

**Memorandum of Understanding Steering Committee Meeting
Tuesday, May 12, 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 Joyce Eaton, Town Clerk

Regrets:

Councillor Denise Taylor, Town of Stellarton
Councillor Jack Lewis, Town of New Glasgow

Observers in Attendance:

Town of Pictou	Councillor Bob Naylor Councillor Alta Munroe
Town of New Glasgow	Councillor Nancy Dicks
NS Department of Municipal Affairs	Emily Pond

Call to Order

Warden Baillie called the meeting to order and introduced Sean Liu, our Dalhousie University Co-op student who will be working as the MOU Public Policy Research Assistant.

Approval of Agenda

Motion: To approve the Agenda with an addition under In-Camera.

Moved: Mayor Joe Hawes
Seconded: Councillor Deborah Wadden

Motion Approved.

Approval of Minutes – May 5, 2015

Motion: To approve the minutes for May 5, 2015.

Moved: Councillor Deborah Wadden

Seconded: Mayor Joe Hawes

Motion Approved.

Business Arising from the Minutes

a. Letter from Minister Furey – May 7th

Warden Baillie reviewed the letter and noted that the Province has approved up to \$100,000 for use. Amendments to provincial legislation relative to municipalities was also noted as being a provincial responsibility.

b. MOU Budget

CAO S. Conrod advised the physical copy of the budget will be circulated as soon as possible to the MOU Steering Committee Members.

c. Business Cards and Rack Cards

CAO MacDonald circulated the images of the business and rack cards that are currently being produced. She noted that the purpose of the cards is to share the sources where information is available pertaining to the MOU.

New Business

a. Business Development Memo

CAO S. Conrod provided a detailed overview of the terms of reference specific to business development and the scope of work required for Grant Thornton's contract. The key focus is based on physical asset management and the investment attraction initiatives related to business growth. The current legislation puts this type of activity firmly in the purview of the municipal council. It was also noted that outside of municipal holdings, there are private sector developments poised for future business investment. CAO Conrod provided details on the types of recommendations required for consideration within the new regional government structure. These recommendations would be developed by Grant Thornton based on their existing scope of work and the proposed study framework. CAO Conrod detailed the SWOT analysis included within the proposed study framework.

Motion: To approve the Business Development Memo as presented for use by Grant Thornton.

Moved: Mayor Barrie MacMillan

Seconded: Mayor Joe Hawes

Motion Approved.

b. Recreation, Culture, Heritage and Community Development Memo

CAO Conrod noted that in addition to Business Development, the MOU Steering Committee was required to approve a study framework for use by Grant Thornton with respect to recreation, culture, heritage and community development. A draft memo in this regard was circulated and reviewed by the Committee. It was noted that there are five functions included within the draft framework: Management of Physical Assets, Community Group Facilitation & Funding, Direct Programming, Tourism & Special Events, and Performing Arts, Culture and Heritage. There was a detailed overview of the current situation and a conceptual view of one possible organizational structure. The Steering Committee Members had a lengthy discussion regarding the staffing components, physical recreational assets, trails, and grants – making several amendments to the draft. CAO Conrod noted that there is a separate financial policy to be developed related to grants.

Motion: To approve the Recreation, Culture, Heritage and Community Development Memo for consideration by Grant Thornton.

Moved: Mayor Barrie MacMillan

Seconded: Councillor Cam Beaton

Motion Approved.

One Nay Vote recorded – Mayor Joe Gennoe

c. Collective PMU Meeting

CAO Cullen noted that it may be a good idea for a collective staff meeting. A date and time to be arranged for the employees of the PMUs.

d. MOU Public Information Session & Consultations

Warden Baillie noted that the Pictou Landing meeting was very well received. He advised that he had some suggestions brought forth by Councillor Taylor who recommended a wide range of events, such as the Highland Square Mall or a booth at the Farmers Market/Flea Market. Mayor Hawes supports this concept.

e. Sourcing Municipal Information

CAO Conrod advised that MOU staff are trying to gather municipal financial information and for efficiency purposes this information could best be acquired from the Municipal Auditor currently utilized by Stellarton, New Glasgow, and the County. Those units agreed to have their Auditor provide information to CAO Conrod. CAO Conrod noted that detailed follow-up in all likelihood would be required with the respective Directors of Finance.

Motion: To go in-camera.

Moved: Mayor Joe Hawes

Seconded: Councillor Cam Beaton

Motion Approved.

Motion: To go out of in-camera.

Moved: Councillor Cam Beaton

Seconded: Mayor Joe Hawes

Motion Approved.

There were no recommendations made in camera.

Next Meeting Date:

Tuesday, June 2nd 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.