

**Notice of Town of Pictou
Committee of Council Meeting
Council Chambers – CN Station
71 Front Street, Pictou – Monday, April 7, 2025**

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

Agenda

1. Private Session – Personnel Matters (5:30 pm)
2. Public Session – Call to Order (6:30 pm)
3. Changes/Approval of Agenda
4. Proclamations & Acknowledgements
 - a. Hector Arena Manager Retirement
5. Presentations
6. Departmental Reports
 - a. Fire Department
 - b. RCMP
 - c. Community Development
 - d. Public Works
 - e. Parks & Recreation
 - f. Variance
7. Appointment Committees
8. Reports/Recommendations from Private Session
9. Recommendations
 - a. 2025-26 Operating Budget
10. Discussions
 - a. Off-Highway Vehicles
 - b. RCMP Financial Pressures
 - c. Equity and Anti-Racism Plan
 - d. Pre-Approval of Debenture Issuance
 - e. Purchase of PID 65209884
 - f. Regional Libraries Staff Wages
11. Correspondence
 - a. Pending Legislation – NSFPM President (fr.)
12. Public Comments/Questions
13. Adjournment
14. Special Council (Immediately Following)

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 Wayne Robinson

Council Report Monday April 7th, 2025

Fire Report For – March 2025

Calls for the Period

- At the time of this report, the department has responded to 7 emergency calls, including 2 commercial fire alarm activation and 2 residential fire alarms, a motor vehicle accident, 1 call to assist EHS, and one mutual aid call for stand by coverage while our mutual aid partners were at a structure fire.

Training

- The department continues its training schedule, meeting on March 3, 10, 17 and 24. This month we focused on skills to help prepare our members to take the certification testing for their level one program, including knots, ladders, PPE, salvage, etc.; other members also conducted pump operation refresher
- The Level 1 Firefighter Course participants will be taking their certification in May

Fire Fighting Equipment & Apparatus

- SCBA maintenance: Weekly checks continue, and all units are operating well
- Crews are keeping the equipment and gear clean and making sure it is ready to use
- We did have a breakdown of our breathing air compressor, fortunately it ended up being a loose wire and an easy fix; system is however aging, and we need to look at replacing it; I have requested quotes; quotes have been received; no change
- The new SCBAs are now in service

Department News

- We have been meeting with a representative from NFL (Northumberland Ferries) to conduct emergency planning for events that could occur on their ships, both at Pier C and while in operations; Officers from our department as well as Caribou, have participated in three meeting so far; both sides, are looking to make this a continuing partnership which will include emergency planning, training and exercises on a regular or recurring basis; no update currently

Building Maintenance

- The proposal with the engineering flight for upgrades to the station, has been approved. We have a list of materials to purchase for the work, once purchased, the work will be scheduled. Materials have been ordered. Work has begun on this project, so far they have replaced some of the lighting and made some repairs to doorways in the station. Still to come are some electrical improvements. No change, work is continuing.
- A building audit was recently held at the station; I have not received any of the results at this point; no change



MONTHLY REPORT: March 2025



RCMP MONTHLY REPORT

March 2025

Pictou District RCMP's Primary focus during this year is maintaining Public Confidence through Police presence and community engagements, Road Safety & Crime Reduction & are part of our Annual Performance Plan (APP).

- Summary Offence tickets issued under Motor Vehicle Act for driving while suspended along with 2 written warnings.
- On March 22, 2025 Pictou County District Street Crime Unit along with members of Pictou District RCMP assisted the Federal Serious Organized Crime unit from Halifax with execution of a warrant at a residence in Three Brooks. The warrant was concerning shipping of Fentanyl to the residence that was purchased through an online source. During the warrant a second Controlled Drugs and Substances warrant was also executed at the residence. Members on scene observed an enclosed trailer and through investigation learned it had been stolen in 2023. The trailer was recovered and towed from the property to be returned to the rightful owner.
- *Attempted abduction:* On March 18, 2025 Pictou District RCMP responded to a complaint concerning an attempted abduction that occurred in the Town of Pictou. The youth's mother reported that the youth was walking home from an extra curricular activity when a man with a white mid length beard stopped in a vehicle and asked if she wanted a ride, when she replied no to the man, he opened the truck door and attempted to reach for the youth who then ran home. The vehicle is described as an older rusty white ½ ton Ford pickup with black bars on the front and damage to the rear of the vehicle. The suspect sped away once the youth began to run. The investigation is continuing and a positive suspect has yet to be identified however police continue to follow up on leads and investigative avenues.
- A CTV news report was completed in regard to a historic hit and run causing death on Wellington Street from March 27, 1985. We hope the news report would generate any tips and/ or witnesses to come forward as we continue to investigate the death of Mr. Burke.



Pictou District RCMP

responded to a total of 82

calls for service as

compared to the same

time period in 2024 which

recorded 97 calls for service.

Type of Occurrence	# 2024	# 2025	Remarks
911 Act	3	1	March 1-25
Animal Calls	1	0	
Assault	2	4	
Assistance to General Public	0	0	
Assistance to Other Agencies	3	3	
Break & Enter	2	3	
Checkpoints	4	0	
Child Welfare/Family Relations	2	2	
Controlled Drugs and Substances Act	0	2	
Crime Prevention	1	1	
Disturbing the Peace	0	2	
Fail to Comply	4	4	
False Alarms	5	5	
Fraud	0	3	
Harassment	1	2	
Impaired	1	1	
Liquor Act	0	0	
Lost and Found	1	3	
Mental Health Act	14	4	
Mischief	5	6	
Moving/Non Moving Traffic	22	6	
Municipal By-Laws	1	0	
Offender Management Checks	0	4	
Other Criminal Code	2	8	
Parking Offences	0	0	
Suspicious Person/Vehicle	8	2	
Theft	3	4	
Theft from motor vehicle	0	0	
Traffic Collisions	2	2	
Uttering Threats	2	0	
Wellbeing Checks	2	2	
Information	1	2	
Coroner's Act – Sudden Death	0	2	
Other Files	4	5	
Total	97	82	



Community Development

MONTHLY REPORT

MARCH 2025

Community Infrastructure and Neighborhood Revitalization *Developing and improving community facilities and spaces for social interaction, leisure activities and environmental conservation; fostering commercial and neighborhood revitalization initiatives.*

Waterfront & Marina:

- All marina kiosks space rented for the upcoming season: Alladin Syrian Canadian Take Out, Sandy's Ice Cream and a new coffee/baked items take out business
- Planning for site configuration and new features for the Love Local Vendor Village and event tent; town owned tent (80 x 40) will be set up June 9
- We have received more interest from artisans to fill the kiosks at the Vendor Village than spaces available; currently working on evaluating submissions

Beautification and Placemaking Initiatives:

- Preliminary planning for 2025; creating a proposal for the event site on the waterfront and other initiatives to activate spaces
- "Enchanted Trail" project (lighting a portion of the Jitney Trail) has been pushed for a fall installation as there is electrical work required; sponsorship is being explored
- Preliminary planning for the Victory Heights project underway

Economic Development *Advancing the implementation strategy for Pictou's Waterfront Development Plan and other strategic business initiatives; supporting entrepreneurship and innovation.*

- Work currently is more focused on administrative efforts that support initiatives throughout the year; this includes grant reporting from previous year and developing operational budget
- The deadline for the Town Grant Program was March 31; 29 submissions received; level of requests is greater than previous years; recommendation report forthcoming
- Participated in a collective meeting of marina operators from around the province; meeting facilitated by East Coast Super Yacht and Destination Cape Breton; focus of meeting was marine destination marketing

Social Inclusion and Cultural Enrichment *Encouraging diversity and social inclusion; preserving and promoting cultural heritage and artistic expression through cultural events and initiatives.*

- Working on the music and event program for the summer and fall (June-October); there will be four days a week with music performances and markets (July-August); some weekly busking will be organized to activate key locations
- Working in partnership with Pictou County Pride, Heartland Tour, Pictou Lobster Carnival, Creative Pictou County, Hector Society and Pictou Arts Society on other events in Pictou taking place this season beginning in June

Marketing & Communications *Identify opportunities to profile the Town externally; develop and review internal communications ensuring consistent messaging.*

- Continuing to advance the video/virtual reality project in partnership with other municipalities

- Cruise Destination Development: Pictou County Cruise Committee met; we will be sending representatives to the Canada New England Cruise Symposium in Halifax in June; will also be co-sponsoring an event at the symposium in partnership with other small ports in Atlantic Canada
- A winter and spring social media campaign has been running on the Discover Pictou pages (Facebook and Instagram); several posts a week promoting Pictou to a greater targeted audience; very good reach; visit: <https://www.facebook.com/discoverpictou/>
- A weekly eblast to our subscribers is being sent out and will continue to do so; it provides general updates on Town matters, events and recreation; for example – grants, trail information, traffic advisories such as the new yield at West River Road or one way on James Street; Visit: <https://www.townofpictou.ca/subscribe>
- Interview in video shoot by the Hector Heritage Quay
- Interview in video shoot by the Province on the Caladh Avenue project
- Ongoing updates on Town website and social media www.townofpictou.ca, www.discoverpictou.ca

Community Engagement and Participation *Engaging the community in decision-making processes; ensuring transparency and accountability in delivery of services and initiatives; foster creativity and a sense of identity within the community*

- Pictou Business Advisory Committee met in February; amendments are being recommended to the policy
- Various meetings with community partners; Atlantic Canada Small Ports and businesses

Organizational and Professional Development

- Will be attending the Downtowns Atlantic Conference in May in Dartmouth
- Received approval for a grant to employ a Co-op student for 16 weeks; Marketing and Special Projects Intern position; working with Nova Scotia universities and NSCC through their co-op education programs

Respectfully submitted,

Michelle Young
Community Development Officer

Superintendent of Public Works – April 2025

Capital:

- 2024/25 capital completed for year. Deficiencies will be addressed in spring 2025. Constitution Street delayed until next year will start in March or April 2025. Broidy Park tender closed April 8th, 2025 capital tender closes April 15th.
- Salt truck ordered, on schedule to be delivered Q2 2025.
- Two EV SUVs ordered
- Skyjack SJ46 ordered from United Rentals – Delivery to be in mid-April.

Utilities:

- Well 17 and 18 GUDI step two reports have been accepted by NSECC and both wells are now classified as non GUDI. Minimum Chlorine residual has been reduced to 0.2PPM and staff have begun adjusting the treatment process to reflect this.
- Source Water Protection Plan review was completed. Will be present in April 2025 meeting.
- Planning stages of drilling Well 19.
- Hydrant replacement ongoing. During flushing 7 hydrants were broken and 3 of the seven have be replaced. Pictou fire department is aware of these locations and a backup plan is in place to utilize the next nearest hydrant. Working with NSPI for 3 of the hydrant locations due to proximity to power poles. Will be moving the three hydrants further from the poles to avoid working with NSPI.
- Environmental reports submitted to NSECC, awaiting review prior to posting.

Roads and Sidewalk:

- Snow plowing and salting ongoing as needed.
- Plowing damage repair to start in late April / early May.

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. Infrastructure report to be updated as needed
- Preparing asset inspection plan for manholes, catch basins and water valves for 2025.

Facilities and Parks: Improve the quality of facilities.

- Pool
 - Met with Tate Engineering, NSCC to review energy efficiency report and recommendations for the pool building
 - Preparing cost comparisons for decision making on repairs to the high diving board
 - New Swim lessons session began March 19
- Trails
 - Received first draft of the Destination Trail Assessment report from Terminus Consulting
 - Received quotes for 4 new trash bins to be placed on the Jitney trail
 - Debris cleanup on Fitness Trails paused for 2-3 weeks due to soft ground
- Community Centre Project
 - Reviewed design drawings for the building and provided feedback on usage needs

Volunteer Development: Facilitate effectiveness of volunteer groups

- Recreation Committee meeting discussions included Volunteer Week, current projects, spring planning and community outreach; the Volunteer Week Committee will review nominations and make selections for Youth and Adult Volunteers of the Year

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

- Registered for Go Clean Get Green with Pictou County Solid Waste; event is April 26
- Planning an Earth Day tree planting event
- Toured the new YMCA childcare and gym facility

Municipal Physical Activity Leader (MPAL) Partnership with Municipality of Pictou County and Province

- MPAL Physical Activity Plan: The plan has now been split into separate documents for each unit, with one combined master copy; this approach makes it easier for each of the units to read and see outcomes related to their town or municipality
- Active Transportation Plan: The second round of public engagement has been completed; working group will be meeting with the UPLAND team early April to review findings
- Active After-School Program: Active After-School Program kicked off in February 17 for students in Grades 4-6 at McCulloch Education Centre
- Winter Guided Hike Series: Pictou County Winter March Night Walks Roy Island Loop in Little Harbour on March 12 had 20 participants; final walk held March 26 at the Samson Trail in New Glasgow—12 participants

Organizational and Professional Development:

- Met with Superintendent of Public Works to develop a timelines document for all open recreation and parks capital projects
- Met with Director of Finance to review recreation and aquatics 2025-26 budgets
- Chaired Highland Region Recreation Coordinators meeting

TOWN OF PICTOU

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

28-Feb	11 Mos. 23-24 Actual	11 Mos. 23-24 Budget	11 Mos. 23-24 Variance
Revenues			
Taxes	\$ 5,863,290	\$ 5,889,290	\$ (26,000)
Grants in lieu of taxes	443,065	430,065	13,000
Deed Transfer Tax	179,736	179,736	-
Sales of services	185,043	257,043	(72,000)
Revenue from own sources	703,091	557,091	146,000
Unconditional transfers from other governments	430,912	421,912	9,000
Other transfers	327,117	236,117	91,000
	8,132,254	7,971,254	161,000
Expenses			
General government services	1,062,500	978,500	(84,000)
Protective services	1,757,594	1,815,594	58,000
Transportation services	1,187,400	1,151,400	(36,000)
Environmental health services	849,356	758,356	(91,000)
Public health and welfare services	48,522	45,522	(3,000)
Environmental development services	253,912	178,912	(75,000)
Recreation, cultural services and education	1,083,214	1,040,214	(43,000)
Transfer to Deed Trf Trust	179,736	179,736	-
Education	571,945	571,945	-
	6,994,178	6,720,178	(274,000)
Excess of revenues over expenses before the following	1,138,075	1,251,075	(113,000)
Financing and Transfers			
Debenture and term loan principal installments	(367,249)	(367,249)	-
Transfer to own funds	(483,783)	(633,783)	150,000
Net financing and transfers	(851,032)	(1,001,032)	150,000
Annual Surplus (Deficit)	287,043	250,043	37,000

TOWN OF PICTOU

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

28-Feb	12 Mos. 23-24 Forecast	12 Mos. 23-24 Budget	12 Mos. 22-23 Variance
Revenues			
Taxes	\$ 5,919,247	\$ 5,946,247	\$ (27,000)
Grants in lieu of taxes	443,065	430,065	13,000
Deed Transfer Tax	190,000	190,000	-
Sales of services	336,182	420,182	(84,000)
Revenue from own sources	773,072	621,072	152,000
Unconditional transfers from other governments	554,792	545,792	9,000
Other transfers	327,117	236,117	91,000
	8,543,475	8,389,475	154,000
	7,919,535	7,765,535	
Expenses			
General government services	1,122,151	1,041,151	(81,000)
Protective services	1,876,308	1,939,308	63,000
Transportation services	1,275,743	1,259,743	(16,000)
Environmental health services	907,127	818,127	(89,000)
Public health and welfare services	48,522	45,522	(3,000)
Environmental development services	262,328	188,328	(74,000)
Recreation, cultural services and education	1,172,958	1,109,958	(63,000)
Transfer to Deed Trf Trust	190,000	190,000	-
Education	623,940	623,940	-
	7,479,077	7,216,077	(263,000)
Excess of revenues over expenses before the following	1,064,397	1,173,397	(109,000)
Financing and Transfers			
Debenture and term loan principal installments	(389,389)	(389,389)	-
Transfer to own funds	(616,400)	(766,400)	150,000
Net financing and transfers	(1,005,789)	(1,155,789)	150,000
Annual Surplus (Deficit)	58,608	17,608	41,000

Committee of Council - Finance Update Apr 7th, 2025

Operations – Town of Pictou

This is based on 11 months of actual results (Apr-Feb). We lag a month behind to allow for invoices to be received and processed from the preceding month.

Revenue

Taxes (\$26k deficit)

- The budget double counted \$47k for hydrant rental charges as Tax and Grant-in-Lieu

Sales of Service (\$72k deficit)

- The Pool for the summer caused this reduction in revenue; pool costs decreased by more.

Revenue from own sources (\$146k surplus)

- Interest is \$63k high than expected YTD due to timing of capital work
- Tree removal from watershed/fitness trail forest: \$40k YTD and \$23k more in March

Other Transfers (\$91k Surplus)

- An oil spill during Carnival cost \$47k to clean up; we will charge this to the Lobster Carnival
- We have received \$25k beautification grant
- Municipal Innovation Grant - \$38k used YTD

Expenses

General Services (\$84k Deficit)

- Includes \$41k spent on Municipal Innovation grant project
- Laywer costs \$17k over budget

Protective Services (\$58k Surplus)

- Fire Dept \$23k under budget mostly due to lower vehicle maintenance than expected

Environmental health Services (\$91 deficit)

- high than expected repairs and maintenance of lift stations and WWTP

Environmental development Services (\$75 deficit)

- \$46k oil spill at carnival funded by Lobster Carnival
- \$25k spent on beautification from grant

Transfers

- Capital from revenue is \$150k lower than expected due to contingencies in infrastructure work

Overall, I am forecasting that we will be on favourable to budget this year. Most of the large variances to expenses have offsetting revenue increases.

We had a tax sale on Mar 27th, to sell a property that was defaulted upon after the Feb Tax sale.

David Nicholson

Manager of Finance

Town of Pictou