

NOTICE OF TOWN OF PICTOU
COMMITTEE OF COUNCIL MEETING
VIA ZOOM (online meeting)
MONDAY, JUNE 1, 2020
6:30 PM

AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PROCLAMATIONS & ACKNOWLEDGEMENTS**
4. **DEPARTMENTAL REPORTS**
 - a. Questions
 - b. CAO Update
 - i. Municipal Fall Election
5. **APPOINTMENT COMMITTEES**
 - a. Questions
6. **BUSINESS ARISING FROM MINUTES**
7. **RECOMMENDATIONS/REPORTS FROM PRIVATE SESSION**
8. **NEW BUSINESS**
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.



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

2020-05-22

Dear Mr. Mayor and Councillors:

Re: Police Report May - Pictou Town

The Pictou County District RCMP, Pictou Town, generated One Hundred Seven (107) files for the period of April 23, 2020 to May 21, 2020. There were One Hundred Twenty One (121) files generated for the same period last year.

Pictou County RCMP continues to complete the investigations into the three incidents of arson, which occurred in March and April, 2020. A 55 year old man has been arrested in relation to these matters, and had been released from Custody on conditions. On May 14th, the 55 year old man was arrested for failing to comply with those conditions, along with several other incidents, and was held in custody. The male was released by the courts, and is currently bound by conditions to remain away from Pictou County.

Pictou Detachment responds to many requests from the Public in relation to a Health Protection Order, such as reports of persons not complying, questions to clarify imposed restrictions, and conducting checks on persons bound to remain in isolation. RCMP continue to liaise with Public Health to ensure we remain up to date as restrictions are amended, while ensuring the safety of officers and staff.

Sgt. Jonathan Kenny
Pictou County District RCMP

Pictou RCMP Monthly Report

April 23, 2020 – May 21, 2020

Type of Occurrence	# 2019	# 2020	Remarks
911 Act	1	2	
Animal Calls	2	-	
Assault	4	3	
Assistance to General Public	6	9	
Assistance to Other Agencies	5	3	
Break & Enter	-	1	
Checkpoints	8	1	
Child Welfare/Family Relations	-	1	
Controlled Drugs and Substances Act	-	-	
Crime Prevention	5	4	
Disturbing the Peace	-	2	
Fail to Comply	5	5	
False Alarms	1	2	
Fraud	1	1	
Harrassment	6	4	
Impaired	1	2	
Liquor Act	2	1	
Lost and Found	-	1	
Mental Health Act	3	9	
Mischief	4	6	
Moving Traffic	23	5	
Municipal By-Laws	6	3	
Non-Moving Traffic	11	3	
Offender Management Checks Conducted (Not new files)	2	1	

Other Criminal Code	1	4	
Parking Offences	2	-	
Suspicious Person/Vehicle/Property	4	3	
Theft	4	2	
Theft from motor vehicle	-	1	
Traffic Collisions	3	3	
Uttering Threats	-	10	
Other Files	11	15	
Total	121	107	

Properties and Operations

- Working on return-to-work plans that address signage, equipment needed, rules, precautions and practices for staff, the public and visitors during this phased-in approach
- Researching new phone systems that could be more user-friendly and save money
- Cleaning of town buildings during State of Emergency – ongoing discussions with the cleaning contractor to develop daily, weekly and monthly cleaning duties
- Association of Municipal Administrators of NS (AMANS) – ongoing talks related to property tax financing program and application, measures for safe municipal elections, and long-term viability
- Created a leaf pickup ad and updated spring cleanup details – ongoing advertising on website, social media and paper
- Derelict or dangerous properties
 - Working with one property owner on tear-down of an unsafe vacant building
 - Working with several residents on cleanup of properties – allowing more leniency with landfill restrictions and less ability to borrow trucks due to restrictions
 - Will be promoting details of spring cleanup to residents who have difficulty adhering to property aesthetics
- Participating in a series of free webinars being put on by AMANS – managing a unionized workplace: Basic overview and COVID-19 related issues; Strategies for effective return to work plans in the COVID-19 era; and the third upcoming one is titled “Dealing with work refusals”
- Renewed fire brigade insurance

Active Pictou County (APC)

- Assisted Recreation NS in preparing a letter to Dr. Strang and the Province to advocate for advance notice in opening recreation spaces.
- Dream Esteem Program – Partnership with Dream Candy to provide an 8-week leadership program for middle school youth. Program takes place at home with virtual support from program leaders through phone and video. Program began May 27th and is full. Participants receive a free yoga mat, water bottle, crafting materials, a workbook and journal. Each week participants receive a one-on-one phone call with the program leader and over the course of the program create their own wellness plan.
- Assisted Pictou County Trails Association to submit application to the Province’s Recreational Trails Expansion Fund for work on the Jitney Trail.
- Playboxes – a community play equipment box for playgrounds containing balls, games, racquets and toys for families to use for unstructured active play is being worked on. Protocols for cleaning and insurance issues are being researched. The program is anticipated to be in place in the fall or later, depending on provincial guidelines.
- Daily Dose of Nature posts on Facebook page continue to get between 1000 and 2000 views – providing direction on how to be active outdoors at home.
- Continue to work with funders to adjust projects to be able to continue to offer services during the pandemic.

Superintendent of Public Works June 2020

Water and Wastewater:

- Surveying has been complete for 2020/21 capital work – this includes Wellington St sewer extension consideration.
 - PCAP application has been submitted for sewer extension
 - Found an option to remove a lift station and connect it to a gravity system.
 - 1.2 km of water main to be replaced
- Completed final items per Nova Scotia Environment Compliance Reporting – Provincial wide review of all water systems
- Developing a new program for infrastructure record keeping. Working with County and staff
- Corrected several items including hydrants and valves
- Surveying future capital replacement items – Water and Denoon St (21/22 and beyond)

Paving, Sidewalk and Watermain:

- Pavement measurements for capital work will be based on the above surveying estimates.
- Patching will commence shortly with Webster's Brothering being the successful bidder

Public Works:

- New Public Works operator began May 4th, very skilled and getting along great with the team
- Winter cleaning is continuing – picking up asphalt, uncovering manholes/catches, picking up sod, sweeping gravel, patching, grading, etc
- Reviewed the Marina deficiencies with Strait Engineering, awaiting on report/proposal
- Breakwater repairs have been complete
- Purchased a new backhoe (delivered) and sidewalk machine (delivery within 3 months)
- Waiting on delivery of new 1-ton trucks
- Completed centerline and crosswalk painting
- Getting close to street sweeper coming to Pictou – contract with Trenton
- Getting the office ready for re-opening (full glass protection)
- Quoting windows for CN Station
- Working toward short term options for the marina to allow for re-opening

General:

- Continuing to work within the COVID-19 protocol and meet with EMOPC
- Investigating enhanced record keeping options via computer databases - Townsuite
- Working with staff and PC Solid Waste to stop illegal dumping. Several new signs have appeared in May
- Working with Jonathan for provincial capital reporting and gas tax.
- Fire Hall Door has been replaced and drainage initiatives have been completed
- Still working with Kone to troubleshoot Town Office elevator



Pictou Recreation & Parks

MONTHLY REPORT

May 2020

Facilities and Parks: Improve quality of facilities.

Pool

- Accessible Changeroom Update – on schedule, will be completed May 29, 2020
- Working on Recovery and Business Continuity Plan for pool operations.

Fields, Parks, Playgrounds, Trail

- Playgrounds still closed; tennis courts open (public health procedures in place for use).
- Jitney Trail – remains open; signage posted on public health measures.
- Removed slide structure in Veterans Park Playground; working on replacement and a re-design of park based on natural playground concept.
- Work on the warning track at the CN Ballfield to begin this week.
- All public washrooms will remain closed.
- Seasonal park staff began work May 5th

Marina

- Market Wharf and boardwalk still closed to the public.
- Breakwater work completed and ready for installation; marina leasee working on preparatory work to be ready for opening; opening date undetermined.

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

- Summer Day Camp program is cancelled for this season
- Re-activated equipment loan program; promotions for access
- Working on potential programming for small groups in outdoor settings; ie tai chi, yoga
- Working with other organizations to provide support for outreach programs at outdoor spaces in Pictou
- Continue to update wellness from home page on the Town website and promote through social media
- Creating special interest community challenges to increase physical activity.
- Developing a play box for Veterans Park Playground once opened.

Community and Volunteer Development: Facilitate effectiveness of volunteer groups

- Continued work with the Skate Park Society on the skate park project; applied for Canada Post Community Grant; received a response from the McCain Foundation Grant (denied); received several sponsorships from community businesses; lobster draw fundraiser for the month of May a success!
- Reviewed all applications for the Town Grant program and created a report for Staff and Council review.

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

- Constant updating of Town website and social media postings on COVID-19 information as it is released including REMO and provincial updates.

- Statistics for the past month are:
Facebook – Likes 2,370 (2,310 April) Posts Reach 19,305 (13,306 April)
Website – Users 1,988 (1,754 April); New Users 1,787 (1,598 April)
Instagram - page for Pictou Recreation and Parks; 180 followers (140 April)
- Created new Facebook page for: Pictou Recreation and Parks (recreation and wellness specific)
- Cruise – Participated in Atlantic Canada Cruise Association Zoom meeting on the state of the industry; received several updates from Transport Canada on cruise related restrictions.
- Developing a survey (multisector) to gather data to get a better understanding of community needs in respect to recreation and leisure activities including events during this time. The information gathered will help us develop plans to support socializing at events, recreation and cultural opportunities going forward into the fall.
- Developing a framework for a Summer Newsletter

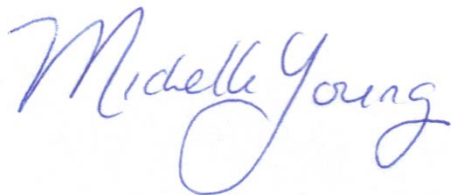
Community Pride: Maintain current levels of service for community events, improve beautification of town parks and green spaces.

- Working on two interpretive panels to be located in the downtown and waterfront.
- Working on Town flower beds and beautification plan with seasonal staff.
- Town street banners installed.

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

- Developed Workplan for 2020-21 (draft – recovery planning and new delivery of services proposed)
- Participate in weekly check-in meetings for Highland region recreation departments
- Zoom Virtual Meetings for: Recreation Facilities Association of Nova Scotia (two meetings - scenario planning and one with Dr. Strang specific to recreation sector), Hike Nova Scotia, Hike Canada, Highland Connect Task Group, and Events Strategy Committee (DEANS).
- Interview and selection for a beautification/labourer position; 16 weeks through Community Works; position begins June 1.
- Waiting on response from Federal Summer Employment Program.

Respectfully Submitted:



**Michelle Young
Recreation Coordinator
Town of Pictou**

Council Meeting Finance Update June 1, 2020**Operations -Town**

This variance report shows forecasted revenues and expenses. This is based on 1 month of actual results (April) and 11 months of forecasted based on prior year trends and current budget. We lag a month behind to allow for invoices to be received and processed from the preceding month.

Revenue**Sales of Service (\$3,000 Deficit)**

- **YTD** - Revenues from the pool are lower than budget due to COVID 19.
- **Forecast** – This is anticipated to carry throughout the fiscal with no timeline on when the pool will reopen at this time.

Expenses**Recreation (\$8,000 Surplus)**

- **YTD** – Under budget due to recreation and the pool being impacted by COVID 19.
- **Forecast** – This surplus is expected to carry throughout the fiscal as there is no timeline on when recreation events or the pool will resume.

In general (YTD), the Town is trending towards a small surplus.

Interim taxes bills have been issued in May and all residents should have received a copy in the mail. If they have not, they can reach out to the town office and we can provide them with a copy.



Jonathan Daye
Town Accountant

TOWN OF PICTOU

Non-Consolidated Schedule of Operating Fund

(Unaudited - Preliminary - Draft only)

30-Apr	12 Mos. 19-20 Forecast	12 Mos. 19-20 Budget	12 Mos. 19-20 Variance
Revenues			
Taxes	\$ 4,482,892	\$ 4,482,892	\$ 0
Grants in lieu of taxes	380,134	380,134	-
Sales of services	305,061	308,061	(3,000)
Revenue from own sources	417,466	417,466	-
Unconditional transfers from other governments	545,669	545,669	-
Other transfers	-	-	-
	6,131,222	6,134,222	(3,000)
Expenses			
General government services	935,891	935,891	-
Protective services	1,602,792	1,602,792	-
Transportation services	942,572	942,572	-
Environmental health services	639,222	639,222	-
Public health and welfare services	140,000	140,000	-
Environmental development services	113,884	113,884	-
Recreation, cultural services and education	660,279	668,279	8,000
Education	496,000	496,000	-
	5,530,640	5,538,640	8,000
Excess of revenues over expenses before the following	600,582	595,582	5,000
Financing and Transfers			
Debenture and term loan principal installments	(248,455)	(248,455)	-
Transfer to own funds	(347,127)	(347,127)	-
Net financing and transfers	(595,582)	(595,582)	-
Annual Surplus (Deficit)	5,001	(0)	5,000

TOWN OF PICTOU

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

30-Apr	1 Mos. 20-21 Actual	1 Mos. 20-21 Budget	1 Mos. 20-21 Variance
Revenues			
Taxes	\$ 2,217,465	\$ 2,217,465	\$ 0
Grants in lieu of taxes	-	-	-
Sales of services	21,174	24,174	(3,000)
Revenue from own sources	94,093	94,093	-
Unconditional transfers from other governments	-	-	-
Other transfers	-	-	-
	2,332,732	2,335,732	(3,000)
Expenses			
General government services	120,263	120,263	-
Protective services	45,931	45,931	-
Transportation services	39,234	39,234	-
Environmental health services	10,475	10,475	-
Public health and welfare services	-	-	-
Environmental development services	15,480	15,480	-
Recreation, cultural services and education	16,923	24,923	8,000
Education	41,107	41,107	-
	289,413	297,413	8,000
Excess of revenues over expenses before the following	2,043,319	2,038,319	5,000
Financing and Transfers			
Debenture and term loan principal installments	-	-	-
Transfer to own funds	(6,120)	(6,120)	-
Net financing and transfers	(6,120)	(6,120)	-
Annual Surplus (Deficit)	2,037,199	2,032,199	5,000