

Minutes of a Town of Pictou Committee of Council meeting convened 6:30 pm in the Council Chambers on the above date. Mayor Joseph Hawes presiding.

**PRESENT:** Deputy Mayor Lynn Vigneault; Councillors Bob Naylor, Cam Beaton and Alta Munroe

**ALSO PRESENT:** Scott Conrod, CAO  
Jim Chisholm, Superintendent Public Works  
Kyle Slaunwhite, Chief Operator  
Michelle Young, Recreation Coordinator  
Constable Ryan, RCMP Pictou  
Eldon MacDonald, Town Accountant  
Nicole MacDonald Battist, Deputy Clerk, Meeting Recorder

**PRIVATE SESSION (6:00 pm)**

Council convened in private session to discuss tax sale bids and review a personnel matter.

**CALL TO ORDER**

Mayor Hawes called the meeting to order at 6:30 pm.

**RECONVENE – APPROVAL OF PUBLIC AGENDA**

MOVED: B. Naylor  
SECONDED: A. Munroe

*COC-10-07-13-1149*

MOTION: To approve the agenda with the following additions:  
7.h Councillor Naylor – New Kiosk Location  
MOTION CARRIED

**DEPARTMENTAL AND STANDING REPORTS**

**R.C.M.P. Pictou Detachment**

The monthly report was included in the Council package. Constable Ryan was present to answer questions. The issue of fast driving on Patterson and Grange Street at lunchtime and after high school was brought up. Const. Ryan indicated he is the police liaison for Pictou Academy. He will look at opportunities to talk to students about the consequences of speeding.

**CAO Report**

The monthly report was tabled with Council. Scott Conrod, CAO, highlighted a few items in his report:

- Town's water rate application to NSUARB – Compliance report submitted
- Annual financial filings with the Province have been completed by the Town Accountant, except for the audited water statements.

- Still working on Planning Division closure
- Land Use By-Law (LUB) draft 95% complete
- Six derelict notices sent out
- Completed an RFP draft for the marina
- Rotary Development – A meeting was held with the Deputy Minister of TIR on September 19<sup>th</sup>; a Terms of Reference will be completed by the end of October
- Upcoming administrative priorities:
  - Setting up Town planner and building inspector offices for part-time hours
  - RCMP Building Lease Renewal
  - CEF Memorandum of Understanding
  - Climate Adaptation Plan

#### Fire Department

The monthly report for the Fire Department was included in the Council package. Paul Janes, Fire Chief, was not present as it was Fire Prevention Week. There were no questions.

#### Public Works

The monthly report for Public Works was included in the Council package. Jim Chisholm, Superintendent, highlighted the following:

- A PR campaign will be initiated for the Stand Pipe Project.
- Photos of the UV system project were shown
- Question about how water meter installation is going – there are some plumbing and valve shut-off issues

#### Recreation & Parks

The monthly report was included in the Council package. Michelle Young, Recreation Coordinator, highlighted a number of items in her report, as well as projects being worked on by Active Pictou County.

- Programs at pool are going well
- Will be a shortage of instructors and lifeguards next June, so a push is on to train new people
- Trying to work with senior citizen groups to make the pool more accessible
- Had to find a new location to store the breakwater this winter
- The fall newsletter was completed and mailed out
- BBC Television will be shooting footage for a documentary on the Scottish arrival in NS
- The annual Recreation and Parks Committee report was included in Council packages
- Active Pictou County – Walkfest Week in October; Walk-about with the Mayor; working on free public swims; will be installing monitors to track trail usage throughout the County; after-school coordinator is providing support to the Pictou Youth Centre
- Comment that there is a large number and variety of programs being offered; it is noticeable in the newsletter

#### **BUSINESS ARISING FROM MINUTES**

None

**NEW BUSINESS****CN Ball Field Lighting Recommendation**

A recommendation report was included in Council packages. There have been complaints about users keeping the lights on after the set curfew of 11pm. Staff is recommending that the Town install a timer on the CN Ballfield lights for the 2014 season.

It was agreed to table this report until next year. Council will consider the matter before the start-up of the next ball season.

**Cruise Committee Recommendation**

A recommendation report was included in Council packages. A decision needs to be made on determining whether to continue with the annual commitment of \$2000 by the Town towards the Atlantic Canada Cruise Association membership and future cruise development initiatives and on Town staff commitment to cruise related tasks.

It was agreed to table this report until 2014-15 budget deliberations.

**Marina Request for Proposals**

A draft RFP for the marina was included in Council packages. Anyone interested in submitting an RFP would have to register with the Town. Some of the topics covered in the document include: the condition of the breakwater; electrical upgrade requirements; what the interested party plans to invest in capital; and what they expect the Town to contribute. Preference would be to begin advertising by the end of October.

MOVED: L. Vigneault *COC-10-07-13-1150*  
 SECONDED: B. Naylor

MOTION: To recommend that Council authorize the release of the Marina RFP as soon as possible.  
 MOTION CARRIED

**Professional Fees for Staff**

Committee discussed whether designations were required as part of the positions; the difference between taxable and non-taxable benefits; and including such fees as part of staff remuneration. The total cost would be roughly \$2500.

MOVED: A. Munroe *COC-10-07-13-1151*  
 SECONDED: C. Beaton

MOTION: To recommend to Council that the Town pay the Certified Management Accountant fees for the CAO, professional engineer fees for the Chief Operator and chartered accountant fees for the Town Accountant; and that the Non-Union Benefits Policy be updated to indicate these designations are a requirement of the job.  
 MOTION CARRIED

Water Manual Update

A recommendation report was included in Council packages. Chief Operator, Kyle Slaunwhite reported that in order to operate the Town water supply system, the Town is required to complete an annual review of its manual. It is the responsibility of the Water Utility and its operators to review the manual and make revisions. The revisions were included in the recommendation report.

MOVED: C. Beaton  
SECONDED: A. Munroe

*COC-10-07-13-1152*

MOTION: To recommend to Council to approve the annual update of the Water Supply System Operational Manual.  
MOTION CARRIED

Town Variance Report

A copy of the variance report (April 1 to August 31) prepared by the Town Accountant was reviewed by Committee.

Recommendations from Private Session

Council gave the CAO instructions for the tax sale taking place October 8, 2013.

New Kiosk Location

Councillor Naylor asked for input from Committee on the recommendation from Parks and Recreation on the location of the new kiosk. All agreed that they wanted time to review the report before voting on the recommendation. It was agreed to review at the next Committee of Council meeting.

**CORRESPONDENCE**

None

**PUBLIC COMMENTS/QUESTIONS**

None

**ADJOURNMENT – PUBLIC SESSION**

MOVED: B. Naylor  
SECONDED: A. Munroe

*COC-10-07-13-1153*

MOTION: That the public meeting adjourn at 8:00pm  
MOTION CARRIED.

**PRIVATE SESSION – PERSONNEL MATTER**

Council retired to private session to discuss a personnel matter.

**RECONVENE – PUBLIC SESSION**

Council reconvened in public session.

MOVED: C. Beaton  
SECONDED: A. Munroe

*COC-10-07-13-1154*

MOTION: That Committee of Council authorize the CAO to implement the staffing recommendation report dated October 3, 2013.  
MOTION CARRIED

There being no further business the meeting stood adjourned.

APPROVED

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Joseph F. Hawes  
Mayor

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Scott W. Conrod  
CAO