

**Memorandum of Understanding Steering Committee Meeting**  
**Wednesday, January 20, 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 New Glasgow

Deputy Mayor Nancy Dicks

Town of Pictou

Councillor Alta Munroe  
Councillor Lynn Vigneault

**Call to Order**

Warden Baillie called the meeting to order.

**Approval of the Agenda**

**Motion: To approve the Agenda as presented.**

Moved: Mayor Joe Hawes

Seconded: Mayor Barrie MacMillan

**Motion Approved.**

**Approval of the Minutes**

**Motion: To approve the Minutes of January 14, 2015 as presented.**

Moved: Mayor Barrie MacMillan  
Seconded: Councillor Deborah Wadden

**Motion Approved.**

**Business Arising from the Minutes**

a. Approval of the Terms of Reference for Work and Study Plans:

i. Communication and Consultations

**Motion: To approve the Communication and Consultations Workplan**

Moved: Councillor Cam Beaton  
Seconded: Councillor Denise Taylor

**Motion Approved.**

ii. Human Resources

**Motion: To approve the Human Resources Work and Study Plan**

Moved: Councillor Denise Taylor  
Seconded: Councillor Jack Lewis

**Motion Approved.**

Members of the Steering Committee expressed the importance of regular and clear communication to the Participating Municipal Units' employees with respect to the MOU work.

iii. Operational Profiles and Requirements

**Motion: To approve the Operational Profiles and Requirements Work and Study Plan**

Moved: Mayor Joe Hawes  
Seconded: Mayor Barrie MacMillan

**Motion Approved.**

- iv. Capital Investment Plan with Appendix A (Rubber Tired Assets) and Appendix C (Transportation Condition Report)

**Motion: To approve the Capital Investment Plan with Appendix A and Appendix C Work and Study Plan**

Moved: Councillor Cam Beaton  
Seconded: Councillor Deborah Wadden

**Motion Approved.**

- v. Financial Analysis and Reporting

**Motion: To approve the Financial Analysis and Reporting Work and Study Plan**

Moved: Mayor Barrie MacMillan  
Seconded: Councillor Denise Taylor

**Motion Approved.**

### **New Business**

#### **a. Draft Terms of Reference - Governance**

CAO Conrod provided an overview of the Governance Terms of Reference and the key deliverables associated with this scope of work. The issue was raised regarding the potential need for an enumeration opportunity regarding this scope of work as it would provide benefits to the 2016 election and the potential plebiscite. CAO Conrod suggested that the Steering Committee may want to work with the Consultant to identify and define the communities of interest within the Participating Municipal Units. It was also suggested that the GIS work associated with this scope of work could be completed in house and potentially save some money. It was also recommended that the Request for Proposals for the scope of work be presented at the next meeting. It was agreed that the consultant will recommend how many council members is the optimal size in a regional government structure.

**Motion: To approve the Governance Work and Study Plan**

Moved: Mayor Joe Hawes  
Seconded: Councillor Denise Taylor

**Motion Approved.**

**b. Discussion on Business Development and Attraction Study Requirements**

CAO Conrod presented the concept of the Business Development and Attraction Study Requirements may be something that should be considered in the new regional government structure. It was suggested that the regional government structure would have a specific department associated with this scope of work.

**Motion: To remove the Business Development and Attraction Study Requirements form the MOU Scope of Work.**

Moved: Mayor Joe Hawes  
Seconded: Councillor Denise Taylor

**Motion Approved.**

**c. Member Email Addresses**

Warden Baillie requested that the Steering Committee Members with Gmail accounts have their respective municipal email accounts set up under their respective municipal domain accounts. It was agreed that this action would be undertaken.

**d. Website Design and Hosting Contract**

CAO MacDonald presented the recommended direction for the website design and functional aspects of the MOU website for citizen communications and information. It was agreed to authorize CAO MacDonald to negotiate the development of a website dedicated to the purpose of the MOU Workplan with a budget amount of \$5,000.

The next media release will provide details on the various Terms of Reference approvals for the work and study plans, the launch of the MOU website and the exclusive of the Fire Departments and Business Development.

It was agreed that a meeting would be scheduled with the three MLAs and MP to update them on the current work being undertaken by the MOU Steering Committee.

**e. Scheduling of Next Meeting Date**

Wednesday, January 28<sup>th</sup> 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 Barrie MacMillan

**Motion Approved.**

*Ronald Baillie*

**Ronald Baillie, Chair**

**January 28, 2015**