

**NOTICE OF TOWN OF PICTOU
COMMITTEE OF COUNCIL MEETING
VIA ZOOM (online meeting)
MONDAY, APRIL 6, 2020
6:30 PM**

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. ZOOM 101 ETIQUETTE**
- 4. DEPARTMENTAL REPORTS**
 - a. Questions
 - b. CAO Update
 - i. Pictou Pool
 - ii. CN Station
 - iii. Waterfront
- 5. APPOINTMENT COMMITTEES**
 - a. Questions
- 6. BUSINESS ARISING FROM MINUTES**
- 7. RECOMMENDATIONS/REPORTS FROM PRIVATE SESSION**
- 8. NEW BUSINESS**
 - a. REMO 101 and Coordination Role
 - b. REMO Budget
 - c. Tax Sale
 - d. Tax Bills
 - e. Water Bills
 - f. Breakwater and Marina
 - g. Other
- 9. CORRESPONDENCE**
- 10. PUBLIC COMMENTS/QUESTIONS**
- 11. ADJOURNMENT**

Dan Troke
CAO

OVERVIEW OF TOWN OF PICTOU MEETINGS
(a general description of Council and Committee meetings)

COMMITTEE OF COUNCIL

- Council meets in committee to raise, discuss and debate matters of interest to the Town.
- Members of Council request review and debate staff reports during committee meetings.
- Committee meetings are often viewed as “working sessions”.
- Committee members make motions of recommendation to Council (committee does not approve Town business).
- Agendas can be changed during a Committee Meeting.

REGULAR COUNCIL

- Convened to address standing agenda items such as the approval of minutes.
- Council entertains recommendations made by Council Committees.
- Agendas can be changed during a regular Council meeting.

SPECIAL COUNCIL

- Convened for Council to address specific items of business.
- The publicized agenda for a Special Council meeting cannot be changed.

PUBLIC HEARINGS

- Convened for members of Council to hear reports and opinions of the general public, related parties and staff on specifically identified agenda items.
- Public hearing agendas cannot be changed.
- Council does not debate matters before them during a public hearing.

CLOSED/PRIVIAATE SESSIONS OF ALL MEETINGS

- Council or Committee members are only permitted to retire to private session to consider: acquisition, sale, lease and security of municipal property; setting minimum price at a tax sale; personnel matters; labour relations; contract negotiations; litigation or potential litigation; legal advice eligible for solicitor – client privilege, or public security.
- Council or Committee is to make a public record noting the reason for a private session, and excluding a procedural matter, Council or Committee is not permitted to make a decision in closed/private session.

PICTOU FIRE CHIEF REPORT

Council Report

Monday, Apr 06th, 2020

Fire Report – March 2020

Calls for the period

- Training – 2
- Medical Calls – 2
- Structure Fire – 1

Training

- Equipment Inventory
- MFR Training

Fire Fighting Equipment & Apparatus

- Weekly Personal Protective Equipment (PPE)
 - Regulars cleaning
 - Clean Heros returned to decontaminate all gear after the Depot St Fire
- Weekly SCBA cleaning and maintenance
 - Advanced cleaning on all the SCBA worn at the fire on Depot St
- Equipment upkeep
 - Hand Tools – General Maintenance
 - Power Tools – General Maintenance on equipment, Hydraulic Extraction tools need replacing
- Basic upkeep and maintenance on all apparatus
 - Truck 11 (2000 American LaFrance) – Monitor Gun malfunctioned, looking for cause.
 - Engine 11 (2007 Sterling) – All OK
 - Rescue 11 – Had to replace Alternator
- Equipment inventory checks – All OK

Building Maintenance

- General building cleaning
- Back of building – outstanding

Training

- Postponed

Events

- Annual Banquet Cancelled
- Lobster Dinner Postponed

Fire Chief

Paul J. Janes
Paul J. Janes



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Pictou County District RCMP
PO Box 100
Pictou, NS
B0K 1H0

Your File Votre référence

His Worship Mayor Jim Ryan and Councillors
Town of Pictou
PO Box 640
Pictou, NS
B0K 1H0

Our File Notre référence
A-302

2020-03-27

Dear Mr. Mayor and Councillors:

Re: Police Report March - Pictou Town

The Pictou County District RCMP, Pictou Town, generated Eighty Nine (89) files for the period of February 21, 2020 to March 26, 2020. There were One Hundred Fifty (150) files generated for the same period last year.

Sgt. Jonathan Kenny
Pictou County District RCMP

Pictou RCMP Monthly Report

February 21, 2020 – March 26, 2020

Type of Occurrence	# 2019	# 2020	Remarks
911 Act	13	2	
Animal Calls	1	2	
Assault	3	5	
Assistance to General Public	6	2	
Assistance to Other Agencies	1	1	
Break & Enter	1	-	
Checkpoints	4	1	
Child Welfare/Family Relations	1	1	
Controlled Drugs and Substances Act		1	
Crime Prevention	7	2	
Disturbing the Peace	3	4	
Fail to Comply	2	3	
False Alarms	7	3	
Fraud	2	6	
Harrassment	6		
Impaired	2	3	
Liquor Act	3		
Lost and Found	1	3	
Mental Health Act	4	5	
Mischief	8	2	
Moving Traffic	15	11	
Municipal By-Laws	6		
Non-Moving Traffic	21	4	
Offender Management Checks Conducted (Not new files)	1	2	
Other Criminal Code	2	1	
Parking Offences	9		
Suspicious Person	5	2	
Theft	5	2	
Theft from motor vehicle			
Traffic Collisions	2	5	
Uttering Threats	1	4	
Other Files	8	12	
Total	150	89	

Administrative Report April 2020



Properties and Operations

- Association of Municipal Administrators of NS (AMANS) – Ongoing talks related to discussions with the Province on tax and utility deferrals, municipal elections, public meetings, long-term viability, reporting deadlines, audits
- Town insurance renewal completed
- Wrapping up financial details related to Town Administrative building water damage
- Coronavirus Response and Preparedness – continuing to update business continuity procedures, including payroll, approval of invoices, communication pieces for the public, set up Zoom account and walked all councillors through a demo, ensuring computers were ready for work-from-home

Human Resources & OHS

- Workplace Wellness Regional Group
 - The group decided it was more important than ever to have a Healthy Choice Challenge for employees
 - A new 4-week challenge will begin April 6th that focuses on Healthy Eating, Physical Activity, Mental Health and Holistic Health/ Wellness
- Assisted Superintendent with telephone interviews for Public Works position
- Collective Agreement has been executed

Active Pictou County (APC)

- Daily Dose of Nature – daily social media posts with a new nature experience to have right in your own backyard
- Assisted Hike NS with messages for trails usage throughout the Province

Superintendent of Public Works April 2020

Water and Wastewater:

- 2019 Annual Reports have been submitted
- Completing items per Nova Scotia Environment Compliance Reporting – Provincial wide review of all water systems – some delays due to pandemic
- Infrastructure records have been updated and sent to the GIS technician with the County for digitization
- Strait Engineering will be completing infrastructure design in the coming months for three main streets for projects over the next 3 years.
- Waiting for spring to complete an update on dry hydrants
- Low water levels after the bottle depot fire 45 ft was used. By council meeting, we should be back to normal levels. Gaining 4 feet per day.

Paving, Sidewalk and Watermain:

- A shortlist of proposed activities for 2020 will be sent to council shortly

Public Works:

- As plowing slows down (hopefully), turning focus to cold patching
- CN Roof has been complete
- Began to correct deficiencies at the Marina around decking and gravel.
- Met with Steel Pro to review the breakwater.
- Purchase items included in the Capital budget – Provincial Standing offer and through RFP
- Tenders are out for Backhoe, Sidewalk Plow; e-submissions
- Standing Offers out for carpentry and road patching; e-submissions
- Asking for public's cooperation when performing snow removal – do not drive around barricades when they indicate "Road Closed". Dangerous for everyone.
- More information about Town's Snow and Ice Removal policy can be found on the Town's website.
- Residents are reminded that if water is getting into their basement, a plumber should be called first to identify the source of the issue before contacting the Town.
- An external posting for full-time operator has closed and applications are being reviewed. Over 70 applicants.

General:

- Will see additional work on Haliburton Road near last month's manhole replacement for catch basin work
- Town Office repairs have been complete.
- Based on 2019-20 budget, Public Works is prioritizing the last number of maintenance items for the year. Some lighting and sewer upgrades will happen in the 2020-21 fiscal year.



Birthplace of New Scotland

Pictou Recreation & Parks

MONTHLY REPORT

March 2020

NOTE: PUBLIC SPACE CLOSURES AND PROGRAM CANCELLATIONS BELOW ARE DUE TO IMPACT OF COVID-19

Facilities and Parks: Improve quality of facilities.

Pool

- Pool closed to the public on Monday, March 16, 2020. Public notices were posted; onsite and online; staff were laid off work.
- Conducted an analysis of the impact of the closure on revenues and costs for the month of April (completed); will determine impact of ongoing closure; monthly impact various due to seasonality of pool usage.
- Currently maintaining ongoing chemical checks of water quality; have lowered deck and water temperatures to reduce energy costs.
- Accessible Changeroom Update – Work had begun the week of March 9th and has continued.
- Removal of family change area stalls in the reception area; reuse of space. New changeroom will be completed by the time the facility reopens to the public.

Fields, Parks, Playgrounds, Trail

- Playgrounds closed to public on Sunday, March 22nd. Signage has been installed at all playgrounds.
- Jitney Trail – remains open; provincial directive is related to provincial owned parks and trails. Trail users cannot drive and park to access trail any trail. If you can walk to a trail in your neighborhood use is allowed maintaining social distancing. Several municipalities have closed trails; it is dependent upon the municipalities decision.

Marina

- Market Wharf currently closed to the public.
- Opening of the marina will dependent upon provincial directives on COVID-19. Annually the marina opened on the Victoria Day Weekend, May 18, 2020.

Participation for All: Increase participation, accessibility, financial and mobility barriers.

- Cancellation of programs: multisport, tai chi, chair yoga, photography, basketball, walk and roll, floor hockey, badminton, coach training clinic, 50+ walking program, and all aquatic programs.
- Several programs required refunding.
- Co-presented to Dalhousie students in the recreation program; presentation on accessibility and success stories in municipalities, March 12th.
- Developing regular online wellness information posters on specific topics: Keeping Active at Home, Mental Health, Working from Home Tips, Daily Movement Ideas for Families, etc. Example attached.

Community and Volunteer Development: Facilitate effectiveness of volunteer groups

- The Town of Pictou's Volunteer of the Year is Jacqueline Lavoie; developing a plan on volunteer recognition this year as all public related events have been cancelled.
- Continued work with the Skate Park Society on the skate park project;

Marketing & Communications: Look for opportunities to profile the Town externally; review internal communications for consistent messaging.

- Constant updating of Town website and social media postings on COVID-19 information as it is released including REMO updates (greater portion of work time spent on this now)
- Statistics for the past month are:
Facebook – Likes 2,310 (2,279 February) Posts Reach 13,306 (18,309 February)
Website – Users 2,861 (3,145 February); New Users 2,546 (2,850 February)
Instagram - page for Pictou Recreation and Parks; 140 followers (95 February)
- Cruise – All activities related to the cruise industry have been cancelled; we had annually attended the Canada New England Cruise Symposium (April) and have 4 ship visits scheduled (1 May; 3 in the Fall). Awaiting status of Fall visits.

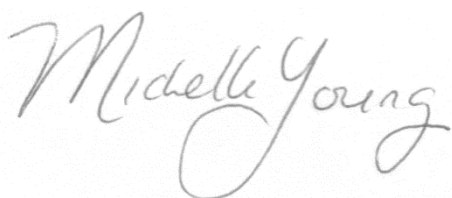
Community Pride: Maintain current levels of service for community events, improve beautification of town parks and green spaces.

- Preliminary planning of flowers and beautification for 2020.
- Events cancelled: Pictou Volunteer Reception, Go Clean Get Green (community pick up), Saltscapes Expo (exhibit), and Cruise Ship Visit in May.

Organizational Development: Work with partners to improve efficiency of town run programs and services, improve understanding of staff, committee and Council roles and responsibilities.

- On vacation: March 16-20, 2020 (planned)
- Attended monthly meeting for: Pictou County Recreation Coordinators, Go Clean Get Green County Planning Committee
- Zoom Virtual Meetings for: Regional Workplace Wellness Working Group, Pictou County Recreation Coordinators Group (monthly meeting), Hike Nova Scotia, Highland Connect Task Group, Accessibility – Equipment Loan Program, Recreation Nova Scotia Town Hall (impact of COVID-19 on service delivery for municipalities) and Town Staff Checkins.
- Grant reporting ongoing; final reports submitted to the province on three projects.
- Accepting job applications for summer employment; deadline is April 5th. Will depend on provincial/local directive on COVID-19; will affect start dates of some positions.

Respectfully Submitted:



**Michelle Young
Recreation Coordinator
Town of Pictou**



WORK - LIFE Activities & Ideas

Keeping Active from Home

Keep Moving or Try Something New.....

Daily movement is important, here are some fun ideas for individuals, with your children or partner

Pictou County YMCA Daily Workouts on Facebook - find them on Facebook

Ythrive Home Virtual Workouts - exercise videos for all ages
<https://www.youtube.com/channel/UCnMjjYuiaJZT7JilnXPo7jQ>

YMCA Group MOSSA Power Classes <http://www.mossamove.net/orders/mossa-home-workouts-complete/45907/user/?tid=ymcapictoucounty>

Cosmic Kids Yoga - 15-18 minute sessions based on stories
<https://www.youtube.com/user/CosmicKidsYoga>

1 Mile Happy Walk at Home Workout https://www.youtube.com/watch?v=7BstVCyrK_k

Joe Wicks Free Daily Workouts for Kids - <https://bit.ly/3bzBgYJ>

In Your Own Backyard.....

- * Build a snowman....dress them up in your favorite character
- * Go on a nature scavenger hunt
- * Create nature art (gift cards, mobile, use your imagination)
- * Start an indoor garden
- * Make a bird feeder
- * Go for a daily walk around your block
- * Exercise with your pet
- * Light up your house with Christmas lights, brighten your neighborhood
- * Create a bear hunt activity - go online and find out how
- * Become a caulk art artist, your driveway is your canvas
- * Find a favorite family recipe and cook together
- * Have a spontaneous kitchen dance party



#STAYATHOME Protect your community



Follow Us on Facebook and Instagram for more ideas on wellness, mindfulness, working from home tips and more. Watch for more ideas to come.....

www.townofpictou.ca

Council Meeting Finance Update April 6, 2020

Operations - Town

This variance report shows forecasted revenues and expenses. This is based on 11 months of actual results (April – February) and 1 months of forecasted based on prior year trends and current budget. We lag a month behind to allow for invoices to be received and processed from the preceding month.

Revenue

Commercial Taxes (\$122,000 Deficit)

- **YTD** - Revenues from commercial taxes are lower than budget due internal owned properties included in the assessment roll in error
- **Forecast** – This is anticipated to carry throughout with the no expectation of change as the final levy has been issued for the fiscal

Grants in Lieu of Taxes (\$7,200 Surplus)

- **YTD** - Revenues from GIL taxes are higher than budget as hydrant rental and sewer fees were not projected in budget.
- **Forecast** – This is anticipated to carry throughout the fiscal with no change.

Sales of Service (\$25,000 Surplus)

- **YTD** – Revenues from recreation are up YTD compared to budget, this is due to a higher number overall in recreation events and grants obtained.
- **Forecast** – This number will see a large growth in March due to grants received in regards to the skate park development and accessibility initiatives taking place at the pool. The increased revenues are offset by expenses directly related to each initiative which I will discuss later.

Revenue from own Source (\$30,000 Surplus)

- **YTD** – Revenues from interest on account balances is higher than was original budgeted. Invoicing for land leases took place for back payment relating to a new contract signed with Rogers dating to 2017.
- **Forecast** – This number will continue to grow as we continue to have higher balances on our accounts.

Other Transfers (\$20,500 Surplus)

- **YTD** – Grant received from the province for Town signage that was not anticipated when the budget was created.
- **Forecast** – This amount is not expected to increase as the grant for signage was a one-time payment.

Expenses

General Government Services (\$16,500 Surplus)

- **YTD** - Under budget due to vacancy within positions throughout the year thus far (\$9,500). This variance is increased by a change in the cell phone contracts (\$2,000). This amount is increased in the current month due to the corporate initiatives line item not being spent before fiscal year end (\$12,500). This is offset by a higher than expected amount in professional services relating to our accounting software.
- **Forecast** - This variance is expected to grow with continued vacancies within positions and the compounding benefit of having a lower cell phone contract than budgeted.

Transport Services (\$55,000 Surplus)

- **YTD** – Favorable variance due to the vacancy of one position in public works that was budgeted for that has not yet been filled. This variance is increased by a savings in the snow removal cost due to measures taking by senior management to closely monitor and reduce expenses were possible.
- **Forecast** – This position is not anticipated to be filled and will continue to increase the variance as the fiscal year moves on. Snow removal costs are expected to come in under budget.

Environmental Health Services (\$-)

- **YTD** – Current expenses are inline with budget.
- **Forecast** – Expenses will be higher than budget due to major repairs that took place in the month of March and involved subcontractor expenses as well as parts.

Environmental Development Services (\$22,000 Deficit)

- **YTD** – Over budget due to the overspending on labour relating to the maintenance of the plants along Water St. Employees have been putting in overtime hours in order to accomplish this with out using an outside contractor this year. This is increased by the damages sustained to Market Wharf during the Hurricane Dorian. These amounts have been expensed, but we have reached out to the provincial government to see if we can be reimbursed through the relief fund.
- **Forecast** – Expenses relating to this have finished for the year. No additional expenses are expected to arise from plant watering or hurricane damage.

Recreation, Cultural Services and Education (\$30,000 Surplus)

- **YTD** – Under budget due to use of supplies that were on hand from previous year at the pool, salaries for summer leaders and pool staff being lower than budget and cost associated with park power and supplies reduced in the current year.
- **Forecast** – This number is expected to decrease over the remainder of the year as unbudgeted projects being funded by grants received are completed. Although this removes a positive variance from the expense line, we see an increase in our revenue number in the amount of the expenses, having a net effect.

Capital Spending from Revenue (\$46,000 Deficit)

- **YTD** – Unfavourable variance as paving has exceeded the budgeted amount out of revenue but is offset by transfer funds out of gas tax. Additional expenses relating to the CN Roof, 40 Water St. painting and capital repairs at the WWTP have increased the variance.
- **Forecast** - Capital spending is forecasted to be higher than budgeted due to some of the capital projects having a higher than budgeted costs. The variance is expected to increase based on cost we know we have incurred to date and have since been completed.

In general (YTD), the Town is trending towards a small surplus due to the cost saving measures that have been put into place in order to offset the lower revenue than budget caused by the error in commercial tax roll. With potential areas of additional savings as the year continues forward, we could see the surplus increasing as we approach year end and will continue to work closely with senior management to find cost savings.



Jonathan Daye
Town Accountant

TOWN OF PICTOU

Non-Consolidated Schedule of Operating Fund
(Unaudited - Preliminary - Draft only)

29-Feb	12 Mos. 19-20 Forecast	12 Mos. 19-20 Budget	12 Mos. 19-20 Variance
Revenues			
Taxes	\$ 4,225,351	\$ 4,347,352	\$ (122,000)
Grants in lieu of taxes	375,830	368,630	7,200
Sales of services	364,785	284,785	80,000
Revenue from own sources	433,333	400,333	33,000
Unconditional transfers from other governments	545,669	545,669	-
Other transfers	20,500	-	20,500
	5,965,468	5,946,769	18,700
Expenses			
General government services	801,492	819,492	18,000
Protective services	1,539,092	1,539,092	-
Transportation services	863,956	928,956	65,000
Environmental health services	656,701	641,701	(15,000)
Public health and welfare services	141,422	141,422	-
Environmental development services	125,414	99,414	(26,000)
Recreation, cultural services and education	673,252	673,252	-
Education	493,281	493,281	-
	5,294,610	5,336,610	42,000
Excess of revenues over expenses before the following	670,858	610,159	60,700
Financing and Transfers			
Debenture and term loan principal installments	(248,455)	(248,455)	-
Transfer to own funds	(416,704)	(361,704)	55,000
Net financing and transfers	(665,159)	(610,159)	(55,000)
Annual Surplus (Deficit)	5,700	(0)	5,700

TOWN OF PICTOU

Non-Consolidated Schedule of Operating Fund
(Unaudited - Preliminary - Draft only)

29-Feb	11 Mos. 19-20 Actual	11 Mos. 19-20 Budget	11 Mos. 19-20 Variance
Revenues			
Taxes	\$ 4,187,126	\$ 4,309,127	\$ (122,000)
Grants in lieu of taxes	333,021	325,821	7,200
Sales of services	277,769	252,769	25,000
Revenue from own sources	354,595	324,595	30,000
Unconditional transfers from other governments	409,288	409,288	-
Other transfers	20,500	-	20,500
	5,582,299	5,621,600	(39,300)
Expenses			
General government services	800,100	816,600	16,500
Protective services	1,009,065	1,009,065	-
Transportation services	860,127	915,127	55,000
Environmental health services	565,159	565,159	-
Public health and welfare services	127,001	127,001	-
Environmental development services	117,326	95,326	(22,000)
Recreation, cultural services and education	519,877	549,877	30,000
Education	452,172	452,172	-
	4,450,827	4,530,327	79,500
Excess of revenues over expenses before the following	1,131,472	1,091,273	40,200
Financing and Transfers			
Debenture and term loan principal installments	(194,333)	(194,333)	-
Transfer to own funds	(1,904,269)	(1,858,269)	46,000
Net financing and transfers	(2,098,602)	(2,052,602)	46,000
Annual Surplus (Deficit)	(967,130)	(961,329)	(5,800)

Appointed Committees: Malcolm Houser March 2nd, 2020

Hector Quay Society:

- Board meeting scheduled for April 1st
- The planned lift has been tentatively scheduled for the week of May 11th due to spring road restrictions
- The Society continues to work on sourcing donors/sponsors to assist with the project but has taken a mortgage on the property in order to ensure funds are available to lift the ship.

Riverview Home Corporation:

- Regular Board meeting was held by conference call March 26th
- Covid-19 update:
 - Pandemic planning procedures have been updated and ongoing
 - Facility is closed to visitors and the general public
 - Business department working from home
 - Business continuity Plan, Communication Plan and Communication Accountability Plan developed
 - Closed dining room, meals delivered to units
 - Restricting movement throughout the building
 - Staff to do self-assessment
 - Social Enterprises put on hold
- No vacancies at any of the facilities.
- The lead table (Sunset Community) has reached a tentative agreement with CUPE so our own negotiations should be completed shortly
- Finances continue in solid shape after the first 11 months, our net income is still ahead of budget after February contained 3 payrolls. We anticipate we will end the year on budget.
- The Service Agreements with the Province for the 2 group homes have been finalized. Work and inspections have been completed on the Truro home; placements have been delayed due to Covid-19. The Stellarton home has not had its final inspection from DCS (due to their travel restrictions). Both homes may be used for alternate purposes during this outbreak. The Truro home may be used to move non-Covid related people from the hospital and the Stellarton home may be used as an isolation unit.
- The opening of the social enterprise project River Run Café has been postponed indefinitely.
- Next regular meeting April 23rd.

Pictou Business and Marketing Society

- This meeting has been postponed

DeCoste Centre:

- Executive Committee has a conference call scheduled this week to determine next steps. We last met March 13th and made the decision to close for at least 30 days; obviously this will be extended.

Heritage Committee:

- No meeting

Committee Reports for March

Dan Currie

Pictou Antigonish Library

- Regular meeting Held March 12. The PARL pandemic plan was presented on action to be taken in event of serious outbreak of Covid.
- Decision made at that time to prioritize our staff to keep branches open if possible. Since that time all branches have been ordered to close. This will last until at least May 1st.
- The board had decided to pay staff up to 2 weeks pay if the branches closed. At the time we were expecting a short closure). Staff are now on layoff.
- PARL remained on budget.

Hector Arena

- Arena closed 2 weeks early due to Covid. Ice has been removed.

McCulloch Genealogy Centre

- Meeting was held March 10. Plans for Tartan Day were postponed due to uncertainty of Covid situation.
- Site has since been closed and staff layed off.

Cruise Committee

- No meeting
- Uncertainty of when cruise ships will be allowed to sail this season.
- No larger ships will be allowed into Nova Scotia before July.

Regional Enterprise Network (REN) Committee

- REN will be holding a virtual meeting on April 2.
- Topic will be how to maintain our commercial and industrial industries through this Covid crisis.