

**Notice of Town of Pictou
Committee of Council Meeting
Council Chambers – CN Station
71 Front Street, Pictou
Monday, November 3, 2025
6:30pm**

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. Veterans Week
 - b. Municipal Awareness Week
 - c. Domestic Violence Awareness 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. Write Off – Tax and Water Account Balances
 - b. Design Work for Jitney Trail Erosion
9. Discussions
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 November 3rd, 2025

Fire Report For – October 2025

Calls for the Period

- At the time of this report, the department responded to 5 calls for service, including 2 commercial fire alarm activations, 1 residential fire alarm, 1 medical/EHS assist calls, and 1 water rescue.

Training

- The department continues our training schedule. During the month of October, we focused on hydrants, pumping and relay operations.
- The province has recently announced plans to move forward with a Firefighter Training Plan; they have announced the forming of a 32-person panel with members from across the province. They have been tasked with putting together an interim training plan for the province which will cover everything from fire behavior to ladder safety to vehicle extrication and everything in between. No updates from the province this month.

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.
- Truck 11 has a leak in the pump packing, contractor should be here in the next couple of weeks.

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.
- Fire Prevention Week was held during the first full week of October. We visited all of the schools in town and we joined the Scotsburn Fire Department in visiting West Pictou and Scotsburn Elementary schools. We also held an open house at the station on Wednesday October 8.

Building Maintenance

- No building issues at this time.



MONTHLY REPORT: October/ 2025



RCMP MONTHLY REPORT

October / 2025

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)

ROAD SAFETY

- 8 Summary offence tickets
- 1 written warning
- 2 Checkpoints

MAINTAINING PUBLIC CONFIDENCE

- Cst. Dedrick and Cst. Mason patrolled the Harbour ensuring our Witches on the Water were safe and not casting a spell on anyone.



Pictou District RCMP

responded to a total of 68 calls for service as compared to the same time period in 2024 which recorded 78 calls for service.





- Members attended the Pictou County Pipers Home Opener





RESOURCES

- Cpl. Nicholson should be arriving in mid November to fill Cpl. Ward position who is retiring.

Type of Occurrence	# 2024	# 2025	Remarks
911 Act	3	0	
Animal Calls	0	2	
Assault	2	7	
Assistance to General Public	0	0	
Assistance to Other Agencies	2	1	
Break & Enter	0	0	
Checkpoints	0	2	
Child Welfare/Family Relations	0	2	
Controlled Drugs and Substances Act	2	0	
Crime Prevention	1	0	
Disturbing the Peace	1	3	
Fail to Comply	4	3	
False Alarms	0	0	
Fraud	1	1	
Harassment	4	2	
Impaired	0	0	
Liquor Act	0	0	
Lost and Found	1	1	
Mental Health Act	6	4	
Mischief	8	5	
Moving/Non Moving Traffic	13	14	
Municipal By-Laws	0	0	
Offender Management Checks	5	5	
Other Criminal Code	7	3	
Parking Offences	0	1	
Suspicious Person/Vehicle	2	1	
Theft	4	4	
Theft from motor vehicle	0	0	
Traffic Collisions	3	1	
Uttering Threats	3	0	
Wellbeing Checks	2	4	
Information	0	1	
Coroner's Act – Sudden Death	0	0	
Trespass	1	0	
Other Files	3	1	
Total	78	68	



Community Development MONTHLY REPORT OCTOBER 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 & Placemaking:

- Public Washrooms remain open until the end of October into November until temperature drops.
- Victory Heights Park – completed.

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

- Cruise Development – Oct. 10 was a double ship day, the first the port has had; the last visit planned for Oct. 30th was cancelled.
- Pictou Business Mixer took place October 2; very well attended.
- Premiere Showing of the Stop Motion Animated Video release took place October 9 at McCulloch House Museum and Genealogy Centre (by invite); planning for a general public showing taking place at the deCoste Centre on November 6.

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

- Planning for Pictou’s annual HarvFEST on the Harbour event in October; larger event this year with two venues; the Pictou Waterfront and a “street party” on Water Street. The event this year was resource-intensive, requiring considerable staff hours to organize successfully.

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

- Tourism Nova Scotia (TNS) in partnership with the Town of Pictou – Photo and video shoot under the Emerging Destinations Program took place on October 2-4 in Pictou. While on location, Mel Cherry posted 13 stories on her Instagram channel: [Instagram stories](#). Following the visit, she also shared a carousel post highlighting the key sites and businesses they visited: [Instagram post](#). TNS will be boosting (putting paid promotion behind) this post for three weeks, from October 17 to November 7. Photos from the shoot will be used for future Town promotions.
- HarvFEST promotions included: radio and social media campaigns, posters, handouts, online event calendars, press release and other media. Eleven different social media posts hitting 9,700 to 50,000+ views including a video.
- Town Christmas Events & Planning: created a logo for the theme this year, “Magic of the Season”, developed promotional templates for events, created an event page on the Town website highlighting all holiday events in Pictou, sent submissions to DEANS for their online calendar.

Respectfully submitted,
Michelle Young, Community Development Officer

Superintendent of Public Works – November 2025

Capital:

- Capital Tender awarded to SW Weeks – Oak Street and Beeches Road sidewalks; Grange Street, Campbell Court, Victoria Street and Fairview Court completed; Caladh Avenue ongoing
- Broidy Park Tender awarded to Stoic Commercial Construction; construction on hold
- Splash Pad Tender awarded to Dirt Road Contracting; Project started in October; May completion
- Salt truck delivered
- Market Wharf foundation ongoing; about 90% complete

Utilities:

- Drilling Well 19 in process
- Well 16 being investigated as possible production well
- Hydrant replacement ongoing – Remaining is Creighton (waiting till event site is over for the year) and Strathcona Place (on hold at NSHA request)

Roads and Sidewalk:

- Patching ongoing – 80% complete

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



Recreation and Parks

MONTHLY REPORT

September 2025

Facilities and Parks: Improve the quality of facilities

- Parks
 - Pictou Academy hosted a division championship soccer tournament on Wednesday October 22; received very positive comments and feedback on the condition of the field
 - Chain link fencing is being repaired at PA Field, Veteran’s Drive Park and CN Field
- Trails
 - Fitness Trails entrance at Cedar St cleared of fallen/leaning trees
- Pool
 - Brought technology providers from NSCC, YMCA and Town together with decision makers from NSCC to facilitate a plan for restoring remote monitoring of pool equipment
 - Provided support to YMCA staff in their first month open as operators of Pictou Fisheries Pool

Volunteer Development: Facilitate effectiveness of volunteer groups

- Members of our Recreation Committee and other volunteers assisted with approximately 200 pumpkins carved for the Pumpkin Glow-up at Harv Fest
- Holiday Planning Committee met October 8 and October 23. Next meeting November 4. No requirement to be on the Recreation Committee to join this working group and new members can join at any time. Important dates: November 28 - Holiday Tree Lighting party, November 29 – Fill Up the Truck Foodbank event
- Announcing our 2025 Holiday Theme, “Magic of the SEASON” – promotions, images and events will reflect a maritime charm

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

- Organized and delivered pumpkin carving activities, “Pumpkin Glow Up” and bonfire smores (propane) during Harv Fest; assisted with setup/takedown for the event
- New yoga sessions begin November 4; Chair Yoga begins November 21
- Women’s Tuesday night bike rides ended October 28 for the season
- In talks with North Pole Headquarters to arrange collection and delivery of Pictou’s letters to Santa in light of the current Canada Post labour dispute; Pictou received a glowing report from Santa’s communication team on last year’s letter campaign and conditions look favourable for a continued partnership

MPAL- Municipal Physical Activity Leader

- Jitney Trail Signage Project - Ongoing collaboration with PTCA and Municipal GIS tech to design consistent trailhead signage for the Waterfront Jitney Trail and the wider network
- MPAL Fall Guided Hike Series - The fall hike series continues, with recent hikes at Samson Trail (Oct 15) and Caribou-Munroe's Island (Oct 29). The final hikes, Acadia Park (Nov 5) and Fitzpatrick Mountain (Nov 16) will be the last to earn the original Pictou County Hike Badge before its redesign.
- Trick or Trail - Second annual Trick or Trail event took place at Trenton Park on October 30. This is a joint initiative among Pictou County recreation departments.
- Pictou Academy/McCulloch Education Centre Connector Trail - Trail construction is complete and signage is pending. Work is underway to prevent ATV use, which has already become an issue.

Professional Development

- Recreation Manager and MPAL attended the Recreation Nova Scotia Conference in Sydney, NS (Oct 21–24), themed *"Rooted in Relationships: Celebration, Community, & Connection Through Recreation."*



Committee of Council - Finance Update Nov 3rd, 2025

Operations – Town

This variance report shows forecasted revenues and expenses. This is based on 6 months of actual results (Apr-Sept). We lag a month behind to allow for invoices to be received and processed from the preceding month.

Revenue

Sales of Service (\$13k deficit)

- The YMCA taking over the pool will reduce revenue/expenses for the pool by \$140k
- New contract with Westville to sell accounting services for \$25k

Other Transfers (\$59k surplus)

- \$30k Provincial grant to produce VR marketing material (Offsetting Expense)
- \$19k MoPC contribution to library costs

Expenses

Protective Services (\$117k deficit)

- \$85k adjustment to RCMP expenses for prior fiscal year.
- RCMP at 6.15 FTE compared to 5.5 budgeted.

Environmental Dev Services (\$130k deficit)

- \$30k Provincial grant to produce VR marketing material (Offsetting Expense)
- \$25k was spent expecting beautification grant but the program was canceled
- More was spent on entertainment for the waterfront than I expected

Recreation Cultural Services (\$21k surplus)

- The YMCA taking over the pool will reduce revenue/expenses for the pool by \$140k

Transfers

Tranfers to own funds

- Capital from revenue is expected to be \$300k under budget due to favourable tenders.

Overall, I am expecting that we will be \$115k favourable to the operating budget this year. This is mainly due to reducing capital from operating; and higher RCMP costs than expected.

We sent out preliminary tax sale notices for 69 properties that are 2 years in arrear for taxes. The tax sale will be on Feb 18th, 2026.

David Nicholson

*Manager of Finance
Town of Pictou*

TOWN OF PICTOU

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

30-Sep	6 Mos. 25-26 Actual	6 Mos. 25-26 Budget	6 Mos. 25-26 Variance
Revenues			
Taxes	\$ 6,427,332	\$ 6,426,332	\$ 1,000
Grants in lieu of taxes	-	-	-
Deed Transfer Tax	113,910	99,910	14,000
Sales of services	124,908	137,908	(13,000)
Revenue from own sources	333,363	334,363	(1,000)
Unconditional transfers from other governments	297,893	297,893	-
Other transfers	65,098	6,098	59,000
	7,362,504	7,302,504	60,000
Expenses			
General government services	849,157	830,157	(19,000)
Protective services	866,323	749,323	(117,000)
Transportation services	640,634	623,634	(17,000)
Environmental health services	435,995	478,995	43,000
Public health and welfare services	43,965	47,965	4,000
Environmental development services	244,629	114,629	(130,000)
Recreation, cultural services and education	541,441	562,441	21,000
Transfer to Deed Trf Trust	113,910	99,910	(14,000)
Education	337,662	336,662	(1,000)
	4,073,716	3,843,716	(230,000)
Excess of revenues over expenses before the following	3,288,788	3,458,788	(170,000)
Financing and Transfers			
Debenture and term loan principal installments	(210,934)	(210,934)	-
Transfer to own funds	(222,100)	(372,100)	150,000
Net financing and transfers	(433,034)	(583,034)	150,000
Annual Surplus (Deficit)	2,855,754	2,875,754	(20,000)

TOWN OF PICTOU

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

30-Sep	12 Mos. 25-26 Forecast	12 Mos. 25-26 Budget	12 Mos. 25-26 Variance
Revenues			
Taxes	\$ 6,483,311	\$ 6,482,311	\$ 1,000
Grants in lieu of taxes	425,899	425,899	-
Deed Transfer Tax	218,910	199,910	19,000
Sales of services	299,358	406,358	(107,000)
Revenue from own sources	550,033	577,033	(27,000)
Unconditional transfers from other governments	545,654	545,654	-
Other transfers	65,098	6,098	59,000
	8,588,263	8,643,263	(55,000)
Expenses			
General government services	1,212,759	1,198,759	(14,000)
Protective services	2,127,127	1,980,127	(147,000)
Transportation services	1,389,646	1,372,646	(17,000)
Environmental health services	836,806	889,806	53,000
Public health and welfare services	43,965	46,965	3,000
Environmental development services	300,879	171,879	(129,000)
Recreation, cultural services and education	753,285	893,285	140,000
Transfer to Deed Trf Trust	218,910	199,910	(19,000)
Education	674,938	674,938	-
	7,558,314	7,428,314	(130,000)
Excess of revenues over expenses before the following	1,029,948	1,214,948	(185,000)
Financing and Transfers			
Debenture and term loan principal installments	(418,394)	(418,394)	-
Transfer to own funds	(519,200)	(819,200)	300,000
Net financing and transfers	(937,594)	(1,237,594)	300,000
Annual Surplus (Deficit)	92,354	(22,646)	115,000