

**NOTICE OF TOWN OF PICTOU
COMMITTEE OF COUNCIL MEETING
VIA ZOOM (online meeting)
MONDAY, MAY 4, 2020
6:30 PM**

AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PROCLAMATIONS & ACKNOWLEDGEMENTS**
 - a. Gaelic Nova Scotia Month – May 2020
4. **DEPARTMENTAL REPORTS**
 - a. Questions
 - b. CAO Update
 - i. Property Tax Financing Program
5. **APPOINTMENT COMMITTEES**
 - a. Questions
6. **BUSINESS ARISING FROM MINUTES**
7. **RECOMMENDATIONS/REPORTS FROM PRIVATE SESSION**
8. **NEW BUSINESS**
 - a. Heritage Committee – Member Appointment
 - b. Accessibility Committee – Framework
 - c. Provincial Capital Assistance Program (PCAP) Application – Wellington Street Sewer Extension and Storm Water Management
9. **CORRESPONDENCE**
10. **PUBLIC COMMENTS/QUESTIONS**
11. **ADJOURNMENT**

Dan Troke
CAO

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/PRIVIAATE 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 Paul J. Janes

Council Report

Fire Report – April 2020

Calls for the period

- Structure Fire – 2
- Alarms – 2
- Grass Fire – 1
- Garbage Fire – 2

Training

- A number of members have been taking part in on-line courses (Safety Office, Strategy and Tactics, ICS 100 and 200). This will continue until the restrictions from the province has been lifted.

Fire Fighting Equipment & Apparatus

- Weekly Personal Protective Equipment (PPE) – New COVID-19 policy has all members are supplied with a fabric mask that they are to wear will at the station, either responding to a emergency or while tasked to do a job.
- Weekly SCBA cleaning and maintenance - are still being done, one member is permitted to access the apparatus bays and do the weekly checks. They sanitize the units as well as the area they have worked in. They sign a log of what was complete.
- Equipment upkeep
 - Hand Tools – General Maintenance only when they are used, they are checked and sanitized before being put back on the apparatus
 - Power Tools – General Maintenance on equipment, same as the hand tools; Hydraulic Extraction tools need replacing
- Basic upkeep and maintenance on all apparatus
 - Truck 11 (2000 American LaFrance) – Monitor Gun malfunctioned, found out that the gears inside had broken teeth. We had a replacement part and the unit is functioning as should be
 - Engine 11 (2007 Sterling) – All OK
 - Rescue 11 – OK
 - Equipment inventory checks – not at this time

Building Maintenance

- General building cleaning, we have hired one of our members to clean and sanitize the building once a week or after each call.
- Back of building – New drain has been installed

Training

- Hands on training is postponed, but we are starting to do theory on ZOOM

Fire Chief



Paul J. Janes



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Pictou County District RCMP
PO Box 100
Pictou, NS
B0K 1H0

Your File Votre référence

His Worship Mayor Jim Ryan and Councillors
Town of Pictou
PO Box 640
Pictou, NS
B0K 1H0

Our File Notre référence
A-302

2020-04-23

Dear Mr. Mayor and Councillors:

Re: Police Report April - Pictou Town

The Pictou County District RCMP, Pictou Town, generated Eighty One (81) files for the period of March 27, 2020 to April 22, 2020. There were One Hundred Seventeen (117) files generated for the same period last year.

Pictou County RCMP arrested a 55 year old man in relation to three arson investigations which are still ongoing. The arsons are related to three commercial properties. The man is scheduled to appear in court in August.

In regards to COVID-19 response, the RCMP continue to make adjustments to ensure we maintain our policing service while taking the required precautions to limit any exposure for local residents and members/staff, which includes limiting contact, when reasonable to do so. We continue to respond to numerous complaints regarding potential breaches of the Health Protection Act or Emergency Management Act, along with completing in person checks with persons under the Quarantine Act to ensure they are abiding by the self isolation requirements.

Sgt. Jonathan Kenny
Pictou County District RCMP

Pictou RCMP Monthly Report

March 27, 2020 – April 22, 2020

Type of Occurrence	# 2019	# 2020	Remarks
911 Act	3	1	
Animal Calls	1	1	
Assault	5	3	
Assistance to General Public	3	6	
Assistance to Other Agencies	2	2	
Break & Enter	-	-	
Checkpoints	7	-	
Child Welfare/Family Relations	-	-	
Controlled Drugs and Substances Act	-	-	
Crime Prevention	5	7	
Disturbing the Peace	1	7	
Fail to Comply	3	1	
False Alarms	5	2	
Fraud	1	-	
Harrasment	4	5	
Impaired	5	1	
Liquor Act	4	1	
Lost and Found	-	-	
Mental Health Act	6	6	
Mischief	6	6	
Moving Traffic	14	-	
Municipal By-Laws	3	3	
Non-Moving Traffic	21	-	
Offender Management Checks Conducted (Not new files)	1	2	
Other Criminal Code	2	5	
Parking Offences	-	-	
Suspicious Person/Vehicle/Property	1	5	
Theft	1	2	
Theft from motor vehicle	-	-	
Traffic Collisions	4	-	
Uttering Threats	3	2	
Other Files	6	13	
Total	117	81	

Administrative Report May 2020



Properties and Operations

- Association of Municipal Administrators of NS (AMANS) – Ongoing talks related to discussions with the Province on tax and utility property financing program, municipal elections, public meetings, long-term viability, reporting deadlines, audits
- Prepared final submission report to the Province for a “Beautification and Street Scaping Program” grant – received \$20,500 to contribute to wayfinding signage, Market Square expansion, commercial façade improvements and other miscellaneous items
- Working with Recreation Coordinator to develop an Accessibility Advisory Committee framework
- Year-end reports to the Province regarding:
 - Freedom of Information and Protection of Privacy (FOIPOP) annual statistics to Information Access and Privacy (IAP) Services; and
 - all access and/or storage of personal information outside of Canada to the Department of Justice (DOJ)
- Spring Cleanup ad was advertised in the Advocate, on the website and on social media
- Cleaning of town buildings – worked with the cleaning contractor to develop daily, weekly and monthly cleaning duties during State of Emergency

Active Pictou County (APC)

- Created #StayHomeStayActive hashtag which has now been adopted by Recreation Nova Scotia and is in use province wide
- Daily Dose of Nature posts on Facebook page – providing direction on how to be active outdoors at home – very strong response with some posts being viewed by over 1000 and 2000 individuals
- Working provincially with Nova Scotia Trails Federation to advocate for clarity in messaging around what IS possible for use of trails for walking and exercise.
- Communicating positive messaging around outdoor activity with partners and the public, assisting municipal recreation staff and community groups with communicating what activities are allowed under current State of Emergency
- Working on Year End financials and 2020-21 budgets and work planning
- Completing newcomer trail guide and updating trail records in Highland Connect
- Working with funders to adjust projects to be able to continue to offer services during the pandemic

Superintendent of Public Works May 2020

Water and Wastewater:

- Beginning surveying work for capital items
- Completing items per Nova Scotia Environment Compliance Reporting – Provincial wide review of all water systems – some delays due to pandemic
- Infrastructure records have been updated and sent to the GIS technician with the County for digitization
- Found a water leak that was running all winter
- Hydrant flushing took place April 28 and 29

Paving, Sidewalk and Watermain:

- A shortlist of proposed activities for 2020 will be sent to council shortly, after surveying preliminary budget has been developed

Public Works:

- Winter cleaning has started – picking up asphalt, uncovering manholes/catches, picking up sod, sweeping gravel, patching, grading, etc
- Continuing to review the Marina deficiencies with Strait Engineering
- Put pause on breakwater repairs with uncertain summer pandemic
- Closed standing offers for patching and carpentry
- Closed tenders for Backhoe and Sidewalk Plow
- Asking for public's cooperation when performing snow removal – do not drive around barricades when they indicate "Road Closed". Dangerous for everyone.
- Residents are reminded that if water is getting into their basement, a plumber should be called first to identify the source of the issue before contacting the Town.
- Hired a new public works operator – starting May 4

General:

- Continuing to work within the COVID-19 protocol and meet with EMOPC
- Town Office repairs have been complete.
- Some 2020 initiatives have been put on hold until pandemic protocol loosens up



Pictou Recreation & Parks

MONTHLY REPORT

April 2020

NOTE: PUBLIC SPACE CLOSURES AND PROGRAM CANCELLATIONS BELOW ARE DUE TO IMPACT OF COVID-19

Facilities and Parks: Improve quality of facilities.

Pool

- Conducting an analysis of the impact of the closure on revenues and costs for the months of May and June to determine impact of ongoing closure.
- Installation of new energy efficient pump completed; estimated cost savings per year \$12,000; this had to be done before pool was drained.
- Pool was drained April 16th; energy cost savings projected at \$1,600 weekly.
- Accessible Changeroom Update – work on changeroom continues; should be completed in two weeks.
- New signage being designed for accessibility upgrades to the facility; to increase public awareness

Fields, Parks, Playgrounds, Trail

- Playgrounds remain closed to public (since March 22nd).
- Jitney Trail – remains open; provincial directive is related to provincial owned parks and trails.
- Sport Fields – closed to group & minor sport usage

Marina

- Market Wharf currently closed to the public.
- Opening of the marina will dependent upon provincial directives on COVID-19.
- Boat launch is open; boaters not permitted to tie up to Market Wharf

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

- Developing regular online wellness information posters on specific topics: Keeping Active at Home, Mental Health, Working from Home Tips, Daily Movement Ideas for Families, etc. Example attached.
- Created a Rec at Home page on Town website; activities to be active from home.
- Working with Nicole on timeline, TOR and work plan for Accessibility Advisory Committee.

Community and Volunteer Development: Facilitate effectiveness of volunteer groups

- Online promotion of Volunteer Week and recognition of the Town of Pictou's Volunteer of the Year is Jacqueline Lavoie. Provincial Volunteer Ceremony to take place in September; special features in Pictou Advocate and The News
- Working on a virtual soccer program with Pictou Soccer Club and North Nova United.
- Continued work with the Skate Park Society on the skate park project; submitted a funding request to the McCain Foundation (\$40,000); received funding approval from the Nova Scotia Communities Culture and Heritage for \$53,350.....a substantial grant for the Skate Park Project. Another funding proposal is being submitted this coming week to a federal community funding source. A virtual raffle draw is being organized for May.

Marketing & Communications: Look for opportunities to profile the Town externally; review internal communications for consistent messaging.

- Restructuring the front page of the Town Website to make it more user friendly to find updates on COVID.
- Statistics for the past month are:
Facebook – Likes 2,341 (2,310 March) Posts Reach 16,827 (13,306 March)
Website – Users 1,754 (2,861 March); New Users 1,598 (2,546 March) – traffic down 35%
Instagram - page for Pictou Recreation and Parks; 156 followers (140 February)
- Cruise – Participated in virtual meeting with Atlantic Canada Cruise Association; updates on impact of COVID on cruise industry in Atlantic Canada; Strategic Planning Session date to be determined; business will change for the long term – recovery plan; low risk activities maybe phased in by province/region/site.

Community Pride: Maintain current levels of service for community events, improve beautification of town parks and green spaces.

- Preliminary planning of flowers and beautification for 2020.
- Events cancelled: Pictou Volunteer Reception, Go Clean Get Green (community pick up), Saltscapes Expo (exhibit), Cruise Ship Visit in May, Canada Day Celebrations, Summer Musical Showcase (July dates), Natal Day Celebrations (pending).
- Reviewing previous community/waterfront development plans for the Town of Pictou.

Organizational Development: Work with partners to improve efficiency of town run programs and services, improve understanding of staff, committee and Council roles and responsibilities.

- Zoom Virtual Meetings for: Pictou County Recreation Coordinators Group, Highland Connect Task Group, Highland Region Recreation Coordinators, Northern Accessibility and Inclusion Committee, RecPlus Working Group, and Town Staff Checkins.
- Weekly virtual meetings with municipal recreation departments (as a group) in Pictou, Antigonish and Guysborough Counties. Topics – Business Continuity Planning, HR and Summer Staffing; Virtual Recreation; Food Security, Training Opportunities, Trails and best practices.
- Participated in the virtual Recreation Nova Scotia Town Hall Meeting – Topics: virtual recreation; recovery and start up; consistent messaging; trails and other outdoor spaces; provincial leadership and guidance.
- Participated in Recreation Nova Scotia Webinar – Reimagining Recreation: The Role of Recreation During a Pandemic and Beyond facilitate by Jackie Oncescu, Assistant Professor, Recreation and Sport Studies at UNB and Rachel Bedingfield, Director of Parks and Recreation, Town of Kenville
- Participated in Community Sector Council Webinar – Planning for a Post COVID-19 Future: A Prosocial Approach facilitated by Ronald Pizzo
- Job applications for summer employment received; one position to be filled for June 1 (Community Works; beautification; open to all ages); other positions will depend on provincial/local directive on COVID-19.

Respectfully Submitted:

Michelle Young
Recreation Coordinator
Town of Pictou

Council Meeting Finance Update May 4, 2020

Operations - Town

This variance report shows forecasted revenues and expenses. This is based on 12 months of actual results (April – March). We lag a month behind to allow for invoices to be received and processed from the preceding month.

Revenue

Commercial Taxes (\$118,000 Deficit)

- **YTD** - Revenues from commercial taxes are lower than budget due internal owned properties included in the assessment roll in error

Grants in Lieu of Taxes (\$7,200 Surplus)

- **YTD** - Revenues from GIL taxes are higher than budget as hydrant rental and sewer fees were not projected in budget.

Sales of Service (\$11,000 Surplus)

- **YTD** – Revenues from recreation are up YTD compared to budget, this is due to a higher number overall in recreation events and grants obtained. This is down month over month due to having defer revenue for projects not completed within the year.

Revenue from own Source (\$33,000 Surplus)

- **YTD** – Revenues from interest on account balances is higher than was original budgeted. Invoicing for land leases took place for back payment relating to a new contract signed with Rogers dating to 2017.

Other Transfers (\$20,500 Surplus)

- **YTD** – Grant received from the province for Town signage that was not anticipated when the budget was created.

Expenses

General Government Services (\$26,000 Surplus)

- **YTD** - Under budget due to vacancy within positions throughout the year (\$15,000). This variance is increased by a change in the cell phone contracts (\$3,500). This amount is increased in the current month due to the corporate initiatives line item not being spent before fiscal year end (\$12,500). This is offset by a higher than expected amount in professional services relating to our accounting software.

Transport Services (\$102,000 Surplus)

- **YTD** – Favorable variance due to the vacancy of one position in public works that was budgeted for that has not yet been filled. This variance is increased by a savings in the snow removal cost

due to measures taking by senior management to closely monitor and reduce expenses were possible.

Environmental Health Services (\$25,000 Surplus)

- **YTD** - Expenses have been lower than budgeted due to less pressing taking place which results in lower utility expenses and less cost relating to transportation and other operating expenses. The month over month variance is due to forecasted amounts that ended up being capitalized.

Public Health and Welfare Services (\$4,500 Deficit)

- **YTD** – Current expenses are over budget due to grant overspend.

Environmental Development Services (\$29,500 Deficit)

- **YTD** – Over budget due to the overspending on labour relating to the maintenance of the plants along Water St. Employees have been putting in overtime hours in order to accomplish this with out using an outside contractor this year. This is increased by the damages sustained to Market Wharf during the Hurricane Dorian. These amounts have been expensed, but we have reached out to the provincial government to see if we can be reimbursed through the relief fund.

Recreation, Cultural Services and Education (\$55,000 Surplus)

- **YTD** – Under budget due to use of supplies that were on hand from previous year at the pool, salaries for summer leaders and pool staff being lower than budget and cost associated with park power and supplies reduced in the current year.

Capital Spending from Revenue (\$81,500 Deficit)

- **YTD** – Unfavourable variance as paving has exceeded the budgeted amount out of revenue but is offset by transfer funds out of gas tax. Additional expenses relating to the CN Roof, 40 Water St. painting and capital repairs at the WWTP have increased the variance.

In general (YTD), the Town is trending towards a small surplus due to the cost saving measures that have been put into place in order to offset the lower revenue than budget caused by the error in commercial tax roll. With potential areas of additional savings as the year continues forward, we could see the surplus increasing as we approach year end and will continue to work closely with senior management to find cost savings.



Jonathan Daye
Town Accountant

TOWN OF PICTOU

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

31-Mar	12 Mos. 19-20 Forecast	12 Mos. 19-20 Budget	12 Mos. 19-20 Variance
Revenues			
Taxes	\$ 4,229,352	\$ 4,347,352	\$ (118,000)
Grants in lieu of taxes	375,830	368,630	7,200
Sales of services	295,785	284,785	11,000
Revenue from own sources	433,333	400,333	33,000
Unconditional transfers from other governments	545,669	545,669	-
Other transfers	20,500	-	20,500
	5,900,469	5,946,769	(46,300)
Expenses			
General government services	793,492	819,492	26,000
Protective services	1,539,092	1,539,092	-
Transportation services	826,956	928,956	102,000
Environmental health services	616,701	641,701	25,000
Public health and welfare services	145,922	141,422	(4,500)
Environmental development services	128,914	99,414	(29,500)
Recreation, cultural services and education	618,252	673,252	55,000
Education	493,281	493,281	-
	5,162,610	5,336,610	174,000
Excess of revenues over expenses before the following	737,859	610,159	127,700
Financing and Transfers			
Debenture and term loan principal installments	(248,455)	(248,455)	-
Transfer to own funds	(443,204)	(361,704)	81,500
Net financing and transfers	(691,659)	(610,159)	(81,500)
Annual Surplus (Deficit)	46,200	(0)	46,200