

**NOTICE OF TOWN OF PICTOU
REGULAR COUNCIL MEETING
VIA ZOOM (online meeting)
MONDAY, APRIL 20, 2020
6:30 pm**

AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PROCLAMATIONS & ACKNOWLEDGEMENTS**
 - a. Pictou Fire Department and Mutual Aid Responders
 - b. Sexual Assault Awareness Month – April 2020
 - c. Provincial Volunteer Week – April 19-25, 2020
 - d. Earth Day – April 22, 2020
4. **PRESENTATIONS**
5. **APPROVAL OF MINUTES**
 - a. Regular Council – March 16, 2020
 - b. Committee of Council – April 6, 2020
6. **BUSINESS ARISING FROM THE MINUTES**
 - a. Motion – REMO Budget *COC-04-06-20-2394*
 - b. Motion – Interim Tax Bill Due Date *COC-04-06-20-2395*
 - c. Update – Current Water Bills Due Date
 - d. Update – Spring Cleanup
 - e. Update – Security for Waterfront
7. **RECOMMENDATIONS/REPORTS FROM PRIVATE SESSION**
8. **REPORTS**
 - a. Municipal Corporation Reports:
 - i. Pictou County Wellness Centre
 - ii. Pictou County Shared Services Authority
9. **NEW BUSINESS**
 - a. Funding Request – Hector Quay Society
 - b. Waterfront Masterplan
10. **CORRESPONDENCE**
11. **PUBLIC COMMENTS/QUESTIONS**
12. **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.

Minutes of a Town of Pictou Regular Council meeting convened 6:30 pm in Council Chambers on the above date. Mayor James Ryan presiding.

PRESENT: Deputy Mayor Malcolm Houser; Councillors Eric Daley, Dan Currie and Nadine LeBlanc

ALSO PRESENT: Dan Troke, CAO
Kyle Slaunwhite, Public Works
Nicole Battist, Deputy Clerk/Minute Recorder

1. CALL TO ORDER

Mayor Ryan called the meeting to order.

2. APPROVAL OF AGENDA

MOVED: DM Houser
SECONDED: D Currie

RTC-03-16-20-2382

MOTION: To approve the agenda as circulated.
MOTION CARRIED

3. PROCLAMATIONS & ACKNOWLEDGEMENTS

a. Purple Day Proclamation

Mayor Ryan declared that March 26, 2020 be proclaimed Epilepsy Day in Pictou.

4. PRESENTATIONS

5. APPROVAL OF MINUTES

a. Regular Council – February 24, 2020

MOVED: D Currie
SECONDED: N LeBlanc

RTC-03-16-20-2383

MOTION: That the Regular Council minutes of February 24, 2020 be approved.
MOTION CARRIED

b. Committee of Council – March 2, 2020

MOVED: DM Houser
SECONDED: E Daley

RTC-03-16-20-2384

MOTION: That the Committee of Council minutes of March 2, 2020 be approved.
MOTION CARRIED

c. Special Council – March 2, 2020

MOVED: N LeBlanc
SECONDED: E Daley

RTC-03-16-20-2385

MOTION: That the Special Council minutes of March 2, 2020 be approved.
MOTION CARRIED

d. Recreation and Parks – March 5, 2020

MOVED: N LeBlanc
SECONDED: E Daley

RTC-03-16-20-2386

MOTION: That the Recreation and Parks minutes of March 5, 2020 be approved.
MOTION CARRIED

6. BUSINESS ARISING FROM THE MINUTES

a. Non-Unionized Employees Cost-of-Living Increases COC-03-02-20-2380

MOVED: D Currie
SECONDED: N LeBlanc

RTC-03-16-20-2387

MOTION: To approve a salary increase for non-unionized employees of 1.5%, retroactive to April 1, 2019.
MOTION CARRIED

b. Town Operating Budget 2020-21

- Comment that Covid 19 may impact operations of certain volunteer organizations and that the Town may need to be flexible in assisting these organizations, even after the budget is passed
- Comment that staff may need to adjust the budget as Covid 19 expenditures become more concrete
- CAO Troke suggested monitoring the budget for the first three months; and holding off on certain purchases in the first quarter that are considered non-essential
- CAO Troke pointed out that the majority of revenue is related to commercial and residential taxes; there will be some impact on recreation revenue, however, it will have offset expenditures

MOVED: DM Houser
SECONDED: D Currie

RTC-03-16-20-2388

MOTION: That the final draft Town operating budget for the fiscal year ending March 31, 2021 with expenditures totaling \$6,134,222 (\$5,042,641, plus \$595,581 in financing and transfers and \$496,000 in education) be approved with tax rates being set at \$1.64/100 of residential and resource assessments, \$4.34/100 of Commercial Assessments; and \$0.32/100 of Commercial Assessments contained within the Business Improvement District of the Town; and, that the Town Treasurer be authorized to release sewer capital charges at a flat rate of \$106.63 and sewer operating charges at a rate of \$167.43 based on the methodology described by by-law; and, that the rate of \$156.36 be charged per dwelling unit for Curbside Collection; and 14.3 cents per \$100 of assessment for Fire Protection (Hydrant Rental) and that tax bills be due and payable 60 days from date of issuance; and that amounts past due be charged interest at the rate of 18% per annum.

MOTION CARRIED

c. Town Representative Provincial Volunteer of the Year Criteria PRP-03-05-20-2384

MOVED: E Daley
SECONDED: N LeBlanc

RTC-03-16-20-2389

MOTION: To approve that previous nominations for the award be valid for a period of five years.

MOTION CARRIED

7. RECOMMENDATIONS/REPORTS FROM PRIVATE SESSION

8. REPORTS

a. Municipal Corporation Reports:

- i. Pictou County Wellness Centre
Report submitted for information purposes.
- ii. Pictou County Shared Services Authority
Report submitted for information purposes.
- iii. Pictou Volunteer Fire Society
Report submitted for information purposes.

9. NEW BUSINESS

a. Temporary Borrowing Resolution (TBR) Renewals – Water Utility and various capital projects

Capital projects are funded through short term financing with a registered bank and then converted into long-term financing through the Municipal Finance Corporation. In order to

participate, the Town must have a current TBR. The TBR for Water Utility and various capital projects which was originally approved by Council on January 21, 2019 expired on January 29, 2020. Since the projects took more than a year to complete, the TBR must be renewed. These projects were built into the current year budget.

Water Utility Upgrades Renewal

MOVED: DM Houser
SECONDED: N LeBlanc

RTC-03-16-20-2390

MOTION: For Council to pass the following:

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Pictou, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS the Town of Pictou has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

AND WHEREAS pursuant to a resolution passed by the Municipal Council on the 19th day of June, 2017, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs dated the 11th day of January, 2018, borrowed from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding Four Million Dollars (\$4,000,000) for the purpose set out above for a period not exceeding twelve months;

AND WHEREAS it is deemed expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

THAT subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in the amount of Four Million Dollars (\$4,000,000) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs and Housing.

MOTION CARRIED

Various Capital Projects Renewal

MOVED: D Currie
SECONDED: N LeBlanc

RTC-03-16-20-2391

MOTION: For Council to pass the following:

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Pictou, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS the Town of Pictou has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

AND WHEREAS the specific amounts and descriptions of the projects are contained in Schedule “A” (attached);

AND WHEREAS pursuant to a resolution passed by the Municipal Council on the 17th day of December, 2018, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs dated the 28th day of March, 2019, borrowed from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding Four Hundred Four Thousand Three Hundred Thirty-Three Dollars (\$404,333) for the purpose set out above for a period not exceeding twelve months;

AND WHEREAS it is deemed expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

THAT subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in the amount of Four Hundred Four Thousand Three Hundred Thirty-Three Dollars (\$404,333) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs and Housing.

MOTION CARRIED

b. Operations – COVID 19

CAO Troke provided some updates on the current operations as they relate to Coivd 19:

- The Fisheries Training Pool has been closed, effective today
- Cleaning efforts have been increased per Department of Health recommended practices
- Public Works – essential and emergency services will continue; employees are being assigned their own vehicle and are traveling alone; work is being completed with separation and distance measures being enforced
- Fire Department is working to update their protocols and procedures
- Electronic payments will be encouraged and communicated to the public, should the Administration Office have to close

c. Future Council Meetings

The next meeting will be held on its regularly scheduled date – April 6. The meeting may need to be held virtually. Updates will be shared with Council and the public when they become available.

10. CORRESPONDENCE

11. PUBLIC COMMENTS/QUESTIONS

12. ADJOURNMENT

MOVED: D Currie
SECONDED: DM Houser

RTC-03-16-20-2392

MOTION: To adjourn the meeting at 7:25 pm.
MOTION CARRIED.

APPROVED

James J. Ryan
Mayor

Dan Troke
CAO

Minutes of a Town of Pictou Committee of Council meeting convened 6:30 pm via Zoom Video Conferencing on the above date. Mayor James Ryan presiding.

PRESENT: Deputy Mayor Malcolm Houser; Councillors Dan Currie, Eric Daley and Nadine LeBlanc

ALSO PRESENT: Dan Troke, CAO
Nicole Battist, Deputy Clerk/Minute Recorder

1. **CALL TO ORDER**

Mayor Ryan called the meeting to order at 6:40pm.

2. **APPROVAL OF AGENDA**

MOVED: D Currie
SECONDED: E Daley

COC-04-06-20-2393

MOTION: To approve the agenda with the following additions:
8h. Waterfront Fires
9a. Pictou County Senior Safety Coordinator – Barb Smith
MOTION CARRIED

3. **ZOOM 101 ETIQUETTE**

Zoom 101 Etiquette was reviewed informally prior to commencement of the meeting.

4. **DEPARTMENTAL REPORTS**

a. Department Reports

Department Reports were distributed in meeting packages. The following questions were asked, or comments made:

- Question on work to drainage around fire department building
- Question on where “fire calls” would be classified under RCMP report
- Question on wayfinding signage progress – signs have been ordered
- Question on market wharf maintenance
- Question on drainage of water at the pool
- Comment that work to accessibility washrooms at the pool continues
- Comment that Jacqueline Lavoie was nominated as Pictou’s Representative Volunteer of the Year and will receive a provincial award; however, the provincial and local volunteer receptions are not happening at this time

b. Pictou Fisheries Training Pool

CAO Troke reported that:

- Given the type of work at the Pictou Fisheries Training Pool, working from home is not possible; therefore, staff have been laid off
- The water will be drained within the week to help lower operational costs

c. CN Station

CAO Troke reported that remediation work has been completed inside the building, including gutting, sanitizing and identifying some carpentry work that needed to be complete.

d. Waterfront

CAO Troke reported that:

- A claim had previously been made to the Province for Hurricane Dorian damage. The application was received, but the Province has extended the date for responding to applicants, given the current State of Emergency.
- Additional engineering analysis is continuing.

5. APPOINTMENT COMMITTEES

Councillor reports were also distributed in meeting packages. The following questions or additional comments were made:

- There was a request for staff to develop a communication piece on do's and don'ts for the public when there is an active fire
- Question on when the Ship Hector is being taken out of the water – scheduled or May
- PictouCounty.com has been re-established by the PC Regional Enterprise Network (REN)
- Question on Pictou Lobster Carnival event status – a decision has not been made

6. BUSINESS ARISING FROM MINUTES

7. RECOMMENDATIONS/REPORTS FROM PRIVATE SESSION

8. NEW BUSINESS

a. Regional Emergency Measures Organization (REMO) 101 and Coordination Role

CAO Troke reported that:

- Incident Command established due to the Provincial State of Emergency
- A 4-page newsletter mailout to be delivered to all Pictou County households on April 16, which has important phone numbers and resources during this Provincial State of Emergency
- Recorded Public Service Announcement messages from the Mayors and Warden will soon be running on local radio stations
- A local state of emergency cannot be declared when there is a provincial state of emergency, meaning Pictou County is following provincial standards
- Locally, REMO is coordinating logistics, supplies, communications and emergency site locations (if needed), in an effort to create efficiency and limit duplication efforts within the community – if an organization would like to help out, it is best for them to contact REMO to see where there may be gaps or they can assist
- Thank you banners for health care and other essential service providers will be purchased and flown in all communities

b. REMO Budget

CAO Troke reported that a number of miscellaneous items have been and may be identified as needing to be purchased through our local REMO efforts. There is currently no budget allotment in the 2021 Town Operating Budget.

MOVED: DM Houser

COC-04-06-20-2394

SECONDED: N LeBlanc

MOTION: For Council at their next regular meeting to approve a \$5,000 budget; and to create a new expenditure line item for tracking purposes.

MOTION CARRIED

c. Tax Sale

CAO Troke reported that plans were underway to conduct the next Tax Sale in June 2020. He is recommending moving it to the fall but suggested that further discussion may be required around conducting a fall Tax Sale. Council was in agreement.

d. Tax Bills

CAO Troke reported that municipalities have the authority to set due dates on taxes and interest rates on overdue accounts; however, they do not have the authority to defer taxes.

MOVED: E Daley

COC-04-06-20-2395

SECONDED: DM Houser

MOTION: For Council at their next regular meeting to set July 31, 2020 as the due date for the 2020 interim tax bill.

MOTION CARRIED

Council agree that:

- Setting the due date for the interim tax bill a month later than normal would give flexibility to residents and business owners who are impacted financially by the current state of emergency
- They noted that interest would remain on outstanding invoices
- Staff are being asked to prepare communication around encouraging taxpayers that are able to pay, to pay now, to help with cash flow

e. Water Bills

CAO Troke reported that water readings were completed for this quarter and are scheduled to be mailed out later this week. He indicated that Council does not set the schedule for water invoice due dates; these dates were previously approved by the NS Utility and Review Board (NSURB). If the Town wants to make a change to the due date schedule, the CAO can request and be granted permission from the NSURB.

Council was in agreement that CAO Troke ask the NSURB to move the next quarterly water bill from May 8 to June 30.

f. Breakwater and Marina

CAO Troke reported that there is a budget figure to complete certain repairs to the marina and breakwater this year, but he is going to put this work on hold until it can be determined when the marina can open for this season. A long-term proposal is being worked on that would address these repairs and could begin as early as next year.

g. Other – Spring Cleanup

- Question on spring cleanup and whether it would proceed – CAO Troke reported there does not appear to be any reason why this could not take place, however there are a few procedural items he would like to look into, and report back to Council before the cleanup is publicized and dates set
- It was noted that residents should “Keep items in their blazes barns” until spring cleanup details are firmed up

h. Waterfront Fires

Direction was given to staff to immediately look into the hiring of security for a period of time to monitor the downtown and waterfront areas.

9. CORRESPONDENCE

a. Pictou County Senior Safety Coordinator – Barb Smith

For information purposes, Barb Smith is working to coordinate assisting seniors with grocery and prescription pickups, should they not have any family or friends able to assist.

CAO Troke noted that there is a procedure that was developed by REMO for home delivery, should any staff, councilors or town volunteers choose to assist with this service.

10. PUBLIC COMMENTS/QUESTIONS

11. ADJOURNMENT

MOVED: D Currie
SECONDED: DM Houser

COC-04-06-20-2396

MOTION: To adjourn the meeting at 8:15 pm.
MOTION CARRIED

APPROVED

James J. Ryan
Mayor

Dan Troke
CAO

Municipal Corporations Reports -Jim Ryan April 20, 2020

Pictou County Shared Services

PCSSA has not met since my last report on March 16th.

Updates:

Regional Emergencies Measures Organization (REMO)

Incident Command Team has been activated and have been very pro-active on many issues associated with COVID-19. The Team members, including 6 CAOs, meet by phone each weekday. Mayors and Warden are updated on directives and preparations every Tuesday and Thursday.

PC Waste Management has been dealing with a surge in traffic at the Transfer Station although it seems to be easing a bit lately.

There are concerns regarding recycling programs at Materials Recycling Facilities (MRFs) because of physical distancing requirements. The Colchester (Kempton) facility is not accepting blue bags so decisions on alternatives for PC are being pursued.

The Go Clean Get Green Campaign has been cancelled for April 24th and 25th.

Pictou County Wellness Centre Building Authority

PCWBAI met by conference call on March 30th.

Wellness Centre had ceased operations on March 15th until at least April 3 due to concerns and directives surrounding COVID-19. The building is essentially locked down and a complete cleaning and disinfecting of equipment is taking place.

Significant losses in revenue were reported for March (Approx. \$90K). A portion of that would be offset by reductions in expenses (Approx. \$30K).

At this time it was decided to leave the ice in as spring Atlantic Hockey Group and Mariposa Figure Skating club were keeping ice rental request for May and June. To be reviewed in April.

The Board agreed to defer the YMCA portion of utility costs until they are operational again. It also agreed to a deferral of the YMCA capital contribution for this fiscal year to be spread over the remaining term of the debenture.

Because the Operating Budget has not been passed, it was decided that Municipal Contributions for the first quarter would be the same as last fiscal year. Adjustments will be made to the remaining payments.

Fulltime and seasonal employees have been laid off after using 'banked' hours. PCWC will continue to pay benefits for fulltime employees.

Management will continue to work, mostly from home, on banked hours into May/June. (HR, Bookings, Advertising, Policy Review, etc.)

WC Updates:

Both ice surfaces have been removed indefinitely.

Discussions and Facility inspections have taken place with NSHA regarding use of the facility as a 'Non-Traditional Treatment Site" for Non-COVID patients should the need arise.

The electronic outdoor sign is being used by REMO for public messaging.