



# Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, July 19<sup>th</sup>, 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, July 19<sup>th</sup>, 2023 at 4:00 p.m. in the Council Chambers, Sherbrooke, N.S.

## 2. Attending:

Warden Wier	Councillor Mailman ( <i>Virtual Attendance</i> )
Deputy Warden Fuller	Councillor Zinck
Councillor Baker	
Councillor Harpell	

## Absent with Regrets:

Councillor Malloy

## Also Attending:

Marissa Jordan, Chief Administrative Officer (CAO) (*Virtual Attendance*)

Marian Fraser, Director of Finance (DOF)

Mallory Fraser, Municipal Clerk

## 3. Additions to the Agenda:

- There were no additions to the agenda.

## 4. Approval of the Agenda:

*On the motion of Councillor Harpell, and seconded by Councillor Baker, Council approved the agenda as presented.*

***Motion approved.***

## 5. Approval of Minutes:

*On the motion of Councillor Baker, and seconded by Deputy Warden Fuller, Council approved the minutes of the COTW Meeting held Wednesday, July 5<sup>th</sup>, 2023.*

***Motion approved.***

## 6. Business Arising from the Minutes:

- There was no business arising from the minutes.

## 7. Presentation

a. Nova Scotia Power (NSP) – Matt Drover, Senior Director of Energy Delivery & Paul Dandurand, Director of Reliability

- See the attached presentation.
- Council asked when the work to feeder 57C-426 will be completed. Paul Dandurand answered that a planning study needs to be completed. It could take up to six or more months, then scoping for the project, and an execution plan must be completed. It could be a number of years before the project is completed. Matt Drover shared that, included in the planning study, NSP is looking at the possibility of moving the poles from their current location.

- Council asked if it is possible to move poles from the woods that are located not far from the road. Paul Dandurand answered that it is something that NS Power can look into.
- Council asked the NS Power Representatives to provide an update on vegetation Management within the Melrose to Crossroads Country Harbour (Nine-Mile Woods Road) area, and the Welsh Road in Goshen area. Nova Scotia Power is going to follow up with Council with an update.

*Matt Drover & Paul Dandurand left the meeting at 4:33 p.m.*

## **8. Other Matters of Business:**

### a. HR Policy – Draft 1

- Staff presented Draft 1 of the revised HR Policy. See the attached staff report. Council directed staff to put this item on the next COTW Meeting agenda for discussion and Council will review to the end of page 17.

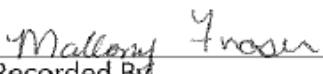
### b. First Quarter Finance Update

- The Director of Finance provided an update on the first quarter finances for the Municipality and reviewed highlights of certain items.
- During the first quarter, there was a large influx to the Deed Transfer Tax. This was not a normal occurrence. This line item is expected to be over what was budgeted for the year.
- Estimates for 2023-24 have still not been received from the Regional Housing Authority. Staff have been told that the estimates should be received by next week.
- Interest on Bank Accounts has increased significantly due to the prime rate.
- Staff have not received the first quarter bill for the shared property and building services with the Municipality of Guysborough.
- Costs for fuel for solid waste pick up are down this year compared to the same time last year.
- The construction and demolition pile at the Transfer Station needs to be buried. No expenses have been incurred to date and staff are currently working to determine what is required due to the new Department of Environment regulations.
- Costs for chemicals for the Sherbrooke Water Utility are on track and the current inventory should last a few more months.
- Council asked about the brush pile at the transfer station from Hurricane Fiona. Staff are working to receive quotes to have the brush chipped, a contractor was on site recently to see the pile.
- There are a lot of upcoming capital projects for this fiscal year. A tender was just awarded to put new siding on the Recplex, the tender is out for the demolition of the buildings at the Transfer Station and completed the Water Systems Assessment Report which came in on budget.
- Council asked if there is a plan to get rid of the tire pile at the Transfer Station. There has been nothing budgeted to complete this work, but staff will follow up with Public Works staff.

## **Adjournment**

*On the motion of Councillor Harpell, and seconded by Councillor Baker, there being no further matters of business, Council adjourned at 4:42 p.m.*

***Motion approved.***

  
Recorded By  
Mallory Fraser, Municipal Clerk

  
Approved By  
Warden Wier

# Municipality of the District of Saint Mary's

## July 19, 2023 Reliability Overview

# About NS Power



We provide electric service to over **530,000 customers**.



The energy we generate is delivered to our customers over **32,000 Km** of transmission and distribution lines.



Our **2,200+** dedicated and safety-focused employees support the generation, transmission and distribution of energy to communities across the province.



# Causes Power Outages and Interruptions



Adverse Weather



Vegetation (Tree Contacts)



Animal Interference



Equipment Failure



Vehicle Accidents

# Municipality of the District of Saint Mary's – Reliability

## Since 2018

- 44% of customer interruptions have been caused by adverse weather or tree contacts.
- 2022 and 2019 were heavily impacted by Hurricanes Fiona and Dorian, respectively.

## 2023 YTD

- For the feeders which make up the municipality, January had the highest number of customer interruptions this year. The majority were caused by tree contacts.
- May and June had two large interruptions due to loss of supply at the substation. A lightning strike and animal interference were the causes for the interruptions.

# Hurricane Fiona

How does it compare to other major storm events?

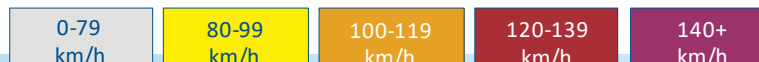
- The maps below highlight the maximum wind gusts experienced in each area of the province for Juan, Arthur, Dorian and Fiona
- Similar to Dorian, we experienced gusts over 100km/h for large areas of the province due to the size of the storm, compared with smaller impacted areas in Juan and Arthur
- Several conditions coincided during Fiona which led to the **most significant impact in Nova Scotia Power's history**: the overall size of the storm, the peak wind speeds in excess of 140km/h, duration of wind speeds, leaves on trees and unfrozen ground

Hurricane  
Juan  
Sep '03

Post Tropical  
Storm Arthur  
Jul '14

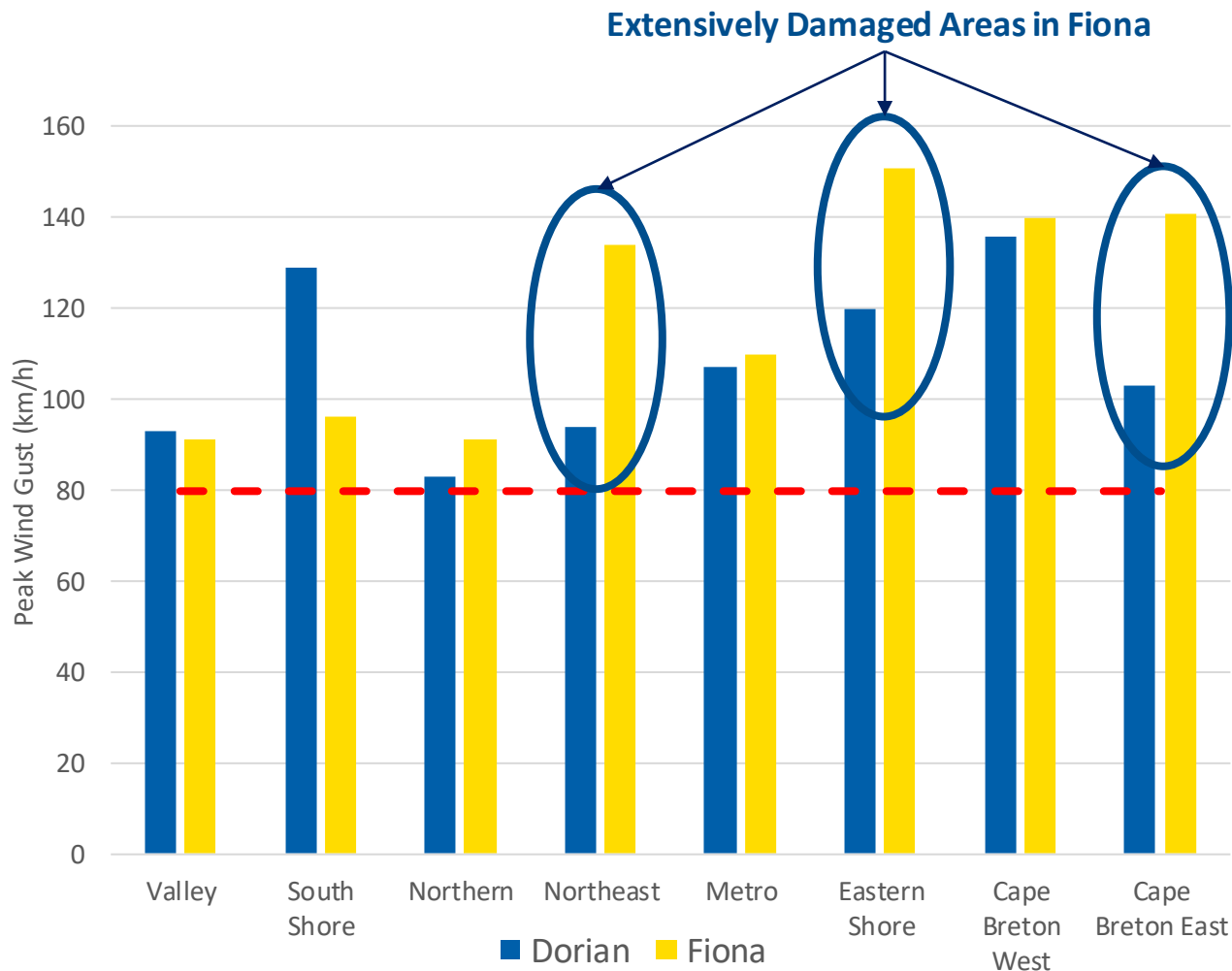
Hurricane  
Dorian  
Sep '19

Hurricane  
Fiona  
Sep '22



# Peak Wind Gusts

- Except for Western and Metro Regions, peak wind gusts in NS were significantly higher during Fiona than Dorian
- In areas with the highest damage, peak winds were in excess of 130km/hr to 140km/hr.
- Areas along the Atlantic Coast (Eastern Shore) and Northumberland Strait (Northeast) experienced extreme prolonged winds. As a result, unprecedented damage was incurred to the power system in these areas.



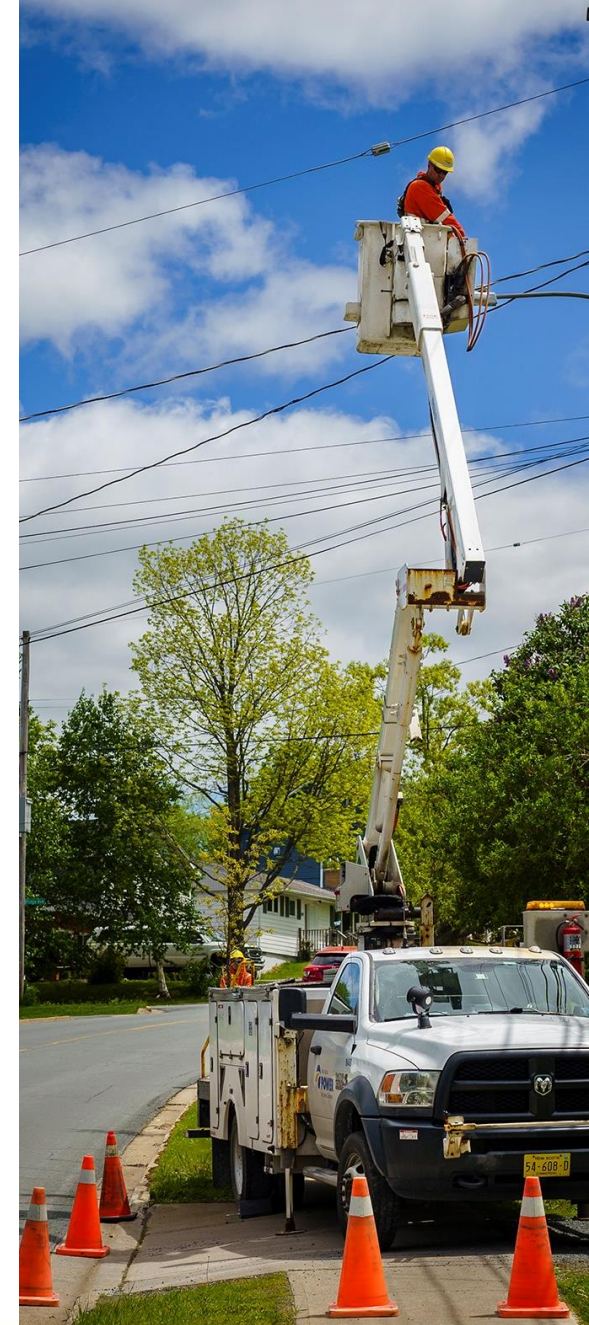
\*Gust values are taken from the representative Environment Canada stations in each of the eight weather regions. Some additional stations reported even higher gusts than noted above.

# Municipality Feeders

**96H – 412:** Fed from a substation on Ruth Falls Rd. The feeder covers the coast from the substation to Liscomb and serves **903** customers. The majority of outages have been caused by loss of supply and adverse weather events.

**57C – 426:** Fed from a substation in Salmon River Lake and serves **1,756** customers in the areas of Stillwater, Indian Harbour Lake, and Sherbrooke. The majority of outages year to date have been caused by adverse weather events.

**57C – 422:** Fed from a substation in Salmon River Lake and serves **1,226** customers along highway 348. The majority of outage events on this feeder have been caused by tree contacts with power lines.



# Vegetation Management Plan

- Vegetation along 66 km of power lines has been trimmed as part of the vegetation management plan since 2020. Approximately \$1.6M has been spent to complete this work.
- Approximately 20 km remains to be trimmed in 2023.
- High risk circuits are identified through various inspection programs and prioritized.



# Reliability Performance for Saint Mary's



- Since 2018, the **frequency of outages** during non severe weather days for the **Municipality of Saint Mary's** is **decreasing**.
- Increasing intensity and frequency of adverse weather events that result in tree contacts, loss of supply and lightning strikes have historically caused outages in the area.
- Circuits in the area tend to be more rural, often leading to prolonged outage response.
- Coastal circuits are more likely to experience salt corrosion and extreme weather conditions. Storm hardening standards have been used to improve durability of the power lines.
- **96H-412** continues to be a top contributor to customer interruptions in the area. Isolated outage events from lightning strikes and wildlife interference have caused full feeder outages this year.

# Reliability Programs and Investment

- **Execution of Vegetation Management Plan:** Trimming along 66 km of line complete and 20 km remaining to be complete in 2023.
- **Distribution line inspection programs** aimed at finding equipment deficiencies before failure. Equipment naturally deteriorates over time and inspecting equipment on a regular basis improves overall reliability and ensures the safe use of equipment.
- Projects have been identified on **Dufferin Mines Rd (96H-412)** to rebuild the line and improve overall reliability of that feeder section.
  - **Targeted replacement of equipment** such as insulators and cutouts to improve reliability of those assets.
  - **Storm Hardening** of power lines and equipment to improve system resiliency during adverse weather.
- Planning study is required for **57C-426** to assess options for this feeder. Scoping and estimating costs for the projects for this feeder to follow completion of the planning study.

The background of the slide features a semi-transparent blue overlay over a photograph. The photograph shows several high-voltage power transmission towers (pylons) stretching across a landscape. In the foreground, there are residential houses and greenery, including trees and a hillside. The sky is clear and blue.

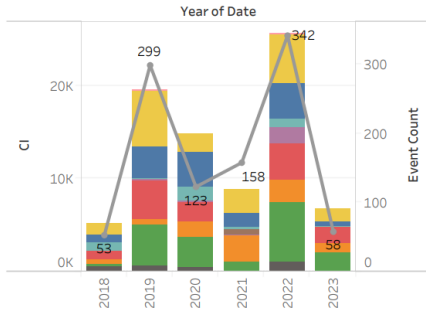
# Supplemental Information

## System Performance

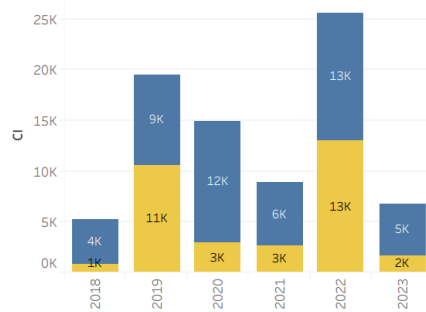
# SYSTEM OVERVIEW CUSTOMER IMPACT (CI)

## ANNUAL COMPARISON

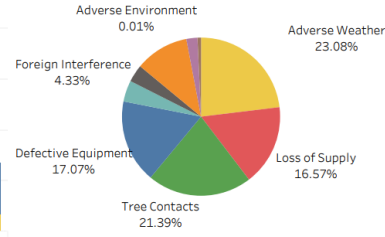
ANNUAL CI & EVENT COUNTS



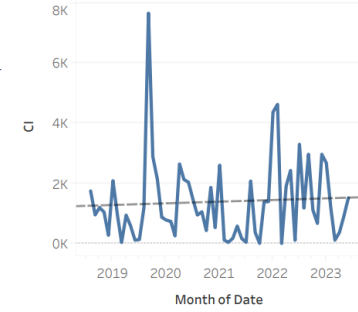
ANNUAL CI BY EVENT TYPE



CI CONTRIBUTION BY CAUSE



CI TREND



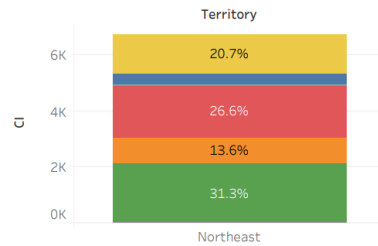
Annual Trends Date Range  
8/1/2018 to 7/31/2023  
and Null values  
Event Category  
All  
Storm Day  
All  
CEA Description  
All  
Sub-Cause  
All

## YEAR-TO-DATE COMPARISON

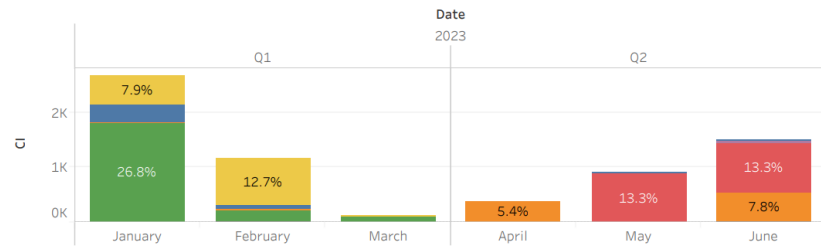
CI OUTAGE PROFILE

Outage Category	CI	Event Count
A) 1 Customer	31	31
B) >1 - 9	33	6
C) >11 - 99	453	12
D) >101 - 500	769	3
E) >501 - 999	3,696	5
F) >1001 - 2500	1,760	1
Grand Total	6,742	58

CI BY REGION

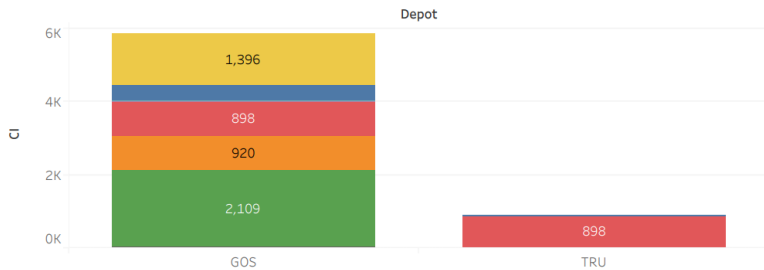


MONTHLY CI BY CAUSE

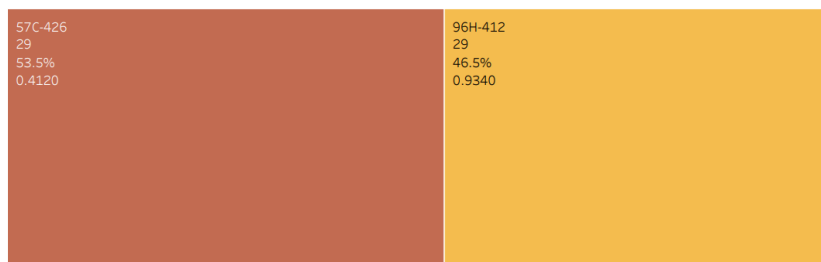


Monthly & Region Breakdowns  
1/1/2023 to 12/31/2023

CI BY DEPOT



FEEDER BY CI



Outage Category  
 A) 1 Customer  
 B) >1 - 9  
 C) >11 - 99  
 D) >101 - 500  
 E) >501 - 999  
 F) >1001 - 2500  
 G) >2500+

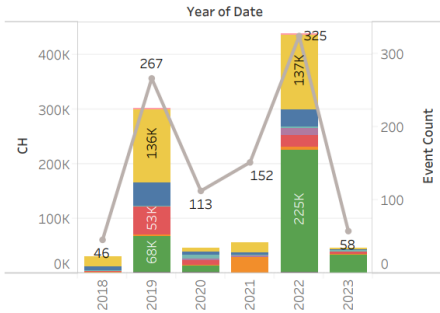
CKAIFI RANK YTD  
All values

LAST UPDATE June 30, 2023

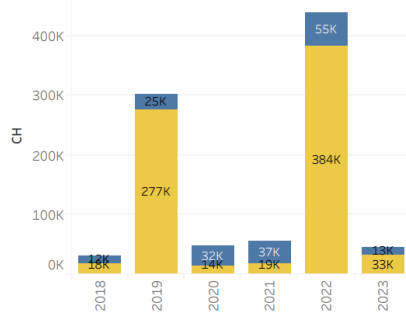
# SYSTEM OVERVIEW CUSTOMER HOURS OF INTERRUPTION (CH)

## ANNUAL COMPARISON

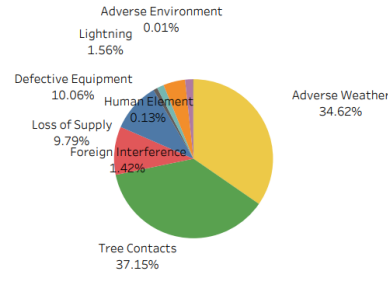
### ANNUAL CH & EVENT COUNTS



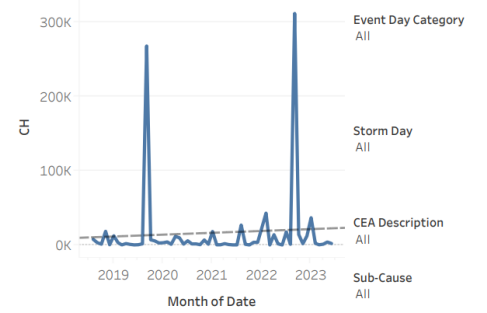
### ANNUAL CH BY EVENT TYPE



### CH CONTRIBUTION BY CAUSE



### CH TREND

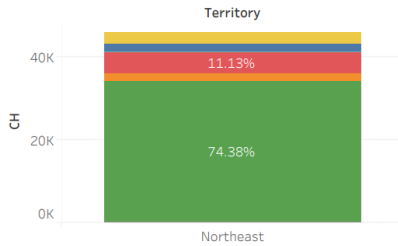


## YEAR-TO-DATE COMPARISON

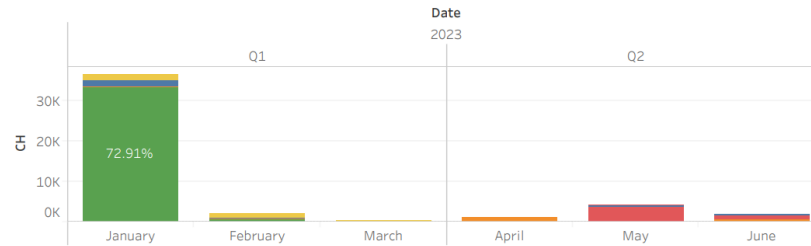
### CH OUTAGE PROFILE

Outage Category	CH	Event Count
A) 1 Customer	177	31
B) >1 - 9	238	6
C) >11 - 99	1,402	12
D) >101 - 500	2,645	3
E) >501 - 999	8,162	5
F) >1001 - 2500	33,356	1
<b>Grand Total</b>	<b>45,980</b>	<b>58</b>

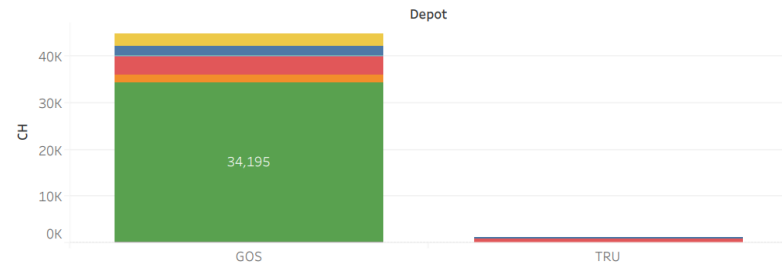
### CH BY REGION



### MONTHLY CH BY CAUSE



### CH BY DEPOT



### FEEDER BY CH



### Monthly & Region Breakdowns

1/1/2023 to 12/31/2023

- Territory: All
- Depot: All
- Source: Multiple values
- Municipality: All
- County: All

CKAIDI RANK YTD: 0.044 to 1

- Outage Category
- A) 1 Customer
  - B) >1 - 9
  - C) >11 - 99
  - D) >101 - 500
  - E) >501 - 999
  - F) >1001 - 2500
  - G) >2500+

LAST UPDATE: June 30, 2023

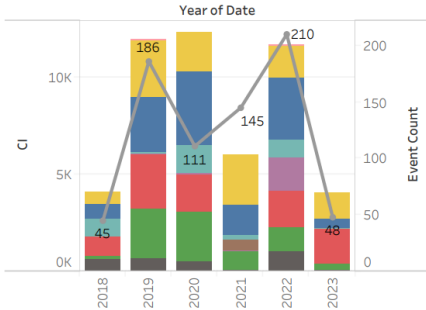
The background of the slide features a blue-tinted photograph of a residential neighborhood. In the foreground, the roofs of several houses are visible. In the middle ground, there is a dense line of green trees. In the background, two tall, lattice-structured power transmission towers stand prominently against a clear blue sky. The overall scene is a typical suburban or rural landscape.

## System Performance – Storms Out

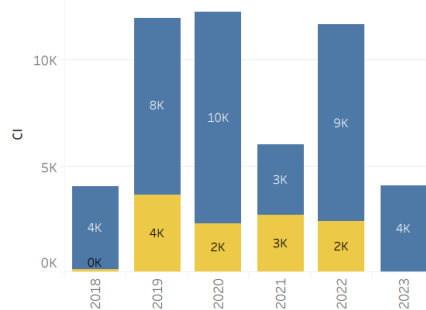
# SYSTEM OVERVIEW CUSTOMER IMPACT (CI)

## ANNUAL COMPARISON

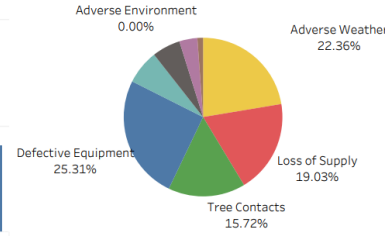
ANNUAL CI & EVENT COUNTS



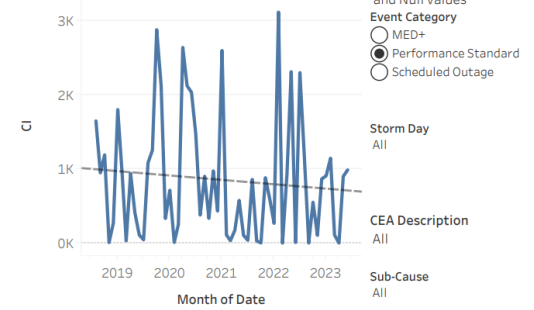
ANNUAL CI BY EVENT TYPE



CI CONTRIBUTION BY CAUSE



CI TREND

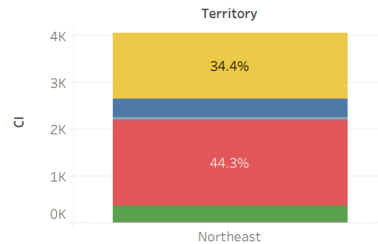


## YEAR-TO-DATE COMPARISON

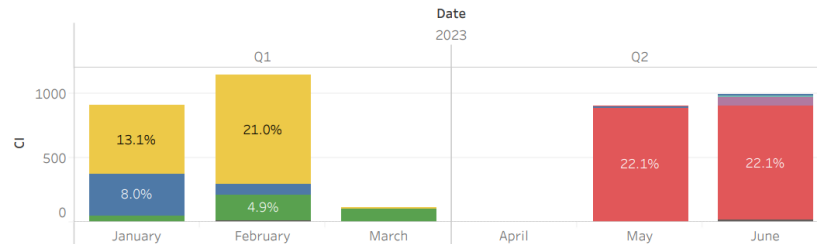
CI OUTAGE PROFILE

Outage Category	CI	Event Count
A) 1 Customer	27	27
B) >1 - 9	29	5
C) >11 - 99	384	10
D) >101 - 500	446	2
E) >501 - 999	3,172	4
Grand Total	4,058	48

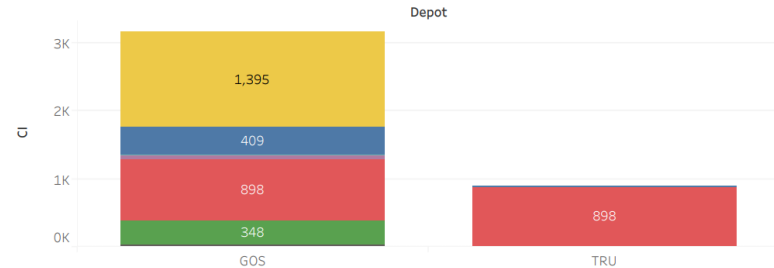
CI BY REGION



MONTHLY CI BY CAUSE



CI BY DEPOT



FEEDER BY CI



Monthly & Region Breakdowns  
1/1/2023 to 12/31/2023

- Territory: All
- Depot: All
- Source: Multiple values
- Municipality: All
- County: All

- Outage Category
- A) 1 Customer
  - B) >1 - 9
  - C) >11 - 99
  - D) >101 - 500
  - E) >501 - 999
  - F) >1001 - 2500
  - G) >2500+

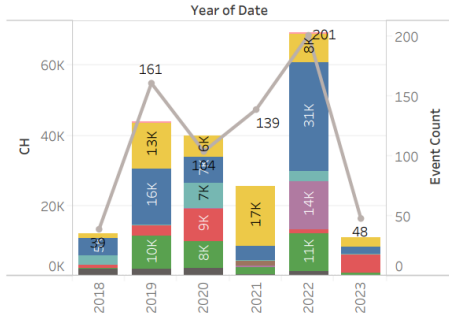
CKAIFI RANK YTD  
All values

LAST UPDATE June 30, 2023

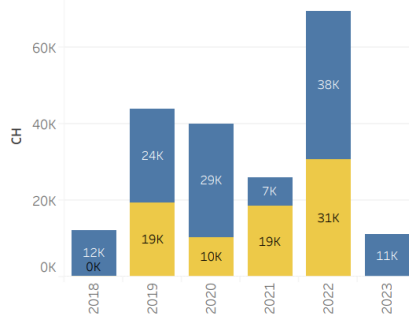
# SYSTEM OVERVIEW CUSTOMER HOURS OF INTERRUPTION (CH)

## ANNUAL COMPARISON

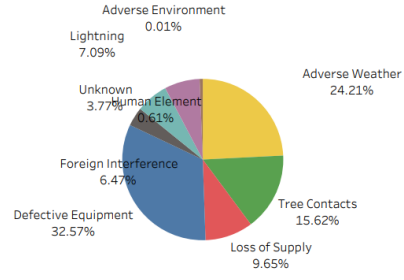
ANNUAL CH & EVENT COUNTS



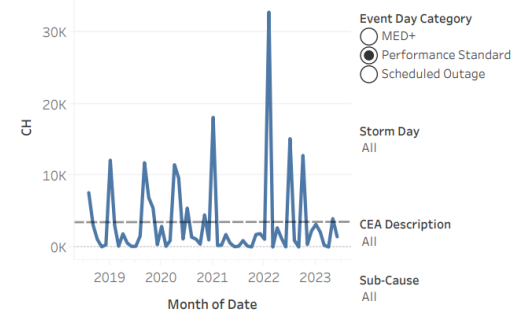
ANNUAL CH BY EVENT TYPE



CH CONTRIBUTION BY CAUSE



CH TREND

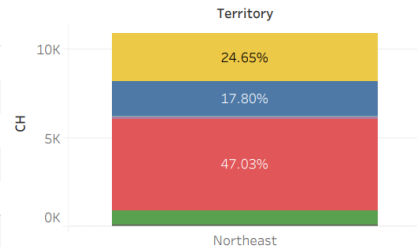


## YEAR-TO-DATE COMPARISON

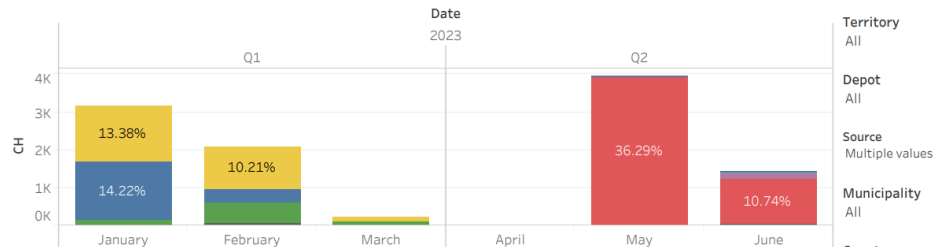
CH OUTAGE PROFILE

Outage Category	CH	Event Count
A) 1 Customer	123	27
B) >1 - 9	226	5
C) >11 - 99	1,172	10
D) >101 - 500	1,730	2
E) >501 - 999	7,631	4
Grand Total	10,881	48

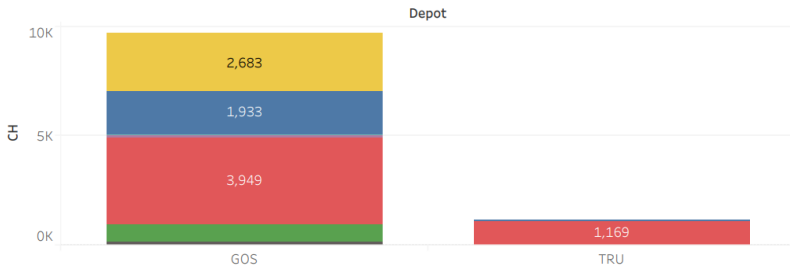
CH BY REGION



MONTHLY CH BY CAUSE



CH BY DEPOT



FEEDER BY CH



Monthly & Region Breakdowns  
1/1/2023 to 12/31/2023

Territory: All  
 Depot: All  
 Source: Multiple values  
 Municipality: All  
 County: All

CKAIDI RANK YTD  
0.044 to 1

- Outage Category
- A) 1 Customer
  - B) >1 - 9
  - C) >11 - 99
  - D) >101 - 500
  - E) >501 - 999
  - F) >1001 - 2500
  - G) >2500+

LAST UPDATE June 30, 2023

## Human Resource Policy

### Administration

#### SUMMARY

Staff have worked over the last year to develop a new Human Resource (HR) Policy to replace the current Municipal Working Policy. The purpose of the policy is to provide direction to staff and management on the accepted Human Resource standards under which the Municipality conducts business.

#### BACKGROUND

The current Municipal Working Policy which was last updated and adopted in January of 2009 will be replaced by the new HR policy which has been updated and enhanced with detailed processes, forms, and templating examples. Staff have done extensive research and comparisons of other Municipal HR policies in the development of this new HR policy. The new HR Policy encompasses proven past practices and standard operating procedures which have been used by municipal staff over the last number of years but were never located in one central document. The goal of the HR Policy is to serve as the central document that guides staff and management through all human resource aspects.

#### MAJOR CHANGES BY SECTION

1. **Purpose** – unchanged
2. **Authority** – unchanged
3. **Terms/Definition** – new to policy, standard definitions.
4. **Recruitment and Selection** – New in this section is procedures for standardizing hiring practices and orientations for Municipal employment. This section also highlights employee classification which was also encompassed in the previous Municipal Working policy.
5. **Benefits** – Section reviews standard federal/provincial benefits, pension eligibility/contributions, group medical/dental, and employee wellness program, these benefits remain the same as defined in the Municipal Working policy. New to this section is the employee service recognition which aims to provide an appreciative and positive work environment for employees.
6. **Attendance & Absences** – This section details past operating practices for recording attendance/absences but was not included in the previous policy.
7. **Vacation** – Section reviews vacation entitlement, annual vacation leaves and vacation approval which are the same as the Municipal Working policy. A change to the vacation carryover section is being

recommended in this section of the HR policy. The change is for any employee who has greater than twenty (20) vacation day per annum are permitted up to a maximum of ten (10) days unused vacation time to be carried over to the next fiscal year.

8. **Sick/Medical leave** – This section has been enhanced to provide further detailed direction to employees and management based on past practices for reporting sick leave, health care appointments, hospitalization, advancement of sick leave and termination for health reasons. The number of sick days provided to employees based on classification and the maximum accumulation remains the same as the previous Municipal Working Policy.
9. **Other leaves** – New under this section is the volunteer firefighter and ground search and rescue leave, provisions for emergency unpaid leave and compassionate care leave. The Maternity/Parental leave provides a detailed outline of past practices. No changes have occurred to the leaves involving bereavement, jury duty and voting.
10. **Workplace Performance** - Items within this section assist to help standardize workplace performance, annual reviews, and workplace issues with reference to the Workplace Harassment and Discrimination Policy and Dealing with Difficult Customers Policy.
11. **Personal Records** – This section has been added to the policy to help ensure a consistent process is outlined and followed for retaining, changing and filing personal records.
12. **Hours and Location of Work** – Hours, location and public holidays all remain the same as the Municipal Working Policy. Items such as December/January Holiday Closure, accumulation and use of time in lieu, monthly time sheet reporting, work from home eligibility and inclement weather/storm day SOPs are all based on past practices and written SOP's which staff and management have been actively using. All relative SOPs are attached as appendixes to the HR policy.
13. **Conditions of Employment** – Probationary period remains the same as the Municipal Working policy. All other items within this section are new to the policy and are based on past practices or best practices as researched and used by other Municipal units. The Salary Determination and Salary Scales appendix is an example of a new addition which other municipal units follow.
14. **Revisions to policy** – standard within all Municipal policies.

### CONSIDERATIONS

Because this is a large document staff recognize that council may like additional time to review and wish to place this policy/document on a future COTW for consideration.