

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Asset Management Committee

Tuesday, December 5th, 2017 @ 5:30pm

Municipal Administration Centre

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of November 14th, 2017 Asset Management Committee Minutes
- 4) Business Arising from the Minutes
- 5) Semi-Annual Discussion with Local TIR Representatives
- 6) Further Consideration of Local Improvements
- 7) Adjournment

TO: COMMITTEE MEMBERS
FROM: STAFF
SUBJECT: *ASSET MANAGEMENT COMMITTEE MEMO*
DATE: DECEMBER 5TH, 2017

SEMI-ANNUAL DISCUSSION WITH LOCAL TIR REPRESENTATIVES

Basil Pitts, the new Area Manager for the local TIR office, will be attending with members of his team for a discussion and Q&A with members of the Committee.

FURTHER CONSIDERATION OF LOCAL IMPROVEMENTS (*For Information*)

There are two items on which staff are seeking guidance:

- 1) The method by which the Municipality determines support for an existing capital improvement project:

Projects on Council's capital priority list are subject to local improvement charges. Some have been in this list for many years; therefore we must determine the level of support by affected property owners. The Municipality has used both letters and petition to determine support (an example of each is attached). Each has advantages and disadvantages; after discussion staff was unable to think of another method.

Staff would like the Committee to discuss the best method for gauging community support for a local improvement.

- 2) Council approved the following local improvement priorities in January, 2017:

1. Somers Road Water
2. North Grant Water
3. Southside Harbour Sewer
4. Gaspereaux Lake Water
5. West River Sewer
6. Cameron Kinney Hill Water

Somers Road Water has been completed; we are awaiting final costs to provide the required bylaw amendment to Council.

During a previous iteration of the project, property owners received a letter to confirm their support. More recently, a petition has been drafted and provided to Councillor MacDonald to gauge community interest for a smaller North Grant water project.

Cost estimates have been produced for each of the remaining projects. Staff is prepared to gauge the support for affected property owners in Southside Harbour and Gaspereaux Lake for those respective projects.

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ASSET MANAGEMENT COMMITTEE MEETING MINUTES

An Asset Management Committee Meeting was held Tuesday, November 14th, 2017 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Councillor Bill MacFarlane, Chair
 Warden Owen McCarron
 Deputy Warden Hughie Stewart
 Councillor Mary MacLellan
 Councillor Donnie MacDonald
 Councillor Vaughan Chisholm
 Councillor Rémi Deveau
 Councillor John Dunbar
 Councillor Gary Mattie
 Councillor Neil Corbett

 Glenn Horne, Municipal Clerk/Treasurer
 Shirlyn Donovan, Strategic Initiatives Coordinator
 Allison Duggan, Director of Finance

Regrets: None

CALL TO ORDER

The meeting of the Asset Management Committee was called to order by the Chair, Councillor MacFarlane, at 5:29pm.

APPROVAL OF AGENDA

The following item was added to the agenda:

- Introduction to Frankville Sewer Request

Moved by Councillor MacDonald and seconded by Councillor MacLellan that the agenda be approved. Motion carried.

APPROVAL OF MINUTES

Moved by Councillor Deveau and seconded by Warden McCarron that the October 17th, 2017 Asset Management Committee minutes be approved. Motion carried.

BUSINESS ARISING FROM MINUTES

A document of Municipally-owned property was circulated at Council's request.

NORTH GRANT WATERLINE

Mr. Horne presented information gathered since the last meeting regarding the options and scenarios for the proposal for a waterline to North Grant.

Councillor MacDonald requested that policy be amended to request approval from civic address rather than PID. Councillors discussed and came to a consensus that the policy would not be changed.

Councillor MacDonald will be in touch with each property owner to determine further action.

UPDATE ON ASSET MANAGEMENT PLANNING

Mr. Horne provided an update to municipal council on Asset Management Planning. On November 2nd the Municipality was notified that EXP Services has received updates in regards to changes with town infrastructure because of the university. Once these changes are incorporated into the model they will be able to run scenarios that Municipal Council will want to see.

Assessments are ongoing for the Sewer treatment plant in Lower South River, St. Andrews and Heatherton.

Staff has requested the tender documents be drafted for the Sylvan Valley Sewer Line Replacement and Trunk 4 Water Line looping so there are shovel ready projects for an Infrastructure Funding call.

Warden McCarron, Mr. Horne and Councillor MacFarlane have all attended Asset Management Workshops.

Provincial UNSM update, five municipalities were part of a pilot program to develop and test asset management tools designed to inventory all linear assets. We were unsuccessful to be selected as one of these municipalities. They focused on smaller municipalities.

Based on conversations with DMA, TIR and Infrastructure Canada, the next round of infrastructure funding should be announced for March or April 2018.

INTRODUCTION TO FRANKVILLE SEWER EXTENSION

Councillor Corbett would like a review to be done regarding the Frankville Sewer Extension. The initial proposed project was 4km and would service about 80 homes but Councillor Corbett would like an addition kilometer to be added to the sewer extension. This extra kilometer would service about 20 homes for a total of 100 homes. The extra kilometer would likely require 2 additional pump stations.

There are currently five projects that Council has identified as priorities. Mr. Horne suggested that this project could be considered among future infrastructure projects when Council looks at the next batch.

ADJOURNMENT

Moved by Councillor Chisholm and seconded by Councillor Corbett that the Asset Management Committee meeting be adjourned at 6:41 pm. Motion carried.

Councillor Bill MacFarlane, Chair

Glenn Horne, Municipal Clerk/Treasurer

1 December 2017

Address

RE: Assessment Account #_____ - Extension of Municipal Water on Somers Road

Dear _____:

In response to a request by property owners, the Municipality has agreed to carry out a local improvement for the extension of a municipal water main on your street. The Municipality has received an estimate of probable cost for this capital project in the amount of \$695,000 plus HST. I wish to stress that this is an estimate.

In accordance with the provisions of the *"By-Law Respecting Charges for Local Improvements,"* where a local improvement is to be carried out by the Municipality, a tax is levied upon every owner of real property situated in whole or part within the identified area. A copy of the By-Law is available on our website at www.antigonishcounty.ns.ca under the tab entitled "Government."

For the local improvement requested on Somers Road, the property owners are required to contribute up to 20% of the project cost with the balance to be paid by the Municipality. Based on this division, the property owners' share would be approximately **\$4,765.00** per assessment account. If provincial and/or federal funding is secured for this project the residents share of the project costs will be lowered to a minimum of 12%.

This amount may be paid in equal annual installments over 10 years. In the event of default on any payment the whole balance will become due and payable. Please note that a charge imposed pursuant to this By-Law constitutes a first lien on the property in the same manner and with the same effect as rates and taxes under the Assessment Act. The charge for local improvements would appear as a line item on your annual tax bill.

In order for this work to proceed, the Municipality requires an affirmative response from the property owners of the impacted area. Please sign and return the enclosed letter indicating your support no later than April 7, 2017. If a letter is not returned, the Municipality will assume a negative response.

If 34% or more of the residents are not in favor of this proposal, the work will not proceed. If work proceeds, all residents of the impacted area share the costs regardless of their support for the project.

If you have any questions on this matter, please do not hesitate to contact the Municipal Office.

Regards,

Glenn Horne
Municipal Clerk Treasurer

RE: Assessment Account #_____ - Extension of Municipal Water on Somers Road

DATE: _____

NAME OF PROPERTY OWNER(S): _____

I/We the undersigned are aware of the proposed municipal water main extension proposed for Somers Road, Antigonish County.

I/We have reviewed and understand the costs associated with this project.

I/We understand that the costs of this project will be allocated according to assessment account number and agree to pay our share as per the formula set out in "A By-Law Respecting Charges for Local Improvements" over a period of 10 years.

I/We understand as well that should an installment be missed, then the remaining outstanding balance becomes due and payable.

I/We understand that a charge imposed pursuant to this By-Law constitutes a first lien on the property in the same manner and with the same effect as rates and taxes under the Assessment Act.

SIGNED:

PETITION FOR _____

We, the undersigned, wish to request the Municipality (insert local improvement) .

I understand that signing this petition is endorsing and agreeing to the terms herein.

I understand that the estimate project cost is \$_____ and that the property owners are required to contribute up to 20% of the project cost, or approximately \$_____ per assessment account. If other government funding is secured the property owner's share of the cost will be lowered to a minimum of 12%.

I understand that property owners have the option to pay the local improvement charge in one lump sum or annual payments over a period of ten (10) years.

I understand that a charge imposed pursuant to this By-Law constitutes a first lien on the property in the same manner and with the same effect as rates and taxes under the Assessment Act.

I understand that at least 2/3 majority support for the project among affected property owners is required to the Municipality to consider this local improvement.

I understand that even with 2/3 majority support for the project, Municipal Council will consider this request for local improvement in the context of its Asset Management Planning.

[illegible]