

**Notice of Town of Pictou
Committee of Council Meeting
Council Chambers – CN Station
71 Front Street, Pictou
Monday, December 1, 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 – Contract, Acquisition and Sale of Municipal Property Matters (5:00 pm)
2. Public Session – Call to Order (6:30 pm)
3. Changes/Approval of Agenda
4. Proclamations & Acknowledgements
 - a. Employee Recognition
 - b. International Day of Persons with Disabilities – December 3
 - c. National Day of Remembrance and Action on Violence Against Women – December 6
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. IT Policy
 - b. Water Street/Church Street/West River Road Realignment
10. Discussions
11. Correspondence
12. Public Comments/Questions
13. Adjournment

Kyle Slaunwhite
Chief Administrative Officer

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 December 1st, 2025
Fire Report For – November 2025

Calls for the Period

- At the time of this report, the Department responded to 10 calls for service, including 1 commercial fire alarm activation, 4 medical/EHS assist calls, and 1 investigation of smoke sighted and 4 MVAs

Training

- The Department continues our training schedule; during the month of November, we focused on flu fires, equipment and operation

Fire Fighting Equipment & Apparatus

- SCBA maintenance: Weekly checks continue, and all units are operating well
- Crews are keeping the equipment and gear clean and making sure it is ready to use
- Truck 11 has a leak in the pump packing; this has now been repaired

Department News

- We have been in meetings with a representative from NFL (Northumberland Ferries) to conduct emergency planning for events that could occur on their ships, both at Pier C and while in operations. Officers from our Department as well as Caribou, have participated in three meetings so far. Both sides are looking to make this a continuing partnership which will include emergency planning, training and exercises on a regular or recurring basis. No update currently.
- The Department is currently preparing for upcoming events including Christmas Light-up, our annual food drive which will be held on December 6, and the annual Santa Run being held on December 20 this year.

Building Maintenance

- We are currently doing inspections under health and safety regulations and are compiling a list of things that need to be addressed.

End of Report.
Fire Chief,
Wayne Robinson



MONTHLY REPORT: November 2025



RCMP MONTHLY REPORT

November 2025

Pictou District RCMP's Primary focus during this fiscal year is Maintaining Public Confidence, Road Safety & Crime Reduction. Strategic initiatives & goals are part of our Annual Performance Plan (APP)

ROAD SAFETY

- 4 Summary Offence Tickets
- 6 Official warnings
- 1 Checkpoint

MAINTAINING PUBLIC CONFIDENCE

- Cpl. Sally Rice and Cst. Kevin Murphy attended Remembrance Day Ceremonies



Pictou District RCMP responded to a total of 63 calls for service as compared to the same time period in 2025 which recorded 67 calls for service.





- Cst. Paul Dunn and Cst. Kaitlyn Murphy doing foot patrols of Hector Arena on a Friday night



Type of Occurrence	# 2024	# 2025	Remarks
911 Act	4	3	
Animal Calls	0	0	
Assault	4	2	
Assistance to General Public	0	0	
Assistance to Other Agencies	3	5	
Break & Enter	2	0	
Checkpoints	0	1	
Child Welfare/Family Relations	0	1	
Controlled Drugs and Substances Act	0	1	
Crime Prevention	0	0	
Disturbing the Peace	1	1	
Fail to Comply	3	3	
False Alarms	2	2	
Fraud	1	0	
Harassment	3	3	
Impaired	0	1	
Liquor Act	0	0	
Lost and Found	1	2	
Mental Health Act	6	2	
Mischief	1	10	Half were due to one individual
Moving/Non Moving Traffic	13	7	
Municipal By-Laws	0	0	
Offender Management Checks	0	3	
Other Criminal Code	3	3	
Parking Offences	1	0	
Suspicious Person/Vehicle	4	3	
Theft	2	1	
Theft from motor vehicle	0	0	
Traffic Collisions	2	2	
Uttering Threats	3	1	
Wellbeing Checks	5	2	
Information	0	0	
Coroner's Act – Sudden Death	0	0	
Trespass	0	1	
Other Files	3	3	
Total	67	63	



Community Development MONTHLY REPORT NOVEMBER 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 & Placemaking:

- Winterization of Vendor Village; removal of seasonal placemaking items around Town.
- Planning for Town Christmas décor and installation – trees, lights and décor for spaces including Christmas Village.

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

- Pictou Business Advisory Committee November meeting; organized the Christmas Treasure Hunt with Pictou Businesses running until December 20.
- Public showing of the Stop Motion Animated Video took place November 6 at the deCoste Centre; 95 people were in attendance; very well received (planning and set up).
- Cruise – Participated in the Small Ports of Atlantic Canada meeting in November, seasonal recap of all ports.

Social Inclusion and Cultural Enrichment *Encouraging diversity and social inclusion; preserving and promoting cultural heritage and artistic expression through cultural events and initiatives.*

- Planning for Town Christmas events including the Christmas Village on the Waterfront which will host two events on December 5 and 20; music (4 performances), cozy firepits with smores, Santa, food trucks, vendors and warming photo chalets.
- Received approval for a grant from Department of Tourism, Culture and Heritage for the Enchanted Trail project; projected installation for winter.
- Applied for Canada Day grant through Heritage Canada.

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

- Marina Destination Marketing Working Group: a collection of marinas from around the province; applied for a digital marketing grant which received approval. Working on a contract agreement with a digital service provider to create marketing assets.
- Christmas events promotions included: radio and social media campaigns, posters, handouts, online event calendars, press release and other media.
- Working on collecting information for Winter Issue of Town Newsletter and formatting; ready for distribution on January 2.
- Submissions to “Explore Next Door” in the Advocate; support local feature.

Community Engagement and Participation *Engaging the community in decision-making processes; ensuring transparency and accountability in delivery of services and initiatives; foster creativity and a sense of identity within the community*

- Attended the Dalhousie Engagement Days session focusing on community health and wellness; 35 people in attendance from across Pictou County; organizations, service providers and government.

- Met with Dalhousie University, Faculty of Agriculture in providing opportunity for students to assist with the Pictou Farmers Market organizers for plans on upcoming year.

Organizational and Professional Development

- Participated Downtowns Atlantic Association online session focusing on “Illumination of Downtowns”. Best practices from three downtowns in Atlantic Canada.
- Attended Pop Gala and Art Auction hosted by Creative Pictou County.

Respectfully submitted,
Michelle Young, Community Development Officer

Superintendent of Public Works – December 2025

Capital:

- Capital Tender awarded to SW Weeks – Oak Street and Beeches Road sidewalks; Grange Street, Campbell Court, Victoria Street and Fairview Court completed; Caladh Avenue ongoing
- Broidy Park Tender awarded to Stoic Commercial Construction, construction to restart in December with current subs being kept on
- Splash Pad Tender awarded to Dirt Road Contracting; project started in October; May completion; slab was poured and building starting in December
- Market Wharf Foundation complete

Utilities:

- Well 16 and 19 testing to commence in December
- Hydrant replacement ongoing – Remaining is Creighton (waiting till event site is over for the year) and Strathcona Place (on hold at NSHA request)

Roads and Sidewalk:

- Patching ongoing – 90% complete

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 September 2025

Facilities and Parks: Improve the quality of facilities

- Trails
 - Worked with McCulloch Education Centre Garden Club to plant 50 native species trees in the Fitness Trails area. 9 students participated. Funding provided by Trans Canada Trail Foundation.
 - Submitted Expression of Interest for the Department of Communities Culture Tourism and Heritage Recreational Trails Expansion Fund and attended an intake meeting with the grant officer. The proposal will support restoring the Fitness Trails and installing signage.
- Parks
 - Tennis nets removed and stored for winter.
 - Park staff have winterized washroom facilities and stored park furniture.



Volunteer Development: Facilitate effectiveness of volunteer groups

- Holidays Committee have planned a full calendar of events for the season including 7 events, 3 contests, secured a partnership with North Pole Letters Department for a second year and are partnering with the Murray Family Library on a Christmas Card project for Seniors in care facilities. Many thanks to our hard working and creative volunteers!
- Cards for seniors can be written at the Library from November 17 to December 15 and will be delivered to Shiretown Nursing Home, Maritime Oddfellows Home and the Sutherland Harris Veterans Unit – names and cards provided
- November 28 – Holiday Tree Lighting party; thanks to partners Eastern Star Lodge, McCulloch Education Centre and Salt Springs Elementary Choirs, Emcee Sandy MacKay, and the Pictou Fire Department for their support
- November 29 – Fill Up the Truck Foodbank event at Pictou Sobeys
- Partnering with Pictou Academy Grade 12 class to host the Candy Cane Fun Run/Walk/Roll December 13
- Free Swim at the Pictou Pool – December 27, 1:30pm.
- Free Skate at Hector Arena – Details TBA

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

- Santa’s mailbox opens December 1 at the Town Hall steps. Letters will be received until December 14. Santa’s replies may be picked up at Town Hall December 16-19.
- Hop on the Holiday Lights Bus Tour on December 20. Departures from the Waterfront Christmas Village at 5pm, 6pm, and 7pm. Registration for the free event is online or by calling the Town Office.
- Solstice Walk on the Jitney, December 21. Meet at the Library parking lot at 6pm. Dress warmly, walk with friends, bid the old year farewell, and set your best intentions for the new year ahead.
- Handmade Hangout was held November 20 – a free monthly meetup with tea and space in the library to work on crafts with other creatives. 5 crafters attended with a variety of projects. Partnership with the Murray Family Library.
- Participated in Trick or Trail – joint initiative among Pictou County recreation departments. Second annual event took place at Trenton Park on October 30. Approximately 2000 people attended the event.
- Holiday Contests include the annual decorating contest, downtown business treasure hunt and a chance to win a magical holiday date night in Pictou.

MPAL- Municipal Physical Activity Leader

- Jitney Trail Signage Project – Ongoing collaboration with Pictou County Trails Association (PCTA) and Municipal GIS Technician to design consistent trailhead signage for the Waterfront Jitney Trail and the broader trail network.
- Free Skate Schedule – The Master Free Skate Schedule is now complete and has been posted on Active Pictou County’s Facebook page.
- Winter Activities Planning – Early planning is underway for snowshoeing events and cross-country skiing “try-it” sessions. The school connector trail will be a valuable asset for these activities.

Professional Development

- Attended Highand Region Recreation Coordinators meeting in Antigonish.
- Attended Muncipal Recreation Coordinators of Pictou County meeting n New Glasgow.
- MPAL attended first NS Trails Board meeting as the new Highland Region representative on in Dartmouth.

Committee of Council - Finance Update Dec 1st, 2025

Operations – Town

This variance report shows forecasted revenues and expenses. This is based on 7 months of actual results (Apr-Oct). We lag a month behind to allow for invoices to be received and processed from the preceding month.

Revenue

Sales of Service (\$58k deficit)

- The YMCA taking over the pool will reduce revenue/expenses for the pool by \$140k
- Less Sweeping than expected in the fall -\$27k
- New contract with Westville to sell accounting services for \$25k

Other Transfers (\$44k surplus)

- \$30k Provincial grant to produce VR marketing material (Offsetting Expense)

Expenses

Protective Services (\$125k deficit)

- \$85k adjustment to RCMP expenses for prior fiscal year.
- RCMP at 6.15 FTE compared to 5.5 budgeted.

Environmental Dev Services (\$137k deficit)

- \$30k Provincial grant to produce VR marketing material (Offsetting Expense)
- \$25k was spent expecting beautification grant but the program was canceled
- More was spent on entertainment for the waterfront than I expected

Recreation Cultural Services (\$18k surplus)

- The YMCA taking over the pool will reduce revenue/expenses for the pool by \$140k

Transfers

Tranfers to own funds

- Capital from revenue is expected to be \$300k under budget due to favourable tenders.

Overall, I am expecting that we will be \$61k favourable to the operating budget this year. This is mainly due to reducing capital from operating; and higher RCMP costs than expected.

We conducting title searches on 25 properties that are 2 years in arrears and will be sold at the tax sale will be on Feb 18th, 2026; unless all the arrears are paid in full.

I have issued an RFP for audit services because it has been 3 years since the last RFP was held. Proposals are due Dec 4, 2025.

David Nicholson

*Manager of Finance
Town of Pictou*

TOWN OF PICTOU

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

31-Oct	7 Mos. 25-26 Actual	7 Mos. 25-26 Budget	7 Mos. 25-26 Variance
Revenues			
Taxes	\$ 6,439,846	\$ 6,425,846	\$ 14,000
Grants in lieu of taxes	147,324	147,324	-
Deed Transfer Tax	129,304	117,304	12,000
Sales of services	126,550	184,550	(58,000)
Revenue from own sources	372,386	374,386	(2,000)
Unconditional transfers from other governments	297,893	297,893	-
Other transfers	49,724	5,724	44,000
	7,563,026	7,553,026	10,000
Expenses			
General government services	907,280	888,280	(19,000)
Protective services	1,433,113	1,308,113	(125,000)
Transportation services	768,182	786,182	18,000
Environmental health services	519,634	549,634	30,000
Public health and welfare services	44,095	48,095	4,000
Environmental development services	262,203	125,203	(137,000)
Recreation, cultural services and education	597,892	615,892	18,000
Transfer to Deed Trf Trust	129,304	117,304	(12,000)
Education	393,939	392,939	(1,000)
	5,055,642	4,831,642	(224,000)
Excess of revenues over expenses before the following	2,507,384	2,721,384	(214,000)
Financing and Transfers			
Debenture and term loan principal installments	(210,934)	(210,934)	-
Transfer to own funds	(284,117)	(434,117)	150,000
Net financing and transfers	(495,051)	(645,051)	150,000
Annual Surplus (Deficit)	2,012,333	2,076,333	(64,000)

TOWN OF PICTOU

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

31-Oct	12 Mos. 25-26 Forecast	12 Mos. 25-26 Budget	12 Mos. 25-26 Variance
Revenues			
Taxes	\$ 6,495,825	\$ 6,481,825	\$ 14,000
Grants in lieu of taxes	425,827	425,827	-
Deed Transfer Tax	217,637	199,637	18,000
Sales of services	272,139	406,139	(134,000)
Revenue from own sources	546,277	577,277	(31,000)
Unconditional transfers from other governments	545,654	545,654	-
Other transfers	49,724	5,724	44,000
	8,553,083	8,642,083	(89,000)
Expenses			
General government services	1,215,208	1,199,208	(16,000)
Protective services	2,135,462	1,980,462	(155,000)
Transportation services	1,354,860	1,372,860	18,000
Environmental health services	847,822	889,822	42,000
Public health and welfare services	44,095	47,095	3,000
Environmental development services	308,744	171,744	(137,000)
Recreation, cultural services and education	780,461	893,461	113,000
Transfer to Deed Trf Trust	217,637	199,637	(18,000)
Education	675,003	675,003	-
	7,579,292	7,429,292	(150,000)
Excess of revenues over expenses before the following	973,791	1,212,791	(239,000)
Financing and Transfers			
Debenture and term loan principal installments	(418,394)	(418,394)	-
Transfer to own funds	(519,200)	(819,200)	300,000
Net financing and transfers	(937,594)	(1,237,594)	300,000
Annual Surplus (Deficit)	36,197	(24,803)	61,000