

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

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James J. Ryan  
Mayor

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Dan Troke  
CAO