

**NOTICE OF TOWN OF PICTOU  
COMMITTEE OF COUNCIL MEETING  
deCOSTE ENTERTAINMENT CENTRE  
MONDAY, FEBRUARY 1, 2021  
6:30 PM**

**AGENDA**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PRESENTATIONS**
4. **PROCLAMATIONS & ACKNOWLEDGEMENTS**
  - a. African Heritage Month
5. **DEPARTMENTAL REPORTS**
  - a. Fire Department
  - b. R.C.M.P.
  - c. Administration
  - d. Public Works
  - e. Recreation & Parks
  - f. Variance
6. **APPOINTMENT COMMITTEES**
7. **BUSINESS ARISING FROM MINUTES**
  - a. Safe Restart Funding
  - b. Marina Operations
8. **RECOMMENDATIONS/REPORTS FROM PRIVATE SESSION**
9. **NEW BUSINESS**
  - a. Capital Budget 2021-22
  - b. Pool Fees
  - c. Water Services at Exhibition Grounds
  - d. Deregistration of a Municipal Heritage Property
10. **CORRESPONDENCE**
11. **PUBLIC COMMENTS/QUESTIONS**
12. **ADJOURNMENT**

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Nicole MacDonald  
Acting 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/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.

# PICTOU FIRE CHIEF REPORT

Fire Chief Paul J. Janes

Council Report

Monday, Feb 1<sup>st</sup>, 2021

## Fire Report for January 2021

### **Calls for the period**

- Alarms – 7
- Illegal Burns – 2
- MVA – 1
- Mutual Aid Calls – 1

### **Training**

- Due to COVID-19 increased cases in the Province, it was recommended that non-essential activities be delayed, so there was no station training or online training for the month of January. We are evaluating each week and will update and make changes to keep the members safe.

### **Fire Fighting Equipment & Apparatus**

- Bunker gear has been repaired and back in service.
- Weekly SCBA checks are still being done.
- No extra maintenance to equipment has been done this month due to lock down, but with the volume of calls we had, there was enough time to do the required after use service and be able to put the units back in a ready state.
- We are still using the zone purifier to sanitize the equipment.
- Equipment upkeep
  - Hand Tools – Nothing but after use upkeep
  - Power Tools – Nothing but after use upkeep
- Basic upkeep and maintenance on all apparatus
  - Truck 11 (2000 American LaFrance) – No updates on obtaining replacement parts for the Emergency lights, they will need to be replaced in order to meet Vehicle Inspection.
  - Engine 11 (2007 Sterling) – We have been checking the electronics in the system twice a week to make sure that things are working. Concern of this reoccurring as the electrical system is aging.
  - Rescue 11 – No major issues at this time except for the broken lens on the light bar.

### **Building Maintenance**

- Richard Boudreau has taken on the position of janitor for the hall.
- No update on the new liner in the chimney.
- Irving is looking at the exhaust for the generator; no updates on this at this time.
- Plumber has provided a report on the heating system for the station; quotations for suggested upgrades are being worked on.

**Capital Equipment**

- As mentioned over the past few months, my concerns with the current front line fire engine are that it is approaching 16 years old; with the second front line engine that is 20 years old, the pumps are continually tested and are doing fine, but the electrical systems of the apparatus and pumps have been slowly showing their signs of age and use.
- I have some apparatus options as mentioned previously. I hope to be able to discuss with the Acting CAO and prepare a report for Council's consideration on the purchase of new apparatus in the near future.
- Repeater/Communications:
  - I have a current quote to replace existing radio equipment repeater from HiTech (will need to requote as it's dated for 30 days).
  - The CEF has completed an assessment of the site; discussion is now taking place on how to place and mount the building; hope to have materials costed by mid-February.
  - Waiting on information on the electrical system at the site to see if we can tap off the existing system or whether we need to put in a separate service; waiting on an electrical report.

End of Report,

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

2021-01-25

Dear Mr. Mayor and Councillors:

**Re: Police Report January - Pictou Town**

The Pictou County District RCMP, Pictou Town, generated Seventy Seven (77) files for the period of December 23, 2020 to January 21, 2021. There were Eighty Five (85) files generated for the same period last year.

During the Town of Pictou PAB meeting on January 19th, 2021, Cpl. Natasha Farrell gave a presentation to the Board explaining her role as a Critical Incident Negotiator. As well as the benefits provided to the Town having her to assist in seeking peaceful outcomes during critical incidents.

S/Sgt Addie MacCallum  
Pictou County District RCMP

Type of Occurrence	# 2019-2020	# 2020-2021	Remarks
<b>911 Act</b>	1	4	
<b>Animal Calls</b>	-	-	
<b>Assault</b>	2	2	
<b>Assistance to General Public</b>	4	2	
<b>Assistance to Other Agencies</b>	2	1	
<b>Break &amp; Enter</b>	1	1	
<b>Checkpoints</b>	9	4	
<b>Child Welfare/Family Relations</b>	1	1	
<b>Controlled Drugs and Substances Act</b>	-	-	
<b>Crime Prevention</b>	2	1	
<b>Disturbing the Peace</b>	2	3	
<b>Fail to Comply</b>	3	4	
<b>False Alarms</b>	6	4	
<b>Fraud</b>	1	2	
<b>Harrassment</b>	4	1	
<b>Impaired</b>	-	2	
<b>Liquor Act</b>	2	-	
<b>Lost and Found</b>		-	
<b>Mental Health Act</b>	6	4	
<b>Mischief</b>	2	5	
<b>Moving Traffic</b>	4	4	
<b>Municipal By-Laws</b>	2	-	
<b>Non-Moving Traffic</b>	11	5	
<b>Offender Management Checks Conducted ( Not new files)</b>	-	2	
<b>Other Criminal Code</b>	4	3	
<b>Parking Offences</b>	3	1	
<b>Suspicious Person/Vehicle/Property</b>	3	1	
<b>Theft</b>	2	2	
<b>Theft from motor vehicle</b>	-	-	
<b>Traffic Collisions</b>	4	2	
<b>Uttering Threats</b>	-	4	
<b>Other Files</b>	4	12	1 Covid 19
<b>Total</b>	<b>85</b>	<b>77</b>	

## Administrative Report January 2021



### **Financial**

- NS Federation of Municipalities (NSFM) has formed a sub-committee with the Tourism Association of NS (TIANS), Tourism NS and NS Department of Business to discuss ways the tourism sector can be supported during and after the pandemic (talks are mainly around taxation)
- NSFM is in discussions with the federal government on how a second round of restart funding may best assist municipalities
- Safe Restart Funding Round 2 – on a call to discuss how federal support can best position Nova Scotia municipalities to drive the post-COVID-19 recovery and deliver lasting benefits to the Canadian economy
- COVID-19 – Tax Sale meeting logistics

### **Operations**

- Planning exercise with Council to determine priorities for the next four years
- Working with the Fire Chief to prepare information related to future vehicle requirements and storage of vehicles
- Breakwater Insurance Claim – staff are gathering information for the claim related to original costs, maintenance and other required documentation

### **Human Resources**

- Heather Beaton has been hired to provide temporary administrative support to the Acting CAO while performing the duties of the CAO and Deputy Clerk

### **Policies and Bylaws**

- Sewer Bylaw & Policy
  - looking at options for a policy that would address expenses related to homeowners reinstating the street after sewer pipe repairs are made
  - advertised a summary of changes made to the bylaw
- Heritage – reviewed existing bylaw and provincial legislation to determine steps required to decommission a property with municipal heritage designation

### **Active Pictou County (APC)**

- An application from the Nova Scotia Active Communities Fund has been approved for \$12,146. This funding will support:
  - Update of the Active Pictou County Physical Activity Strategy (a requirement of the MPAL agreement)
  - The purchase of equipment for afterschool broomball program
  - Dream Esteem Youth At-Home healthy living program
  - Welcome Winter outdoor activity project for New Canadians
  - Playbox outdoor play projects across Pictou County
  - Hiking leadership development for diverse communities

## Superintendent of Public Works February 2021

### Capital 2020:

- Capital paving, waterline and sewer is finished with the exception of reinstatement of shoulders and grass (spring/summer 2021).
- Developing capital budget for Council's review
  - Marina review is underway. Tender closed for geotechnical work for early spring 2021.
  - Pictou 2023 Initiative.
  - Other Council priorities.

### Utilities:

- A few more water breaks occurred. We continue to find infrastructure that needs to be addressed and find buried infrastructure that should be raised. This is done on a case-by-case basis.
  - Taylor Street is a good example. Buried: manhole, 6 water lines, 3 sewer lines, capped Ts and other fittings.
- Developing a new program for infrastructure record keeping – working with County of Pictou and Town employees.
- Working on pump station improvements with ODRC
- Site for potential new well cleared and road constructed and well drilled – next step is testing. Contacts have been made with all residents within 650m.
- GUDI Re-re-assessment has been approved for Beeches Road well, additional testing is required for Well #8.
- Investigating valve replacements on west end of Town.
- Manhole/catch basin cleaning program completed for fall 2020.
- Sewer line and sidewalk on Church Street has been fixed.
- Installing gates at several well sites/water treatment plant, due to illegal dumping and burning on those roads.
- Reviewing several options for infrastructure redesign for future capital budgets.
- Water Rate Study has been complete. Council to receive presentation on February 22.

### Roads and Sidewalk:

- Performing work internally on St Andrew's Street sidewalk.
- Flashing crosswalk signal at Welsford and Denoon – installed
  - Two additional units have been ordered.
- Several washouts have been filled – investigating options for prevention.
- Salting and snow removal continues.
- Additional turning radius is required around several poles with the new sidewalk machine.

**Kyle Slaunwhite, P. Eng, PMP, MBA**  
**Town of Pictou Superintendent Report**



**Public Works:**

- Installed deer crossing signs.
- Completing work at the CN Station (remediation, insulation/dry wall, HVAC, flashing).
- Heavy equipment has had some repairs. A few pieces of equipment are still out of service.
- Investigating enhanced record keeping options via computer databases – Townsuite.
- Meeting with insurance people regarding the breakwater.
- Investigating accessibility options for Town buildings.
- Several RCMP building maintenance issues with respect to water have been complete.
- New 1-ton dump box truck has arrived.
- Repairing streetlights and Caladh Avenue lighting.
- Working on a digitization program for old Public Works files/drawings.



# Pictou Recreation & Parks

## MONTHLY REPORT

### January 2021

#### **Facilities and Parks: Improve quality of facilities.**

##### **Pool**

- Pool operation continues in Phase 3 of re-opening; provincial gathering restrictions changed from 25 to 50 on January 25<sup>th</sup>; this impacted the public swims where some people could not attend as there were already 25 maximum in the pool.
- Very busy with courses, lessons and bookings:
  - Pictou County Kayakers have booked in training session once a month for 4 months.
  - Home School children are in for a second 8-week session of swim lessons. There are 12 children in all. Swim levels Preschool to SK 8.
  - 4 Red Cross Babysitters Courses totaling 27 children, a 5<sup>th</sup> is scheduled for March Break.
  - Bronze Medallion, Cross and Star courses - each 5 successful candidates
  - NLS National Lifeguard 5 successful candidates; 3 have joined our staff.
  - There have been 2 Emergency First Aid courses for a business. 6 participants each.
  - Pictou Academy did an Emergency First Aid Course at the school for 10 students.
  - Fit4Two has 6 participants who have signed up for an 8-week session. We are beginning our third session.
  - Two Standard First Aid courses scheduled for the RCMP in February.
  - WSI -Water Safety Instructor – 6 participants registered. Course runs in February.
  - Bronze medallion scheduled for February.
  - NLS Course and Recert to be held in March.
  - In this set of Red Cross Winter Swim Lessons, there are 110 participants.
- Participation in all the activities, aquafit, lane swims, rentals are at full capacity for the numbers allowed under current COVID restrictions.
- Our clients very much enjoy coming to the facility. Firstly, for its friendliness. All the staff as a rule know everyone by name. We hear comments about how clean everything is. With COVID, we have gone the extra 10 miles to ensure our clients have a safe visit.

##### **Fields, Parks, Playgrounds, Trail**

- Contracted the services of a design consultant/architectural landscape engineer for Veterans Drive Playground; currently reviewing the first design draft. Timeline: end of February for final design; apply for a grant for installation of a slide feature for the summer of 2021 (priority).
- Applied for and received approval for a Trans Canada Trail Grant for seasonal maintenance (grooming equipment purchase).

##### **Marina**

- Breakwater – Public Works update in report
- Reviewing lease agreement

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

- Working collectively with all municipal recreation departments in Pictou County on a county wide equipment loan program; landmark finalized; new equipment received; adaptable snow equipment on order.

- Working with Northern Region Community Health Board on winter campaign for outdoor activity (collective project of the municipalities in Pictou County).
- Conducted first winter guided hike; very good participation; was a hike buddy for person with vision impairment (previously trained).
- Pictou Academy gym can now be used for recreational programs through the Town; floor hockey began again (to start).
- Running 3 other programs at the Pictou Legion during the week; each are full to what we are able to accommodate due to gathering restrictions. A partnership with the Pictou Legion for the the space.
- Working in partnership with Schools Plus and Department of Community Services on the RecPlus Program; employment for students in recreation positions; 3<sup>rd</sup> year that we will participate in this program.
- Part of a working group to develop instructional videos on adaptive equipment; for example tandem bikes, hippocampe, adaptable swim vests, etc.

**Community and Volunteer Development:** Facilitate effectiveness of volunteer groups

- Continued work with the Skate Park Society on the skate park project; fundraising continues.
- Volunteer of the Year – mailed out nomination package to all groups/organizations in the Town of Pictou; advertised nomination opening on social and print media.

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

- Continuous updates on social media (Facebook and Instagram) and the Town website.
- Cruise Committee met; will be hosting a planning session on further developing shore excursions in Pictou County; reviewed the strategic planning session of the Atlantic Canada Cruise Association that took place in the fall.
- Nova Scotia Tourism Online – Updated information for 2021

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

- Winter Carnival, February 12-14 – Preliminary planning
- Pre-season planning for flower baskets/beds.

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

- Applied for Summer Student Grants (federal); due the end of January.
- Participated in meetings of: Pictou County Municipal Recreation Coordinators Committee, Highland Region Recreation Coordinators Association (current Treasurer), Highland Connect Management Team (member), Northern Region Inclusion and Access Committee (member), Hike Nova Scotia (board member) and Hike Canada (Treasurer).
- Participated in following webinars and presentations (online): Open Forum hosted by the Nova Scotia Nonprofit COVID-19 Coalition (event based information)
- Attached: year in review report for [www.highlandconnect.ca](http://www.highlandconnect.ca)
- Recommendation to Council to approve new Pictou Recreation and Parks Committee Member, Leah Heighton.

**Respectfully Submitted:**

**Michelle Young, Manger of Recreation Services  
Pictou Recreation and Parks  
Town of Pictou**

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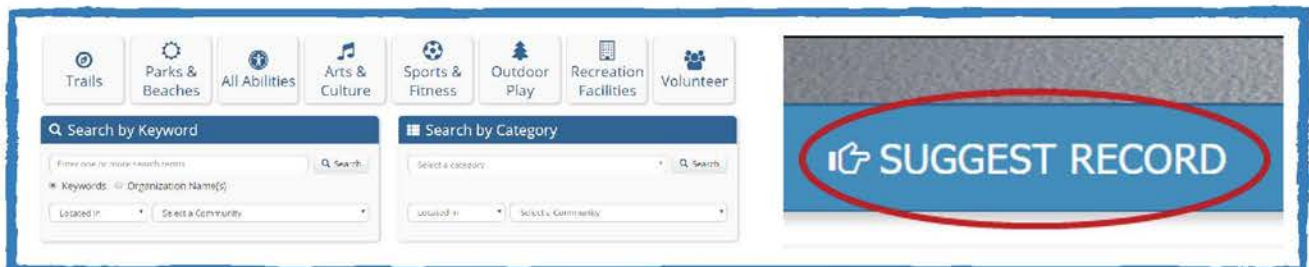


Highland  
Connect.ca



## What is Highland Connect?

- It is your one-stop for Recreation Information in Antigonish, Guysborough, and Pictou counties. This collaborative project among the municipalities of these counties is managed by a sub-committee of the Highland Region Recreation Coordinators Association.
- This user-friendly database can help connect you with opportunities to get active and involved in your community. Your next adventure is just a click away. Search, Find, Play!
- If you see something missing, suggest it! Citizens are encouraged to suggest new listings or changes to existing records. These suggestions are approved on the back-end by data managers from various partner agencies across our Region.



Highland Connect is part of the larger provincial system: NS Connect. This allows the user to access the same great information for other Regions in the Province (Fundy, Cape Breton, South Shore, and Valley)! NS Connect has also partnered with NS Trails Federation to create the NS Trails Guide which has now been active for a full year.



# 2020 Year in Review

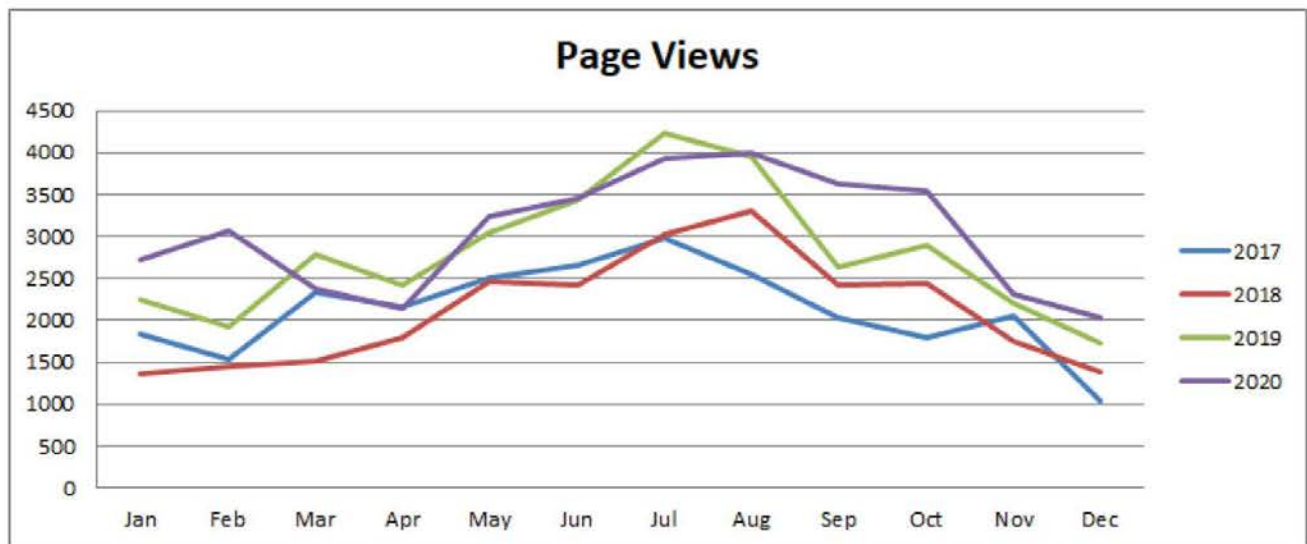
## Highland Connect usage is increasing all the time!

Compared to 2019, 2020 saw 1529 more users, 1679 more sessions, and 2962 more page views. Besides a low point during the beginning of the pandemic usage was up most of the year. Although the increase wasn't as great as it was between 2019 and 2020, it is heartening to see any increase despite continued public health related closures and restrictions through the year. It was great to see a resurgence in use during the Spring and a huge boost in the Fall compared to previous years! See the analytics review below:

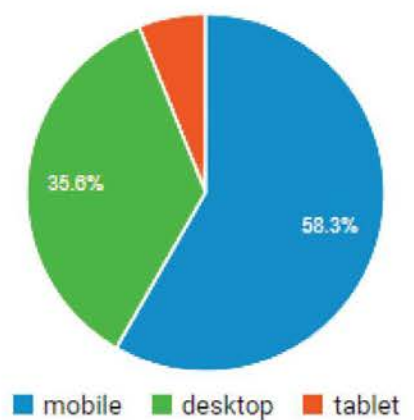
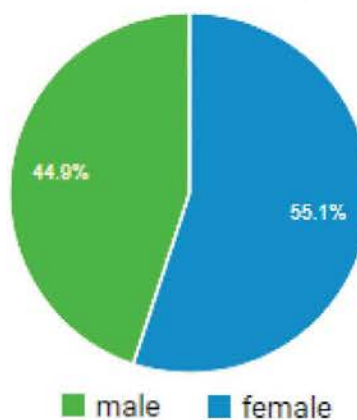
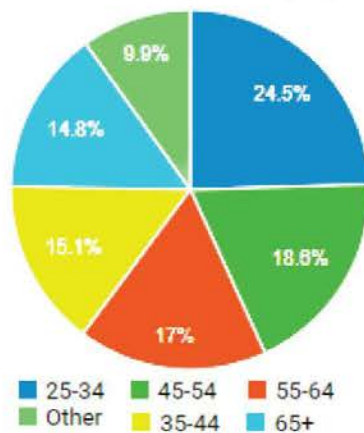
Unique Users  
19,729

Sessions  
23,944

Page Views  
36,437



Check out these demographics to find out who accessed Highland Connect in 2020 & on what devices:



## Council Meeting Finance Update Feb 1, 2021

### Operations -Town

This Variance Report shows forecasted revenues and expenses. This is based on 9 months of actual results (April – December) and 3 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

#### Taxes (\$66,000 Deficit)

- **YTD** – Revenues from both Commercial and Residential taxes are lower than what was budgeted. This can be attributed to appeals that have been filled, therefore adjusting the tax base.
- **Forecast** – This deficit is expected to carry throughout the fiscal but not increase as the final tax levies have been issued and assessment values are only reassessed once a year, which is reflected in the following year's tax roll.

#### Grants in Lieu of Taxes (\$4,500 Deficit)

- **YTD** – Revenues are lower due to services such as hydrant and sewer included in the budget amount. The services are paid charges to the account and therefore not a grant.
- **Forecast** – This deficit is will carry throughout the fiscal but not increase as the final payments in lieu of taxes have been made.

#### Sales of Service (\$85,000 Deficit)

- **YTD** – Revenues from the pool are lower than budget due to COVID 19.
- **Forecast** – This is anticipated to carry throughout the fiscal. The pool has reopened, and we hope to limit the deficit in this revenue category.

#### Revenue from own source (\$3,100 Surplus)

- **YTD** – Revenues from Town rentals is up due to signing of a new lease in September 2020.
- **Forecast** – This is anticipated to grow as the lease extends past the end of this fiscal.

### Expenses

#### General Government (\$5,000 Surplus)

- **YTD** – Various expenses being under budget, mainly office salaries due to hourly positions with the reduced hours at the office.
- **Forecast** – This amount is expected to continue throughout the fiscal as no overtime is budgeted for this position.
- 

#### Protective Services (\$160,000 Surplus)

- **YTD** – FTE for the RCMP is lower than what was budgeted. This was reflected in our Q1 and Q2 invoice and continues so far, throughout the fiscal.

- **Forecast** – This amount is expected to grow as it is anticipated that the RCMP will remain under the FTE number used for budget purposes.

#### **Transport Services (\$40,000 Surplus)**

- **YTD** – Variance caused by vacancies within positions throughout the fiscal as well as reduced overtime for snow clearing so far, this fiscal.
- **Forecast** – This amount is expected to remain as the Town has filled all open positions within Public Works.

#### **Environmental Health (\$10,000 Surplus)**

- **YTD** – Various expenses being under budget, mainly garbage collection due to a smaller than budgeted spring cleanup and power at the Wastewater Treatment Plant.
- **Forecast** – This amount is expected for the remainder of the fiscal as no additional cleanups are scheduled and utilities are on trend.

#### **Public Health (\$13,500 Deficit)**

- **YTD** – Increase in the deficit month-over-month due to approved grants from Council. The deficit is increased due to the Housing Authority cost share overspend vs budget.
- **Forecast** – This amount is anticipated to remain unchanged for the remainder of the fiscal unless additional grants are approved by Council.

#### **Recreation (\$100,000 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. With limited recreation activity in the year and with the pool open, we will see an increase in expenses but are still forecasting a large surplus due to the extended closure.

#### **Transfer from own Funds (\$15,000 Deficit)**

- **YTD** – Repairs at the CN Station are above budget, as approved by Council.
- **Forecast** – With the motion from Council to adjust the spend on the CN Station, the over capital spend for the year out of own source is forecasted to be \$30,000.

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

Safe Restart funds have been pulled from the Variance Report as further discussion around the use and treatment of the fund is required from the Province. Once I have more information I will provide an update.



## TOWN OF PICTOU

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

31-Dec	12 Mos. 20-21 Forecast	12 Mos. 20-21 Budget	12 Mos. 20-21 Variance
<b>Revenues</b>			
Taxes	\$ 4,416,891	\$ 4,482,892	\$ (66,000)
Grants in lieu of taxes	375,634	380,134	(4,500)
Sales of services	208,061	308,061	(100,000)
Revenue from own sources	427,466	417,466	10,000
Unconditional transfers from other governments	555,969	545,669	10,300
Other transfers	-	-	-
	<b>5,984,022</b>	<b>6,134,222</b>	<b>(150,200)</b>
<b>Expenses</b>			
General government services	910,891	935,891	25,000
Protective services	1,377,792	1,602,792	225,000
Transportation services	902,572	942,572	40,000
Environmental health services	624,222	639,222	15,000
Public health and welfare services	155,000	140,000	(15,000)
Environmental development services	123,884	113,884	(10,000)
Recreation, cultural services and education	558,279	668,279	110,000
Education	496,000	496,000	-
	<b>5,148,640</b>	<b>5,538,640</b>	<b>390,000</b>
<b>Excess of revenues over expenses before the following</b>	<b>835,382</b>	<b>595,582</b>	<b>239,800</b>
<b>Financing and Transfers</b>			
Debenture and term loan principal installments	(248,455)	(248,455)	-
Transfer to own funds	(377,127)	(347,127)	30,000
<b>Net financing and transfers</b>	<b>(625,582)</b>	<b>(595,582)</b>	<b>(30,000)</b>
<b>Annual Surplus (Deficit)</b>	<b>209,800</b>	<b>(0)</b>	<b>209,800</b>

## TOWN OF PICTOU

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

31-Dec	9 Mos. 20-21 Actual	9 Mos. 20-21 Budget	9 Mos. 20-21 Variance
<b>Revenues</b>			
Taxes	\$ 4,397,086	\$ 4,463,087	\$ (66,000)
Grants in lieu of taxes	125,492	129,992	(4,500)
Sales of services	56,592	141,592	(85,000)
Revenue from own sources	310,467	307,367	3,100
Unconditional transfers from other governments	419,588	409,288	10,300
Other transfers	-	-	-
	<b>5,309,226</b>	<b>5,451,326</b>	<b>(142,100)</b>
<b>Expenses</b>			
General government services	722,917	727,917	5,000
Protective services	788,528	948,528	160,000
Transportation services	666,349	706,349	40,000
Environmental health services	425,881	435,881	10,000
Public health and welfare services	144,398	130,898	(13,500)
Environmental development services	88,688	88,688	-
Recreation, cultural services and education	373,849	473,849	100,000
Education	372,000	372,000	-
	<b>3,582,610</b>	<b>3,884,109</b>	<b>301,500</b>
<b>Excess of revenues over expenses before the following</b>	<b>1,726,616</b>	<b>1,567,217</b>	<b>159,400</b>
<b>Financing and Transfers</b>			
Debenture and term loan principal installments	(226,315)	(226,315)	-
Transfer to own funds	(487,269)	(472,269)	15,000
<b>Net financing and transfers</b>	<b>(713,584)</b>	<b>(698,584)</b>	<b>15,000</b>
<b>Annual Surplus (Deficit)</b>	<b>1,013,032</b>	<b>868,633</b>	<b>144,400</b>



## Committee Reports

January 2021

Dan Currie

### Regional Library

No meeting held but work continues advancing the Pictou Place project. The Mayor, Chief Librarian and representatives from the deCoste Board met virtually with the new Minister in charge of libraries to brief her on our project.

Next meeting February 11.

### Cruise Committee

Committee met on January 12, 2021. Plans are still going forward to host ships if allowed in 2021. There is a challenge, Pier C is closed so ships cannot dock without insurance, services, etc. However, if the pier is sold, this may resolve the problem. We are looking forward to a possible visit in 2022 by a large luxury vessel. This would be the largest cruise vessel we have hosted to date. Plans are being made to expand the committee membership to include vendors and tourism reps to help enhance the visitor experience to our area.

Next meeting is Feb. 19.

### Regional Enterprise Network (REN) Liaison Oversight Committee (LOC)

Received the slate of nominees for the board from the recruitment committee and approval was made at the virtual AGM on January 22.

The board composition is as follows:

Retiring or recently retired from the board are Shaun Briand and Jim Bate.

Our new board make up is Ryan Fraser (Chair), Jennifer Swinemar-Murray (New), Stewart Creswell, Rachel Francis (New), Graham MacNeil, Nancy MacLean (Secretary), Ruth Martin (New), Desarai Mosher and Lindsay Shaw.

As you are aware the LOC is charged with the responsibility of approving the board members. This was done at the AGM meeting on January 22, 2021.

The REN has had a very successful year, has leveraged \$640K from other sources and has helped funnel \$325K towards new business start-ups. As this was the first full year of operations and Covid-19 played a large part in getting our financial statements audited, the current AGM was for year ending March 2020.

2021 AGM will be held by March 31.

# Committee Reports - @CouncillorMelinda - January 2021



## Heritage Committee

Met on January 5th @4pm

-Deputy Mayor LeBlanc and Councillor MacKenzie present

- Group discussed past work and had introductions
- Discussed Hector 250 and want to get some Heritage Homes designated and celebrated via signage and information
  - Group decided to focus on a couple of areas; discussion on Victory Heights and Front Street as a star
  - Agreed that a presentation would be prepared by Michelle and Theresa from the McCulloch house for a future council meeting - to be presented by Deputy Mayor LeBlanc or Councillor MacKenzie
    - Next Committee of Council Meeting so other members can join?
- ★ Since our meeting, we received correspondence that John Backwell, a committee member, has his home listed as a Heritage Home but the insurance costs are extortionate. We will table this for discussion in New Business.
  - Something to consider - UNESCO World Heritage Designation?



## Hector Arena Commission

Met on January 25th at 6:00pm

-Councillors MacKenzie and McNamara present

- Councillor MacKenzie to be signing authority as town representative and waiting for bank to get in touch when ready for next steps
- Manager's report (Ronnie Clark) was overall positive - busiest Christmas holiday season he can remember!
- Teams are allowed to play one another as of January 25th - 50 people max in the arena
  - Still no spectators allowed; still diligent at signing in people at the door - hoping for news of more numbers inside on February 7th
  - Change to Winter Carnival and Free Skates - the slot will be 1:45minutes, but when some of the 47-48 participants leave, then others can come in and skate - they have had to turn people away

## *Committee Reports - @CouncillorMelinda - Page 2*

- Near fatality at the rink in December has led to purchase of two new AEDs and all staff will have CPR training in the spring (easily identifiable staff because of their new jackets)
  - ★ **ACKNOWLEDGEMENT:**  
*THANK YOU TO THE PICTONIANS INVOLVED ON BEHALF OF THE TOWN: Kelly Joudrie, Joey Cheverie, Brad & Derrick McNamara and the doctor who assisted from the opposing team*
- A grant has been applied for through SportNS to install heated floors near the zamboni and renovations to the mezzanine; some painting has been done and new mats purchased for walking track, which is popular again this year
- Grants will be applied for through for Municipality and Town Grant Applications (done by K.Cornish)
- Next meeting on March 22nd



### *deCoste Performing Arts Centre*

Meeting on Tuesday, February 16th at TBA time

- Rebranding of the deCoste logo is in the works!
- Public fundraising efforts have begun for the PARL expansion project

### **CREATING MUNICIPAL ALCOHOL POLICY**

### *Municipal Alcohol Act*

Meeting on Wednesday, February 3rd @3-4:30pm (Zoom)



# 2021/22 Capital Budget

Town of Pictou – February 1, 2021

# Overview

- 2020/21 Capital Projects Review
- 2019 Integrated Community Sustainability Plan (ICSP) Starting Point
- Considerations for 2021/22 and Onward
- Proposed 2021/22 Budget Options
  - Budget subsection with descriptions
  - Options review including preconditions
- Recommendation
- Question Period

# 2020/21 Capital Projects Review

Project	Budget	Actual	Variance
Building Upgrades (CN Station, Office, Library, deCoste, Housing, Public Works)	365,000	134,764	(230,236)
Street (Paving, Sidewalks, Curb)	395,000	390,038	(4,962)
Sewers (Storm, Sanitary and WWTP)	145,000	258,670	113,670
Fleet (Service Vehicle, Sweeper, Blades)	276,626	250,442	(26,184)
Protection (RCMP, Fire)	20,000	26,640	6,640
Community Development (waterfront, signage, recreation)	1,552,080	48,136	(1,503,944)
<b>Total</b>	<b>2,753,706</b>	<b>1,108,690</b>	<b>1,645,016</b>
<b>Carried Over/Deferred to 2021/22</b>			
Library (Pictou Place)	275,000		
Street Sweeper	16,250		
Breakwater	1,400,000		
Waterfront	100,000		
<b>Total</b>	<b>1,791,250</b>		

Pictou WWTP aerator repairs and Sinclair St pump station were unexpected expenses that account for the ~\$150,000 difference between variance and carried over.

# Starting Point for 2021/22 Budget (ICSP)

- The 2019 update to the ICSP was used to guide this year's budget. It was approved during the March 2019 Council meeting.
- 2019 ICSP budget for 21/22 - \$1,490,000
- This does not include several carry over items that did not occur in 20/21, mainly Pictou Place and breakwater
- 2019 ICSP Preconditions:
  - Gas tax be used for paving projects only
  - Debt ratio stays below 10%
  - Capital from Revenue/Operations stay below \$375,000
- Starting project list next slide

# Starting Point for 2021/22 Budget (ICSP)

	25							
Project Name	21-22	Gas Tax	Reserves	Grants	Debt	Operations	Other	Total
<b>Buildings</b>		21-22	21-22	21-22	21-22	21-22	21-22	20-21
CN Station								
Town Office Upgrades								
Library								
deCoste Renos								
Public Housing								
Public Works Upgrade/Salt Shed								
<b>Building sub-total</b>								
<b>Streets/Sidewalks/Street Lights</b>								
Paving								
Sidewalk								
<b>Streets Sub-total</b>								
<b>Sewer</b>								
Lines								
Lift Station Upgrades								
Catch								
WWTP Improvements								
<b>Sewer Sub-total</b>								
<b>Fleet</b>								
Service Truck								
Street Sweeper								
Snow Blades/Tools/Misc								
Heavy Equipment								
<b>Fleet Sub-total</b>								
<b>Protection</b>								
Fire Truck								
Misc								
<b>Sub-total Protection</b>								
<b>Community Development</b>								
Active Transport/Trails								
Accessibility								
Breakwater								
Waterfront								
<b>Community Development Sub-to</b>								
<b>Total Town</b>	<b>1,490,000</b>	<b>215,000</b>	<b>-</b>	<b>210,000</b>	<b>670,000</b>	<b>395,000</b>	<b>-</b>	<b>1,490,000</b>

# Considerations

- Updated based on best information and current capital needs.
- Continue to carry over costs associated with Pictou Place and breakwater/marina. Some consideration should be given in case additional funds are made available to complete both projects.
- COVID-19 is still causing pandemic and tourism restrictions and will likely continue into late 2021. This should be considered when determining timing of initiatives.
- With housing sales and new business development, increased revenues and decreased debt ratio are expected.
- Existing priorities and pre-conditions – do they remain the same or are there new considerations?

# Proposed 2021/22 Buildings

- CN Station – Continue to improve building – soffit replacement, efficiency upgrades (weatherstripping and windows), accessibility
- Town Office – Placeholder for Capital Work
- Town Office IT – Website and laptop replacement program
- Library/Pictou Place – Carry over from prior years
- deCoste Centre – Placeholder
- Public Housing – Placeholder; possible source of operations savings
- Public Works Building – Placeholder; includes additional funds for salt shed but this can be deferred

# Proposed 2021/22 Streets and Sewer

- Paving and Sidewalk – Per 2019 ICSP, and with option to spend gas tax reserves to complete Water Street project during COVID restrictions
  - Less project time that impacts business, corrects storm deficiencies, corrects sidewalk issues, replaces 3 pipes in excess of 120 yrs old
- Flashing Crosswalks – new, based on past Council discussions
- Catch – Placeholder for any catch basin replacements
- Sanitary Lines
- Lift Station and WWTP Improvements – Placeholders for required work; adjusted to reflect County contributions
- Aerator Replacement (WWTP) – unexpected costs from 2020 showed this is needed to continue WWTP functionality

# Proposed 2021/22 Fleet

- Service Truck(s)
- Street Sweeper – no longer an option
- Snow Blades/Tools/Misc – Placeholder
- Heavy Equipment – New. Not included in ICSP.
  - Second loader is 1984 model and is beginning to show wear.
  - 1972 Champion Grader is also approaching the end of its useful life.
  - More frequent repairs and issues noted specifically with cab and transmission.
  - The last of tier-4 loaders (new loader) are coming up for sale and will soon be unavailable for purchase. This could create reduced inventory requirements and capital cost savings in comparison with the tier-3 options.

# Proposed 2021/22 Protection, Community Development

- Fire Truck –1 yr lead time for purchase; Council to consider increasing reserve to offset debt cost at time of purchase
- Misc – Placeholder for buildings
- Signage – New. Beautification of wayfinding signage near roundabout, per current Council priorities
- Active Transport/Trails and Accessibility – Placeholder
- 2023 – New. Placeholder for any capital initiatives to prepare for 2023 festivities, per current Council priorities
- Breakwater – Carry over but modified; assumes 80% funding from federal government under COVID start-up funds. Should this be adjusted in case additional funding is made available for marina?
- Geotechnical – New. Costs associated with seabed structural condition; precursor for breakwater and marina design

## Option 1:

- Everything described in original set of proposed options plus:
  - Increased paving to complete Water Street (Market to Coleraine) – Includes 3 pipes, services to buildings, manholes/catches that currently are collapsed and plugged, repair to any disturbed sidewalk (concrete), replacement of brick concrete, removal of flow beds, replace curbs, fix water pooling; spends gas tax reserves and additional from debt
  - Includes additional funds for breakwater/marina but assumes 80% funding holds
- Debt ratio below 10%, Gas tax used for paving, Operations spending at \$366>\$375
- All gas tax reserves are utilized

## Option 2:

- Everything plus Water Street
- Affordable housing program still does not have enough direction, so recommending it be removed in current year
- Previous discussion surrounding funding makes both marina and breakwater in same year likely. If it is, Council can make a motion on specifics at a later time.
- Debt ratio <10%, Gas tax spending for paving
- Move sewer and paving to LTD
- Operations \$366<\$375, all gas tax utilized

## Option 3:

- Everything as before
  - Phased Water Street or alternative options (to be presented later)
- Affordable housing program still does not have enough direction, so recommending it be removed in current year
- Previous discussion surrounding funding makes both marina and breakwater in same year likely. If it is, Council can make a motion on specifics at a later time.
- Debt ratio <10%, Gas tax spending for paving
- Move Aerator Replacement to LTD
- Operations \$417>\$375
- Could easily be shuffled based on Council input

## Option 4:

- Everything as before
  - Phased Water Street or alternative options (to be presented later)
- Affordable housing program still does not have enough direction, so recommending it be removed in current year
- Previous discussion surrounding funding makes both marina and breakwater in same year likely. If it is, Council can make a motion on specifics at a later time
- Loader purchase deferred
- Debt ratio <10%, Gas tax spending for paving
- Move sewer costs to LTD
- Operations \$366<\$375
- Could easily be shuffled based on Council input

## Option 5:

- Suggestions of previous options

## Recommendation

Option 1 is recommended as it:

- Aligns with Council's commitment and eagerness to continue improvements along the waterfront.
  - Allows staff to act quickly if funding opportunities arise
- Allows the Town to complete major infrastructure project to be complete in 1 year:
  - Aged infrastructure (1901 pipes)
  - Corrects safety hazards (water pooling on roads and sidewalks)
  - Shows focus on downtown Pictou for 2023 and enhances feel for downtown businesses
  - Allows Downtown Pictou to be ready for first full year/summer after COVID vaccination program
- Meets all preconditions (next slide for more details)
- Continues an aggressive replacement program for aged equipment

Project Name	Cost	Funding Source
Buildings	381,000	Debt, Operations
Streets and Fleet	1,165,000	Debt, Operations, Reserves, Gas Tax
Sewer	290,000	Debt, Other
Protection and Community Development	4,060,000	Grants, Debt, Operations
<b>Total Town</b>	<b>5,896,000</b>	

Total	Gas Tax	Reserves	Grants	Debt	Ops	Other
<b>5,896,000</b>	215,000	450,000	3,170,00	1,647,000	366,000	48,000

# Recommendation

Debt Ratio: 9.1%  
 Gas Tax: Used for Roads  
 Operations Spending: <\$375k

Water Projects	Cost
Treatment Plant	10,000
New Well	100,000
Wellhead Upgrades	25,000
Distribution Piping	400,000
Meters	5,000
Hydrants	10,000
Equipment	10,000
<b>Total</b>	<b>560,000</b>

# Questions?

Thank You