

**Memorandum of Understanding Steering Committee Meeting
Wednesday, January 28, 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
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

Councillor Nancy Dicks

Town of Pictou

Councillor Alta Munroe
Councillor Lynn Vigneault
Councillor Bob Naylor

Regrets:

Councillor Jack Lewis, Town of New Glasgow

Call to Order

Warden Baillie called the meeting to order.

Approval of the Agenda

Warden Baillie noted the addition to the Agenda...5d – Media Release

Motion: To approve the Agenda as amended.

Moved: Mayor Joe Hawes

Seconded: Councillor Cam Beaton

Motion Approved.

Approval of the Minutes

Motion: To approve the Minutes of January 20, 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 Engineers from the four Participating Municipal Units met on Friday to review the work plan and developed a process that will work for the collection of the information required.

b. Website Design and Hosting Contract

CAO MacDonald provided an update on the website design contract meeting with Webbuilders. It is expected that the cost will be close to \$4,000. Once the website design is complete, the content will be added. It is expected to have the website functional within the next few weeks with a domain of www.onepictoucounty.ca.

c. Proposed Letter to Municipal Employees

Warden Baillie highlighted the purpose of the letter to the employees of the participating municipal units. CAO Conrod reviewed the draft letter for the Committee's consideration. Mayor Hawes noted the importance of this type of communication going to the employees.

Motion: To approve the letter to go to all Municipal Employees of the PMUs.

Moved: Mayor Barrie MacMillan

Seconded: Councillor Denise Taylor

Motion Approved.

New Business

a. Draft Terms of Reference – External Consulting for Governance & Management Functions

CAO Conrod provided an overview of the Request for Proposal (RFP) and noted the areas for the Committee's consideration. He highlighted the collaborative approach involved with the RFP as the CAOs will be required to undertake specific work to support the consultant's analysis.

There was discussion on the decisions associated with including the price or not, the timing requirements and the meeting consultation requirements. It was agreed that the price limit should be disclosed within the RFP. It was agreed that the RFP would remain open until February 27, 2015. It was agreed that the consulting project and final report would be ready no later than June 2015.

Motion: To approve the External Consulting for Governance & Management Functions with the amendments as noted above.

Moved: Councillor Cam Beaton
Seconded: Mayor Barrie MacMillan

Motion Approved.

In-Camera Session

Motion: To go into the Private Session.

Moved: Councillor Denise Taylor
Seconded: Councillor Cam Beaton

Motion Approved.

b. Recommendations from Private Session

Motion: A letter be sent to the Town of Westville and Town of Trenton requesting that a response to their participation in the MOU be received by February 4th, 2015.

Moved: Mayor Joe Hawes
Seconded: Councillor Cam Beaton

Motion Approved.

c. Media Release

The Steering Committee reviewed the draft media release to be issued.

Motion: To approve the media release as presented.

Moved: Mayor Barrie MacMillan
Seconded: Councillor Denise Taylor

Motion Approved.

d. Scheduling of Next Meeting Date

Thursday, February 5th, 2015 at 9:30am at the Municipality of the County of Pictou Council Chambers.

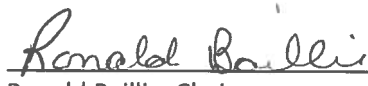
Adjournment

Motion: To adjourn the meeting.

Moved: Mayor Barrie MacMillan

Seconded: Councillor Cam Beaton

Motion Approved.



Ronald Baillie, Chair

February 5, 2015

Date of Approval of Minutes