

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

PRESENT: Councillors Bob Naylor and Alta Munroe

ALSO PRESENT: Scott Conrod – CAO
Eldon MacDonald – Town Accountant
Jim Chisholm – Superintendent
Kyle Slaunwhite – Chief Operator
Paul Janes – Fire Chief
Cp. Shawn Reynolds – RCMP
Michelle Young – Recreation Coordinator
Jo-Anne McNamara – Meeting Recorder

REGRETS: Mayor Joe Hawes and Councillor Lynn Vigneault

1. **PRIVATE SESSION (5:30 pm)**

2. **CALL TO ORDER**

Deputy Mayor Cam Beaton called the meeting to order at 6:30 pm.

3. **APPROVAL OF AGENDA**

MOVED: A. Munroe

COC-09-04-14-1314

SECONDED: B. Naylor

MOTION: To approve the agenda as circulated with one addition:
6 g. Clean Air Pictou
MOTION CARRIED

4. **DEPARTMENTAL REPORTS**

a. **R.C.M.P.**

The RCMP monthly report was included in Council's package. Cpl. Reynolds reported that Matt Perry has been posted to Sydney, NS. A question was asked in regards to motorized scooters and if they are allowed on the main road or just on the sidewalks.

b. **CAO Report**

The CAO's report was included in Council's package:

- **Financial**
Assisted the Town Accountant with year end financial statements
Preparation of the annual operating and a 2014-15 capital budget

- Operation
Preparation work related MOU presentation materials for specific stakeholder groups.
Ongoing work related to budget policy decisions of Council, i.e. commenced work on RFP for CN Station.
Building maintenance and cleaning Request for Proposals has been released.
 - By-laws
The proposed Fire Protection By-Law will be published on the Town's website shortly.
This will be followed up by the required publication specific to second (final) reading.
Worked with Kyle Slaunwhite and Paul Janes on wastewater and fire officer related policies.
 - Capital Projects
Project management related to water meter installation project continues.
Undertook a stakeholder consultation meeting with adjacent property owners to Roundabout and Street realignment project.
 - Upcoming Priorities
Finalization of draft Internal Control Policies for consideration by Council.
Electoral boundary review
MOU work plan development/refinement
- c. Fire Department
The monthly report for the Fire Department was included in the Council package. The Fire Chief reported that heat pumps have been ordered and will be installed next week. Upcoming events include: Regular training starts back on Monday, Sept 8th; Chase the Ace fundraiser to start by October; the Department has joined forces with the Legion and Rental of Hall.
- d. Public Works
A copy of the monthly Public Works Report was passed out at the meeting. The meter installers have been back during August and have completed most of the installs and replacements. It is their intent to complete their work by Sept. 13. Upon completion of the standpipe painting the Town was overwhelmed with discoloured water complaints so a quick decision was made to flush hydrants on August 6 & 7. Hand patching is proceeding and the capital paving tender is ready to go as approved. A couple of staff members have been working specifically on park and other recreation projects.
- e. Recreation & Parks
Michelle Young, Recreation Coordinator, highlighted a number of items in her report:
- The annual pool maintenance shutdown took place August 16-Sept. 2
 - A new aqua wheelchair and portable lift for the pool users who have mobility challenges has been installed. A new program called "Active for Life" will begin in Sept for seniors and those in wheelchairs
 - Fields – repair work has been done to bleachers and dugout at the CN Field, now taking fall bookings for all fields

- Marina – transition of operation to new lease, managing staff between marina and public works, staff cost share and coordinating hurricane repair work
- Jitney Trail – new trail look off completed in partnership with NS Youth Corp (scenic rest stop with picnic bench, pathways, signage)
- Parks & Playground – installation of two new sheltered picnic areas in Veterans Drive and Pine Street playgrounds
- Community and Volunteer Development – working with Pictou New Horizons club on senior programming; ongoing planning for the cruise ship visits in October

5. BUSINESS ARISING FROM MINUTES

- a. Canadian Cancer Society - A staff report will be generated related to request to adopt a By-Law for Smoke Free Outdoor Spaces
- b. Heritage Walk Project – a license agreement has been signed with adjacent landowners and the project should commence shortly.
- c. Fire Protection By-Law – is on the Town website and in the paper re Fire Protection Rate Exemption By-Law.
- d. Low Income Tax Property Exemption

MOVED: A. Munroe
 SECONDED: B. Naylor

COC-09-04-14-1315

MOTION: That the following serve as the required seven (7) day advance notice to amend the Low Income Tax Exemption Policy:
 \$350 (2014) exemption for owners of property that's household income from all sources does not exceed \$22,500 (2014) in the immediately preceding year.
 MOTION CARRIED.

- e. Pictou Business and Marketing Society – Offsite Signage - Council met informally with the Pictou Business and Marketing Society about cost sharing in the preparation of an offsite signage plan. The cost would be \$2500 each. The Pictou Business and Marketing Society would like to participate and would like to see something happen in 2015.

MOVED: A Munroe
 SECONDED: B Naylor

COC-09-04-14-1316

MOTION: To recommend to Council to engage in a partnership with Pictou Business & Marketing Society for signage.
 MOTION CARRIED.

6. NEW BUSINESS

- a. Recommendations from Private Session – None

- b. Proposed Policy – “Annual Review and Update of Wastewater Operational and Performance Standards Manual Policy”

MOVED: B Naylor
SECONDED: A Munroe

COC-09-04-14-1317

MOTION: That the following serve as the required seven (7) day advance notice to adopt a new Town Policy entitled “Annual Review and Update of Wastewater System Operational Manual”.
MOTION CARRIED.

- c. Annual Review and Update of Water Utility Operational and Performance Standards Manual Policy

According to the approved Town policy an annual report highlighting the changes made to the aforementioned manual is to be filed with Council. It is the responsibility of the Water Utility and its operators to review the manual and make revisions.

MOVED: B. Naylor
SECONDED: A. Munroe

COC-09-04-14-1318

MOTION: To recommend that Council accept the report.
MOTION CARRIED.

- d. SCADA overview presentation

Kyle Slaunwhite made an overview presentation. Council concurred to have Kyle make a similar presentation at the next regular session.

- e. Appointment of Officer Policy – Pictou Fire Dept.

A draft policy was reviewed by Committee. Committee concurred that the draft should next be reviewed by the firemen for input/possible revision.

- f. UNSM Conference

The Deputy Mayor reviewed the booking information with Council.

- g. Clean Pictou Air/Clean the Mill Groups

Committee concurred to ask these groups to present to Council at the September regular session.

7. CORRESPONDENCE

a. Pictou County Sports Heritage Hall of Fame

A letter was received from the Pictou County Sports Heritage Hall of Fame advising that the annual Induction Ceremonies of the Pictou County Sports Heritage Hall of Fame for 2014 will be held on Saturday, Oct. 18 at the Westville Civic Centre.

8. PUBLIC COMMENTS/QUESTIONS - none

9. ADJOURNMENT

MOVED: B. Naylor
SECONDED: A. Munroe

COC-09-04-14-1319

MOTION: To adjourn the meeting.
MOTION CARRIED

APPROVED

Joseph F. Hawes
Mayor

Scott W. Conrod
CAO