

Memorandum of Understanding Steering Committee Meeting
Monday, April 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 Pictou	Councillor Lynn Vigneault Councillor Bob Naylor
Municipality of the County of Pictou	Councillor David Parker
Town of New Glasgow	Councillor Nancy Dicks

Call to Order

Warden Baillie called the meeting to order.

Approval of Agenda

Motion: To approve the Agenda as presented.

Moved: Councillor Cam Beaton

Seconded: Councillor Deborah Wadden

Motion Approved.

Approval of Minutes – March 13 and March 24

Motion: To approve the minutes for March 13 and March 24, 2015.

Moved: Mayor Barrie MacMillan

Seconded: Councillor Cam Beaton

Motion Approved.

Business Arising from the Minutes

a. Engagement of Grant Thornton LLP

i. Governance – Size of Council

ii. Human Resources

S. Conrod advised that a start-up meeting was held with the CAOs, Town Clerk, Solicitors and Grant Thornton Representatives regarding the two scopes of work that Grant Thornton is completing related to the MOU.

b. Update on Staff Meetings – Study Components

i. Financial Study Plan

S. Conrod advised that all consolidated financial statements have been put together and the non-consolidated financial statements are now together. Additional work is being completed to tie financial information returns to each unit's general ledger accounts.

c. Correspondence to Minister Furey

S. Conrod provided an overview of the letter sent to Minister Mark Furey and request to use some of the study funds. Warden Baillie noted that Mark Peck was invited to the meeting, however, he was unable to attend and therefore, he is expected to participate at the next meeting. S. Conrod outlined the financial projections associated with the MOU work which has been presented to Minister Furey. Warden Baillie discussed the importance of additional budget allocations for the upcoming municipal offices, it is anticipated that the PMUs should plan on an additional funding for the current fiscal.

New Business

a. Privacy Information Assessment – Committee Consideration to Approve

S. Conrod provided a high level overview of the PIA associated with the employee data. The names of employees will be stripped out and a process has been developed to follow throughout the administration study associated with human resources. Two letters have been developed for this process; one for the employees and one for the unions associated with the PMUs. All users of the data need to sign a document associated with their use of the data being provided to them for the purpose of the study. L. MacDonald will be the study lead on the Human Resources component.

Motion: To approve the Privacy Impact Assessment as presented.

Moved: Mayor Joe Hawes

Seconded: Mayor Barrie MacMillan

Motion Approved.

b. Operational & Community Profiles – High Level Review of Document

L. MacDonald reviewed the draft Operational and Community Profile for the Participating Municipal Units through a powerpoint presentation.

c. Review of upcoming Public Presentation Dates & Locations

- Tuesday, April 21st at 7pm – District 3 at the Caribou Fire Hall
- Wednesday, April 29th at 7:30pm – District 7 at the Alma Fire Hall
- Tuesday, May 5th at 7pm – Pictou Landing Fire Hall

Requests for Presentations:

- Pictou North Colchester Presentation request
- Pictou County 2020 Meeting date, not good for the 14th so another date will be selected
- CHAD Meeting request

Next Meeting Date:

Tuesday, May 5th at 9:30am at the Municipality of the County of Pictou Council Chambers.

Motion: To go in-camera.

Moved: Mayor Joe Hawes

Seconded: Councillor Debi Wadden

Motion Approved.

Adjournment

Motion: To adjourn the meeting.

Moved: Mayor Barrie MacMillan

Seconded: Councillor Cam Beaton

Motion Approved.