

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Asset Management Committee

Tuesday, March 20th, 2018 @ 6:30pm

Municipal Administration Centre

1. Call to Order
2. Approval of Agenda
3. Approval of February 13th Asset Management Committee Minutes
4. Business Arising from the Minutes
5. Road Priorities List
6. Update on Sewer Assessments
7. Garbage Truck Tender
8. Excavator Replacement
9. Asbestos Site Update
10. Tender for Wood Cutting at Landfill
11. County Courthouse Master Plan and Condition Assessment
12. Staff Reports
13. In-Camera Items
 - a. Sale of Municipal Property
 - b. Acquisition of Municipal Property
14. Adjournment

STRATEGIC PRIORITIES CHART December, 2017 (amended Mar. 2018)

COUNCIL PRIORITIES	
NOW <ol style="list-style-type: none"> BROADBAND PROPOSAL: Agreement – Jan. INTERNET SERVICE: Business Case – March CELLULAR SERVICE: Business Case – May NEW BUSINESS PARK: Options – June REN STRATEGY: Review – Mar. 	
NEXT <ul style="list-style-type: none"> ACCESSIBILITY: Audit INFRASTRUCTURE FUNDING: PLAN WATER: Assessment & Projects SEWER: Assessment & Projects GUYSBOROUGH: Collaboration Meeting TOURISM PROGRAM: Review 	ADVOCACY/PARTNERSHIPS <ul style="list-style-type: none"> <i>Broadband Funding (Province)</i> <i>Long-Term Care Facility Funding (Province)</i> <i>Aging In Place Program (Province)</i> <i>NS Broadband Study (Province)</i> <i>PFN: CEDI Initiatives</i>
CLERK TREASURER	FINANCE
<ol style="list-style-type: none"> REN STRATEGY: Review – Mar. INDUSTRIAL PARK –LAND AD, SALE & NEW BUSINESS PARK: Options - June Asset Management System: Phase 1 – June <ul style="list-style-type: none"> Emergency Management Coordination Leadership Team Development Program 	<ol style="list-style-type: none"> INFRASTRUCTURE FUNDING: Plan – Jun Water Meter System: Integration Landfill Billing System: Review – Mar. <ul style="list-style-type: none"> Water Utility Rates: Review – Oct. Information Technology Strategy: Sept
PUBLIC WORKS	RECREATION
<ol style="list-style-type: none"> SEWER TREATMENT: Assessments & Problem ID – Sept. WATER SYSTEM: Assessment – Mar. WATER SYSTEM: Upgrades <ul style="list-style-type: none"> Facilitate Asset Condition Assessments 	<ol style="list-style-type: none"> Active Transportation: Action Plan – April. MPAL: Recreation Plan – June. Part Time Staff Leadership Program – April Support Community Initiatives – Jan 2019 <ul style="list-style-type: none"> Recreation for All Program – Jan 2019
SUSTAINABILITY	PLANNING
<ol style="list-style-type: none"> ACCESSIBILITY: Audit – Mar. Emergency Business Continuity Plan – May. Renewable Energy: Options – June (Prov.) <ul style="list-style-type: none"> PFN: CEDI Initiative Next Steps – April Municipal Awareness Strategy – September 	<ol style="list-style-type: none"> EASTERN ANTIGONISH PLAN REVIEW – Sept. <i>Civic Address Internal Audit</i> – April Amendments – PAC Jan/Feb. <ul style="list-style-type: none"> Antigonish Affordable Housing (Phase 3) MacDonald Dairy Warehouse Levy's Leather Warehouse
ADMINISTRATION	ADMINISTRATION
<ol style="list-style-type: none"> BROADBAND PROPOSAL: Agreement – Jan. INTERNET SERVICE: Business Case – March CELLULAR SERVICE: Business Case – May <ul style="list-style-type: none"> Newsletter Review Online Media Refresh 	<ol style="list-style-type: none"> GUYSBOROUGH: Collaboration – Mar. TOURISM Review/Scan – Mar. Internet Upgrades – Mar. <ul style="list-style-type: none"> Court House: Assessment - Mar Dog Control Program: Review - June

TO: COMMITTEE MEMBERS
FROM: STAFF
SUBJECT: *ASSET MANAGEMENT MEMO*
DATE: MARCH 20TH, 2018

ROAD PRIORITIES LIST

Staff has prepared an update of the road priorities list from Council, and will work with TIR staff to sort these priorities based on road type and expenditure type to facilitate future discussions and advocacy for repairs and upgrades.

UPDATE ON SEWER ASSESSMENTS

Staff will provide further updates on the sewer assessments that have been completed.

GARBAGE TRUCK TENDER

Staff received a bid of \$12,300 plus HST from Mr. David Morrison on the 2006 International Garbage Truck up for tender on March 8, 2018.

EXCAVATOR REPLACEMENTS

The Director of Public Works will provide further information regarding a request to consider the replacement of an excavator in the Municipal Fleet.

ASBESTOS SITE UPDATE

Staff will provide the Committee with an update on the status of the Asbestos Site at the Municipal Solid Waste Management Facility.

TENDER FOR WOOD CUTTING AT THE LANDFILL

Staff will be bringing forward a request to issue a tender for wood cutting at the Municipal Solid Waste Management Facility.

COUNTY COURTHOUSE MASTER PLAN AND CONDITION ASSESSMENT

The consultant has completed the Master Plan and Condition Assessment for the County Courthouse. Staff will be providing copies of this report at the meeting, for further detailed discussion at the next Asset Management meeting.

STAFF REPORTS

The Antigonish Arena Commission is considering repaving the parking lot immediately in front of the arena and the driveway from James Street to the end of the building. Estimates are currently being developed, but the cost is anticipated to be approximately \$200,000. The work is proposed to take place in Fiscal 2018/2019.

IN-CAMERA ITEMS

This subject matter falls within Section 22(2) of the Municipal Government Act as that which a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session. Materials will follow.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

ASSET MANAGEMENT COMMITTEE MEETING MINUTES

An Asset Management Committee Meeting was held Tuesday, February 13th, 2018 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 Rémi Deveau
Councillor John Dunbar
Councillor Neil Corbett
Glenn Horne, Municipal Clerk/Treasurer
Shirlyn Donovan, Strategic Initiatives Coordinator
Allison Duggan, Director of Finance
Daryl Myers, Director of Public Works

Regrets:

Councillor Vaughan Chisholm
Councillor Gary Mattie

CALL TO ORDER

The meeting of the Asset Management Committee was called to order by the Chair, Councillor MacFarlane, at 5:35pm.

APPROVAL OF AGENDA

The following item was added to the agenda:

- UARB Decision on Shannex

Moved by Councillor MacDonald and seconded by Councillor Deveau that the agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES

Moved by Councillor MacLellan and seconded by Deputy Warden Stewart that the December 5th, 2017 Asset Management Committee minutes be approved. Motion carried.

BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes

UPDATE ON THE FRINGE WATER SYSTEM ASSESSMENT

There was no update on the fringe water system assessment.

SEWER ACTIVITIES

Update on Sewer Assessments

Director of Public Works, Daryl Myers provided an update stating that all sewer assessments have been completed. Three systems are pushing at their max. Lower South River, St. Andrews and Heatherton and upgrades will need to be done. Discussion followed.

Councillor Corbett inquired about the failing lines in Havre Boucher. Strait Engineering is going to do an assessment on those lines.

Southside Harbour Sewer Update

Councillor Deveau would like to go door to door to talk to residents regarding a sewer extension into Southside Harbour.

Discussion of Frankville Sewer Line Extension

Councillor Corbett wanted to know the cost estimates for a sewer line extension in Frankville. The Committee agreed an engineering report should be done to price that project.

PRELIMINARY CONSIDERATION OF INFRASTRUCTURE INVESTMENTS IN PREPARATION FOR THE 2018/2019 BUDGET

Staff are preparing preliminary 2018/2019 budget projects, direction is sought regarding larger projects identified by Council and/or staff. Staff has four of these projects ready for preliminary consideration and further direction from the Committee.

North Grant Water

Church Street – Beech Hill Road Water Service Looping Project

Lower South River Well #7

Public Works Garbage Truck and Pickup Truck Replacement

Moved by Councillor MacDonald and seconded by Councillor Corbett that the Asset Management Committee recommends that Municipal Council approve the following projects for tender preparation. Final approval will be made with the budget.

- *North Grant Water*
- *Church Street – Beech Hill Road Water Service Looping Project*
- *Lower South River Well #7*
- *Public Works Garbage Truck and Pickup Truck Replacement*

IN-CAMERA: ACQUISITION, SALE, LEASE, AND SECURITY OF MUNICIPAL PROPERTY

These subject matters fall within Section 22(2) of the Municipal Government Act as matters that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session.

Moved by Councillor MacDonald and seconded by Warden McCarron that the Asset Management Committee Meeting be adjourned to an In-Camera Session to discuss the Acquisition, Sale, Lease, and Security of Municipal Property at 6:05pm. Motion carried.

Moved by Deputy Warden Stewart and seconded by Councillor Deveau4 that the In-Camera session be adjourned at 6:16pm. Motion carried.

UARB DECISION ON SHANNEX

Committee Chair, Councillor MacFarlane brought it to the attention of the Committee that the Town of Antigonish Electric Utility has not received the power contract for the new Shannex building. The Town took the decision to the UARB and the Supreme Court but was not awarded the contract. The contract was awarded to Nova Scotia Power.

ADJOURNMENT

Moved by Councillor Dunbar and seconded by Councillor Deveau that the Asset Management Meeting be adjourned at 6:20pm. Motion carried.

Councillor Bill MacFarlane, Chair

Glenn Horne, Municipal Clerk/Treasurer