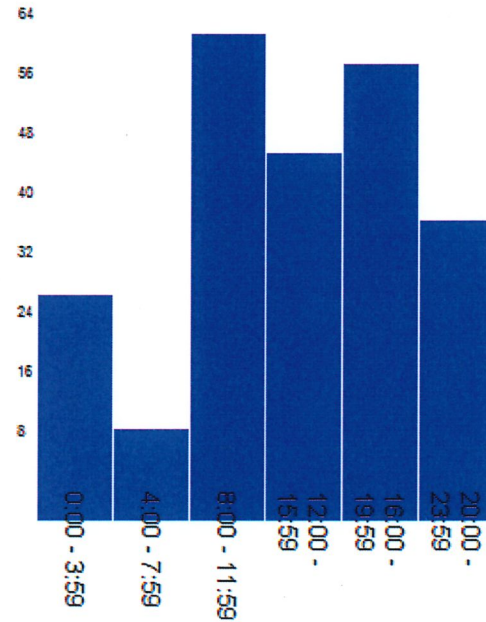
Weekday	Number of occurrences	Percentage of total
Sunday	21	9.2%
Monday	32	14.0%
Tuesday	30	13.2%
Wednesday	40	17.5%
Thursday	27	11.8%
Friday	50	21.9%
Saturday	27	11.8%
Unknown	1	0.4%
Total	228	100%



Number of occurrences per weekday

Breakdown by time of day:

Time	Number of occurrences	Percentage of total
0:00 - 3:59	25	11.0%
4:00 - 7:59	7	3.1%
8:00 - 11:59	60	26.3%
12:00 - 15:59	44	19.3%
16:00 - 19:59	56	24.6%
20:00 - 23:59	35	15.4%
Unknown	1	0.4%
Total	228	100%



Number of occurrences per time of day

Handwritten signature in blue ink, possibly reading "C. Ford" with "Inc" below it.

Stellarton Fire Department
Monthly Report – Sept., 2023

CALLS:

The Stellarton Fire Department responded to 8 calls during the month of September. We responded to 4 fire alarms, 2 motor vehicle accidents, 1 report of power lines on fire and 1 call reporting smoke in the kitchen. On average, 14 members responded to each call.

PRACTICES:

With the start of September official practices resumed on Thursday nights. We have held 4 organized practices with an average of 16 members in attendance. Our last practice was by far the most exciting as we had a chance to see the new truck.

CLEAN-UP/GEAR CHECK:

We continue to complete weekly equipment checks/clean ups. This is done by an assigned crew so each week we have 4-5 people complete this task.

Respectfully submitted by Mark Fortune

Secretary for SFD

October Council Report
Marketing & Communications

Heritage

The Heritage Committee had been scheduled to meet in September to discuss the details of the Heritage Room and hopefully determine a timeline for opening the space with the addition of the new furniture. However, due to illness this meeting has had to be rescheduled to later in October. Further information will be shared regarding the Heritage Room as it is confirmed.

Newsletter

The Fall Edition of the Stellar News has been prepared for release. This edition provides key updates on: Fire prevention week, the Claremont Avenue infrastructure project, back to school and crosswalk rules, and the app. This edition will be available on the Town's website under the *News Room* page. Additional hard copies are available at Town Hall.

Memorial Banners

I presented to the Committee of the Whole a banner concept to recognize the parks and sports fields that have been named in honour of former residents and teams of Stellarton. When the new signs were designed to be placed throughout the town, the former tributes were removed as none of them were a uniform design. Replacing the tributes with this new banner style will allow for additional tributes to be placed in the future with all signs still looking the same.

National Legion Week

National Legion Week took place from September 17-23. This week was designed to educate others on the good work that local Legion branches do within their community. It reinforces the role that these branches play in the shared mission to serve and support Veterans, as well as contribute to the well-being of so many communities.

To honour this week, Jack and Candy joined us from the Stellarton Legion to raise the Legion flag in Town Square.

Hurricane Prep

The Town prepped for the potential impacts of Hurricane Lee the week of September 11-15. This included additional staff meetings, outlining work tasks, and ensuring that all communication and plans were up-to-date and the same from department to department. We shared resources online with regard to storm prep and items needed for an emergency home kit.

One additional resource that was highlighted especially during this time was the use of Stellarton's App. During Hurricane Fiona when Wi-Fi and cell service wasn't working fully, we were still able to get notifications out through the app. It's a highly recommended tool for residents to have.

Media Shares

There are several notable media posts that we made over the month that are worth highlighting:

Fire Truck – On September 28, the Stellarton Fire Department received a new fire truck to enhance the Department’s abilities when it comes to fighting fires. We released a press release that was sent to our local news sources once we were able to take photos. To read the full release:

https://stellarton.ca/new-truck-for-stellarton-fire-department.html?fbclid=IwAR3Dffu_nROvsOgKPDsdLEu7ZknMo3jwJq2ro46myf8-4avgHH1rx7O-YO8

Coats for Kids – The United Way is once again collecting new and gently used coats for their annual Coats for Kids program. A program designed to provide those in need with warm outdoor gear to stay warm through the winter months.

Collection of coats is happening until October 25 and donations can be made at Stone’s RV New Glasgow or the Pictou County United Way. Distribution of coats will take place on October 28.

Respectfully submitted,


Paige Draper

Marketing & Communications Coordinator

Town Engineers Report September 2023 Engineering & Public Works Report

Engineering/ Capital Projects

1. Please see below for the Capital Projects update sheet.

	<p>Town of Stellarton Capital Projects Update Sheet</p>	
GENERAL CAPITAL	Project Description	Status
Equipment	John Deere Zero Turn Mower	received
	Public Works Trucks (2)	received
	Sidewalk Plow	tender closed
	Generator Town Barn	tender closed
Infrastructure	Sewerline St. Vincent St.	80% complete
	Culvert Headwall South Foord Claremont	postponed to 2024
		sewer from Foord to Belmont complete

2. The Claremont project is well underway with the sewer main being completed in September. The contractor is currently connecting the sanitary laterals to the new system.
3. There are still a small number of water meters to be installed. Most of the remaining meters are in the Twin Rivers mobile home park. Staff are stilling working on the import of files to and from Neptune 360 to the billing software.
4. Staff are updating the cost estimate to renovate the Town Hall. A construction cost estimate (class D) will also be provided to council for a new building as a second option. Council can use these estimates to aid in the decision of renovating the old Town Hall vs constructing a new building.

Streets/Properties

5. Fixed drainage issue on Pleasant Street which involved repairs to catch basins and asphalt placement.
6. Various repairs were made to sanitary and storm infrastructure throughout the Town. This involved ditching, catch basin repair, sewer main repair, etc,
7. Public Works spent close to 3 weeks at the Dorrington and Sample ballfields in preparation of provincial and Atlantic tournaments.
8. The Stellarton Library had an accessibility audit completed with some minor items to be addressed. Public Works addressed the issues which were mainly in the washroom area.
9. A section of sidewalk was replaced on South Foord Street near Scotia Plumbing.
10. Tree limbing was completed in several areas around Town.

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

Town of Stellarton Town Engineers Report September 2023 Water Utility Report

Water Quality Testing

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

Water Distribution

2. On water break occurred on St. Vincent Street in September. This was an old service that pulled out of the main and not an actual break on the main.
3. Various small repairs have been completed on water infrastructure.

WTP

4. Average treated water Production for July 2023 compared to July 2022 was ~ 10% Less.
5. Pulled one membrane out to repair leaks.
6. The addition of carbon ended in September. Once again, water samples during the 2023 season did not show significant amounts of 2-MIB/Geosmin.

Thanks,

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