



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Monday, June 21st, 2023

We acknowledge that we are gathering in Mi'kma'ki the traditional unceded territory of the Mi'kmaq people.

1. Meeting, Date & Time:

Warden Wier called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, June 21st, 2023 at 4:00 pm in the Council Chambers, Sherbrooke, N.S.

2. Attending:

Warden Wier	Councillor Mailman
Deputy Warden Fuller	Councillor Malloy
Councillor Baker	Councillor Zinck
Councillor Harpell	

Also Attending:

Marissa Jordan, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Mallory Fraser, Municipal Clerk

3. Additions to the Agenda:

- 8e. Facility Access Project Announcement

4. Approval of the Agenda:

On motion of Councillor Harpell, and seconded by Deputy Warden Fuller, Council approved the agenda with the addition.

Motion approved.

5. Approval of Minutes:

On motion of Councillor Malloy, and seconded by Councillor Zinck, Council approved the minutes of the COTW Meeting held Wednesday, June 7th, 2023.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence

a. Annual Provincial Seamen's Memorial Service – Canso Lion's Club

- Correspondence was received inviting the Warden to attend the Annual Provincial Seamen's Memorial Service on Sunday, August 13th, 2023 at 2:00 pm to bring greetings on behalf of the Municipality.
- Council agreed that the Warden or Deputy Warden will attend the Annual Provincial Seamen's Memorial Service on Sunday, August 13th, 2023, and lay a wreath.

b. Recreation Facility Development Program Funding – Pat Dunn, Minister of Communities, Culture & Heritage

- Correspondence was received confirming that the Municipality has received a contribution of \$32,000 from the Rink Revitalization Stream of the Recreation Facility Development Program to assist with capital costs to complete structural repairs to the St. Mary's Recplex.
- The tender for the project was posted today and construction should begin around the end of August.

8. Other Matters of Business:

a. Land Development Committee "What We Heard and Final Report"

- The Land Development Committee recommends approving and adopting the "What We Heard Report and Final Recommendations Report" including the 14 recommendations for action and 10 pathways to action for Council. This report has been developed from many hours of community stakeholder feedback and skillfully crafted by the members of the Land Development Committee.
- Council discussed what priorities to start acting on first. The priorities include:
 1. Housing
 2. Childcare
 3. Skilled Labour
 4. Greenhouse Gas Reduction

On the recommendation of Deputy Warden Fuller, and seconded by Councillor Baker, Council adopted the Land Development Committee's "What We Heard and Final Recommendations Report" in its entirety with a focus on priorities one: housing and four: greenhouse gas reduction.

Recommendation adopted.

- Warden Wier recognized the work of the Economic Development Officer to complete the document.

b. Sherbrooke Water Utility Rate Study

- See the attached staff report.

On the recommendation of Councillor Harpell, and seconded by Councillor Malloy, Council agreed to proceed with G. A Isenor Consulting Limited to perform a water rate study for the Sherbrooke Water Utility in the amount of \$10,700 plus HST and submit/file in the application to the NS Utility and Review Board in the 2023/2024 fiscal year.

Recommendation adopted.

c. Asset Management Update – Director of Finance

- The Director of Finance Provided an update on Asset Management.
- Staff have complied with the asset retirement obligation (ARO) documentation that had to be submitted to the auditor to have included with the 2022-23 financial statements.

d. Accessibility Advisory Committee Policy Draft 2.1

- The Accessibility Advisory Committee Policy has been amended to provide a more precise membership and when members will be appointed, and how often the Committee will meet.

On the recommendation of Councillor Baker, and seconded by Councillor Mailman, Council agreed to approve the amendments to the Accessibility Advisory Committee Policy as presented with the addition of having four meetings per year.

Recommendation adopted.

e. Facility Access Project Announcement

- The Municipal Accessibility Coordinator shared that they are pleased to announce that the Municipality has secured \$115,347 in funding to complete a Municipal Facility Access Project. This project will allow the Municipality to install accessible doors throughout the Recplex and Sherbrooke Public Library. This work is to be completed in the 2024-25 fiscal year. This project is funded in part by the Government of Canada's Enabling Accessibility Fund.

f. In-Camera: Personnel

On the motion of Councillor Malloy, and seconded by Councillor Harpell, Council agreed to move in-camera at 4:23 pm for personnel.

Motion approved.

On motion of Councillor Harpell, and seconded by Councillor Malloy, Council reconvened to regular session at 5:00 pm.

Motion approved.

On the recommendation of Councillor Baker, and seconded by Councillor Zinck, Council agreed to have the current CAO, Marissa Jordan, work remotely full-time and extend her resignation to continue employment until the newly appointed CAO commences their position. If CAO Jordan at such time can not provide support with full-time hours, Council agrees to appoint Marian Fraser, Director of Finance, as Interim CAO with compensation as specified in the proposal. Marissa Jordan to provide part-time administrative support to the Interim as the departing CAO, at the hours and compensation as specified in the proposal.

Recommendation approved.

g. Municipal Signing Authority

On the recommendation of Deputy Warden Fuller, and seconded by Councillor Mailman, Council agreed to have Mallory Fraser, Municipal Clerk added to the Municipal signing authority for documentation with the Royal Bank of Canada, all other signing officers and instructions are to remain the same.

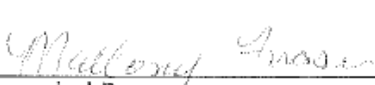
Recommendation adopted.


Councillor Baker left the meeting at 5:01 pm.

Adjournment

On motion of Councillor Malloy, and seconded by Councillor Harpell, there being no further matters of business, Council adjourned at 5:03 pm.

Motion approved.


Recorded By
Mallory Fraser, Municipal Clerk


Approved By
Warden Wier

Sherbrooke Water Utility- Water Rate Study

Administration

SUMMARY

Staff have received a quotation from G.A Isenor Consulting to perform a Water Rate Study in preparation for a potential water rate increase for the Sherbrooke Water Utility. An application to increase water utility rates must be submitted to the NS Utility and Review Board (NSURB) before rates can be changed.

BACKGROUND

The information that is required by the NSURB in a rate application includes: Proposed Rates and Revenue; System Description; Historical and Projected Financial Information; Methodology and Calculation of Water Rates. The completed rate study must first be presented to Municipal Council for a resolution authorizing that the application be filed with the Board for approval. The Utility files with the Board a copy of the completed rate study along with copies of a petition, affidavit and resolution supporting the application.

Board staff then reviews the application and supporting documents. Additional information may be required. If so, Board staff requests clarification through Information Requests (IRs). Once the application is complete, the Board drafts a notice of the public hearing and after consulting with the Utility, determines a date and location in the community for the hearing. After following the full process, including presentations of exhibits and evidence, affirming witnesses, questions from the Board and presentation of Formal Intervenors, the hearing is adjourned and the Board's decision is reserved.

If Undertakings are requested during the hearing, the Utility is usually given a one-to-two-week time period to respond. Undertakings are set out at the hearing and are confirmed, including the filing date, in a letter from the Board soon after the hearing date.

CONSIDERATIONS

- The last rate study was done in fiscal year 2017/2018.
- G.A Isenor Consulting is one of the only firms that performs this analysis in Nova Scotia and did the Municipality's previous study.

RECOMMENDATIONS

Based on all of the information staff recommends:

to proceed with G. A Isenor Consulting Limited to perform a water rate study for the Sherbrooke Water Utility in the amount of \$10,700 plus HST and submit/file in the application to the NS Utility and Review Board in the 2023/2024 fiscal year.