

Cape Breton Regional Municipality

Council Meeting

ADDENDUM

TUESDAY, JANUARY 18, 2022

6:00 P.M.

Via Video Conference

Cape Breton Regional Municipality

Council Meeting

Tuesday, January 18, 2022
6:00 p.m.

ADDENDUM ITEMS

➤ *Following Roll Call...*

Moment of Silent Reflection:

Alexa McDonough Memorial: Mayor Amanda M. McDougall

3. PROCLAMATIONS AND RESOLUTIONS:

3.7 Portable Air Filtration System Contract to Nova Scotia Schools

*** *Withdrawn from Agenda by Councillor Gordon MacDonald***

➤ *Following 3. Proclamations and Resolutions...*

Flooding Issue - Discussion: Mayor Amanda M. McDougall

7. BUSINESS ARISING:

7.3 Nominating Committee – January 17, 2022:

- a) **Report on Call for Expression of Interest – Citizen Representatives on Committees:** Deborah Campbell Ryan, Municipal Clerk (See page 4)
- b) **Vacancy on Accessibility Advisory Committee:** Deborah Campbell Ryan, Municipal Clerk **Verbal Report*

Continued...

**Council Meeting Addendum
January 18, 2022 (Cont'd)**

BUSINESS ARISING (Cont'd):

7.4 Audit Committee – January 18, 2022:

- a) **Appointment of External Auditors - 2022-2026:** Jennifer Campbell, Chief Financial Officer (See page 7)

8. CORPORATE SERVICES ISSUES:

8.3 Land Expropriation, Lot 2021-1 PID 15408867, Glace Bay Wastewater Treatment Plant

**** Withdrawn from Agenda by Demetri Kachafanas, QC, Regional Solicitor***

Report on Call for Expression of Interest – Citizen Representatives on Committees:

Audit Committee:

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor Gordon MacDonald, that a recommendation be made to Council to appoint Candidate #1 to the CBRM Audit Committee. **Carried.**

Cape Breton Regional Library Board

Motion:

Moved by Councillor Parsons, seconded by Councillor Gillespie, that a recommendation be made to Council to appoint Candidate #2 to the Cape Breton Regional Library Board. **Carried.**

Port of Sydney Development Corporation (PSDC) Board

Motion:

Moved by Councillor Paruch, seconded by Councillor Eldon MacDonald, that a recommendation be made to Council to appoint the following citizens to the Port of Sydney Development Corporation:

Professional Accounting Designation

- Candidate #4 (for a three (3) year term)

Expertise in Business and Commerce

- Candidate #5 (for a three (3) year term commencing April 1, 2022)

Carried.

M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: Mayor Amanda M. McDougall & the Nominating Committee
From: Deborah Campbell Ryan, Municipal Clerk
Date: January 7, 2022
Subject: Report on Call for Expressions of Interest – Citizen Representatives on Committees

As directed by motions of the Nominating Committee on November 17, 2021 (copy attached), this office issued a call for citizen volunteers on four (4) Committees which was publicly advertised in the Cape Breton Post on November 27, 2021 (copy attached). Notice was also placed on the CBRM website and social media. The deadline for submissions was 4:30 p.m. on Friday, December 10, 2021.

In response to the public notice, we received five (5) applications. The matrix outlining the particulars of the applicants is attached separately.

Next Steps:

The Nominating Committee shall review the submissions in terms of suitability based on the responsibilities for each Committee and then forward their recommendations to Council. Separate motions are required for each Committee.

PLEASE NOTE that the applicants should be referenced by their matrix number only during discussions and in the motion to Council. Once they have accepted the appointments, their names will be publicly released at a future meeting of Council.

- i. **Diversity Committee:** They require one representative from the disability community for the balance of a two-year term to February 2023. There were no applications received.

Recommendation: That staff be directed to issue a second call on social media only (i.e. no newspaper ad) for a representative from the disability community to fill the vacant position on the Diversity Committee for the balance of the term (to February 2023).

Continued...

- ii. **Audit Committee**: They require one citizen representative for a two-year term. There was one (1) application received.

Recommendation: The Committee review the application and forward their recommendation to Council.

- iii. **Cape Breton Regional Library Board**: They require one citizen representative for the balance of a two-year term (to February 2023). There were two (2) applications received.

Recommendation: The Committee review the applications and forward their recommendation to Council.

- iv. **Port of Sydney Development Corporation (PSDC) Board**: They require one individual with a professional accounting designation for a three-year term; and one individual with expertise in business and commerce for a three-year term (commencing April 1, 2022). There was one application received for the professional accounting position and one application for the business and commerce position.

Recommendation: The Committee review the applications and forward their recommendation to Council.

Thank you.

Yours truly,

Original signed by:

**Deborah Campbell Ryan,
Municipal Clerk**

Attachments

Appointment of External Auditors – 2022-2026

Motion:

Moved by Councillor Parsons, seconded by Councillor Cyril MacDonald, that a recommendation be made to Council to appoint MNP as CBRM's External Audit Services provider for a 5-year term commencing 2021/22, renewable on an annual basis by the Audit Committee for years ending 2022/23, 2023/24, 2024/25, and 2025/26.

Motion Carried.



CBRM

A Community of Communities

Cape Breton Regional Municipality

MEMO

Date: January 10, 2022
To: Mayor and Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Appointment of external auditors – 2022-2026

The Finance department solicited competitive public bids for the provision of external auditing services for the Cape Breton Regional Municipality Water Utility, Port of Sydney Development Corporation, and the Cape Breton Regional Municipality. The competitive bidding closed on January 6, 2022 and received 2 eligible bids.

The bids were evaluated by Adam MacNeil, Manager of Finance, and myself based on the following criteria. This evaluation criteria formed part of the RFP document such that proponents knew up front how their proposals would be scored.

Evaluation Criteria	Max. Score
Qualifications, experience, and references of the audit team	20
Experience with similar projects	20
Comprehension of project objectives, methodology, and approach	20
Cost	20
Work plan and schedule	15
Communication and quality of proposal	5
Total	100

Based on the evaluation criteria above, the independent evaluations on the proposals conducted by both Adam and myself each ranked MNP as the highest scoring proponent, therefore we are recommending that the Audit Services RFP for 2022-2026 be awarded to MNP.

Section 5.2.1 of CBRM's Audit Committee policy, the Audit committee is responsible for reviewing the qualifications, independence, quality of service, performance and fees of the External Auditors annually and **recommend the appointment of an auditor to Council.**

Staff therefore request that the Audit Committee pass a motion recommending the appointment of MNP as our External Audit Services provider for a 5-year term commencing 2021/22, renewable on an annual basis by the audit committee for years ending 2022/23, 2023/24, 2024/25, and 2025/26.

Sincerely,

Jennifer Campbell, CPA, CA Chief Financial Officer

