

**Memorandum of Understanding Steering Committee Meeting
Wednesday, January 14, 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:

Municipality of the County of Pictou

Deputy Warden Andy Thompson
Councillor Leonard Fraser
Councillor Jim Turple

Town of New Glasgow

Deputy Mayor Nancy Dicks

Town of Pictou

Councillor Alta Munroe
Councillor Bob Naylor
Councillor Lynn Vigneault

Call to Order

Warden Baillie called the meeting to order. Copies of the MOU binder were distributed to each member of the Steering Committee.

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 December 15, 2014 as presented.

Moved: Mayor Joe Hawes
Seconded: Councillor Deborah Wadden

Motion Approved.

Business Arising from the Minutes

CAO Conrod highlighted the amended Steering Committee Operating Terms of Reference which were approved at the last meeting and he noted that a copy is located under the yellow tab at the back of the MOU binder.

New Business

a. Media Release

CAO MacDonald circulated the draft media release reflecting the start-up of the MOU Steering Committee Meetings and the status of the MOU work completed to date. The Steering Committee reviewed and approved the release to the media and Participating Municipal Councils.

b. Review of the Recommendation Report on Draft Work and Study Plan Terms of Reference

CAO Conrod provided an overview of the recommendation report and highlighted the progressive steps towards a Regional Government structure as outlined on page 2 of the recommendation. He noted the broad steps required to meet the 2016 Municipal Elections and how to advance the various topics required for the study work. This included the analysis of the Participating Municipal Units' operations within the current municipal structures and the recommended framework for a regional government structure. CAO Conrod highlighted the meeting with the Senior Staff of the Participating Municipal Units and the positive feedback received as well as their commitment to the process as we move forward.

CAO Conrod indicated that the key questions for the Steering Committee Members need to consider as we move forward are:

- Is the proposed area of study required to complete the MOU implementation plan, or is it best left to a transition coordinator to complete after an application for a regional municipality has been filed with the province or to the new regional government itself?
- Can the required scope of the study work be undertaken within the timeframe of the MOU, or is it best to use historical or other assumptions within the MOU related plans?
- Can the internal resources of the PMUs adequately address proposed work plans, or should financial assistance be requested from the province?

CAO Conrod outlined the draft Terms of Reference (TOR) that are ready for consideration on specific workplans and the pending drafts to be completed for the committee's consideration.

Warden Baillie noted that the tax burden for citizens is the critical component for consideration related to future decisions and the impact on all of the various workplans.

The participation of the Department of Municipal Affairs at Steering Committee meetings was discussed. The Committee concurred to have the Project Manager ask the Deputy Minister if he could identify a departmental official to participate during scheduled Committee/DMA information sharing sessions.

The Steering Committee was comfortable with the recommendation report on the draft work and study plans with the terms of reference outlined. CAO Conrod proceeded with the roll-out of the first TOR for the workplan associated with the Communications and Consultations.

TOR - Communications and Consultations

CAO Conrod highlighted the key points within the draft TOR. The added benefit for this work relates to the possibility of having electronic voting undertaken for the purpose of the plebiscite and 2016 municipal election.

TOR – Human Resource Requirements

CAO Cullen highlighted the key points within the draft TOR. A number of Steering Committee members raised the concern of ensuring that municipal staff understand the study process being undertaken and clearly know the work/scope of analysis. Warden Baillie noted that there will probably be no job loss when you consider the aspects of attrition due to the current age of the workforce and the potential changes in service delivery.

TOR – Operational Profiles and Requirements

CAO Cullen highlighted the key points within the draft TOR.

TOR – Capital Investment Plan

CAO Conrod highlighted the key points within the draft TOR. CAO Conrod raised the concerns of the Fire Department analysis and the various issues related to the County fire departments' equipment being owned by the departments and not the Municipality of the County of Pictou. There are 23 rural fire departments and 3 town departments which totals 26 departments. It would be extremely challenging to complete this scope of work in a timely manner. It was agreed that fire departments would be parked for the time being and leave the analysis of a regional fire structure to the regional government.

Appendix A – Rubber Tired Assets

CAO Conrod highlighted the key points within the draft TOR.

No Appendix B yet.

Appendix C – Transportation Condition Report – Capital Upgrade Requirements

CAO Conrod highlighted the key points within the draft TOR.

TOR – Financial Analysis and Reporting

CAO Cullen highlighted the key points within the draft TOR.

It was agreed by the MOU Steering Committee that each member would review the material in more detail and the Committee will make the final decisions for the draft TORs at the next meeting.

c. Appointment of a Contracting Municipality

CAO Conrod recommended that the Municipality of the County of Pictou be the contracting body for the business related to the MOU.

Motion: To appoint the Municipality of the County of Pictou as the contracting body for all transactional business related to the work of the MOU.

Moved: Mayor Barrie MacMillan

Seconded: Councillor Denise Taylor

Motion Approved.

d. Committee Binders – Electronic and Printing Requirements

CAO Conrod inquired about the distribution of the electronic materials and printing requirements for the meetings. It was recommended that each municipal unit will print their respective Steering Committee Member material for the MOU material once it is circulated electronically. The Steering Committee agreed to this process.

e. Geographic Information Software Purchase Requirement

CAO MacDonald presented the recommendation to purchase the ARC server and license material for the MOU workplan requirements.

Motion: To approve to approve the purchase of an Arc Server (\$4,500 + HST) and two concurrent user licenses (\$10,000 each + HST), along with the annual maintenance costs of \$7,100.

Moved: Councillor Cam Beaton

Seconded: Councillor Deborah Wadden

Motion Approved.

Warden Baillie requested that each unit is to submit their respective \$25,000 to the Municipality of the County of Pictou for the upcoming purchases related to the MOU workplan expenses.

f. Scheduling of Next Meeting Date

Tuesday, January 20th at 9:30am at the Municipality of the County of Pictou Council Chambers. It was noted that a second meeting may be required on Thursday.

Correspondence

It was agreed to discuss the correspondence received from the Town of Trenton during the in-camera session.

Private Session

Motion: To move to the in-camera portion of the meeting.

Moved: Mayor Joe Hawes
Seconded: Councillor Cam Beaton

Motion Carried.

Closure of in-camera portion of the meeting

Recommendations from Private Session

Motion: Engagement of the Legal Advice Recommendation for the three areas of legal advice required: 1) Legislative, 2) Human Resources, 3) General Counsel.

Moved: Mayor Barrie MacMillan
Seconded: Councillor Denise Taylor
Two nay votes: Mayor Gennoe and Mayor Hawes.


Motion Approved.

Adjournment


Motion: To adjourn the meeting.

Moved: Councillor Cam Beaton
Seconded: Mayor Barrie MacMillan

Motion Approved.



Ronald Baillie, Chair



Date of Approval of Minutes