

**Memorandum of Understanding Steering Committee Meeting
Thursday, February 5, 2015 at 9:30am
Municipality of the County of Pictou - Council Chambers**

In attendance:

Municipality of the County of Pictou

Warden Ronald Baillie
Councillor Deborah Wadden
Brian Cullen, CAO

Town of New Glasgow

Mayor Barrie MacMillan
Councillor Jack Lewis
Lisa MacDonald, CAO

Town of Pictou

Mayor Joe Hawes
Councillor Cam Beaton
Scott Conrod, CAO

Town of Stellarton

Mayor Joe Gennoe
Councillor Denise Taylor
Joyce Eaton, Town Clerk

Observers in Attendance:

Town of Pictou

Councillor Alta Munroe
Councillor Lynn Vigneault
Councillor Bob Naylor

Town of Stellarton

Councillor Ken Francis

Town of New Glasgow

Councillor Henderson Paris

Call to Order

Warden Baillie called the meeting to order.

Approval of the Agenda

Motion: To approve the Agenda as presented.

Moved: Mayor Barrie MacMillan

Seconded: Councillor Cam Beaton

Motion Approved.

Approval of the Minutes

Motion: To approve the Minutes of January 28, 2015 as presented.

Moved: Councillor Deborah Wadden

Seconded: Councillor Cam Beaton

Motion Approved.

Business Arising from the Minutes

a. Update on Staff Meetings – Study Components:

CAO Conrod reported that the Finance Staff from the four participating municipal units met on Monday to review the workplan and develop a process that will work for the collection of the information required. Eldon MacDonald (Pictou) is taking the individual municipal unit Financial Information Returns (FIRs) and harmonizing the financial statements as of March 31, 2014. It was noted that we may need to use the Nova Scotia Geomatics Centre in Amherst with respect to the proper mapping of the missing PIDs from the AANs within the assessment system for the four municipal units. Brenda MacKay (Stellarton) will be assembling the Tangible Capital Asset and Long Term Debt schedules for the four units. Bonnie Coulter (New Glasgow) will be undertaking policy research related various components of the workplan as example the capital percentage from operations, debt service ratio, debt affordability model, tax rating methods and the grants component.

b. Website Design and Hosting Contract

CAO MacDonald advised that the Webbuilders Contract is \$3,650 for the design development and \$450 for the annual hosting cost. The website is being designed currently and the content is being assembled for loading on the website.

c. Letter to Municipal Employees

Warden Baillie inquired about the status of the letters that were prepared for delivery to the employees of the four participating municipal units. The letters were issued within the Towns of New Glasgow, Pictou and Stellarton. The County letters were going out with the payroll envelopes.

d. RFP External Consulting - Governance and Administration

CAO Conrod provided an update on the Request for Proposal (RFP) and he noted that all amendments made at the last meeting were incorporated into the documents. He advised that interested consultants must register to receive a copy of the RFP. The document is currently posted on the Nova Scotia Procurement Site as of 7am today.

New Business

a. Stakeholder Consultations and Scheduling

CAO MacDonald reviewed the content of the memo and it was agreed by the Steering Committee to add the organizers of Pictou County 2020 to the consultation with Pulse Pictou County. It was also recommended by Councillor Taylor to meet with the Pictou County Firefighters Association. It was noted that the Lyons Brook Information Session was rescheduled to February 24th.

Motion: To approve the MOU Consultations with Stakeholder Groups as amended.

Moved: Mayor Barrie MacMillan

Seconded: Councillor Denise Taylor

Motion Approved.

b. Municipal Office Hard Copy Handouts

CAO MacDonald provided an overview of the proposed handout on the MOU information for citizens to acquire at the municipal offices. Once the document is in its final format, a media release will be issued to advise the public that the document is available for pick-up at the respective municipal offices as well as through downloading from the municipal websites and the www.onepictoucounty.ca website.

c. Co-op Student Applications

CAO Conrod advised that the Co-op Student Applications were due on January 30th. He noted that the secondary institution had to applications prior to submission to the Nova Scotia Co-op program. He advised we have applied for two students, one in the field of IT for support to the GIS work and one in the field of management for support to the overall MOU work plan studies. The work terms are for a four month period with 50% cost share from the Province of Nova Scotia.

d. Discussion on Project Study Timelines

CAO Conrod outlined the three phases to be undertaken as the 1st phase is the actual study work to be completed, the 2nd phase is the provincial legislation and public consultation, and the 3rd phase is the Transition Coordinator component. CAO Cullen reviewed the Gantt chart with the timeline for activities. The goal is to have the draft legislation documents ready this fall with proclamation made before April 1, 2016. There is a meeting later this month with the Municipal Affairs Solicitor and the local Solicitor, Donn Fraser to discuss timelines associated with enacting amendment to the legislation.

CAO Conrod noted the sense of urgency related to the MOU, and that work plans must be placed as the number 1 priority of the participating municipal units.

In-Camera Session

Motion: To go into the Private Session

Moved: Councillor Cam Beaton

Seconded: Councillor Denise Taylor

Motion Approved.

a. Recommendation from Private Session

Motion: The drafted letter to the Town of Westville be issued to them in response to their request for preconditions.

Moved: Mayor Joe Hawes

Seconded: Mayor Barrie MacMillan

Motion Approved.

Scheduling of Next Meeting Date

Wednesday, February 18, 2015 at 9:30am at the Municipality of the County of Pictou Council Chambers.

Adjournment

Motion: To adjourn the meeting.

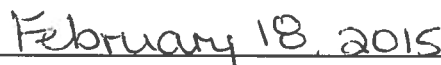
Moved: Councillor Cam Beaton

Seconded: Mayor Joe Hawes

Motion Approved.



Ronald Baillie, Chairperson



Date of Approval of Minutes