

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Asset Management Committee

Tuesday, May 1, 2018 @ 5:30pm

Municipal Administration Centre

1. Call to Order
2. Approval of Agenda
3. Approval of April 3rd Asset Management Committee Minutes
4. Business Arising from the Minutes
5. Review of Capital Priorities for FY 2018/19
6. Approval of Provincial Capital Assistance Program Application
7. Approval of J-Class Roads Cost-Share
8. Approval of Tenders - Excavator Purchase
9. County Courthouse Next Steps
10. Staff Reports
11. 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: MAY 1ST, 2018

REVIEW OF 2018/19 CAPITAL PRIORITIES

The table below outlines the active files for consideration in the FY 2018/19 budget. Changes from last viewing:

- Sylvan Valley Sewer Line Replacement has been removed from the list. Staff will work with the Town of Antigonish to monitor flows over the coming months to collect data. Thereby increasing our chances of a successful application for eventual federal infrastructure funding.
- Estimates have been included for J-Class Road Improvements.
- We are still waiting on an estimate for upgrades to the Municipal Office electrical system.

From this list staff are seeking a short prioritized list of projects for a 2018/19 infrastructure funding opportunity. Based on the size of the projects staff suggests this short list include:

- North Grant Waterline Extension
- Church Street to Beech Hill Waterline Looping
- Pomquet E-One Pump Replacements

Category	Project	Estimated Cost
Water	North Grant Waterline Extension	\$600,000
	LSR Well #7 Pumphouse	\$30,000
	Church Street to Beech Hill Looping	\$450,000
	Pick-Up Truck Replacement	\$35,000
Sewer	Pomquet E-One Pump Replacements	\$500,000
Solid Waste	Excavator Purchase	\$265,000
Facilities	Court House Improvements	\$65,500
	Municipal Office Generator & Electrical System Upgrades	NA
	Extension of Water & Sewer to Municipal Office & Public Works	\$110,000
	Accessibility Improvements to Municipal Office	\$60,000
	Antigonish Arena Parking Lot Repaving	\$100,000
Roads	J-Class Road Improvements	
	Old South River Repaving	\$55,000
	West River Crossing Paving	\$75,000
Asset Management	Linear Condition Assessments & Development of an Asset Management System	\$50,000
TOTAL		\$2,395,500

APPROVAL OF PROVINCIAL CAPITAL ASSISTANCE PROGRAM APPLICATION

Please see the attached application for the PCAP. Approval of this application is being sought.

J-CLASS ROADS UPDATE

Please see the attached correspondence from the Department of Transportation & Infrastructure Renewal. An update will be provided to the Committee concerning the Local Improvement Charges associated with West River Cross. A motion from the Committee will be required to move forward with one or both of these projects.

APPROVAL OF TENDER

An Invitation to Tender was issued for the purchase of a new Excavator for the Beech Hill Solid Waste Resource Management Facility. The Tender closed on Thursday, April 26th at 12:00 noon. A total of eight bids were received; a summary of the bids is attached. Based on a review of the equipment that was quoted on and the guarantee buy back staff is recommending that Strongco be awarded the Tender. Strongco quoted on an EC160E Volvo Excavator.

COUNTY COURTHOUSE NEXT STEPS

With the Condition Assessment and Master Plan now done, and the Committee having had the documents to review and consider, staff is looking to have a discussion with the Committee in order to obtain direction regarding the next steps to take with the County Courthouse.

STAFF REPORTS

Asset Management Systems

On Thursday, April 26, 2018, members of senior staff met with Tjaart Van den Berg of the Atlantic Infrastructure Management (AIM) Network. This provided us an opportunity to discuss our immediate next steps with Asset Management, review the data and processes we have in place and discuss opportunities to learn from Tjaart's expertise & experience. Through this meeting we identified a relatively low cost opportunity to develop a GIS system mapping our existing linear infrastructure and develop a condition assessment of those assets. Staff will follow up on these opportunities prior to developing an application for FCM funding for Asset Management.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

ASSET MANAGEMENT COMMITTEE MEETING MINUTES

An Asset Management Committee Meeting was held Tuesday, April 3rd, 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 Vaughan Chisholm
Councillor John Dunbar
Councillor Gary Mattie
Councillor Neil Corbett

Glenn Horne, Municipal Clerk/Treasurer
Beth Schumacher, Deputy Clerk
Allison Duggan, Director of Finance
Daryl Myers, Director of Public Works
Meaghan MacNeil, Physical Activity Coordinator

Regrets:

Councillor Donnie MacDonald
Councillor Remi Deveau

CALL TO ORDER

The meeting of the Asset Management Committee was called to order by the Chair, Councillor MacFarlane, at 5:32pm.

APPROVAL OF AGENDA

Moved by Councillor MacLellan and seconded by Councillor Dunbar that the agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES

Moved by Councillor Chisholm and seconded by Councillor Corbett that the February 13, 2018 Asset Management Committee minutes be approved. Motion carried.

BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes

PROVINCIAL ROAD PRIORITIES LIST

Mrs. Schumacher provided Councillors with copies of road priorities list that was compiled in July of last year, and asked for any updates. Councillors Corbett and Chisholm noted updates that were required in their listed priorities; staff will follow-up with those Councillors directly. Warden McCarron provided a brief update regarding feedback from DTIR regarding the intersection of Beech Hill Road and Trunk #4.

TOWN SEWER TREATMENT PLANT UPDATE

A brief background and further update regarding the Town Sewer Treatment Plant ERA was provided for the benefit of the Committee. Staff outlined what options might be available for upgrades to the existing lagoon facility. Ongoing work with the project includes assessing growth areas for capacity, conveyance routing, and updating the IMA.

PRESENTATION OF FRANKVILLE SEWER SYSTEM EXPANSION COST ESTIMATE

Staff provided the Committee with preliminary figures that were done for an expansion of the Frankville Sewer System. These ballpark figures were based on topographic photos instead of a survey, and encompassed 109 properties. Staff noted that ongoing work is being done to address inflow challenges with the Havre Boucher Storm Treatment Plant; this raises concerns with capacity. Discussion followed.

ASBESTOS SITE UPDATE

Staff noted that capacity at the site is expected to be reached within the year; possibly in early summer. Discussion followed.

J-CLASS ROADS UPDATE

Staff noted that the Municipality was waiting to hear back from the Province regarding this year's applications. Notice had been received from DTIR that last year's projects ended up being over budget; the estimate and work was done by the Province.

STATUS OF PROJECTS SUBJECT TO LOCAL IMPROVEMENT CHARGES

Project estimates have been provided for all of the projects, with the exception of the water extension in Gaspereaux. Those projects with estimates are ready for consideration by residents, and Councillor Deveau has already started going door-to-door in South Side Harbour to gauge interest and answer questions. Staff is in the process of finalizing a handout for Councillors to use and for distribution in impacted areas. Staff requested further direction regarding the format preferred for soliciting community interest in participating in the specified Local Improvements Projects. Discussion followed.

COUNTY COURTHOUSE MASTER PLAN AND CONDITION ASSESSMENT

Staff presented the final Condition Assessment and Master Plan as information for the Committee's consideration. Members of the Committee were asked to follow-up with staff with any questions or comments that they may have, and the item would be discussed in further detail at a future Asset Management Committee meeting.

Review and Consent to Capital Priorities for FY2018/2019

The Committee reviewed the list of items that was provided in the agenda package. Questions followed regarding Gaspereaux water, J-Class Roads, clarification of the extent of the paving at the arena, and the pumps in Pomquet.

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 MacLellan and seconded by Councillor Corbett 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 6:52pm. Motion carried.

Moved by Councillor Dunbar and seconded by Councillor Chisholm that the In-Camera session be adjourned at 6:52pm. Motion carried.

ADJOURNMENT

Moved by Councillor Mattie and seconded by Councillor Corbett that the Asset Management Meeting be adjourned at 6:52pm. Motion carried.

Councillor Bill MacFarlane, Chair

Glenn Horne, Municipal Clerk/Treasurer

APPLICANT INFORMATION

Municipality of the County of Antigonish

Applicant Name (Municipality or Organization) *

285 Beech Hill
Street Number * Street Address * Apartment/Suite

Antigonish Nova Scotia B2G 0B4
PO Box Municipality * Province * Postal Code *

CONTACT INFORMATION

Allison Duggan
First Name, Initials * Last Name *

Director of Finance
Title *

(902) 863-1117
Telephone (Primary) * Ext. Telephone (Alt) Ext.

(902) 863-5751
Fax Email * allison.duggan@antigonishcounty.ns.ca

JOINT APPLICATION

Is this a joint application? * ☐ Yes ☒ No

If No, please explain why a shared initiative is not appropriate: *
(If the space provided is not sufficient, please attach additional information as required)

The Municipality of the County of Antigonish is very keen to participate in jointly shared initiatives but for the purposes of this Provincial Capital Assistance Program (PCAP) is not submitting a joint application. The project funding request on this application is within Antigonish County boundaries and our municipal unit's operations and residents are the sole beneficiary.

PROJECT INFORMATION

Appleseed Drive Curb Stormwater Management
Project Name *

Water and Wastewater (including Stormwater)
Project Category *

Appleseed Drive, Antigonish County
Project Location *

Jul 9, 2018 Nov 30, 2018
Proposed Start Date (MM/DD/YYYY) * Proposed End Date (MM/DD/YYYY) *

Is this a multi-phase project? * ☐ Yes ☒ No

Nature of Project (select all that apply): *			
<input type="checkbox"/> Renewal <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> New Construction			
Has a study been completed for this project? *		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If Yes, when was the study completed? (MM/YYYY) * _____			
PROJECT DESCRIPTION			
Please give a description of your proposed project: * <i>(If the space provided is not sufficient, please attach additional information as required)</i>			
<p>The Municipality has received a number of reports and complaints concerning residential flooding along Appleseed Drive, Antigonish County. Recognizing that this will continue to be a problem, the Municipality is proposing that curb & gutter be installed along this street, a distance of approximately 300m to improve the stormwater management. Appleseed Drive pre-dates the County's Municipal Specifications which now requires streets to have a stormwater management system in place prior to the County assuming ownership. The work involved would include ground preparation, installation of a curb and gutter system, underground storm sewers and restoration of street and landscaping.</p> <p>There has been notable changes to our winters over the past several years whereby our "traditional winter" is a constant cycle of freezing and thaws. Our current infrastructure is at or over capacity for handling this volume of stormwater and as a result the excess stormwater is being diverted to homes that live along Appleseed Drive. This is especially problematic during winter months when the low sloped ditch often becomes blocked with snow and ice and backing up building drains. Ideally, our municipality would like to take a progressive approach in maintenance and have curb & gutter and storm sewers installed on Appleseed Drive but can not undertake this type of project unless there is funding available (as our municipality has limited funds for competing projects).</p>			
Describe the outcomes and benefits that will result from this project: * <i>(If the space provided is not sufficient, please attach additional information as required)</i>			
<p>Empirical and anecdotal evidence is demonstrating that significant precipitation (rain & snow) events are becoming more common. Additionally, the unpredictable winter freeze/thaw cycle is creating significant pressure of traditional infrastructure. This is evident in some areas of Antigonish County that have open ditching for storm water. On Appleseed Drive, specifically, these three weather events in quick succession are overwhelming the existing infrastructure and causing water to back into homes.</p> <p>The Municipality expects that an appropriately sized curb and storm water management system along this street will alleviate these issues. The outcomes and benefits of which include: providing a reasonable level of municipal service, mitigating risk of insurance claims, extending the life and reducing the maintenance burden on this municipal road as curb and gutter provides less opportunity to undermine the road than open ditching. A side benefit will be improved street safety, aesthetics, reduce standing water and associated nuisances.</p>			
PROJECT COSTS		PROJECT FUNDING	
Professional Fees	\$20,000	Provincial Capital Assistance Program *	\$117,848
Materials/Supplies	\$75,000	Municipal Sources *	\$117,848
Contractor	\$90,000	Other Provincial (Please Specify)	
Contingency	\$41,000		
Other Eligible Costs (Please Specify):		Federal Program (Please Specify)	
TOTAL ELIGIBLE COSTS	\$226,000	Other (Please Specify)	
HST	\$33,900		
HST Rebate	\$24,204		
TOTAL NET ELIGIBLE COSTS	\$235,696	TOTAL PROJECT FUNDING	\$235,696

DECLARATION



By checking this box I certify that the information stated in this application is truthful and accurate and that the project described herein has been planned to improved municipal infrastructure and complies with all municipal by-laws, and all applicable provincial and federal requirements. *

Allison Duggan

Name *

Apr 25, 2018

Date (MM/DD/YYYY) *

Director of Finance

Title *



NOVA SCOTIA

**Transportation and Infrastructure Renewal
Office of the Minister**

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

March 19, 2018

Warden Owen McCarron
Municipality of the County of Antigonish
285 Beech Hill Road, RR #6
Antigonish, NS B2G 0B4

Dear Warden McCarron:

Thank you for your Municipality's submission under the Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2018/19.

We are pleased to inform you that the roads listed below have been approved under this program:

Road Name	Description	KM's	Total Cost Estimate	Cost Share Estimate
West River Cross Road	from Lower West River Road to Addington Forks Road, paving	0.39	\$150,000	\$75,000
Old South River Road	from Trunk 4 to Trunk 4, repaving	0.52	\$110,000	\$55,000
Total		0.91	\$260,000	\$130,000

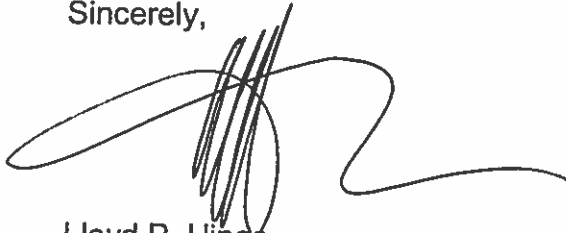
Under the terms of Cost Share Agreement 2018-002, the Municipality has agreed to notify the Department within 20 Business Days whether it accepts the list of approved projects and the cost estimates. If a notice of acceptance is not received within this time period, the Municipality is deemed to not accept the list of approved projects and the cost estimates, and the Province will proceed no further with these projects.

Warden Owen McCarron
March 19, 2018
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Due to program limits, the department will not be able to proceed with Somers Road. The Municipality may wish to re-submit this candidate for the 2019-20 program under the terms outlined in Cost Share Agreement 2018-002.

If you choose to accept the list and cost estimates, please complete and sign the attached Notice of Acceptance and return to the attention of Laura Cunningham, Capital Program Administration Officer.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'L' followed by a series of loops and a long horizontal stroke.

Lloyd P. Hines
Minister

cc Glenn Horne, Clerk/Treasurer – Municipality of Antigonish
Gerard Jessome, District Director – TIR Northern
Paul Colton, Construction Manager – TIR Northern
Laura Cunningham, TIR Capital Program Administration Officer

TENDER - EXCAVATOR - APRIL 26, 2018			
COMPANY NAME	BID**	GUARANTEED BUY BACK	BALANCE AFTER BUY BACK
Strongco	\$ 218,385.00	\$ 79,570.00	\$ 138,815.00
Brandt	\$ 246,100.00	\$ 100,000.00	\$ 146,100.00
A.L.P.A. Equipment Ltd	\$ 203,435.00	\$ 50,000.00	\$ 153,435.00
SELCO Equipment	\$ 248,848.00	\$ 76,568.00	\$ 172,280.00
Toromont CAT	\$ 250,125.00	\$ 72,500.00	\$ 177,625.00
WAJAX	\$ 239,200.00	\$ 45,000.00	\$ 194,200.00
Nova International	\$ 235,635.00	Not Offered	
Wilsom Equipment	\$ 236,825.00	Not Offered	

**All bids include HST