

**Memorandum of Understanding Steering Committee Meeting
Tuesday, July 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
Sean Lui, MOU Policy and Research Assistant	
NS Department of Municipal Affairs	Deputy Minister Dan McDougall Municipal Advisor Emily Pond Executive Director Mark Peck

Observers in Attendance:

Town of Pictou	Councillor Bob Naylor Councillor Alta Munroe Councillor Lynn Vigneault
Town of New Glasgow	Councillor Trudy Vince Councillor Clyde Fraser Councillor Henderson Paris
Town of Stellarton	Councillor Ken Francis
Municipality of the County of Pictou	Councillor Sally Fraser Councillor Scott Johnston
Public	One Member

Call to Order

Warden Baillie called the meeting to order.

Introductions

Approval of Agenda

Motion: To approve the Agenda.

Moved: Mayor Barrie MacMillan

Seconded: Mayor Joe Hawes

Motion Approved.

Approval of Minutes – June 24, 2015

Motion: To approve the Minutes for June 24, 2015.

Moved: Councillor Deborah Wadden

Seconded: Councillor Cam Beaton

Motion Approved.

Business Arising from the Minutes

a. Update on Staff Work

i. Financial Analysis – CAO Conrod

CAO Conrod noted that Sean Lui has been assembling trial balances based on the Financial Information Returns filed by the four municipal units. A complete tangible capital assets list and long term debt projections over the next five years are also being worked on. Work on the revenue side will start shortly relative to projected tax rates, area rates, etc. CAO Conrod noted that Paul Wills from the Nova Scotia Municipal Finance Corporation has offered assistance in running the debt affordability model.

ii. Human Resource Study – CAO MacDonald

CAO MacDonald indicated that the draft Grant Thornton Administration and Human Resources Report was received and will be reviewed at a high level with the Committee during the private session of the meeting.

iii. Governance Study – CAO Cullen

CAO Cullen noted that a number of meetings have been held with the consultants Grant Thornton and a draft report has been received which will be discussed during the private session.

iv. Electronic Voting – Clerk Eaton

The information has been received and the material is now being printed for presentation to the CAOs and Steering Committee.

v. Communications – CAO MacDonald

CAO MacDonald noted that the social media impacts have continued to increase and the traditional media will start once we have the workplans and studies ready for release.

vi. Engineering – Five Year Capital Investment Plan – CAO Conrod

CAO Conrod advised that a draft five year capital investment plan continues to be worked on by the municipal engineers. The four separate capital plans will be consolidated and rated with respect to asset replacements, extensions, and additions. The rubber tired asset plan will also be developed for the Committee's consideration. A review of other infrastructure plans submitted to the UARB associated with municipal dissolutions has been conducted. Geographic information Software is being used to organize and present the analysis.

b. Meeting Request – Minister Furey

Warden Baillie noted that the letter of request for a meeting has been submitted. Emily Pond noted that a meeting should be scheduled in the near future. Mayor MacMillan reiterated the importance of meeting with the Minister soon.

c. MOU Budget Report

CAO Conrod distributed the budget report and noted that a 1/3 of the budget has been spent on legal side. The final bills are expected for the Grant Thornton consultants now that the draft reports have been received. The overall budget is now sitting at 1/3. The in-kind contributions from the respective municipal units have yet to be factored in but will be in future reports.

New Business

a. Scheduling of Next Meeting Date – Special Private Meeting

Tuesday, July 21st at 9:30am in the Municipality of the County of Pictou Council Chambers

Motion: To go into the Private Session.

Moved: Mayor Joe Hawes

Seconded: Councillor Cam Beaton

Motion Approved.

Motion: To come out of the Private Session.

Moved: Councillor Denise Taylor

Seconded: Mayor Barrie MacMillan

Adjournment

Motion: To adjourn the meeting.

Moved: Councillor Cam Beaton

Seconded: Mayor Joe Hawes

Motion Approved.