

**Notice of Town of Pictou
Committee of Council Meeting
Council Chambers – CN Station
71 Front Street, Pictou
Monday, June 2, 2025
6:30 pm**

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. Call to Order
2. Changes/Approval of Agenda
3. Proclamations & Acknowledgements
 - a. June is Recreation Month
 - b. Pride Month
4. Presentations
5. Departmental Reports
 - a. Fire Department
 - b. RCMP
 - c. Community Development
 - d. Public Works
 - e. Parks & Recreation
 - f. Variance
6. Appointment Committees
7. Reports/Recommendations from Private Session
8. Recommendations
 - a. Fire Inspector Appointment
9. Discussions
 - a. Municipal Election – Important Information
10. Correspondence
11. Public Comments/Questions
12. 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

Fire Chief Wayne Robinson
Council Report Monday June 2nd, 2025
Fire Report For – May 2025

Calls for the Period

- At the time of this report, the department has responded to 5 emergency calls, including 3 commercial fire alarm activation (one was a mistake, not actually in our area), 1 call to assist EHS, and a mutual aid call to stand by at our hall for Caribou District Fire.

Training

- The department continues its training schedule, meeting on May 5. On May 5, we had members of the Scouts visit the hall, members showed them around the hall, demonstrated some of our equipment and allowed them to use some of the equipment in a safe and controlled environment. Another group practiced on pump operations and nozzle/hose operations at the Hector Arena. On May 12, the department travelled to the Caribou District Fire Department where we sat in on a wildfire training presentation put on by the Department of Natural Resources.

Fire Fighting Equipment & Apparatus

- SCBA maintenance: Weekly checks continue, and all units are operating well. No change.
- Crews are keeping the equipment and gear clean and making sure it is ready to use.
- All trucks have gone for and passed their annual inspections.
- Utility 11 will be out of service from May 30 until June 4.
- The Department has purchased a space cap for the truck through funds from our equipment budget and funds from the Firefighter's 50/50 draw. The cap will provide us with more flexibility in storage for some of our equipment and provide flexibility in response apparatus.

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 meetings 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.
- The Department will be hosting the Rolling Barrage on July 30 for lunch at the station.

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. This should be completed within the next month.



MONTHLY REPORT: May 2025



RCMP MONTHLY REPORT

May 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).

- 10 Summary Offence tickets issued under Motor Vehicle Act and 8 written warnings.
- Police Week 2025 was from May 11-17. Pictou District RCMP hosted along with its Municipal Policing Partners, a Meet and Greet at the Pictou County Wellness Centre.



Pictou District RCMP

responded to a total of 57
calls for service ascompared
to the same time period in
2024 which recorded 97 calls
for service.

Type of Occurrence	# 2024	# 2025	Remarks
911 Act	2	2	May 1-25
Animal Calls	3	0	
Assault	3	2	
Assistance to General Public	1	1	
Assistance to Other Agencies	5	4	
Break & Enter	0	0	
Checkpoints	0	0	
Child Welfare/Family Relations	0	1	
Controlled Drugs and Substances Act	1	0	
Crime Prevention	0	1	
Disturbing the Peace	2	3	
Fail to Comply	3	1	
False Alarms	2	2	
Fraud	4	2	
Harassment	3	0	
Impaired	4		
Liquor Act	0	0	
Lost and Found	3	0	
Mental Health Act	18	3	
Mischief	9	6	
Moving/Non Moving Traffic	10	7	
Municipal By-Laws	1	0	
Offender Management Checks	0	0	
Other Criminal Code	0	3	
Parking Offences	0	0	
Suspicious Person/Vehicle	2	2	
Theft	1	4	
Theft from motor vehicle	0	0	
Traffic Collisions	1	2	
Uttering Threats	1	3	
Wellbeing Checks	5	3	
Information	1	2	
Coroner's Act – Sudden Death	1	0	
Other Files	13	3	
Total	97	57	



Community Development

MONTHLY REPORT

MAY 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:

- Waterfront public washrooms now open (marina boardwalk & Love Local Vendor Village).
- Marina Kiosks planned opening the week of June 9 (x3).
- Vendor Village Kiosks planned soft opening mid June (x9); grand opening July 1.
- Visitor Information and equipment rental kiosk planned opening last week in June.

Beautification and Placemaking Initiatives:

- Victory Heights Park – deadline to receive submissions for installation June 6.
- Painting position awarded (2 month term); began work June 2.
- Beautification labourer began work May 2; spring clean up of flower beds, mowing (focus on waterfront and downtown).
- Landscaping was completed at the rotary gateway sign including flower bed installation, sandstone wall and trees to screen storage containers.

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

- OHV communications and signage: in the works; target for public announcement mid June.
- Attended the Downtowns Atlantic Conference in Dartmouth; sessions focused on creating retail mix, effective branding and marketing of destinations, placemaking and events, evaluation tools, clean and safe downtowns, and issues.
- A new tenant will be renting space in the CN Station beginning in June; First floor.

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

- Working with local artist in partnership with McCulloch House Museum on a stop motion video for educational and promotional purposes; securing funding.
- Participated in a webinar hosted by the province's Accessibility Directorates office that focused on the built environment accessibility standards.
- Co-op student is working on an accessibility project; creating a database of public spaces and accessible features of each; collection tools include a scan of town owned spaces and a survey of facility owners/operators.
- Social media campaign was created for Nova Scotia Access Awareness Week; May 25-31.

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

- Completed the design work for a full color 36 page promotional program book; 7,000 copies will be printed and distributed.

- Submitted ads for multiple publications and magazines: Saltscapes, Sea Nova Scotia, Sunrise Trail Magazine, Tattoo magazine, etc.
- Received funding approval for a festivals and events grant from Events NS to assist with summer music program.
- 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*

- Various meetings with community partners; Heartland Tour, Pictou Garden Club (flower basket program), No 2 Construction Battalion Ceremony working group, Pictou County Multicultural Association, Small Ports of Atlantic Canada and a kiosk vendors meeting (x12).

Organizational and Professional Development

- Co-op student had begun work on May 6; 16 week work term; Communications and Special Projects Intern.

Respectfully submitted,

Michelle Young
Community Development Officer

Superintendent of Public Works – June 2025

Capital:

- Issues with 2024 paving being investigated.
- Capital Tender awarded to SW Weeks – Oak St, Grange St, Campbell Ct and Beeches Rd active; Fairview Crt and Victoria St to begin later in summer; Caladh Ave to start in September
- Broidy Park Tender awarded to Stoic Commercial Construction
- Splash Pad Tender closes June 13
- Salt truck ordered; on schedule to be delivered in July 2025

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
- Planning stages of drilling Well 19
- Hydrant replacement ongoing – Creighton and Strathcona Place remain
- Flushing ongoing

Roads and Sidewalk:

- Plowing damage repair to start in June
- Line painting ongoing
- Centre line painting completed
- Patching to begin in June; will be starting with utility cuts

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
 - YMCA staff will be moving into the building on June 23 and intend to open the pool for programming the first week of July.
- Trails
 - New kilometer markers have been installed on the Jitney Trail featuring the updated Trans Canada Trail logo
 - Working with Active Pictou County and Public Works on new Active Transportation trail between Pictou Academy and McCulloch Education Centre
- Parks
 - Park Maintenance Staff have been keeping fields prepared for usage – mowing, lining and weed control
 - Vacant Recreation/Public Works Labourer position posted – deadline June 12
 - Soil is ordered for the CN Ballfield and will be applied mid-June to improve infield drainage and moisture control

Volunteer Development: Facilitate effectiveness of volunteer groups

- Recreation Committee met to debrief volunteer appreciation reception and discuss upcoming programming and events, including Canada Day
- Terry Fox Committee is now meeting monthly to plan the 45th Terry Fox Run – orders for run shirts, signage and promotional materials are submitted
- The Recreation Committee has some openings – please share; anyone interested can attend a meeting to learn about the work of the Recreation Committee and its efforts to keep Pictou lively and active

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

- Summer camp registration will open June 3 for Pictou Residents and June 5 for surrounding areas. All camp leadership has been hired and the Junior Leader program intake is underway. Camp will include plenty of outdoor play, learning experiences, and special trips, including the Lobster Carnival, Sherbrooke Village, Halifax Discovery Centre, Trenton Park, and Caribou Beach. Camp begins on July 2 with a short week.
- Camp will be using the former Pictou Library site on the second floor of the Town Hall for rain and excessive heat days; Recreation staff are working to prepare this space to host programming
- 4-week Yoga session begins July 8 at Pictou United Church Hall
- Walk and Roll continues through June, breaking for summer June 24; the program remains very well attended with equipment usage (rollator walker loans) at capacity
- Tennis courts are now ready for play and summer memberships can be purchased at Town Hall during business hours.

Committee of Council - Finance Update Jun 2nd, 2025

Operations – Town

This variance report shows forecasted revenues and expenses. This is based only on 1 month of actual result (April). We lag a month behind to allow for invoices to be received and processed from the preceding month.

There are not yet any significant variances to budget.

The variances in the financials attached are mostly due to timing and I expect that the budget is still the best forecast for expenses and revenue for this fiscal year.

David Nicholson

*Manager of Finance
Town of Pictou*

TOWN OF PICTOU

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

30-Apr	1 Mos. 25-26 Actual	1 Mos. 25-26 Budget	1 Mos. 25-26 Variance
Revenues			
Taxes	\$ 3,178,969	\$ 3,176,969	\$ 2,000
Grants in lieu of taxes	-	-	-
Deed Transfer Tax	33,904	16,667	17,237
Sales of services	34,300	16,300	18,000
Revenue from own sources	126,993	131,993	(5,000)
Unconditional transfers from other governments	133	133	-
Other transfers	-	-	-
	3,374,299	3,342,062	32,237
Expenses			
General government services	246,044	256,044	10,000
Protective services	114,348	121,348	7,000
Transportation services	73,755	76,755	3,000
Environmental health services	67,475	71,475	4,000
Public health and welfare services	3,615	615	(3,000)
Environmental development services	13,186	10,186	(3,000)
Recreation, cultural services and education	63,280	67,280	4,000
Transfer to Deed Trf Trust	33,904	16,667	(17,237)
Education	56,213	56,213	-
	671,820	676,583	4,763
Excess of revenues over expenses before the following	2,702,479	2,665,479	37,000
Financing and Transfers			
Debenture and term loan principal installments	-	-	-
Transfer to own funds	(62,017)	(62,017)	-
Net financing and transfers	(62,017)	(62,017)	-
Annual Surplus (Deficit)	2,640,462	2,603,462	37,000

TOWN OF PICTOU

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

30-Apr	12 Mos. 25-26 Forecast	12 Mos. 25-26 Budget	12 Mos. 25-26 Variance
Revenues			
Taxes	\$ 6,449,917	\$ 6,449,917	\$ -
Grants in lieu of taxes	425,899	425,899	-
Deed Transfer Tax	217,237	217,237	-
Sales of services	424,311	406,311	18,000
Revenue from own sources	571,130	577,130	(6,000)
Unconditional transfers from other governments	545,784	545,784	-
Other transfers	6,040	6,040	-
	8,640,318	8,628,318	12,000
Expenses			
General government services	1,188,464	1,199,464	11,000
Protective services	1,973,501	1,979,501	6,000
Transportation services	1,369,439	1,373,439	4,000
Environmental health services	886,606	889,606	3,000
Public health and welfare services	50,615	46,615	(4,000)
Environmental development services	174,678	171,678	(3,000)
Recreation, cultural services and education	888,133	893,133	5,000
Transfer to Deed Trf Trust	217,237	217,237	-
Education	674,553	674,553	-
	7,423,226	7,445,226	22,000
Excess of revenues over expenses before the following	1,217,092	1,183,092	34,000
Financing and Transfers			
Debenture and term loan principal installments	(418,394)	(418,394)	-
Transfer to own funds	(819,200)	(819,200)	-
Net financing and transfers	(1,237,594)	(1,237,594)	-
Annual Surplus (Deficit)	(20,502)	(54,502)	34,000