

**Notice of Town of Pictou
Committee of Council Meeting
Council Chambers – CN Station
71 Front Street, Pictou
Monday, January 9, 2023
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. Ignite Atlantic
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. Green and Inclusive Community Buildings Program
 - b. Emergency Generator – Water Utility
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.



December 2022 Report – MPAL, Sally O’Neill

- **Grant Notification** – Successful grant award of **\$46,000** to create a safer road crossing and active transportation at Victory Heights.
- **MPAL Physical Activity Plan** – Community survey is closed with over 100 responses; efforts will now be directed to preparing a draft of the plan.
- **After School** – Approved for **\$28,000** in funding from Chignecto Central Centre for Education’s After School Program (ASP). Winter program begins in January, locations TBA.
- **Gut Bridge Restoration** – Submitted applications for the Trans Canada Trail (TCT) Infrastructure and Major Repairs Fund and the Communities, Culture, Tourism and Heritage (CCTH) Planning Assistance Fund to support the engineering design for a new bridge.
- **Pictou County Trails Association (PCTA) Funding** – Submitted application for the TCT Infrastructure and Major Repairs Fund to support re-decking the River John Bridge (in addition to the Off Highway Vehicle Infrastructure Fund submitted in November).
- **Active Communities Fund** – Submitted application to support purchases of Cross-Country Ski Grooming equipment and a large Hippocampe to add to the municipal equipment loan program.
- **Hurricane Fiona Restoration** – Provincial funding is now in place to pay invoice costs associated with hiring professional services for tree removal. Assisted PCTA to submit invoices to Nova Scotia Trails Federation who are managing the funds for community groups.
- **Newcomer Support** –
 - Purchased 6 additional helmets to support newcomer youth to participate in Power Skating program at Pictou County Wellness Centre. Supported by funding from the Diversity and Community Capacity Fund.
 - Organized community donations of winter outdoor wear for newcomer youth in Pictou.
- **Additional activities** –
 - Attended Nova Scotia Trails Federation AGM and planning session.
 - Attended Canadian Trails Federation board meeting (Zoom).
- **Professional Development** – Completed graduate course, Organizational Analysis for Sport and Recreation through University of Alberta.

Superintendent of Public Works – January 2023

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. Building completed, electrical and pump installation to completed in January 2023.
- CBCL Consulting study on east end pressure zone in the water distribution system completed, currently reviewing the report.
- Water break on Water Street repaired January 3rd, 2023

Roads and Sidewalk:

- Gut Bridge design ongoing, completion is expected to be completed by end of month
- Preparing options for 2023/2024 capital projects
- Construction drawings for Union / Cedar / Denoon Streets realignment to be completed by January.
- 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. Streets mapping and condition reporting completed, plan creating
- Ditching, culvert upgrading and manhole upgrades put on hold until spring.
- Slab design for Visitor Information Centre relocation to be completed by February 2023.



Pictou Community Development

MONTHLY REPORT

December 2022

Facilities and Parks: Improve quality of facilities.

Pool

- Please see attached year end report; report includes detail on December closure.

Fields, Parks, Playgrounds, Trail

- Waiting on response to submission to Trans Canada Trail Capital grant program for Gut Bridge and shoreline repair.

Marina & Waterfront

- Market Wharf – discussions on federal funding options.
- Working with Build Nova Scotia (former Develop NS) on placemaking proposal; funding has been approved for an event space on the waterfront for 2023; working on budget, site plan, required servicing, securing site amenities; potential for programming throughout 2023.

Community and Volunteer Development: Facilitate effectiveness of volunteer groups

- Continued to meet with multiple community groups on Pictou 2023 planning and activities.
- Town was sponsoring partner for the Family New Year Skate and Fireworks hosted by the Pictou Lobster Carnival.

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.
- Town Winter Newsletter printed and distributed; also posted on Town website.

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

- Coordination of winter recreation programs for all abilities and ages.

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

- **Pictou 2023 Anniversary Planning:**
 - meeting of Pictou 2023 Management Committee
 - marketing and communications planning
 - launched website www.pictou2023.com and Facebook page. Full listing of Pictou 2023 Anniversary events are found on the website (20 confirmed; more to be posted).
 - Design and production of: event banner, selfie frame, magnets, social media assets, roll up banners (display)
 - Working with Pictou Historical Photograph Society on display for Council Chambers
 - Working with media on editorial features; Saltscapes Magazine, Advocate, etc.
 - Pictou Christmas Light Up – great turn out and very positive feed back on activities and light displays
 - Fill Up the Truck Food Drive – huge success this year; food and monetary collection for Pictou West Food Bank
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- Pictou Recreation and Parks Committee – a thank you to all members who helped with the Christmas Light Up, Fill Up the Truck Food Drive, Blue Christmas event, coordinating Christmas cards for seniors (for local long term care facilities), the food advent calendar collection for two local families and support with the Candy Cane Fun Run.

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

- Upcoming: 3 employment program grants due by January 12th.
- Preparation for transition from Recreation Manager position to Community Development Officer

Respectfully Submitted:

Michelle Young
Community Development Officer
Town of Pictou

DECEMBER 2022

Fisheries Training Pool News

Ripples from the Pool

FISHERIES TRAINING POOL

73 Harbour Drive
P.O. Box 640
Pictou
B0K1H0
902-485-5301

CONTACT US

Email address:
aquatics@townofpictou.ca

Website:

www.townofpictou.ca

Facebook:

Pictou Fisheries Pool

Aquatics News



As the year draws to a close, there has been a great deal of changes at the Pictou Fisheries Training Pool in 2022. Long time Aquatic Manager Donna Weaver had retired from the pool, making way for an old but new face to come back to the pool. Mike Thompson has been working hard over the fall to bring you the same quality programming that you have come to expect from the pool. Now that Covid has eased up, the pool is getting used to a new normal as we have seen our numbers gradually increase. In mid December we had an unexpected closure where the pool had to be drained, cleaned and refilled. The pool is now in top shape for January's new years resolutions. Moving into 2023 we will grow our team, train new staff, and develop existing staff. Our facility will strive towards leading the pack in all things Aquatics.

QUICK FACTS:

Aquatic Team: 2 full time; 12 part-time staff

Home to **Pictou County Mariners Swim Team** for over 40 years; 45+ members

Equipment: 3 Meter & 1 Meter Dive Boards; Tarzan Swing Rope, 2 Slides, Basketball Nets; plus water toys

Inclusive Supports: fully accessible private changeroom, adaptable life vests, hydraulic lift, aqua wheelchair and specialized staff training.

Take the **ROOF**
off **WINTER**

DECEMBER 2022

December Overview



Pool Closure December

Due to an unfortunate circumstances we have had to close down the pool as of December 13, 2022. In the late evening of December 12, 2022 we discovered glass in the pool water, due to this we had to close the facility immediately in order to remediate the risk to patrons. It was necessary to drain and thoroughly clean the pool.

This was unfortunate but necessary. Due to the time of year, it took longer for the pool temperatures to come back up once the pool had finished refilling. Due to this we had to postpone the final swimming lessons, to January. Delaying registration for the next set gave our team a bit of time to have everyone adjust to the new swimming lesson program, which will be rolling out a week after the previous swimming lessons finish. We are looking forward to the January rush that comes each year and our pool will be in top shape for the new season.



Swimming Lesson Changes

After 75 years in swimming and water safety, Red Cross has decided to give up doing Red Cross swimming lessons. Over the past few months, the Lifesaving Society has stepped up to make this transition as seamless as possible, allowing us to cross over from Red Cross to Lifesaving Society. We no longer will be classed as Water Safety Instructors, but Swim for life Instructors. There will be a new curriculum for swimming lessons with new badges too. There has been positive public feedback as people are excited to adopt the new program. Due to this change, the Aquatic Manager has completed trainer crossover certification to be able to offer in house Swim for Life Instructor courses. This is an essential part of the success of our Swim program, so we can be replenishing our swim instructors and making our swimming lesson team the best it can be. Its an exciting time in aquatics as changes like this bring a new prospective on how and what we teach, and it allows us to conduct training inhouse to enhance the program. Registration for the next set of swimming lessons will begin on January 4, 2023, for 8 weeks.

A Year at a Glance



Aqua Fitness

Aqua Fitness is growing, this is the most popular class we have at the pool presently running seven times a week. Always a crowd pleaser these classes change daily to add a little variety; attendance has been upwards of 30+ participants.



Our Facebook Page

The Pictou Fisheries Pool Facebook page continues to grow, going from 100 members to 174. The page is updated daily with great engagement. There has been positive feedback from patrons about our Facebook page.

DECEMBER 2022



Pool Rentals

Pool Rentals have increased greatly throughout 2022. The most popular rental is the 1.5-hour time slot (for \$160.00) this allows for one hour in the water and one hour on the pool deck. There is also a 1 hour pool rental for \$120.00. In summary, in this past year there were 158 rentals, 7 additional rentals had to be cancelled due to the pool closure in December. The pool was closed in July and August due to scheduled maintenance.



Swim Team

Pictou County Mariners Swim Club is growing, one of strongest teams in the province. Swim team rentals are up this year as there were more swim meets which means more practice time for the team. There have been more early morning practice times, which positively impacts revenue.



School Groups

School groups have increased this year from 10 schools to 14 schools in 2022, we are hoping to attract more schools in 2023. As we have just booked another school for January. Now that covid is easing, this is an ideal time to get the schools involved with the Swim to Survive program.



Children with Disabilities Swimming Lessons

This year we were approached by North Nova Education center to do swimming lessons with children with varying abilities. These classes were a huge hit with all participants. At the end of the program, the participants were presented with certificates of completion and a participation badges. The highlight at the end of the session was that this class was joined by other classes from around the county, an amazing time was held by all. Regardless of your ability, it was the most inclusive activity we had at our Pool.



Paddle Boarding Session

Here is a picture of one of the participants, who was so proud to be able to stand and paddle on a paddle board, unassisted. This was an incredible inclusive day; each participant enjoyed the day immensely. We are planning to host more similar sessions in the winter.

Committee of Council - Finance Update Jan 9, 2023

This report is based on 8 months of actual results (Apr–Nov) and 4 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 (\$13k Deficit)

- YTD – Taxes will change little for the remainder of the year

Sales of Service (\$7k Surplus)

- YTD – This small deficit is due to the better attendance at recreation programs

Revenue from own source (\$41k Surplus)

- YTD –CN Station rental income was not budgeted; higher interest rates on savings
- Forecast – This surplus will grow over the remainder of the year.

Other transfers (\$138k Surplus)

- YTD – This includes \$88k expected for Fiona relief.
- Forecast – Received \$35k grant from ACOA for events in the downtown

Expenses

General Government (\$29k deficit)

- YTD – This deficit is due to legal, surveying, and insurance costs.
- Forecast – This deficit will shrink over the remainder of the year.

Protective Services (\$22k Surplus)

- YTD – Delay hiring Admin Assistant

Transport Services (\$56k Deficit)

- YTD – Equipment maintenance costs are \$44k over budget

Environmental Health (\$7k Surplus)

- YTD – On budget

Public Health and Welfare Services (\$21k 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 (\$176k Deficit)

- YTD – Deficit is offset by \$138k in new grants (\$88k Fiona; \$35k Mainstreet; \$15 Covid)

Recreation and Cultural Services (\$58k 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 \$88k for Fiona clean up to November; we will be applying for assistance with these costs.

There will be a tax sale on February 15, 2023. Property Assessments are being mailed to property owners by PVSC today.

David Nicholson

Manager of Finance

Town of Pictou

TOWN OF PICTOU

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

30-Nov	12 Mos. 22-23 Forecast	12 Mos. 22-23 Budget	12 Mos. 22-23 Variance
Revenues			
Taxes	\$ 4,898,495	\$ 4,915,495	\$ (17,000)
Grants in lieu of taxes	409,876	408,876	1,000
Sales of services	276,410	270,410	6,000
Revenue from own sources	488,543	420,543	68,000
Unconditional transfers from other governments	547,918	545,918	2,000
Other transfers	169,196	1,196	168,000
	6,790,438	6,562,438	228,000
Expenses			
General government services	998,331	993,331	(5,000)
Protective services	1,604,648	1,629,648	25,000
Transportation services	1,102,678	1,046,678	(56,000)
Environmental health services	642,263	659,263	17,000
Public health and welfare services	184,929	184,929	-
Environmental development services	372,823	165,823	(207,000)
Recreation, cultural services and education	729,662	680,662	(49,000)
Education	524,988	536,988	12,000
	6,160,322	5,897,322	(263,000)
Excess of revenues over expenses before the following	630,116	665,116	(35,000)
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)	1,392	3,059	(1,667)

TOWN OF PICTOU

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

30-Nov	8 Mos. 22-23		8 Mos. 22-23		8 Mos. 22-23	
	Actual		Budget		Variance	
Revenues						
Taxes	\$	4,867,995	\$	4,880,995	\$	(13,000)
Grants in lieu of taxes		128,931		127,931		1,000
Sales of services		107,235		100,235		7,000
Revenue from own sources		329,139		288,139		41,000
Unconditional transfers from other governments		275,157		273,157		2,000
Other transfers		139,089		1,089		138,000
		5,847,546		5,671,546		176,000
Expenses						
General government services		784,831		755,831		(29,000)
Protective services		877,627		899,627		22,000
Transportation services		657,143		601,143		(56,000)
Environmental health services		456,856		463,856		7,000
Public health and welfare services		56,243		35,243		(21,000)
Environmental development services		305,449		129,449		(176,000)
Recreation, cultural services and education		570,190		512,190		(58,000)
Education		349,992		357,992		8,000
		4,058,331		3,755,331		(303,000)
Excess of revenues over expenses before the following		1,789,215		1,916,215		(127,000)
Financing and Transfers						
Debenture and term loan principal installments		(258,207)		(258,207)		-
Transfer to own funds		(252,454)		(285,787)		33,333
Net financing and transfers		(510,661)		(543,994)		33,333
Annual Surplus (Deficit)		1,278,554		1,372,221		(93,667)