



## **TOWN OF STELLARTON**

Council  
November 14, 2023  
5:30 PM  
Council Chambers

1. **Approval of Agenda**
2. **Approval of Minutes:**                   October 10, 2023 (Regular)  
  October 23, 2023 (Public Hearing)
3. **Business Arising from the Minutes**
  - a. **274 Foord St. Application for Development Agreement**
4. **Lebanese Heritage Month – November 2023**
5. **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
6. **Correspondence**
  - a. **Municipal Affairs and Housing** Re: 911 Recovery Cost
  - b. **Office of the Premier** Re: YourHealthNS app
  - c. **Clean Foundation** Expression of Interest re Tree Planting -  
Approved
7. **Committee of the Whole Report**
8. **Hac FL902 Flow Meter Purchase**
9. **Salt Haul Tender Recommendation**
10. **Dangerous and Unsightly Motion- 134 MacKay Street**
11. **Dangerous and Unsightly Motion- 129 River Street**
12. **Bylaw Amendment to Schedule A- Full Tax Exemption 2<sup>nd</sup> and Final Reading**
13. **Bylaw Amendment Tourism Marketing Levy # 58 1<sup>st</sup> Reading**
14. **Open Forum**
15. **Next Council Meeting:** Monday, December 11, 2023 @5:30 PM
16. **Adjourn**

**OCTOBER 10, 2023**  
**STELLARTON, NOVA SCOTIA**

**MEETING**

A meeting of the Stellarton Town Council was held on Tuesday, October 10, 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

**1. Approval of Agenda**

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

**2. Approval of Minutes**

The minutes from September 11, 2023 Regular Council meeting was approved on motion by Coun. G. Pentz, seconded by Coun. S. Campbell. **Motion Carried.**

**3. Business Arising from the Minutes**

a. Resolution – Vulnerable Persons Provincial Registry – CAO S. Higdon noted that the Province is not planning on doing this; discussion re other municipalities; Coun. B. Knight made motion to approve a Vulnerable Persons Registry, seconded by Coun. G. Pentz. **Motion Carried.**

**4. Reports from Staff - for information; reports attached.**

- a. Chief Mark Hobeck – Stellarton Police Service  
Coun. B. Knight commented on community policing and concerns re unsightly property.  
Coun. S. Lawand asked if there was any update re the speed sign on Poplar.  
CAO S. Higdon will forward the information to Council.  
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  
Mayor D. MacGillivray commented that the new fire truck has arrived.  
Coun. G. Pentz motioned to accept Fire Department's report for September 2023, seconded by Coun. B. Knight.  
On the Question: Coun. S. Lawand relayed the gratitude from the Fire Department.

**Motion Carried.**

- c. Paige Draper – Marketing and Communications  
Coun. S. Lawand brought forward the Family Day in February and to ensure an event is planned.  
Coun. G. Pentz made motion to approve the Marketing and Communications reports, seconded by Coun. B. Knight. **Motion Carried.**
- d. Blaine Murray – Town Engineer  
Coun. B. Knight questioned timelines for cleaning up areas and removal of a tree.  
Coun. S. Lawand questioned re town hall renovations; CAO S. Higdon stated that we are getting a cost estimate for town hall renovations to bring it up to code and accessibility; new building estimate will be obtained as well. This information will be ready for budget deliberations.  
Coun. G. Pentz made motion to approve Town Engineer’s Reports, seconded by Coun. S. Lawand.  
On the Question: Mayor D. MacGillivray thanked the Public Works for their time spent on the Dorrington and Sample Ball Fields in preparation for the Provincial and Atlantic Tournaments. **Motion Carried.**

**5. Correspondence**

There was no correspondence.

**6. Committee of the Whole Report**

The following recommendation are for Council’s consideration from the Committee of the Whole meeting held on September 25, 2023:

**Recommendation #1**

On recommendation of Committee of the Whole Council approve the donation to the Northern AAA Subway Selects in the amount of \$150.00.

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

**7. Application for Development Agreement – 274 Foord Street – CAO S.**

Higdon stated that Council received a technical report in their package; Planner unable to attend tonight’s meeting. Coun. S. Lawand provided information from the Planning Advisory Committee re this development agreement application; to change a building from commercial to residential; the PAC recommendation is to deny application in order to keep the Foord Street area commercial on the ground floors. Mayor D. MacGillivray comments; need for housing; owner will remove the large windows. Discussion re

bylaw and future sustainability for commercial properties. Council decided to table this application until November's meeting and have the Planner attend.

**8. Sidewalk Machine Tender Recommendation** – CAO S. Higdon stated that the Town tendered for a sidewalk machine and attachments; bids were submitted by two dealers; Atlantic Coastal Equipment in the amount of \$182,083.00; and the second was from Saunders Equipment for \$189,720.00; the tender forms were checked and prices were verified; Town Engineer recommends awarding the tender to the low bidder for \$182,083.00 to Atlantic Coast Equipment. Coun. G. Pentz made motion to accept recommendation from Town Engineer, seconded by Coun. B. Knight. **Motion Carried.**

**9. Pictou County Transit Authority Financial Report, March 31, 2023** – Coun. B. Knight made motion to accept Pictou County Transit Authority Report, seconded by Coun. G. Pentz. **Motion Carried.**

**10. Resolution – Deputy Mayor November 1, 2023 – October 31, 2024**  
Mayor D. MacGillivray read Resolution Deputy Mayor and Signing Authority appointing Coun. Susan Campbell as Deputy Mayor from November 1, 2023 until October 31<sup>st</sup>, 2024, resolution attached. Coun. B. Knight made motion to approve resolution, seconded by Coun. S. Lawand. **Motion Carried.**

**11. Bylaw Amendment to Schedule A – Full Tax Exemption 1<sup>st</sup> Reading** – CAO S. Higdon stated that this is the 1<sup>st</sup> reading; request from Roots for Youth at 122 Stellar Street, to be completely tax exempt. Coun. S. Lawand made motion to add Roots for Youth to Schedule A for full tax exemption, seconded by Coun. G. Pentz. **Motion Carried.**

**12. Open Forum**

No one spoke at the Open Forum.

CAO S. Higdon informed Council that there will be a Public Hearing on October 23, 2023 to deal with some unsightly properties; and the Town's Christmas Tree Lighting will be November 24, 2023.

**13. Next Council Meeting:** Tuesday, November 14, 2023, at 5:30 p.m.

**14. ADJOURN**

Meeting adjourned on motion by Coun. G. Pentz.

STELLARTON TOWN COUNCIL  
OCTOBER 10, 2023

**MAYOR**

**CHIEF ADMINISTRATIVE OFFICER**

STELLARTON TOWN COUNCIL  
PUBLIC HEARING  
OCTOBER 23, 2023

A Public Hearing of the Stellarton Town Council was held on Monday, October 23, 2023, at 5:00 p.m. in the Council Chambers.

**Present**

Present were Mayor D. MacGillivray, Couns. B. Knight, S. Lawand, and S. Campbell. Also present CAO S. Higdon and Building Official Mannie Withrow

**Agenda**

The agenda was approved on motion by Coun. B. Knight, seconded by Coun. S. Lawand. **Motion Carried.**

**Demolition Order**

129 River Street – Mayor D. MacGillivray asked if any interested parties wanted to speak against or for the property. Mayor D. MacGillivray stated that the Town received complaint on August 29, 2023; the property was inspected and deemed to be vacant, dangerous and unsightly and in poor structural condition; therefore date was set for today for Council decision.

Trevor Feit, owner of 129 River Street, addressed Council:

- Bought property from the Town in a tax sale
- Challenge to get any contractors to do repairs
- Wants to get an assessment to decide whether to complete renovations or to demolish it

Building Official M. Withrow went through the sequence of events:

- Complaint received August 29, 2023
- Property inspected on September 5, 2023
- Property deemed to be vacant, dangerous and unsightly, and in poor structural condition
- Presented photos of the property
- Recommends a demolition within 30 days; or have a “Structural Engineer’s Report” within 30 days stating that it’s structurally sound and salvageable with a plan of action; take out a building permit and complete repairs to create an inhabitable building

Questions/Comments:

Coun. S. Lawand comments; understands the contractor issues; two options on the floor – demolition or an extension in order to provide a Structural Engineer Report and a plan of action; asked Mr. Feit if he could provide the Structural Engineer Report within 30 days and a plan of action submitted to the Building Official.

Discussion commenced. Coun. S. Lawand recommended 30 day extension to provide report and action plan. Coun. B. Knight recommends demolition. Coun. S. Campbell feels the property is unsafe. Mayor D. MacGillivray noted that the foundation is unsafe. Coun. B. Knight made motion to have 129 River Street demolished, seconded by Coun. S. Campbell.

On the Question:

STELLARTON TOWN COUNCIL  
PUBLIC HEARING  
OCTOBER 23, 2023

Coun. S. Campbell asked for the opinion of the owner. Mr. Feit realizes the cost of repairs; he also can demolish the house himself.

Motion denied.

Coun. S. Lawand made a motion to give owner 30 days to come up with action plan and structural engineer report, seconded by Coun. S. Campbell. **Motion Carried.** Coun. B. Knight voted nay.

Building Official M. Withrow stated that if the engineer report is not received within the 30 days, or if property owner does not demolish house, the Town will carry out the demolition.

134 MacKay Street – Mayor D. MacGillivray asked if any interested parties wished to speak on 134 MacKay Street; hearing none; he asked the administrator to present the evidence.

Building Official M. Withrow provided background information; house was boarded up last year; the house is structurally sound and can be renovated; permit was taken out to repair garage/accessory building, but work stopped. M. Withrow recommends taking the accessory building down and leave the house as is for now. Coun. S. Lawand made motion to demolish the accessory building, seconded by Coun. S. Campbell.

**Motion Carried.**

**Adjournment**

Public Hearing adjourned at 5:30 p.m. on motion by Coun. S. Campbell.

**MAYOR**

**CHIEF ADMINISTRATIVE OFFICER**



## STELLARTON POLICE SERVICE

Report -October, 2023

### Calls for Service

Total: 196

Calls	Type	Charges
7	Animal Calls	
6	Assaults	5
10	Assists to Can. Police Agency	
8	Assists to the General Public	
2	Being Unlawfully in a dwelling	
1	Breach of peace	
3	B&E	
2	Checkstop	warnings and awareness
3	Causing a disturbance	
5	Crime Prevention	
1	Dog Act	
3	Fail to comply with conditions	3
10	False Alarm	
4	Family Relations Act	
1	Impaired operation	1
4	Fraud	
2	Harassing Communications	
3	Information Files	

7	L.C.A	4
7	Mental Health Act	
8	Lost & Found	
3	Mischief	2
18	Motor Vehicle Act Violations	10 (15 Warnings)
10	Municipal Bylaw	2
14	Thefts	2
5	Theft of Vehicle	
1	Theft of mail	
4	Parking Complaint	
1	no pursuit flight	
2	Possession of stolen property	
1	Public Mischief	
2	S.T.E.P	(seatbelt & MVI)
2	Property check	
23	Suspicious Persons/Veh/Property	
7	Traffic Collisions	
1	Unwanted person	
8	Well-Being Checks	
4	Threats	1
1	Voyeurism	1

## **Other Activities**

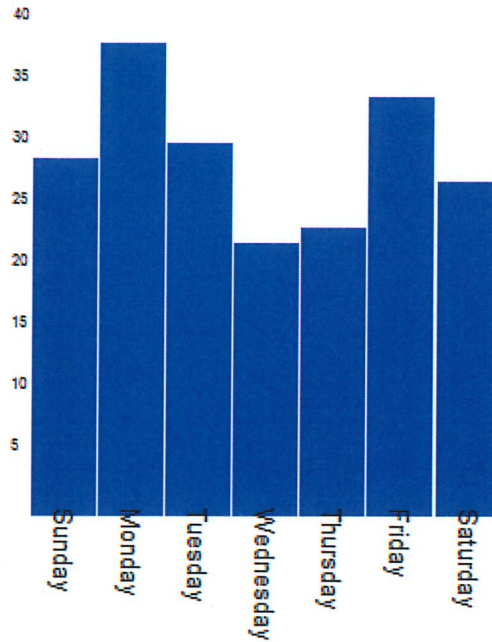
Foot/Bike Patrol	11	hours
Traffic Enforcement	15	hours
Community Relations	7	hours

## **Noteable Events**

- Cst Vandergrift held a Senior cyber safety talk in MacPhersons mills
- Chief Hobeck attended the take back the night march
- Chief Hobeck and Cst Williams attended the Special Olympics Banquet
- Chief Hobeck participated in the Special Olympics truck convoy
- 106 rutherford demolished
- Officers participated in Trunk-or-Treat at the park

**Breakdown by day of the week:**

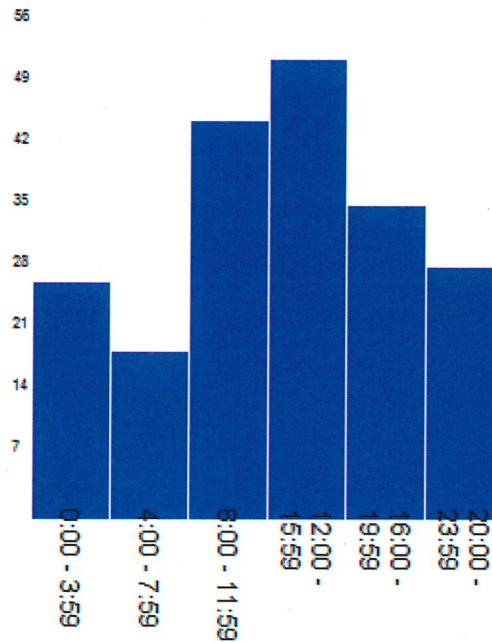
<i>Weekday</i>	<i>Number of occurrences</i>	<i>Percentage of total</i>
Sunday	28	14.3%
Monday	37	18.9%
Tuesday	29	14.8%
Wednesday	21	10.7%
Thursday	22	11.2%
Friday	33	16.8%
Saturday	26	13.3%
Unknown	0	0.0%
<b>Total</b>	<b>196</b>	<b>100%</b>



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	25	12.8%
4:00 - 7:59	17	8.7%
8:00 - 11:59	43	21.9%
12:00 - 15:59	50	25.5%
16:00 - 19:59	34	17.3%
20:00 - 23:59	27	13.8%
Unknown	0	0.0%
<b>Total</b>	<b>196</b>	<b>100%</b>



Number of occurrences per time of day

*Handwritten signature in blue ink.*

Stellarton Fire Department  
Monthly Report – October 2023

Overall, the month of October was quiet in terms of calls. However, we were very busy with other events. We hosted a wedding reception for a former member, we also had members participate in “Truck or Treat” organized by the NSCC held in Allen Park participated in the Fire Prevention Parade, visited several schools to oversee fire drills as part of Fire Prevention Week and hosted CB&NS to discuss the transportation of various hazardous materials through the rail yard in Stellarton. Also, we responded to our first call with the new apparatus(truck)!

CALLS:

We responded to 6 calls. 1 call was for a vehicle fire, 2 were alarms, 1 was Mutual Aid for New Glasgow, 1 was a lift assist and 1 was a medical call.

PRACTICES:

Practices have been taking place every Thursday. On average 18 members attended practice.

CLEAN-UP/GEAR CHECK:

Assigned crews are completing the equipment checks/clean-ups each week.

Respectfully submitted by Mark Fortune(secretary SFD)

## **November Council Report**

### **Marketing & Communications**

#### ***Heritage***

The Heritage Committee had been scheduled to meet in October to discuss the details of the Heritage Room and hopefully determine a timeline for opening the space with the addition of the new furniture. This was a meeting delayed from September due to illness, and once again had to be deferred to November. Further information will be shared regarding the Heritage Room as it is confirmed.

We have been receiving calls from residents who are wishing to see the space and to bring guests to see the Heritage Room, but unfortunately have not been able to host them at this time with the addition of the furniture.

#### ***Memorial Banners***

The memorial banners for the park and field signs were ordered and have been installed at their rightful places. Banners are now located at the Sample Ball Field Complex (former home of the Asphalt Oldtimers Checkers), the Evansville Old Timers Field (In memory of Bernie "Boo" Hoare Jr.), and the Horseshoe Pits (In memory of Lawson "Bugs" Terris).

Q97.9 picked up a photo of the new sign at the Evansville Field and shared it on their Facebook page. The response was extremely positive with 147 reactions, 19 comments, and 26 additional shares.

#### ***Halloween Safety***

I worked with Chief Mark Hobeck and Constable Makayla Morrell to put together several Halloween Safety graphics and a Halloween Safety video that were shared to the Police and Town's Facebook pages. These were to provide helpful tips to residents for trick-or-treaters, motorists, and homeowners on how they can better protect themselves on Halloween night.

#### ***Trunk or Treat with NSCC Students' Association***

The NSCC Students' Association approached me on October 23 regarding the Trunk or Treat night that they had been planning to host on October 26. They had been attempting to organize this with another local group, but the other group had fallen off last minute, so NSCC was scrambling to put this event together. We were able to step in and provide assistance to host this event in Allan Park last minute.

The intention was to have vehicles lined up for trick-or-treaters and to play a Halloween movie in the park at the same time. There had been an issue with the projector not working properly so instead of the movie, NSCC played Halloween music instead, and while it's disappointing to have not had the movie, it didn't appear that many had planned on staying too long anyways. I believe there was a Halloween dance at GR Saunders that evening, so understand that many kids went to the park before heading to the dance.

Members of the Fire Department, Police Service, and Councillor Susan Campbell, all attended the event to hand out candy to trick-or-treaters. There were approximately 250 attendees.

### ***Atlantic Canada Career Week***

Atlantic Canada Career Week was October 30 to November 3. As part of this week, schools participate in *Take Our Kids to Work Day*. This was hosted on November 1, and I was fortunate to have had Juliana MacDougall, a grade nine student from North Nova Education Centre, join me for the day to job shadow.

Juliana and I visited the Water Treatment Plant, received a tour and an explanation of how our water is treated, and were able to witness the cleaning and changing of a water membrane. We visited the Public Works Barn and got to see the preparation of the Town's holiday décor, and the repair of a salt truck. We also visited the Police Department where Cst. Garnet MacPherson showed us how fingerprinting and breathalyzer tests worked, and took us for a ride-along throughout the town.

The key task that Juliana helped me with throughout the day at each location was recording videos and taking photos to prepare for Municipal Awareness Week. In addition to learning about the different departments, we took a wide range of clips that showcase how Stellarton runs.

### ***Municipal Awareness Week***

Municipal Awareness Week is taking place from November 6-12. Municipal Awareness Week is dedicated to increasing public awareness and understanding about the roles and responsibilities of local government. It also recognizes the important role citizens play in shaping their community through participation in local governance.

To celebrate this week, I put together videos of various aspects of Stellarton to highlight how the town works. These videos highlight: Public Works and Solid Waste, how to stay connected, the Administration Office, sport and recreation facilities, the Water Treatment Plant, our emergency services, and Council.

We are also going to be sharing municipal trivia with Stellarton *swag bag* giveaways.

### ***Media Shares***

Each month, there are often media shares from outside sources that are important to note for our residents. This month we shared about the *YourHealthNS App*. This is a free downloadable app that the Nova Scotia Government has launched. It is designed to help all Nova Scotians have easier access to the nearest health services, options to chat with care navigators, the ability to book tests and appointments, and more. You can access the full web platform with links for the app download here: [www.YourHealthNS.ca](http://www.YourHealthNS.ca)

Respectfully submitted,

Paige Draper  
Marketing & Communications Coordinator

# **Town of Stellarton**

## **Town Engineers Report**

### **October 2023 Water Utility Report**

#### **Water Quality Testing**

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

#### **Water Distribution**

2. Two water breaks occurred in October. One on Claremont Avenue and the other on Mackenzie Lane.
3. Annual hydrant flushing occurred in October as well as winter maintenance.
4. Various small repairs have been completed on water infrastructure.

#### **WTP**

5. Average treated water Production for October 2023 compared to October 2022 was ~ 5% Higher.
6. On October 11th the Town Hall Chlorine & Turbidity came online through SCADA, this will help when troubleshooting the Low Pressure Zone.
7. A weather station was installed at the WTP to monitor rainfall amounts, temperature and wind.
8. The Town Engineer and the Water Systems Supervisor have been busy preparing reports to Nova Scotia Environment and the Department of Fisheries and Oceans. To date a new Low Flow Contingency Plan and a Water Conservation plan were submitted as conditions to the Water Withdrawal permit. There are several studies and reports that are to be provided in the next year. For example the Town must engage a qualified biologist to provide an assessment of whether the existing fish ladder and spillway channel in the East River will provide effective upstream and downstream passage for all fish species.


Thanks,

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

# Town Engineers Report October 2023 Engineering & Public Works Report

## Engineering/ Capital Projects

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

	<b>Town of Stellarton Capital Projects Update Sheet</b>	
<b>GENERAL CAPITAL</b>	<b>Project Description</b>	<b>Status</b>
<b>Equipment</b>	John Deere Zero Turn Mower	received
	Public Works Trucks (2)	received
	Sidewalk Plow	ordered
	Generator Town Barn	received - requires commissioning
<b>Infrastructure</b>	Sewer main St. Vincent St.	90% - asphalt patching in 2 weeks
	Culvert Headwall South Foord Claremont	postponed to 2024 due to weather water/sewer 95% complete to Belmont

2. The sanitary works on Claremont is complete to Belmont. The water main has been installed and tested. Once water bacterial tests come back services will be hooked up. The contractor will than proceed with surface restoration.
3. All-Tech Environmental Services were conducted to do air quality testing within the Town Hall. The company tested for air comfort parameters such as carbon monoxide, carbon dioxide, relative humidity, volatile organic compounds, dust and mould. Results indicated that all parameters were within acceptable limits.
4. Staff have started asphalt street ratings and will be ongoing throughout the fall until complete.

## **Streets/Properties**

5. A ditch was installed in Kensington Park to collect water runoff from entering backyards on Weir Avenue. The water is collected and conveyed through a storm system on Kensington.
6. Several rate payers required replacing their sanitary and/or weeping piping throughout Town. Public Works gets involved when the connection is made.
7. Public Works did ditching along WTP driveway or road to divert and collect water. Water coming of the steep hill is causing the road to deteriorate. Paving will be required in the future to provide safe traction on the hill for delivery and salt trucks.
8. Staff did some minor sidewalk repairs throughout Town.
9. Staff met with the contractor at the reservoir to review conditions in terms of scarifying the area between the reservoir and backyards of Cedar Drive. As expected, the conditions are too wet to do any shaping of material. The area was to be completed in September but weather never allowed the area to dry and with close to 250 mm of rain in October it is too wet.

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