

**Notice of Town of Pictou
Committee of Council Meeting
Council Chambers – CN Station
Monday, December 5, 2022
6:30pm**

The public can access the meeting via the Town of Pictou Facebook Page beginning at 6:30pm or attend in person.

Agenda

1. Call to Order
2. Approval of Agenda
3. Proclamations & Acknowledgements
4. Presentations
 - a. Hector Quay Society
 - b. RCMP Presentation – Body Worn Cameras Program
5. Departmental Reports
 - a. Fire Department
 - b. RCMP
 - c. Administration (Active PC)
 - d. Public Works
 - e. Recreation & Parks
 - f. Variance
6. Appointment Committees
7. Recommendations
 - a. Investment Policy – 7 days’ Notice of Intent to Consider
 - b. Street Closure: Copelands Lane – 7 days’ Notice of Intent to Consider
 - c. Street Closure: Creighton Lane – 7 days’ Notice of Intent to Consider
 - d. Sidewalk Cafés – 7 days’ Notice of Intent to Consider
8. Discussions
9. Correspondence
10. Public Comments/Questions
11. Adjournment

Kyle Slaunwhite
Chief Administrative Officer

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 - Monday, December 5th, 2022

Calls for the period

- We had 8 calls for service, including 2 residential fire alarms, 2 commercial fire alarms, a transformer fire, a medical, and the emergency drill at the Odd Fellows Home.

Training

- Training in communications.
- Ladder training
- New training schedule will be out soon; schedule will be handled by the Chief and Deputy Chief until we find a new training officer. Request for anyone on the department who is interested in the position has been made and is open until Dec. 9th

Fire Fighting Equipment & Apparatus

- SCBA maintenance: Weekly check continue, and all units are operating well.
- Crews are keeping the equipment and gear clean and making sure they are ready to use.
- Basic upkeep and maintenance on all apparatus
- Truck 11 (2000 American LaFrance) – Good
- Engine 11 (2007 Sterling) – Leak in piping from the tank, temporary repaired has been made, permanent fix will be completed week of November 7th. Permanent fix has not been completed, waiting on supplier. Temporary fix is holding well and truck is still in service.
- Utility 11 – Decal and striping will be installed on Thursday December 1st and Tonneau to be installed on Friday December 2nd.
- Rescue 11- No issues at this time.
- New truck- Chassis is at the manufacturer, awaiting it's turn for production. Estimated delivery is March or April.

Building Maintenance

- Chimney for the furnace – Work date to be determined. No change
- Old Boiler – Working on a date to remove. No change

Capital and Equipment:

- Repeater/Communications:
 - One piece remaining, has arrived but there is an issue with an internal board, supplier is working on it. No change

Department News

- With Ms. Bell's promotion, we will need to fill her now vacant Captain's position and in turn a Lieutenant's position. Position of captain has been opened to the membership as well as nominations for lieutenant. Open until December 9th.
- The emergency drill held at the Odd Fellows Home went well.
- Department will be participating in the tree lighting ceremony on December 3rd.
- The annual SANTA Run will be held on December 17th.

End of Report.



MONTHLY REPORT: N o v e m b e r 1st – N o v e m b e r 30th, 2022



RCMP MONTHLY REPORT

November 1st to 30th, 2022

Pictou District RCMP's Primary focus during this fiscal year is Maintaining Public Confidence, Road Safety & Crime Reduction. Strategic initiatives & goals are part of our Annual Performance Plan (APP)



CRIME REDUCTION

- Cpl. Farrell created a monthly media release to quench the public's thirst for information called "From the Cruiser". It highlights investigations of interest, community policing, cybercrime tips for parents & kids, as well as RCMP Trivia & "Meet your Mountie". This release has been shared with Municipalities and schools.

ROAD SAFETY

- Members conducted pro-active traffic enforcement around the Town including areas of repeat calls for service such as Pictou Rotaries. Over this period, 8 warnings were issued. As well 1 checkpoint on Haliburton Road was conducted.
- The RCMP Radar Trailer was deployed for 2 days on Church Street in areas of high visibility & speeding complaints. Over 250 vehicles encountered the trailer to help educate drivers.

MAINTAINING PUBLIC CONFIDENCE

- Members conducted 10 foot patrols around the town of Pictou including the waterfront, down town core & through neighbourhoods.

Pictou District RCMP responded to a total of 77 calls for service as compared to the same time period in 2021 which recorded 97 calls for service.

INVESTIGATIONS & EVENTS of NOTE IN THE TOWN OF PICTOU

- **2022-825430/2022-1662437/2022-1624531: Break & Enters** Suspect in B&E files from around Nova Scotia, arrested in Thorburn. Stolen Dodge Truck located on scene. Colchester RCMP plainclothes units working with Pictou RCMP plainclothes units to identify stolen property & link crimes. At this, approximately 12 known B&E's linked in Pictou Town & County. Expect many more to be linked as investigation continues. Suspect brought before court & has been remanded into custody. Great example of collaborated investigations to bring a career criminal to justice & solve almost a 100 crimes from HRM to Antigonish.
- **Department of Justice Cellblock review:** DOJ continue to review police cellblocks around NS where prisoner are held in custody. A review was completed on the cellblock in the Pictou Detachment & the report found the RCMP were abiding by appropriate legislation & guidelines.
- **Remembrance Day:** Pictou members were very proud to participate in the Remembrance Day ceremony in the Town. S/Sgt. Maccallum & Cpl. Rice escorted dignitaries including the Silver Star Mother while wreathes were laid. Cst. Peach & Cst. Fucsek were able to attend the Remembrance Day dinner later that day, speaking with the public & veterans.

Type of Occurrence	# 2021	# 2022	Remarks
911 Act	3	5	November
Animal Calls	0	1	
Assault	9	2	
Assistance to General Public	2	2	
Assistance to Other Agencies	1	7	
Break & Enter	4	2	
Checkpoints	0	1	
Child Welfare/Family Relations	0	1	
Controlled Drugs and Substances Act	0	0	
Crime Prevention	4	5	
Disturbing the Peace	2	0	
Fail to Comply	4	3	
False Alarms	1	4	
Fraud	3	0	
Harassment	4	0	
Impaired	1	0	
Liquor Act	0	0	
Lost and Found	0	0	
Mental Health Act	14	7	
Mischief	4	9	
Moving/Non Moving Traffic	15	6	
Municipal By-Laws	1	1	
Offender Management Checks	1	0	
Other Criminal Code	8	2	
Parking Offences	0	0	
Suspicious Person/Vehicle	2	4	
Theft	6	7	
Theft from motor vehicle	0	0	
Traffic Collisions	2	1	
Uttering Threats	2	4	

Other Files	4	1	
Total	97	77	



S/Sgt. Maccallum & Cpl. Rice laying wreath at the Pictou Remembrance Day ceremony.



Cpl. Rice on foot patrol in Town of Pictou posing for photo with fans.



Cst. Dave Gagnon & Cst. Kevin Murphy deployed the speed Radar Trailer at the Fire Hall & Irving station on Church Street, in Town of Pictou. Generated a great deal of discussions with motorists & people happy to see RCMP using these tools to meet their concerns about road safety.



Pictou District team 2 conducting a checkpoint on Haliburton Road.

November 2022 Report – MPAL, Sally O’Neill

- **MPAL Physical Activity Plan** – Community survey is live and can be accessed at <https://s.surveypplanet.com/k70vtvkx>. Please share with your networks! Survey will close Dec 11th.
- **East River Valley Community Development Association** – Nov 3rd, met with members of Pictou County Trails Association and ERVCDA to plan a partnership to manage the clearing of Hurricane Fiona debris from the Sunny Brae to Eden Lake section of the Trans Canada Trail. PCTA has received a temporary letter of authority from Department of Natural Resources and Renewables to complete work on the trail. Next steps include pursuing community support for a long-term letter of authority to maintain the trail. Community outreach activities will be conducted as part of a 10-step process required by the Province to issue the letter.
- **PCTA funding** – Submitted applications for the Off Highway Vehicle Infrastructure Fund to support re-decking the River John Bridge.
- **Hurricane Fiona Restoration** – Provided cost information to NS Trails as they communicate with the Province to determine processes for administering disaster relief funds to community trail groups for hurricane cleanup.
- **Trails for Life** – Worked with PCTA to prepare a presentation to MOPC council highlighting recent work, new member committee (MTBPC mountain bikers) and share challenges of hurricane tree removal on rail trail and private land. Council encouraged the group to submit a proposal for increased funding in 2023.
- **Newcomer Support** – Presented a workshop on outdoor winter clothing for Newcomers in Pictou. Workshop held at the Pictou Library with 2 local families; and included donations of winter clothing for children. Purchased skating equipment with support of the Province’s Diversity and Community Capacity Fund to support 10 newcomer youth participating in Kinsmen Power skating at the Wellness Centre (Including families from Pictou’s newcomer community). Equipment will be retained for the Go Play Equipment Loan program.
- **Physical Activity Practitioners Exchange** – Participated in this annual Provincial workshop with MPALs across the province and other members of the physical activity sector.



Superintendent of Public Works – December 2022

Capital:

- All tenders for 2022 / 2023 capital work awarded
 - Market Marina Design – Awarded to Strait Engineering Limited
 - Asphalt Patching Tender – Awarded to S.W. Weeks
 - Tractor Tender Awarded to Mackay Truck and Trailer Centre
 - Well Service Standing Offer – Awarded to G.W. Reid Well Drilling
 - Denoon Street Capital Work – Awarded to S.W. Weeks

Utilities:

- GUDI Step 2 process ongoing for well # 17 and 18
- Work ongoing for Well #18 transmission line construction and wellhouse construction
- Engaging CBCL Consulting to study east end pressure zone in the water distribution system.
- Water break on Faulkland Street on November 26th, 2022 and on Welsford Street December 1st, 2022
- Leaking valves replaced on Alferd Street and Price Street.
- School Street water line wrapping up, residential laterals and site restoration remaining.

Roads and Sidewalk:

- Veterans Drive sidewalk project completed
- Denoon Street ongoing, project wrapping up. Completing survey, landscaping and driveway tie ins.
- Salting streets and sidewalks as needed

Public Works:

- Working on a digitization program for old Public Works files/drawings
- Working on continuing with existing GIS database and creating an asset assessment program
- Marina damage from November 2021 repair completed
- Ditching, culvert upgrading and manhole ongoing to address flooding issue arising during February rainfall event on Elliot Street and Patterson Street ongoing.
- Hurricane Fiona cleanup completed



Pictou Recreation & Parks

MONTHLY REPORT

November 2022

Facilities and Parks: Improve quality of facilities.

Pool

- New staff has been hired to work reception desk, parttime.
- Rentals are fully booked to the end of December.
- Swim lessons are at capacity due to staffing levels; a training program for new staff is in progress.
- Planning underway for new ideas around programs and course delivery.
- Special Christmas activities are being planned; Christmas stocking stuffers are back. Promotions beginning on gift certificates for Christmas.

Fields, Parks, Playgrounds, Trail

- All public washrooms are closed.
- Plan on landscaping for skate park still being worked on.
- All outdoor rec facilities have been winterized.
- Submission to Trans Canada Trail Capital grant program for Gut Bridge and shoreline repair. Met with ACOA around additional funding potential.

Marina & Waterfront

- Market Wharf – discussions on federal funding options.
- Working with Develop NS on placemaking proposal.

Community and Volunteer Development: Facilitate effectiveness of volunteer groups

- Met and presented to multiple community groups on Pictou 2023 planning and activities.

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.
- Newsletter (Winter)- begun formatting and collecting information.

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

- Winter programming currently being developed; new offerings include Tai Chi, Cardio Kick Boxing, jitjizu and multi-sport program for ages P-2.

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

- Pictou 2023 Anniversary Planning – meetings of Pictou 2023 Management Committee, marketing and communications planning; development of Anniversary Celebration presentation for community groups, proposal for a Pictou 2023 main event venue (on waterfront) and placemaking initiatives, meetings with all levels of government regarding funding and marketing supports, will be ordering Pictou 2023 swag to kick off the New Year.
 - 55+ Games – Participation on planning committee for the Nova Scotia 55+ Games; Recreation Departments are the events lead (20 plus events).
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- Christmas Light Up, December 3rd – pre-planning for Christmas Light Up and other activities over the Holidays. Planning and ordering for Christmas lights and outdoor decorations. Working in partnership with Pictou Business and Marketing Society on Holiday activities.
- Fill Up the Truck Food Drive will take place December 3rd.
- Town sponsorship: Candy Cane Fun Run taking place December 4th; Family New Years Skate and Fireworks by Pictou Lobster Carnival on December 31st.

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

- Canada Day Grant submission for 2023
- Meetings attended: Highland Region Recreation Coordinators Association, monthly Pictou County Municipal Recreation meeting, Hike Canada (volunteer based); Atlantic Canada Cruise Association;
- Preparation for transition from Recreation Manager position to Community Development Officer.

Respectfully Submitted:

Michelle Young
Community Development Officer
Town of Pictou

Committee of Council - Finance Update Dec 5, 2022

This report is based on 7 months of actual results (Apr–Oct) and 5 months of forecast 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 (\$9k Deficit)

- YTD – Taxes are on budget and will change little after August

Sales of Service (\$4k Surplus)

- YTD – This small deficit is due to the pool closure over the summer.

Revenue from own source (\$39k Surplus)

- YTD – Rental revenue is up due to renting the CN Station; higher interest rates on savings
- Forecast – This surplus will grow over the second half of the year.

Other transfers (\$25k Surplus)

- YTD – Covid Relief Fund was used to purchase tent for outdoor events.
- Forecast – Received \$35k grant from ACOA for events in the downtown

Expenses

General Government (\$69k deficit)

- YTD – \$49k fees related to selling property

Protective Services (\$43k Surplus)

- YTD – Delay hiring Admin Assistant

Transport Services (\$34k Deficit)

- YTD – Equipment maintenance costs are \$36k over budget

Environmental Health (\$4k Surplus)

- YTD – On budget
- Forecast – This will stay on budget

Public Health and Welfare Services (\$17k deficit)

- YTD – Ship Hector Grant of \$33k was approved in prior years but not in the budget.
- Forecast – Public Housing estimates \$21k below what we budgeted this year.

Environmental Development Services (\$125k Deficit)

- YTD – Deficit is due to \$42k Hurricane Damage, Marina repairs costs \$10k; Jitney Culvert Assessment \$11k; Tent funded through Covid Relief Fund \$15k; spending on events funded by the Rediscover Mainstreet grant.

Recreation and Cultural Services (\$54k Deficit)

- YTD – This includes \$31k to remove the damaged Gut bridge

In general (YTD), there were several large, unexpected expenses this year. This is partly offset by higher revenue for rental, interest, and grant income. We spent \$42k for Fiona clean up in October; we will be applying for assistance once all the costs have been incurred for the clean up.

David Nicholson

*Manager of Finance
Town of Pictou*

TOWN OF PICTOU

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

31-Oct	12 Mos. 22-23 Forecast	12 Mos. 22-23 Budget	12 Mos. 22-23 Variance
Revenues			
Taxes	\$ 4,902,495	\$ 4,915,495	\$ (13,000)
Grants in lieu of taxes	409,876	408,876	1,000
Sales of services	273,614	269,614	4,000
Revenue from own sources	499,045	421,045	78,000
Unconditional transfers from other governments	547,918	545,918	2,000
Other transfers	51,089	1,089	50,000
	6,684,037	6,562,037	122,000
Expenses			
General government services	1,043,632	992,632	(51,000)
Protective services	1,587,446	1,630,446	43,000
Transportation services	1,080,417	1,047,417	(33,000)
Environmental health services	654,668	658,668	4,000
Public health and welfare services	180,624	184,624	4,000
Environmental development services	290,512	165,512	(125,000)
Recreation, cultural services and education	725,563	680,563	(45,000)
Education	524,988	536,988	12,000
	6,087,850	5,896,850	(191,000)
Excess of revenues over expenses before the following	596,187	665,187	(69,000)
Financing and Transfers			
Debenture and term loan principal installments	(280,347)	(280,347)	-
Transfer to own funds	(348,377)	(381,710)	33,333
Net financing and transfers	(628,724)	(662,057)	33,333
Annual Surplus (Deficit)	(32,537)	3,130	(35,667)

TOWN OF PICTOU

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

31-Oct	7 Mos. 22-23		7 Mos. 22-23
	Actual	Budget	Variance
Revenues			
Taxes	\$ 4,867,995	\$ 4,876,995	\$ (9,000)
Grants in lieu of taxes	128,931	127,931	1,000
Sales of services	92,645	88,645	4,000
Revenue from own sources	301,519	262,519	39,000
Unconditional transfers from other governments	275,157	273,157	2,000
Other transfers	26,089	1,089	25,000
	5,692,336	5,630,336	62,000
Expenses			
General government services	764,582	695,582	(69,000)
Protective services	707,175	750,175	43,000
Transportation services	542,824	508,824	(34,000)
Environmental health services	392,535	396,535	4,000
Public health and welfare services	51,938	34,938	(17,000)
Environmental development services	243,095	118,095	(125,000)
Recreation, cultural services and education	529,935	475,935	(54,000)
Education	306,243	313,243	7,000
	3,538,327	3,293,327	(245,000)
Excess of revenues over expenses before the following	2,154,009	2,337,009	(183,000)
Financing and Transfers			
Debenture and term loan principal installments	(72,892)	(72,892)	-
Transfer to own funds	(216,730)	(250,063)	33,333
Net financing and transfers	(289,622)	(322,955)	33,333
Annual Surplus (Deficit)	1,864,387	2,014,054	(149,667)