

**Notice of Town of Pictou
Committee of Council Meeting
Council Chambers – CN Station
71 Front Street, Pictou
Monday, February 3, 2025**

The public can access the public portion of the meeting via the Town of Pictou Facebook Page beginning at 6:30 pm or attend in person.

Agenda

1. Private Session – Setting Minimum Prices at Tax Sale (5:30 pm)
2. Public Session – Call to Order (6:30 pm)
3. Changes/Approval of Agenda
4. Proclamations & Acknowledgements
5. Presentations
6. Departmental Reports
 - a. Fire Department
 - b. RCMP
 - c. Community Development
 - d. Public Works
 - e. Parks & Recreation
 - f. Variance
7. Appointment Committees
8. Reports/Recommendations from Private Session
9. Recommendations
 - a. Capital Budget 2025-26
10. Discussions
 - a. Site Plan Approval – 215 Cedar Street
 - b. James Street (between High and Church Streets)
11. Correspondence
12. Public Comments/Questions
13. Private Session – Contracts Matters
14. Reports/Recommendations from Private Session
15. Adjournment

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/Private 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

Fire Chief Wayne Robinson

Council Report Monday February 3rd, 2025

Fire Report For – January 2025

Calls for the Period

- At the time of this report, the department has responded to 2 emergency calls, including 1 commercial fire alarm activation and 1 vehicle fire, involving a ferry at the shipyard

Training

- The department continues its training schedule, meeting every Monday. This month we focused on search and rescue operations as well as ice rescue training being completed on the weekends of January 25-26, and February 1-2.
- The level one firefighter course recently completed the hazmat awareness training; next step will be hazmat operations.

Fire Fighting Equipment & Apparatus

- SCBA maintenance: Weekly checks continue, and all units are operating well. No change.
- Crews are keeping the equipment and gear clean and making sure it is ready to use.
- We did have a breakdown of our breathing air compressor, fortunately it ended up being a loose wire and an easy fix. The system is however aging, and we need to look at replacing it. I have requested quotes.
- The new SCBAs are now in service.

Department News

- I would like to address comments made during the last meeting regarding the fire department's involvement with the water break on Haliburton Rd. Despite comments made during that meeting, the water break was not caused by the actions of our firefighters, nor do our procedures need updating. I have had contact with several people regarding these comments, including Councillor Fry, who made the comments, and I have received apologies to the department. I do feel however that as these comments were made publicly, they should be retracted in the same manner.

Building Maintenance

- The proposal with the engineering firm for upgrades to the station has been approved. Materials have been ordered. Work has begun on this project. So far, they have replaced some of the lighting and made some repairs to doorways in the station. Still to come are some electrical improvements. No change, work is continuing.
- A building audit was recently held at the station; I have not received any of the results at this point. No change.



MONTHLY REPORT: January 2025



RCMP MONTHLY REPORT

January 2025

Pictou District RCMP's Primary focus during this year is maintaining Public Confidence through Police presence and community engagements, Road Safety & Crime Reduction & are part of our Annual Performance Plan(APP).

- Summary Offence tickets issued under Motor Vehicle Act for speeding, failing to stop at stop sign, operating a vehicle while not wearing a seat belt, driving while license is revoked, operating vehicle without valid inspection sticker and in a no parking zone along with 10 written warnings.
- Checkpoint on Veteran's Drive:



Pictou District RCMP responded to a total of 64 calls for service as compared to the same time period in 2024 which recorded 84 calls for service.



- Foot patrols of Hector Arena by Cst. Justin MacEwan and Cst. Bailey Moulard.

| Type of Occurrence | # 2024 | # 2025 | Remarks |
|-------------------------------------|-----------|-----------|--------------|
| 911 Act | 2 | 3 | January 1-23 |
| Animal Calls | 1 | 0 | |
| Assault | 2 | 1 | |
| Assistance to General Public | 4 | 0 | |
| Assistance to Other Agencies | 5 | 1 | |
| Break & Enter | 1 | 1 | |
| Checkpoints | 0 | 2 | |
| Child Welfare/Family Relations | 0 | 0 | |
| Controlled Drugs and Substances Act | 0 | 0 | |
| Crime Prevention | 0 | 0 | |
| Disturbing the Peace | 2 | 2 | |
| Fail to Comply | 2 | 3 | |
| False Alarms | 1 | 1 | |
| Fraud | 1 | 3 | |
| Harassment | 1 | 1 | |
| Impaired | 1 | 0 | |
| Liquor Act | 0 | 1 | |
| Lost and Found | 5 | 0 | |
| Mental Health Act | 8 | 0 | |
| Mischief | 6 | 3 | |
| Moving/Non Moving Traffic | 8 | 13 | |
| Municipal By-Laws | 1 | 0 | |
| Offender Management Checks | 0 | 1 | |
| Other Criminal Code | 6 | 3 | |
| Parking Offences | 0 | 3 | |
| Suspicious Person/Vehicle | 6 | 0 | |
| Theft | 7 | 5 | |
| Theft from motor vehicle | 0 | 0 | |
| Traffic Collisions | 0 | 2 | |
| Uttering Threats | 2 | 3 | |
| Wellbeing Checks | 5 | 7 | |
| Information | 3 | 0 | |
| Coroner's Act – Sudden Death | 0 | 0 | |
| Other Files | 6 | 5 | |
| Total | 84 | 64 | |



Community Development

MONTHLY REPORT

JANUARY 2025

Community Infrastructure and Neighborhood Revitalization *Developing and improving community facilities and spaces for social interaction, leisure activities and environmental conservation; fostering commercial and neighborhood revitalization initiatives.*

Waterfront & Marina:

- Large banner signage was designed and installed on the construction fencing for the marina; it provides a visual of what Market Wharf, breakwater and marina will look like when complete

Beautification and Placemaking Initiatives:

- Preliminary planning for 2025; creating a proposal for the event site on the waterfront and other initiatives to activate spaces

Economic Development *Advancing the implementation strategy for Pictou's Waterfront Development Plan and other strategic business initiatives; supporting entrepreneurship and innovation.*

- Annually January is more focused on administrative work that supports initiatives throughout the year; this includes grant reporting, developing capital budget, booking tourism and promotional ads in key publications, updates to online listings and promotions such as Novascotia.com, etc

Marketing & Communications *Identify opportunities to profile the Town externally; develop and review internal communications ensuring consistent messaging.*

- Cruise Development: Participated in three strategic planning sessions that included reps from ports in Atlantic Canada, government, tour suppliers, transportation and Parks Canada; unfortunately, we had two ship visits cancel for this coming season; three scheduled so far
- Created a feedback survey for OHV By-Law review; very high response rate to date
- Ongoing updates on Town website and social media www.townofpictou.ca, www.discoverpictou.ca.

Organizational and Professional Development

- Drafted work plan for next 1-3 years focused on core result areas
- Co-op Education Incentive grant submitted for one position 2025-26; communications with universities
- Developed proposal for an innovative marketing tool and wayfinding signage for a funding submission
- Various meetings with community partners; Creative Pictou County, Ship Hector, and businesses

Respectfully submitted,

Michelle Young
Community Development Officer

Superintendent of Public Works – February 2025

Capital:

- 2024/25 capital completed for year - deficiencies will be addressed in spring 2025; Constitution Street delayed until March or April 2025
- Salt truck ordered; on schedule to be delivered Q1 2025

Utilities:

- GUDI Step 2 process ongoing for Well 18; Well 17 GUDI step two report has been accepted by NSECC and is now classified as non-GUDI; Well 18's report submitted to NSECC for review
- Source Water Protection Plan review completed; will be presented at April 2025 meeting
- Planning stages of drilling Well 19
- Hydrant replacement no change – During flushing, 7 hydrants were broken and 3 of the seven have be replaced; Pictou Fire Department is aware of these locations and have a backup plan in place to utilize the next nearest hydrant; Working with NSP for 3 of the hydrant locations due to proximity to power poles
- Water Break George St – January 25, 2025; Dunromin Terr - January 29, 2025
- Preparing federal and provincial environmental reporting

Roads and Sidewalk:

- Snow plowing and salting ongoing as needed

Public Works:

- Working on a digitization program for old Public Works files/drawings
- Working on continuing with existing GIS database and creating an asset assessment program; Infrastructure Report to be updated as needed
- Preparing asset inspection plan for manholes, catch basins and water valves for 2025



Recreation and Parks

MONTHLY REPORT

January 2025

Facilities and Parks: Improve the quality of facilities.

- Pool
 - Tate Engineering has been engaged to conduct an energy efficiency review of the Pictou Fisheries Pool facility; initial site visit conducted January 22
 - Welcomed 2 new daytime lifeguards and a new part-time administrative assistant
 - New 8 week swim lessons session began January 7th
 - McCulloch Education Centre completed Swim to Survive, West Pictou Consolidated completed Swim to Survive and swim lessons; Pictou Landing Elementary completed swim lessons
 - National lifeguard certification course being offered January 31 – March 2
- Jitney Trail
 - Submitted funding application to Trans Canada Trail Foundation for surface repairs
 - Met with Terminus Consulting and trail representatives from Municipality of Colchester, Pictou County Trails Association, Tatamagouche Trails and Oxford Trail Association to organize the Shortline Trail assessment

Volunteer Development: Facilitate effectiveness of volunteer groups

- Helping to promote Pictou Curling Club 175th anniversary events and Curling Day in Canada during Winter Carnival (Curling events February 22)
- Two new volunteers have joined the Walk and Roll program to help with weekly walks
- Volunteer Week requests have been sent to organizations to nominate individuals for Volunteer of the Year; Provincial Volunteer Week is April 27 to May 3

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

- Walk and Roll program is growing; weekly attendance is high with several new participants
- Winter Carnival will be held February 21-24; activities include sledding, horse and wagon rides and bonfires at McCulloch House Museum and Genealogy Centre, Curling Day in Canada Celebrations and more

Municipal Physical Activity Leader (MPAL) Partnership with Municipality of Pictou County and Province

- Active Transportation Plan – steering committee met with the consultants in January to provide feedback on the draft; second round of public engagement is underway and will be finalized by the end of the month
- Active After-School Program – The funding application has been submitted, with a deadline in January; Pending funding approval, the program will run at McCulloch Education Centre on Mondays from 2:15-4:15 PM.

- Guided Hike Series – In total, 16 participants completed the Fall Guided Hike Series and earned the Hike Nova Scotia Pictou County Hiker Challenge Badge; Winter Guided Hike Series began on January 15 on the Jitney Trail with 21 participants attending
- MEC to PA Connector Trail – An Expression of Interest (EOI) was submitted to the provincial Connect2 Grant Program proposing the development of an existing path into a multi-use trail connecting McCulloch Education Centre (MEC) and Pictou Academy (PA); the proposal has advanced to the application phase

Organizational and Professional Development:

- Chaired Highland Recreation Coordinators Association monthly meeting
- Attended monthly meeting with Municipal Recreation Coordinators of Pictou County

Respectfully Submitted: Sally O’Neill
Recreation Manager, Town of Pictou

Committee of Council - Finance Update Feb 3rd, 2025

Operations – Town of Pictou

This is based on 9 months of actual results (Apr-Dec). We lag a month behind to allow for invoices to be received and processed from the preceding month.

Revenue

Taxes (\$71k deficit)

- The budget double counted \$47k for hydrant rental charges as Tax and Grant-in-Lieu

Sales of Service (\$72k deficit)

- The Pool for the summer caused this reduction in revenue; pool costs decreased by more.

Revenue from own sources (\$145k surplus)

- Interest is \$57k high than expected YTD due to timing of capital work
- Tree removal from watershed/fitness trail forest: \$40k YTD and \$36k more expected over winter

Other Transfers (\$85k Surplus)

- An oil spill during Carnival cost \$33k to clean up; we will charge this to the Lobster Carnival
- We have received \$25k beautification grant
- Municipal Innovation Grant - \$39k used YTD

Expenses

General Services (\$72k Deficit)

- Includes \$41k spent on Municipal Innovation grant project
- Laywer costs \$10k over budget

Protective Services (\$64k Surplus)

- Fire Dept \$33k under budget due to lower vehicle maintenance than expected

Transport Services (\$40k Surplus)

- Equipment maintenance \$25k under budget

Environmental development Services (\$63 deficit)

- \$33k oil spill at carnival funded by Lobster Carnival
- \$25k spent on beautification from grant

Overall, I am forecasting that we will be \$45k favourable to budget this year. This is mostly due to higher than expected: interest and forestry revenue this year.

We will have a tax sale on Feb 19th, a list of the 17 properties being sold is on our website.

David Nicholson

Manager of Finance

Town of Pictou

TOWN OF PICTOU

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

| 31-Dec | 9 Mos. 23-24 | | 9 Mos. 23-24 | |
|--|------------------|------------------|------------------|--|
| | Actual | Budget | Variance | |
| Revenues | | | | |
| Taxes | \$ 5,818,161 | \$ 5,889,161 | \$ (71,000) | |
| Grants in lieu of taxes | 190,024 | 155,024 | 35,000 | |
| Sales of services | 146,613 | 218,613 | (72,000) | |
| Revenue from own sources | 643,764 | 498,764 | 145,000 | |
| Unconditional transfers from other governments | 307,032 | 298,032 | 9,000 | |
| Other transfers | 320,970 | 235,970 | 85,000 | |
| | 7,426,564 | 7,295,564 | 131,000 | |
| Expenses | | | | |
| General government services | 933,999 | 857,999 | (76,000) | |
| Protective services | 1,506,256 | 1,570,256 | 64,000 | |
| Transportation services | 916,144 | 945,144 | 29,000 | |
| Environmental health services | 669,733 | 636,733 | (33,000) | |
| Public health and welfare services | 48,222 | 42,222 | (6,000) | |
| Environmental development services | 222,785 | 159,785 | (63,000) | |
| Recreation, cultural services and education | 982,614 | 915,614 | (67,000) | |
| Education | 467,955 | 467,955 | - | |
| | 5,747,708 | 5,595,708 | (152,000) | |
| Excess of revenues over expenses before the following | 1,678,856 | 1,699,856 | (21,000) | |
| Financing and Transfers | | | | |
| Debenture and term loan principal installments | (367,249) | (367,249) | - | |
| Transfer to own funds | (518,550) | (518,550) | - | |
| Net financing and transfers | (885,799) | (885,799) | - | |
| Annual Surplus (Deficit) | 793,057 | 814,057 | (21,000) | |

TOWN OF PICTOU

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

| 30-Nov | 12 Mos. 23-24 Forecast | 12 Mos. 23-24 Budget | 12 Mos. 22-23 Variance |
|--|---------------------------|-------------------------|---------------------------|
| Revenues | | | |
| Taxes | \$ 5,832,161 | \$ 5,903,161 | \$ (71,000) |
| Grants in lieu of taxes | 508,466 | 473,466 | 35,000 |
| Sales of services | 352,272 | 420,272 | (68,000) |
| Revenue from own sources | 809,886 | 620,886 | 189,000 |
| Unconditional transfers from other governments | 554,793 | 545,793 | 9,000 |
| Other transfers | 320,970 | 235,970 | 85,000 |
| | 8,378,548 | 8,199,548 | 179,000 |
| Expenses | | | |
| General government services | 1,113,046 | 1,041,046 | (72,000) |
| Protective services | 1,883,893 | 1,938,893 | 55,000 |
| Transportation services | 1,220,182 | 1,260,182 | 40,000 |
| Environmental health services | 842,550 | 817,550 | (25,000) |
| Public health and welfare services | 52,222 | 46,222 | (6,000) |
| Environmental development services | 250,368 | 188,368 | (62,000) |
| Recreation, cultural services and education | 1,173,963 | 1,109,963 | (64,000) |
| Education | 623,940 | 623,940 | - |
| | 7,160,164 | 7,026,164 | (134,000) |
| Excess of revenues over expenses before the following | 1,218,385 | 1,173,385 | 45,000 |
| Financing and Transfers | | | |
| Debenture and term loan principal installments | (389,389) | (389,389) | - |
| Transfer to own funds | (766,400) | (766,400) | - |
| Net financing and transfers | (1,155,789) | (1,155,789) | - |
| Annual Surplus (Deficit) | 62,596 | 17,596 | 45,000 |